

ADMISSIONS INFORMATION

Admissions Policy

In compliance with our mission to transform lives and strengthen communities, it is the policy of Piedmont Technical College to provide access to postsecondary education to all who are eligible in accordance with statutory requirements and existing policies of the South Carolina Technical College System.

Applicants must be 18 years old or a high school graduate or the equivalent to be admitted to the college. Under certain circumstances, an applicant who is under 18 years old and has not graduated from high school may be admitted, such as dual enrolled high school students, or others through arranged partnerships or agreements. Evidence of high school graduation or its equivalent is required for admission to Associate Degree and Diploma programs. Certain certificate programs require a high school diploma or the equivalent; this information is available on the college website and in the college catalog.

Piedmont Technical College does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, or veteran status in its admissions policies.

General Admissions Procedure

The purpose of defined Admissions Procedures is to outline the steps applicants must follow to be admitted into the college and the program of study of their choice. Admission requirements and procedures are established to ensure equal opportunity for all students in consideration of their potential for success and graduation from the college.

Any exceptions to the procedures documented herein must be approved by the PTC Vice President for Student Affairs and Communications.

General Admission Requirements for Associate Degree, Diploma and Certificate Programs for First-Time College, Returning and Transfer Students:

1. All applicants for admission to the college must be eighteen years of age or possess a high school diploma or General Educational Development (GED) credential. Exceptions are made for specific programs and partnerships, such as the Dual Enrollment Program with area high schools.
2. All applicants must submit a college application for admission.
3. All applicants for admission to associate degree, diploma, and certain certificate programs must possess and provide proof of completion of high school, GED or the equivalent. The college will accept the high school diploma or GED credential as verification in lieu of the official transcript. The original diploma must be copied by a PTC personnel at any of our county campuses. An official transcript may still be required to receive certain forms of financial aid.

There are four exceptions to providing acceptable proof of completion for high school, GED or the equivalent, and they are listed below:

- a. Current graduating seniors will be admitted provisionally until June 30 of each year. After that time, if the student indicates he/she cannot provide documentation of high school graduation, the

student must meet with the Dean of Admissions to change the student type to Non High School Graduate.

- b. Students enrolling in certificate programs that are not eligible for federal financial aid.
- c. Applicants who have earned an associate degree or higher, or the equivalent, from an accredited institution are not required to verify high school graduation or GED provided they submit an official college transcript verifying the highest degree earned or equivalent coursework.
- d. Applicants who have attended an accredited four-year institution and have earned at least 15 college-level credit hours.

It is the responsibility of the Dean of Admissions to determine the validity of a high school credential or diploma based on criteria set by regional accreditation bodies and state departments of education. Requests for exceptions to the Dean of Admissions determination must be reviewed and approved by the PTC Vice President for Student Affairs and Communications.

4. All applicants must have taken the college placement test within the past five years or meet one of the following criteria for exemption:
 - a. A South Carolina High School GPA of at least 3.0 and a grade of "C" or better in Algebra II or higher.
 - b. A grade of "C" or higher in a college-level English and Math course from a regionally accredited or approved institution.
 - c. Earned an associate, bachelor's degree or higher from a regionally accredited institution.
 - d. A minimum score of 19 on ACT Math waives the Math portion; and a minimum score of 20 on ACT English and Reading waives the Writing and Reading portion.
 - e. A minimum SAT score of at least 450 on Verbal (or Critical Reading) waives the Writing and Reading portion; and a minimum score of 450 on Math waives the Math portion.
 - f. A minimum GED score of 165 for Reasoning Through Language Arts and Mathematical Reasoning beginning with the 2016 GED.
5. All applicants must be US citizens, have a lawful presence in the United States, or apply as a non-immigrant.

Additional Admission Procedures for Specific Academic Programs

Health Care Programs

1. Applicants must meet specific program entrance requirements for admission into the clinical phase of limited-enrollment programs. These are defined in the college catalog and on the college website.
2. Applicants must complete a physical examination, criminal background check, and a drug screening prior to the clinical experience for health care facilities.

