



Admissions

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Admissions Policy Statement

It shall be the policy of H. Trenholm State Technical College to admit all applicants who meet the established admission criteria. Admission decisions will be made without regard to an applicant's race, color, disability, sex, religion, creed, national origin, or age. This policy grants admission to first-time college applicants, transfer applicants, transient applicants, audit applicants, accelerated high school applicants, international applicants, and applicants seeking readmission.

Enrollment Schedule

Applicants may enter the college at the beginning of each term: Fall (August), Spring (January), or Summer (May). Applicants are encouraged to apply for admission to the College prior to the term for which they wish to enroll.

Enrollment Process

All applicants must provide the following documents, when applicable, as a condition of admission to Trenholm State Technical College:

- A completed application for admission, which requires proof of residency. Applications can be obtained from the Office of Admissions and Records on both campuses and should be returned to the Office of Admissions and Records on the Trenholm or Patterson Campus. The mailing address is:

H. Councill Trenholm State Technical College
Office of Admissions and Records
P.O. Box 10048
Montgomery, Alabama 36108

- An OFFICIAL high school transcript, and/or GED scores, and/or college transcript(s). In order to be official, transcripts must be mailed directly from another school to Trenholm State Technical College. Transcripts hand-delivered must be in an unbroken sealed envelope to be official.

Compass Placement Assessment

- The COMPASS Placement Assessment is designed to ensure proper course enrollment and enhance probable success in math, English, and reading. (See information under Testing/Re-Testing)

Exemptions from Testing

- Applicants who are within three years of high school graduation and have earned the following minimum score on the ACT or SAT: ACT English-20 and ACT math-20 or SAT I Verbal-480 and SAT I math-480;
- Applicants who have an associate degree or higher;
- Applicants who transfer degree-creditable college-level English or mathematics courses with a grade of "C" or better (pending evaluation of official transcript(s));
- Senior citizens (Alabama residence, age 60 and older), undeclared, other non-award seeking majors who are taking classes for avocational reasons only;
- Applicants who have completed required transitional coursework at another Alabama Community College System institution within the last three years;
- Applicants who provide documentation of assessment with the COMPASS or ASSET taken at another Alabama Community College System institution within the last three years;
- Audit applicants, transient applicants, and dually enrolled high school applicants in English and/or math.

Applicants who do not take the algebra portion of the COMPASS Placement Assessment will be required to complete MAH-090, Basic Mathematics.

Testing/Re-Testing

The COMPASS Placement Assessment is designed to ensure proper course placement in math, English, and reading, and to verify that new applicants have the skills necessary to succeed in courses required for their chosen major. The COMPASS Placement Assessment is free of charge to incoming applicants and assessment scores are valid for three years from the date of the original or re-test assessment. Each section of the Placement Assessment may be repeated only once at a charge of \$8.00 per section.

Please note: If the assessment was taken at another higher education institution, then the assessment can only be repeated once at the College.

A study guide for the assessment is on the Learning Enhancement Center (LEC) link of the College website. To receive a hard copy, visit the Office of Admissions and Records or call (334) 420-4306. Any questions about the Placement Assessment should be directed to the LEC at (334) 420-4349 or (334) 420-4460.

Placement Assessment results are a prerequisite for initial enrollment unless an exemption applies.

If testing or retesting for the Ability to Benefit, all three sections of the test must be taken in one testing session. The fee for retaking the Assessment is \$24.00 and must be paid in the Bookstore. Please discuss taking a retest with LEC personnel before paying the fee. Retest scores will replace previous scores.

First-Time College Students

Applicants who have not previously attended any regionally or nationally accredited college will be considered first-time college applicants or “native” applicants.

The College may establish additional requirements for select programs or to assure ability to benefit.

Admissions to Pursue Certificate within a Non-Degree Program

Applicants who do not have a high school diploma or GED may be admitted to Non-Degree Programs to pursue Regular or Short Term Certificates, but they must pass all parts of the Ability-to-Benefit test. They may enroll in any Technical course for which they meet the prerequisites provided they are at least 16 years of age and have not been enrolled in secondary education for at least one calendar year (or upon recommendation of the local superintendent or his/her designee). The applicant may not enroll in courses for which prerequisites have not been met.

