

## ADMISSION REQUIREMENTS OF THE COLLEGE

### Admission to the College

**Y**ou are eligible for admission to Tidewater Community College if you are a high school graduate or the equivalent, or if you are 18 years of age or older and able to benefit from a program of instruction. The Application for Admission is online at [www.tcc.edu](http://www.tcc.edu). Application for Admission forms may also be obtained at the Enrollment Services Office of your choice. All students are advised to consult with a counselor or academic advisor to investigate their educational interests and plan admission to a specific program.

The College reserves the right to evaluate Applications for Admission and to refuse admission to applicants when it is considered to be in the best interest of the college or when there is sufficient reason to believe they present a danger to themselves or to other members of the college community.

When you submit an application (paper or online) to the college, you are making a voluntary decision to participate in its programs, and abide by the policies, rules, and regulations of Tidewater Community College and the State Board for Community Colleges. When the college accepts your application, it extends to you the privilege of joining the college community. You may remain a part of that community as long as you meet the required academic and behavior standards of the college and the Virginia Community College System.

It is the policy of the Virginia Community College System and Tidewater Community College to maintain and promote equal employment and educational opportunities without regard to race, color, sex or age (except where sex or age is a bona fide occupational qualification), religion, disability, national origin, or other non-merit factors.

You may be admitted to Tidewater Community College as a curricular or non-curricular student.

### Admission as a Curricular Student

Curricular students are those who have been admitted to one of the college's programs and who are working toward completion of a certificate or associate degree at the college. Attendance may occur on a part-time or full-time basis. To be placed in a curriculum, you must be a high school graduate or have earned a Graduate Equivalency Diploma (GED), and must have completed required developmental courses, or otherwise been determined to be qualified for admission. To be admitted as a curricular student, you must:

- Submit a completed official Application for Admission.
- Complete Student Assessment Program placement testing.

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- Submit official transcripts from all high schools, colleges, and universities attended. High school transcripts are required if you apply to TCC prior to high school graduation, if the college needs verification of your high school graduation or its equivalency, or if you apply to a selective admission program.
- Additional information may be required for admittance to certain programs of study or if you are an international student.

### Admission as a Non-Curricular Student

If you have not requested admission to a curriculum, you are classified as a non-curricular student. As a non-curricular student, you may register for courses for any of the following reasons:

- To upgrade skills for your current job.
- To develop skills for a new job.
- To explore a new career.
- For personal satisfaction and general knowledge.
- As a transient student currently pursuing a degree at another college or university.
- As a student planning to pursue a degree at another college or university before graduating from TCC.
- As a high school dual enrollment student.
- To audit a course.

### To be submitted as a non-curricular student, you:

- Must submit a completed official Application for Admission.
- May be required to complete Student Assessment Program placement testing.

### Admission of Non-Immigrant Alien Students

Tidewater Community College is authorized under Federal Law to enroll non-immigrant alien students.

### Admission of Applicants with Disabilities

Applicants with disabilities are not required to identify themselves. However, if you request assistance in the admission process including the placement test, or need academic accommodations in the class because of a disability or chronic health problem, please contact the Disability Services counselor at your home campus. We ask that you contact, disability services at least 45 days prior to the first day of classes. If you are seeking academic accommodations you will need to provide documentation of your disability that is no more

than three years old. This documentation is confidential and is not to be shared with any of your professors, or anyone else without your written permission, and is never a part of your academic record.