Visit the health care curricula (<https://catalog.ptc.edu/academic-programs/health-care-division/#programstext>) for more information.

Gunsmithing

Applicants must complete a background check and be eligible to obtain a concealed weapons permit.

Early Care and Education

Applicants must complete a background check and drug screening prior to the Supervised Field Experience, which is a required component in the program. Some school districts may require a TB test as well.

Additional Admission Procedures for Specific Student Types

Dual Enrollment Students

Dual enrollment students are typically high school juniors and seniors enrolling in college courses to earn college credit and high school credit simultaneously. All students should have permission to enroll in courses from a parent/guardian and the school district or home school association governing the student's high school or home school.

Dual enrollment students have the option of enrolling in courses at participating partner high schools/career centers, at a PTC campus or location, or through distance education learning (virtual/online). Students are eligible to enroll in both general education courses and/or technical career courses as allowed by the partnerships between PTC and the student's school district or home school association.

Dual enrollment students must reside in the seven-county PTC service area or have special permission to enroll if residing outside of the seven-county service area.

Dual enrolled students should complete the following steps to enroll with Piedmont Technical College:

- Complete the online admissions application (www.ptc.edu/apply (<https://www.ptc.edu/apply/>))
- Submit a birth certificate
- Submit a high school registration form
- Complete placement test or satisfy the placement requirements with appropriate SAT/ACT/PSAT/Pre-ACT test scores

Most dual enrollment courses are transferrable to another college/university. Students should check with the colleges of their choice to determine transfer eligibility of courses. Students transferring to a SC public four-year or two-year college/university can review courses covered in the statewide articulation agreement here: www.ptc.edu/transfercourses (<https://www.ptc.edu/academics/schools-programs/university-transfer/courses-transfer/>).

For more information please visit: www.ptc.edu/dual (<https://www.ptc.edu/dual/>)

Early High School Graduates

Early graduates must follow the general admissions requirements.

International Students

Piedmont Technical College reaffirms its policy of nondiscrimination with specific reference to international students. The college's "Open Door" procedure does not apply to international students. The college can deny

admission to any international applicant whenever such action appears to be in the best interest of the college.

International applicants/students are those non-citizens or non-permanent residents of the United States who hold or who are applying for student visa category F for admission to the college's credit programs. International students holding other visas should consult with the International Student Advisor for admission information.

In addition to meeting the regular college and program admission criteria, international students must fulfill the following requirements:

1. Apply for admission.
2. Submit a certified English translation of secondary school records, including evidence of graduation.
3. If the institutions are located outside the U.S., professional credential evaluations from any member of the National Association of Credential Evaluation Services (NACES) are required. If requesting transfer of credits, a course by course report is also required. The report must be sent directly to PTC's Student Records Office from the evaluation service.
4. Provide evidence of English language proficiency by one of the following:
 - a. Test results from the Test of English as a Foreign Language (TOEFL) showing a minimum score of 61 on the internet-based version. If the paper version is taken, a minimum of 173 Computerized; 500 Written
 - b. Test results from the International English Language Testing System (IELTS) indicating a minimum overall band score of 5.0.
 - c. Official report verifying transfer credit for postsecondary level English coursework.

These requirements may be waived for a student whose first language is English or whose secondary school of instruction is English.

5. Complete the placement test within the past five years, or provide proof of one of the following:
 - a. A South Carolina High School GPA of at least 3.0 and a grade of "C" or better in Algebra II or higher.
 - b. A grade of "C" or higher in a college-level English and Math course from a regionally accredited or approved institution.
 - c. Earned an associate, bachelor's degree or higher from a regionally accredited institution.
 - d. A minimum score of 19 on ACT Math waives the Math portion; and a minimum score of 20 on ACT English and Reading waives the Writing and Reading portion.
 - e. A minimum SAT score of at least 450 on Verbal (or Critical Reading) waives the Writing and Reading portion; and a minimum score of 450 on Math waives the Math portion.