Admissions to Pursue a Short Term Certificate in Truck Driving

To be eligible for admissions to pursue a Short Term Certificate in Truck Driving, an applicant must provide the following documentation at the time of registration:

- Completed Application for Admissions, which includes proof of residency.
- Department of Transportation (DOT) physical which indicates no physical or mental limitations which could impair one’s ability to drive a truck. The physical must be dated within two (2) years of one’s registration date and must be documented on the proper DOT physical form.
- The drug screen must indicate negative results and be dated within 30 days of registration. The results should be mailed to:

H. Councill Trenholm State Technical College
Truck Driver Training
P.O. Box 10048
Montgomery, AL 36108

- Applicants enrolled in the Truck Driving program are subject to random drug testing.
- Motor Vehicle Report (MVR), which may be obtained from the Department of Public Safety, 50 North Ripley Street, Montgomery, AL 36104. The MVR must be dated within 30 days of applicant’s registration.
- Current Driver’s License.
- The applicant is responsible for all costs related to the DOT physical and drug screen.
- Tuition, books and fees are due at the time of registration. The cost range from \$1,500.00 to \$1,602.00 for Alabama residents. Out-of-state residents will be charged double this amount.

Admissions to Pursue an Associate Degree, Regular Certificate, or Short Term Certificate within a Degree Program

To be eligible for admissions to pursue an Associate Degree, Regular Certificate within a Degree Program, or Short Term Certificate within a Degree Program, an applicant must meet one of the following criteria:

- The applicant holds Advanced, Regular Diploma, Regular Career/Technical Endorsement, Credit-Based Endorsement Diploma, the high school diploma of another state equivalent to aforementioned endorsements, or an equivalent diploma issued by a non-public, regionally and/or state accredited high school; or
- The applicant holds a high school diploma equivalent to Advanced, Regular Diploma, Regular Career/Technical Endorsement, Credit-Based Endorsement Diploma issued by a non-public high school and passed the Alabama High School Graduation Examination; or
- The applicant holds a high school diploma equivalent to the Advanced or Regular Diploma, issued by a non-public high school and has achieved a minimum ACT score of 16; or
- The applicant holds the high school diploma from another state equivalent to the Advanced, Regular Diploma, Regular Career/Technical Endorsement, Credit-Based Endorsement or an equivalent diploma issued by a non-public high school, and has achieved a minimum ACT score of 16; or
- The applicant holds a GED Certificate issued by an appropriate state education agency.

Unconditional Admissions of First-Time College Students

For unconditional admissions, applicants must have on file at the College a completed application for admissions and at least one of the following:

- An official transcript showing the graduation date with an Advanced, Regular Diploma, Regular Career/Technical Endorsement, or Credit-Based Endorsement Diploma, or the high school record from another state that is equivalent to the aforementioned options, or an equivalent diploma issued by a non-public, regionally and/or state accredited high school; or
- An official transcript showing a graduation date from high school that is equivalent to the Advanced, Regular Diploma, Regular Career/Technical Endorsement, or Credit-Based Endorsement Diploma issued by a non-public high school and proof of passage of the Alabama High School Graduation Examination; or
- An official transcript showing a graduation date from high school that is equivalent to Advanced, Regular Diploma, Regular Career/Technical Endorsement, or Credit-Based Endorsement Diploma issued by a non-public high school and evidence of a minimum ACT score of 16; or
- An official transcript showing graduation from high school with the Alabama Occupational Diploma and evidence of a minimum ACT score of 16; or
- An official GED Certificate.