### **Admission Under Special Provisions**

Generally, enrollment of high school students at Tidewater Community College is intended to enhance and enrich the student's traditional education experience. Enrollment in developmental studies courses generally is prohibited because it takes the place of traditional experiences that should be available through other agencies or from a home schoolteacher or tutor. Special provision applicants must test free of all developmental studies courses that are prerequisites to credit courses, and applicants may not be able to enroll in some courses if developmental reading is recommended. Graduating seniors enrolled in their final term prior to high school graduation may enroll in developmental studies course. Normally, admission of students under 16 years of age will not be considered. The applicant who is admitted under special provisions will be classified as non-curricular until he/she qualifies for admission as a regular student. All high school-aged students applying for admission under special provisions must meet with the Campus Dean of Student Services or designee to review the content of the requested course(s) and the appropriateness of enrollment. Registration is normally limited to part-time enrollment. Continued enrollment will be reviewed each term and authorized by the Campus Dean of Student Services or designee based on educational merit. Family Educational Rights and Privacy Act (FERPA) regulations must be discussed with the student and parent to clarify disclosure regulations.

#### **Special provision applicants currently enrolled in high school must:**

- Be at least 16 years of age and have completed their sophomore year (10th grade) of high school. A high school transcript may be required to demonstrate successful completion of 10th grade courses.
- Have a written recommendation from the high school principal or designee who must certify that the student is enrolled or is eligible for enrollment at the high school and can likely benefit from a program of instruction at Tidewater Community College. Applicants who are not eligible for enrollment at the high school will not be considered for admission to Tidewater Community College.

#### **Special provision applicants who are currently enrolled in home school must:**

- Submit a copy of their authorization to home school provided by the division school system.
- Provide official evidence that they are performing at their appropriate grade level, as determined by the division superintendent. Options include: results from the same or alternate forms of standardized achievement tests used in the Virginia State Assessment Program or results from other assessments which, in the judgment of the division superintendent, indicate that the student is achieving at an adequate level.

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- Provide a written recommendation from their tutor or teacher certifying that the applicant is performing at the required grade level and can likely benefit from a program of instruction at Tidewater Community College.

Applicants will participate in the placement-testing program to demonstrate prerequisite academic preparedness. All applicants shall meet course prerequisites as determined by the college.

### Admission Requirements for International Students

In addition to the general admission requirements of the college, all international applicants must also meet the admission requirements established by the International Student Services Office (ISS) before enrolling at the college. Non-immigrant students holding or seeking F1 status can obtain the necessary forms and instruction on how to apply for an I-20 from the International Student Services office. Please visit the International Student Services website for specific application deadlines for international students at [www.tcc.edu/students/iss](http://www.tcc.edu/students/iss).

As a non-immigrant applicant, you must provide original financial documents, notarized by a bank official, that meet the minimum financial requirements set by the college. You must also submit a notarized affidavit of support indicating the amount of income you will receive while attending college, the source of that income, and the manner in which you will meet housing needs and medical expenses. Upon arrival at the college, F1 students are required to submit proof of health insurance coverage that meets the minimum requirements as established by the International Student Services Office. If you are applying to TCC from outside the local area, you are required to submit an official TOEFL report to Tidewater Community College, Virginia Beach Campus (ETS Institutional Code: 5787). Applicants from within the local area should contact the International Student Services Office to arrange English language testing. For more information on TCC's English language requirements, refer to the Required Testing section of this handbook.

If you have obtained a student visa to attend another college, you may be eligible for admission to TCC as a transfer student. Contact TCC's International Student Services Office for information regarding F1 transfer applications. If you have not maintained your status at the institution you previously attended, you will be advised to seek reinstatement from the United States Citizenship and Immigration Services (no longer INS).

Prospective students in non-immigrant classes other than F1 are required to meet with the International Student Advisor to determine admission eligibility and/or limitations.

Students must provide evidence of English language proficiency if their native language is not English. This requirement may be satisfied by providing proof of one of the following:

- In addition to achieving a score of 90 or above on TCC's ESL placement test, a student must display written and oral skills typical of an advanced ESL student who is prepared to begin a limited amount of college-level work, and complete an oral interview without the assistance of an interpreter.
- Paper TOEFL score of 550.
- Computer-based TOEFL score of 213.
- SAT Critical Reading score of 500 or higher.
- ACT English score of 21.
- Certificate of Proficiency in English (CPE) grade of A, B, or C.
- British "O" Level English pass (grade A-C).
- Possession of an American degree (associate, bachelor, or master) or the equivalent from an accredited institution located in a country where English is the native language.
- Successful completion of one college-level English course at a regionally accredited U.S. institution. This course must be equivalent to Tidewater Community College's English Composition I (ENG 111). Successful completion is defined as obtaining a grade of C (2.0) or higher.
- Successful completion of Tidewater Community College's ESL Bridge Courses.

