

Procedures for Policy 2208

The following admission procedures will be followed.

1. Determining Eligibility for Admission

Admissions and Enrollment Services staff will determine eligibility for admission using the following guidelines, and will make the admission guidelines available on the college's website:

1.1. General Admission

- Individuals are eligible for general admission to the college if they are high school graduates or the equivalent, or if they are eighteen (18) years of age or older and able to benefit academically from study at the community college, as demonstrated by assessment in reading, writing, and mathematics.
- Applicants 18 years of age or older who have not earned a high school diploma, [VCCS Accepted Diplomas](#), or GED, may be admitted as demonstrated by assessment scores in reading, writing, and mathematics using the Virginia Placement Test.
- High school transcripts are not required for admission to TCC, however, students may be required to prove high school completion (e.g., for financial aid eligibility, international students, home-schooled students and dual enrollment students).
- Individuals may be admitted to the college as curricular or non-curricular student.

1.2. Admission for High School and Home School Students

- Dual enrollment is restricted to high school juniors and seniors and home-school students studying at the high school junior or senior levels who meet requirements for participation in the college's dual enrollment programs. Individuals may be admitted according to [Virginia Community College System policy 6.6](#).
 - Dual enrollment students shall submit a completed Virginia Community College (VCCS) Common Application for Admission and Dual Enrollment Application to the college. All dual-enrolled students must demonstrate readiness for college by meeting the minimum admission criteria for transfer or career & technical courses and all course prerequisites provided on the college's website.
 - High school students who do not meet the junior or senior status may petition for admission. All petitions for admitting high school freshmen or sophomores must first receive formal approval from the college president or their designee. Because admitting freshmen and sophomores is considered exceptional, the college ready status of each prospective freshmen and sophomore student will be treated on a case-by-case basis.

1.3. Special Admission Requirements for International Students

- In addition to general admission requirements, international applicants pursuant to F-1 visa status must meet the admission requirements established by the International Student Services office.
- The college is authorized by the Department of Homeland Security to admit students pursuant to F-1 visa status in accordance with Federal regulations at [8 C.F.R. § 214.3](#). All necessary documents must be submitted to the Office of International Student Services in accordance with established deadlines. The Principal Designated School Official (PDSO) is responsible for establishing and monitoring international admission requirements.
- Applicants in non-immigrant classes other than F-1 are required to meet with the international student advisor to determine admission eligibility and/or limitations.
- Applicants whose native language is not English may need to demonstrate proficiency in both written and oral English through use of either a standardized national or college assessment test.

1.4. Applicants with Documented Disabilities

In accordance with [Section 504, Rehabilitation Act of 1973](#) and [The Americans with Disabilities Act Amendments Act of 2008](#), no qualified individual shall by reason of disability be denied access to, participation in or the benefits of college. Students should contact the Educational Accessibility Office 30 days prior to the start of a term to provide all necessary documentation required in order to receive appropriate, reasonable accommodations.

1.5. Transfer Applicants

Transfer students who are eligible for re-entrance at the last college of attendance are also eligible for admission to the community college. Transfer students who are ineligible to return to a particular curriculum in a previous college generally may not be allowed to enroll in the same curriculum in TCC until one semester elapses or until an approved preparatory program at the college is completed. The college shall decide on each case and can impose special conditions for the admittance of such students.

1.6. Admission to Specific Curricula

- In addition to the general admission requirements, some curricula may specify additional admission requirements. It is the responsibility of the student to provide the additional information required in order to meet the admission standards for the program.
- Decisions regarding admission into programs with additional admission requirements are made by the program head and/or academic dean.

However, all documents for college admission will be submitted to campus Admissions and Enrollment Services, which will coordinate admission processes with the various academic units.

- Per VCCS Policy 6.0.2, Colleges may not use a prospective student's immunization or vaccination status in admission decisions for competitive admission programs. Colleges must notify prospective students that clinical sites or other external entities may require vaccinations and other immunizations and must require students to sign the Statement on Immunizations and Vaccinations as provided by the VCCS Legal Office.
- In the instance that admission to a particular program or curriculum is limited, priority shall be given to all qualified applicants who reside¹ in the geographical area served by 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 in which the college has a clinical-site or other such agreements may receive equal consideration for admission.

1.7. Application for Readmission

- Applicants who applied to the college and did not attend will have to submit a new VCCS Common Application for Admission after three terms from the admit term selected on the application. Students who have interrupted their enrollment at the college for more than three years must reapply by submitting an updated VCCS Common Application for Admission.

1.8. Admission Refusal or Revocation

- The college reserves the right to evaluate and document special cases and to refuse or revoke admission if the college determines that the applicant or student poses a threat, is a potential danger, is significantly disruptive to the college community, or if such refusal or revocation is considered to be in the best interest of a college. For details, refer to [TCC Policy 2203](#) (Refusal or Revocation of Admission).
- Per [TCC Policy 1200](#) (Equal Opportunity and Nondiscrimination), the College does not discriminate on the basis of race (or traits historically associated with race including hair texture, hair type, and protective hairstyles such as braids, locks, and twists), sex, color, national origin, religion, sexual orientation, gender identity or expression, age, veteran status, political affiliation, disability, genetic information, and pregnancy, childbirth, or related medical conditions in its programs or activities. Inquiries related to the college's nondiscrimination policies may be directed to the AVP of Human Resources or as it relates to students, the Dean of Student Life and Conduct.

¹ Note that "reside" does not require Virginia domicile status.

2. Admission Application

The Vice President for Student Affairs, along with, the Dean of Enrollment Management will make the Virginia Community College System (VCCS) Common Application for Admission available electronically on the college's website.

- A hard copy version of the VCCS Common Application for Admission will be available by request only from Admissions and Enrollment Services.
- The VCCS Common Application for Admission will be made available upon request by contacting (757) 822-1122 or info@tcc.edu.
- Admissions and Enrollment Services staff will process completed applications received at the campuses.
- Applicants with incomplete applications will receive an email encouraging completion of the application.

3. Admission Correspondence

The Vice President for Student Affairs, along with the Dean of Enrollment Management will be responsible for ensuring applicants receive appropriate admission communication. Emails are automatically generated based on an individual's application. Letters requiring manual distribution will be mailed or emailed to applicants whose names were submitted to Admissions and Enrollment Services staff.