For admission to a course not creditable toward an associate degree, applicants with less than a high school diploma or GED must also have on file documented Ability-to-Benefit. (See Student Services Section, Ability-to-Benefit Testing)

Conditional Admissions of First-Time College Students

Conditional admissions may be granted to an applicant who does not have on file at the College at least one of the following:

- An official transcript showing the graduation date with Advanced, Regular Diploma, Regular Career/Technical Endorsement, or Credit-Based Endorsement Diploma, or the high school record from another state that is equivalent to the aforementioned options, or an equivalent diploma issued by a non-public, regionally and/or state accredited high school; or
- An official transcript showing the graduation date with Advanced, Regular Diploma, Regular Career/Technical Endorsement, or Credit-Based Endorsement Diploma, or the high school record from another state that is equivalent to the aforementioned options, issued by a non-public high school and proof of passage of the Alabama High School Graduation Examination; or
- An official transcript showing the graduation date from high school, with an Advanced, Regular Diploma, Regular Career/Technical Endorsement, or Credit-Based Endorsement Diploma, that is equivalent to the aforementioned options, or issued by a non-public high school and evidence of a minimum ACT score of 16; or
- An official transcript showing the graduation from high school with the Alabama Occupational Diploma and evidence of a minimum ACT score of 16; or
- An official GED Certificate.

If all required admissions records have not been received by the College prior to issuance of first term grades, the grades will be reported on the transcript, but the transcript will read CONTINUED ENROLLMENT DENIED PENDING RECEIPT OF ADMISSIONS RECORDS. This notation will be removed from the transcript only upon receipt of all required admissions records.

Dual Enrollment/Dual Credit for High School Students

Institutions within the Alabama Community College System are authorized to establish dual enrollment/dual credit programs with local boards of education in the College service area. Courses offered by Alabama Community College System shall be of postsecondary level, or as stipulated in a contract for services between the two levels. An applicant is eligible for dual enrollment/dual credit if the applicant meets the following criteria:

- The applicant must meet the Trenholm State entrance requirements.
- The applicant must have a “B” average in completed high school courses.
- The applicant must have written approval of the appropriate principal and/or the local superintendent of education.
- The applicant must be in either grade 10, 11, or 12, or have an exception granted by Trenholm State upon the recommendation of the local Board of Education’s superintendent or his/her designee in accordance with Alabama Administrative Code 290-8-9-.17 regarding gifted and talented applicants.
- Applicants may enroll in occupational/technical courses/programs in accordance with college guidelines.
- Applicants enrolled in courses offered during the normal high school day, on or off the high school campus, shall have prior permission of the local Board of Education’s superintendent or his/her designee and the president of Trenholm State.
- Parental permission and travel for courses offered other than the applicant’s high school campus during the normal school day will be administered under the auspices of local Boards of Education.
- Six semester credit hours at the postsecondary level shall equal one credit at the high school level in the same or a related subject. Articulation agreements shall be entered between Trenholm State and the local Boards of Education.

Transfer Students

Applicants who have previously attended another regionally or Council on Occupational Education accredited college, will be considered transfer students, and will be required to submit official transcripts of work attempted at all said institutions. Transfer applicants must also provide other admissions documents as required for first-time applicants at the College.

Transfer applicants who meet requirements for admissions to courses creditable toward an associate degree shall be classified as “degree-eligible” applicants. Transfer applicants who do not meet these requirements shall be classified as “non-degree-eligible” students.

Unconditional Admission of Transfer Students

- For unconditional admissions, transfer students must submit an application for admissions and official transcript(s) from all regionally or Council on Occupational Education accredited colleges attended, and as designated by the institution, any other documents required for first-time college students.
- A transfer student who attended another college and who seeks credit for transfer to the receiving college may be admitted to the College as a transient student. The student must submit an application for admissions and an official letter from the transfer college which certifies that the credit earned at Trenholm State will be a part of the student’s academic program. A student is not required to submit transcripts of previously earned credits at other colleges.
- Transfer applicants who have completed the Baccalaureate Degree will be required to submit only the transcript from the college granting the Baccalaureate Degree.

Conditional Admission of Transfer Students

Transfer students who do not have official transcripts on file from all colleges attended and any additional documents required by the College may be granted conditional admissions. Transfer applicants will not be allowed to enroll for a second term unless all admissions records have been received by the College prior to registration for the second term.