For more information on international student admission, contact the International Student Services Office or visit the ISS web page at [www.tcc.edu/students/iss](http://www.tcc.edu/students/iss).

### English as a Second Language (ESL) Students

If English is not your native language, you will be required to take the English As A Second Language (ESL) placement test. If the test results indicate that you need ESL instruction, you must successfully complete the required ESL courses before you enroll in non-ESL courses. TCC offers an intensive ESL program consisting of four levels: intermediate I and II, advanced, and bridge.

Students whose first language is not English can demonstrate English proficiency in one of the following ways:

- In addition to achieving a score of 90 or above on TCC's ESL placement test, a student must display written and oral skills typical of an advanced ESL student who is prepared to begin a limited amount of college-level work, and be able to communicate in English without the assistance of an interpreter.
- Paper TOEFL score of 550.
- Computer-based TOEFL score of 213.

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- SAT Critical Reading score of 500 or higher.
- ACT English score of 21.
- Certificate of Proficiency in English (CPE) grade of A, B, or C.
- British “O” Level English pass (grade A-C).
- Possession of an American degree (associate, bachelor, or master) or the equivalent from an accredited institution located in a country where English is the native language.
- Successful completion of one college-level English course at a regionally accredited U.S. institution. This course must be equivalent to Tidewater Community College’s English Composition I (ENG 111). Successful completion is defined as obtaining a grade of C (2.0) or higher.
- Successful completion of Tidewater Community College’s ESL Bridge Courses.

ESL courses are offered at the Virginia Beach Campus. ESL Placement testing is available at all four campuses. For further information, testing center locations and links to the Placement testing schedule and practice items for English as a Second Language students, visit the TCC website at [http://www.tcc.edu/students/ISS/F1\\_new/language\\_req.htm](http://www.tcc.edu/students/ISS/F1_new/language_req.htm).

### Exceptions to the General Admissions Policy

High school dual enrollment students will be considered for admission to Tidewater Community College according to the Virginia Plan for Dual Enrollment. Other applicants not meeting the college’s general admissions criteria may apply to the college for special consideration. Generally, enrollment of individuals who have not met the general admissions requirements is intended to enhance and enrich the student’s traditional secondary education experience.

Dual enrollment in developmental studies courses by high school students is prohibited because it takes the place of traditional experiences that are available through public or private school systems, other agencies, or from a home schoolteacher or tutor. However, high school seniors enrolled in their final term prior to their graduation may enroll in developmental courses when a need is indicated by placement test results. In all cases, these special-admission applicants must complete placement tests with scores high enough to waive developmental studies courses ENG 1, ENG 3, ENG 4, ENG 5, and MTH 2.

All individuals applying for admission under special provisions must meet with a Campus Dean for Student Services or designee to review the appropriateness of the requested college credit course(s) as it relates to the student’s educational goals. Eligibility for continued enrollment will be reviewed each term and authorized by a Campus Dean for Student Services or designee based on educational performance (the student must have completed

all previous college courses with a grade point average of at least 2.0). The applicant who is admitted under special provisions will be classified as non-curricular until s/he qualifies for general admission as a regular student.

Family Educational Rights and Privacy Act (FERPA) regulations must be discussed with the student and parent to clarify disclosure regulations concerning personally identifiable information.