6. Demonstrate evidence of financial support by submitting an Affidavit of Support with official documentation of financial support to cover tuition and expenses for one academic year. The amount is subject to

change based on the current rate of tuition, books, and cost of living in the local area.

7. Provide a two-semester escrow deposit of U.S. currency based on the international rate of tuition. A portion will be used to pay first semester tuition and fees. The balance will remain in escrow to be applied to your last semester. This amount is subject to change based on the current tuition rate for international students. Corporate or government contractual agreements and/or assessment of the student's ability to pay may satisfy this requirement. The college will also adhere to the Sister-State Agreements established annually by the South Carolina Commission on Higher Education. Therefore, when the student submits necessary forms and is approved under the Sister- State Agreements, the student will be refunded the difference from the international to out-of-county tuition rate.
8. Issue Form 1-20 upon receipt of all required documents and escrow deposit. Issuance of an Form 1-20 does not guarantee the approval of F-1 visa status by the U.S. Immigration and Naturalization Office or the U.S. embassy or consulate in your home country.

When an international student is enrolled at the college, the student must:

- a. Comply with certain academic requirements.
- b. Follow the requirements of the Student Code.
- c. Maintain visa status and immigration documents in the manner required by the Department of Homeland Security.

Implementation of the Admission of International Students Procedure 3-2-1020 will be guided by the following:

- d. The college must maintain certification by the United States Department of Homeland Security and the United States Immigration and Customs Enforcement to admit nonimmigrant students (F visa category).
- e. The college must have a primary designated school official (DSO).
- f. The college must maintain a current subscription to the Adviser's Manual of Federal Regulations Affecting Foreign Students and Scholars, which is a publication of the Association of International Educators (NAFSA).
- g. The college shall maintain all necessary and appropriate documents for international students as required by U.S. Immigration and Customs Enforcement and ensure the accuracy of the Student & Exchange Visitor Information System (SEVIS).

Additional Notes

- Financial assistance is not available to incoming international students. Students on F-1 visa are not permitted to work off-campus. On-campus employment is extremely limited.
- International students who wish to pursue a degree exclusively online from their home country do not need to secure an F-1 visa and should contact SEVIS Designated School Official for more information about this process:
- Transient International students must also provide a copy of their Form 1-20, visa and a letter from the home institution DSO.
- Transfer-in students will be required to submit a Transfer-In release form from prior institution. Form I-20 will be released upon transfer release of SEVIS record.

Non-Degree Seeking Students

Applicants not seeking admission into a degree, diploma, or certificate program may be admitted as non-degree students. Applicants must complete an application for admission. Non-degree students are not eligible for federal or state financial aid.

Readmission

Students who are not enrolled at Piedmont Technical College for three consecutive semesters (including summer) or more, and who wish to re-enroll must reapply for admission, and must meet admissions criteria under the current catalog. Students who want to reapply to the same program must re-enter under the current catalog for their program.

Senior Citizens

Senior citizens who are at least 60 years of age may be permitted to attend classes, on a space available basis, without the required payment of tuition if they meet admissions and other standards deemed appropriate by the college. Learn more about our senior citizen tuition waiver (<https://catalog.ptc.edu/student-handbook/financial-information/senior-citizen-tuition-waiver/>).

Transient Students

Applicants enrolled at another college desiring to transfer PTC courses to their home college may be admitted as transient students. Applicants must submit an application for admission, Transient Coursework Approval Form or submit their home institution's approval form. Satisfaction of course prerequisites is indicated via signature of the home institution registrar/designee. Transient students are not eligible for federal or state financial aid. The college placement test is not required for transient students. Online classes require at least one proctored assignment or exam to be completed. Electing to have the exam proctored by an institution other than PTC may result in additional charges with that institution.