Individuals who do not meet the college's general admission requirements, but apply as an exception to the general admissions policy, may be considered provided they meet one of the following criteria:

1. The applicant must have a written recommendation from the high school principal or designee, who must certify that the individual is eligible for enrollment at the high school and amply prepared for a college-level course. Applicants who are not eligible for enrollment at the high school due to disciplinary reasons will not be considered for admission to TCC.
2. Applicants who are home-schooled students must: a) provide a copy of their authorization to home-school provided by the division school system; b) provide official evidence that they are performing at their appropriate grade level, as determined by the division superintendent (options include: results from the same or alternate forms of standardized achievement tests used in the Virginia State Assessment Program or results from other assessments which, in the judgment of the division superintendent, indicate that the student is achieving at an adequate level); and c) provide a written recommendation from their tutor or a teacher certifying that the applicant is performing at the required grade level.

### Senior Citizens

The Senior Citizens Higher Education Act authorizes any person 60 years or older who has been domiciled in Virginia for a minimum of one year to qualify for free tuition benefits for credit classes on a space available basis if his or her Virginia taxable income is not more than \$15,000. Any person 60 years or older, regardless of income level who has been domiciled in Virginia for a minimum of one year, qualifies for free tuition to audit credit classes or non-credit classes on a space available basis. For further information, contact Enrollment Services on any campus for credit classes, and Workforce Development for non-credit classes. Registration dates for these classes are restricted to those listed in the class schedule for credit. For non-credit classes, registration is available on the first day the class meets.

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### CLASSIFICATION OF STUDENTS

#### Full-Time

You are considered a full-time student if you have enrolled in 12 or more credit hours of course work in a semester or summer session.

#### Part-Time

You are considered a part-time student if you are enrolled in fewer than 12 credit hours during a semester or summer session.

#### Academic Load

The minimum full-time academic load is 12 credit hours. The maximum load, without special permission, is 18 credit hours.

#### Student Level

You are classified as a freshman until you complete 30 credits of course work in a degree program. You are classified as a sophomore after you complete 30 credits of course work in a degree program.

#### Campus of Record

You must select a campus of record — Chesapeake, Norfolk, Portsmouth, or Virginia Beach — when you apply for admission. You can take classes and perform many administrative functions at any campus, but a copy of your records will be maintained at your designated campus of record. Except for students accepted into special admission programs (i.e., Federal Work Study, Health Professions, SOCNAV, Trucking, Veterans Affairs) or in situations deemed necessary by the Campus Dean of Student Services, students shall not change their campus of record classification. Students who are permitted to change their campus of record may do so by contacting Enrollment Services on any campus.

### ASSESSMENT AND PLACEMENT TESTING

Your success in a program of study at TCC requires that you have fundamental skills in English (reading and writing) and mathematics. To make sure that you are prepared to benefit from your courses, the college has developed the Student Assessment Program for placement testing.

A computerized placement program is used to evaluate your reading, writing, and mathematics skills. Except for financial aid applicants without a high school diploma or General Education Diploma (GED), these tests do not serve as admissions tests. Instead, they help you identify your academic strengths, recognize specific skills you need to work on, and plan the best sequence of courses.

You may take the placement tests on any campus. First you must pay a testing fee at the campus Business Office prior to reporting to the exam site. You must present your receipt and a photo ID at the exam site.

More information about placement testing and exemptions that may apply to some students is available on the web at <http://www.tcc.edu/students/admissions/plactest>. Students whose first language is not English may be required to take an English as a Second Language placement test and should contact the International Student Services office at the Virginia Beach campus. Students with documented disabilities should contact Student Development or Disability Services for placement testing accommodations.

For more information on the Student Assessment Program, contact campus Enrollment Services.

### **Ability to Benefit**

Student Assessment Program test results constitute official documentation of your ability to benefit from instruction at TCC. This documentation is required for the admission of individuals who not have a high school diploma or GED. Non-native English speakers who have not graduated from high school, either in the U.S. or abroad, must contact the Office of International Student Services (ISS) at the Virginia Beach Campus 757-822-7342 for appropriate testing to document their ability to benefit.

### **Required Enrollment in Developmental Courses**

- If you do not achieve the minimum score requirements on the English (reading and writing) placement tests, you must enroll in developmental and/or study skills courses and complete them successfully before enrolling in other English courses or history courses.
- If you do not achieve the minimum score requirement on the mathematics placement test, you must enroll in developmental courses and complete them successfully before enrolling in other mathematics courses.
- If you do not achieve an appropriate score on the reading portion of the English placement test, you must successfully complete the required developmental reading and/or study skills courses before enrolling in most college-level courses.
- If your ESL test results indicate a need for ESL instruction, you must successfully complete the prescribed ESL courses before enrolling in developmental or college-level courses.
- If you have not met the college's minimum score requirements on the ACT or SAT tests, you must enroll in developmental courses and complete them successfully before enrolling in other college-level courses.

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Developmental courses prescribed through the Student Assessment Program are considered prerequisites, and the college reserves the right to withdraw you at any time from classes in which you have enrolled without completing the appropriate prerequisite course(s).

### Required Testing

- If you are a new student and you plan to enter an associate degree or certificate program, you must take the English (reading and writing) and mathematics placement tests and must see a counselor to review test results.
  - If you wish to enroll in any English course or history course, you must take the placement tests for English (reading and writing).
  - If you wish to enroll in any mathematics course, you must take the mathematics placement test.
  - If you have completed nine credit hours at TCC and have a grade point average below 2.0, you must take the placement tests before enrolling in any additional credit course work.
  - If English is not your native language, you must document English proficiency or take the ESL Placement Test before taking any courses at the college. If the test results indicate that you need ESL instruction, you must successfully complete the required ESL courses before you enroll in any non-ESL courses.
  - If you are applying for admission under special provisions, you must participate in the placement testing program to demonstrate prerequisite academic preparedness.
  - You may be exempt from placement testing if you present evidence of satisfactory performance (a grade of C or better) in college-level courses in English and mathematics at an accredited institution where English is the official language before taking placement tests at TCC.
  - You may be exempt from placement testing if you have taken the SAT or ACT within three (3) years of the time that you enroll and meet the following minimum score requirements:
    - ACT English, minimum score 21
    - ACT Mathematics, minimum score 21
    - SAT in Critical Reading (as of 2005 testing) or Verbal (prior to 2005), minimum score 500
    - SAT Mathematics, minimum score 500
- \* Students whose curriculum requires a mathematics level higher than College Algebra, must still take the mathematics placement test.

## OTHER ADMISSION REQUIREMENTS

### Admission to Specific Courses

You must successfully complete some courses before you may enroll in others. These prerequisite courses are listed in each semester's TCC Schedule of Classes. Developmental and ESL courses identified through the college's Student Assessment Program are also considered prerequisites. The college reserves the right to withdraw you from courses in which you have enrolled without successfully completing the appropriate prerequisites. The college's SIS system will not allow you to register for a course if you have not successfully completed the prerequisite.

### Admission Priorities

When enrollments must be limited for any curriculum, priority shall be given to all qualified applicants who are residents of the political subdivisions supporting the college and to Virginia residents not having access to a given program at their local community college, provided such students apply for admission to the program prior to registration or by a deadline established by the college. In addition, residents of localities with which the college has clinical-site or other agreements may receive equal consideration for admission.

### Admission to Specific Curricula

If you are applying for admission to an associate degree program (Associate of Arts, Associate of Science, Associate of Applied Arts, or Associate of Applied Science), you must have a high school diploma or the equivalent, have completed prescribed developmental courses, or otherwise be considered eligible by the college. You may also be required to submit additional information with your application.

Some curricula impose requirements in addition to the general college admission requirements. Check the curriculum of your choice to see if you have met the prerequisites or specific admission requirements. If you do not meet all the requirements, you may be able to make up deficiencies by taking developmental courses or other prerequisites. In some cases, you may qualify to be placed in another appropriate curriculum, or you may be classified as non-curricular until you satisfy the requirements and are admitted to the curriculum of your choice.

### Curriculum Changes

To change curricula, consult a counselor or academic advisor to make sure you meet any prerequisites for the new program. You must complete a Curricula Change form, available from campus Enrollment Services. If you are certified for veteran's benefits, you must also notify the Veterans Affairs Office on your campus of record of the change.

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### Reapplication

You must reapply for admission if you applied but did not enroll in classes within one year, or if you have not enrolled in classes within three years of your last enrollment. To do so, you must complete and submit an updated Application for Admission in person, via the mail, or online at: <http://www.tcc.edu>.

### Transferring from Other Colleges

Normally, transfer students who have not been suspended or dismissed from the last college they attended are eligible for admission to Tidewater Community College. If you are not eligible to return to a previous college due to a suspension or dismissal, you may not be allowed to enroll at TCC.

### Transfer Credit, Credit by Exam, and Credit for Military Experience

You may receive credit for course work completed successfully at other post-secondary institutions if they have been granted regional accreditation by the Commission on Colleges of the Southern Association of Colleges and Schools or the equivalent commission for senior, community, and junior colleges for other regional accreditation associations.

### How to Have Your College Transcript(s) Evaluated

To have previous course work evaluated and to receive credit for it, you must:

- Apply for admission to the college.
- Be placed in a curriculum/plan.
- Have your official transcripts, with appropriate college seal and authentication, mailed to:

TCC Central Records Office  
P.O. Box 9000  
Norfolk, VA 23509-9000

- Complete and submit an online Evaluation of Previous Educational Experience Request Form, which is accessible at <http://www.tcc.edu/students/forms/forms.htm>

The academic dean of the division in which you are enrolled will determine if and how the evaluated transfer credit may be used. When course content is equivalent and applies to your program of study, the course and credit will transfer. Grades and grade points do not transfer. You may be advised to repeat courses to ensure that you make satisfactory progress in your curriculum.

### Transcripts from Institutions Outside the U.S.

Educational systems vary from country to country. College-level coursework completed at some overseas institutions may not be considered college-level work in the United States. Tidewater Community College may award transfer credit for courses successfully completed at international colleges and universities after they have been evaluated by one of the private evaluating agencies recognized by TCC. To have your foreign transcript(s) evaluated:

- Submit an online Evaluation of Previous Educational Experience Request Form, which is accessible at <http://www.tcc.edu/students/forms/forms.htm>
- Have your international transcript(s) evaluated by a professional organization or agency that is a member of the National Association of Credential Evaluators or is approved by the Virginia Department of Education. The fee for this evaluation and the time required for completion of the evaluation varies with each agency, and is the responsibility of the student.

Request a course-by-course evaluation. Document-by-document evaluations will not be accepted by TCC for transfer credit.

Instruct the evaluation agency to mail an official report directly to:

TCC Central Records Office  
Tidewater Community College  
P.O. Box 9000  
Norfolk, VA 23509-9000

### **Credit by Examination**

If you feel you are qualified to receive credit for certain college courses because of your educational background, work experience, or former independent study, you may receive college credit at TCC by earning acceptable scores on tests offered through the College Level Examination Program (CLEP) of the Educational Testing Service, the Proficiency Examination Program (PEP) of American College Testing, or the Defense Activity for Non-Traditional Education Support Program Subject Standardized Tests (DANTES).

Where no standardized examination exists, academic deans may authorize the administration of locally-developed challenge exams. You may also receive credit through the Advanced Placement Program (AP).

All test scores must be sent directly from the testing agency to:

TCC Central Records Office  
P.O. Box 9000  
Norfolk, VA 23509-9000

You must also submit a Request for Evaluation located online at <http://www.tcc.edu>. Note that credit awarded by Tidewater Community College through these examinations may not transfer to other colleges and universities. For more information, contact the Counseling Center at your campus.

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Possession of industry-recognized certifications means that a student may be prepared to challenge for credit a Tidewater Community College course that covers much of the same material. Students who hold these certifications may have the knowledge and skills that could result in credit being awarded. However, TCC's courses provide instructional content that frequently goes beyond the scope of the knowledge and skills found in a particular certification. Therefore, testing is required to determine if a student is to be awarded credit for the course that relates to the certification. The procedure for such testing follows:

- Students who hold industry-recognized certification in information technology (such as Microsoft, Novell, etc.) must present the certification documentation to the appropriate campus academic dean for evaluation for credit. In order to be eligible for such an evaluation, the student must be enrolled in one of the college's Information Systems Technology (IST) curricula.
- Based on the information presented, the academic dean will determine what course(s) the student is eligible to challenge. The student will be informed of the objectives of the course that form the basis of the challenge examination.
- In order to be granted credit for the course, the student must successfully pass a TCC examination that includes both a written and hands-on component. A faculty member in the appropriate discipline will grade the examination.
- If credit is awarded, there will be no letter grade assigned on the student's transcript. Rather, a code will be placed on the transcript indicating credit was awarded by exam.
- Upon recommendation of the faculty, the appropriate academic dean shall submit the necessary substitution form to the Central Records Office to be entered on the student's record.

## **Credit for Successful Tech Prep Participation**

Tech Prep programs facilitate a seamless transition from high school to post-secondary education and the job market. Participants take a sequence of courses, integrating academic and occupational preparation, designed for a specific career cluster.

To receive TCC credit for articulated work in Tech Prep, you must have earned a grade of B or better and be enrolled at TCC within two academic years after graduation from a participating high school. Start the process with your high school counselor.

**Tech Prep program credit is valid ONLY in the equivalent TCC program.**

## **Credit for Military Service Experience and Education**

Credit may be allowed for courses you completed in military service schools if such credit is recommended in the American Council on Education's Guide to the Evaluation of Educational Experiences in the Armed Services, and if the work is applicable to your program

of study. To receive this credit, you must complete a Request for Evaluation located online at <http://www.tcc.edu/students/forms/forms.htm>. Supporting documentation should be directed to:

TCC Central Records Office  
P.O. Box 9000  
Norfolk, VA 23509- 9000

As a servicemember or veteran, you may also receive a waiver of credit for physical education requirements by submitting a discharge certificate or other appropriate certification to any campus Counseling Center or, if you are receiving veterans benefits, to the Veterans Affairs Office. This waiver carries no credit, so you must substitute elective credits to meet the total credit requirements for your curriculum.

### **Curriculum Waivers and Substitutions**

If you have documented evidence of previous coursework, training, and/or experiences that you wish to use as a substitute or waiver of coursework required in your curriculum (plan), consult a counselor or an academic advisor. An Application for Course Waiver/Substitution must be completed and approved by the academic dean for your curriculum. If you transfer from one curriculum to another, the course waiver/substitution granted may not apply to your new curriculum.

### **Servicemembers Opportunity Colleges**

Tidewater Community College is an institutional member of Servicemembers Opportunity College (SOC), a group of approximately 1,800 colleges and universities providing voluntary post-secondary education to members of the military throughout the world. This program is designed to ease the transfer of course credits, provide flexible academic residency requirements, and credit learning from appropriate military training and experiences.

Within the framework of SOC, Tidewater Community College actively participates in SOCAD, SOCNAV, SOCMAR, SOCOAST, and SOCGUARD. The SOCNAV program is available for naval personnel. The SOCAD program is available for army, army reserve, and personnel. The SOCMAR program is available for marine personnel. The SOCOAST is available for Coast Guard personnel. The SOCGUARD program is available for Army National Guard personnel. These programs guarantee the transfer of comparable courses among participating colleges and universities. The college also participates in the Concurrent Admissions Program (CONAP) offered by SOC in cooperation with the U. S. Army or the U. S. Army Reserve. For more information, consult the Veterans Affairs Office at the Virginia Beach campus at 757-822-7235.

**Do not bring transcripts to the Office of International Student Services.  
They will not be accepted.**