If all required admissions records have not been received by the College prior to issuance of first term grades, the grades will be reported on the transcript, but the transcript will read CONTINUED ENROLLMENT DENIED PENDING RECEIPT OF ADMISSIONS RECORDS. This notation will be removed from the transcript only upon receipt of all required admissions records.

Initial Academic Status of Transfer Students

- A transfer student whose cumulative grade point average at the transfer institution(s) is 2.0 or above on a 4.0 scale will be admitted on Clear Academic status. A transfer student who is admitted on Clear Academic status is subject to the same standards of academic progress as a “native” student. Grades accrued at other regionally accredited colleges are not included in the Grade Point Average (GPA) calculation at the College.
- A transfer student who is admitted on Academic Probation retains that status until the applicant has attempted at least 12 semester credit hours.
- If the Cumulative GPA at the College is below 1.5 at the conclusion of the semester in which the applicant has attempted a total of 12 or more semester credit hours, the student will be suspended for one semester. The transcript will read SUSPENDED--ONE TERM.
- If the Cumulative GPA at the College is 1.5 or above at the conclusion of the semester in which the transfer student admitted on Academic Probation has attempted a total of 12 semester credit hours and earned a cumulative 2.0 or higher GPA, the student’s status will become Clear.

General Principles for Transfer of Credit

- Coursework transferred or accepted for credit toward a certificate or a degree must represent collegiate coursework relevant to the student’s degree plan. In assessing and documenting equivalent learning and qualified faculty, an institution may use recognized guides which aid in the evaluation for credit. Such guides include those published by the American Council on Education, The American Association of Collegiate Registrars and Admissions Officers, and the National Association of Foreign Student Affairs.
- Courses completed at other regionally or Council on Occupational Education accredited colleges with a passing grade will be accepted for transfer and must be a part of the student’s degree plan. Higher grades may be required by the College for selected courses provided the higher grades are also required in courses for native students. Course grades of “C” or better will only be accepted for transfer.
- A transfer student from a college not accredited by the appropriate regional association or Council on Occupational Education may request an evaluation of transfer credits after completing 15 semester hours with a cumulative GPA of 2.0 or above.
- Transfer credit(s) will be evaluated during the first term of enrollment, only if transferrable grades are “C” or better. College transcripts will only be evaluated when all transcripts are received.
- Awarding of transfer credit to fulfill graduation requirements will be based on the applicability of the credits to the requirements of the degree pursued.
- Credit may be extended based on a comprehensive evaluation of demonstrated and documented competencies and previous formal training. (See section on Alternative Sources of Credit).
- Courses completed at here may transfer to other technical colleges and to the technical divisions of community colleges. Credits may transfer to the academic divisions of community colleges or to four-year colleges/universities. However, the decision on the acceptance of transfer credits always rests with the receiving college. All requests concerning transfer courses should be directed to the college/university to which a student plans to transfer.

Credit for Prior Learning

It is the philosophy of H. Councill Trenholm State Technical College that a student should not be required to repeat a learning experience for knowledge or skills currently possessed by the applicant. Therefore, if prior learning can be appropriately documented, the applicant may be awarded credit or advanced placement.

Statewide Articulation

H. Councill Trenholm State Technical College participates with Autauga, Bullock, Butler, Elmore, Macon, Montgomery and Pike County School systems and the Tallasse City School System in a Technical Preparation Consortium. Articulation agreements may also exist with other school systems. High school graduates who have grades of “A” or “B” in specific occupational programs and have fulfilled all requirements of the Statewide Articulation Agreement may be eligible for college course credit. Credit awarded through an articulation agreement will be indicated on the student’s transcript. For specific information on Statewide Articulation please call (334) 420-4347.

College Level Examination Program

H. Councill Trenholm State Technical College accepts credits earned from the College Level Examination Program (CLEP) provided that there is a course equivalent in the student's degree plan. Credit will be indicated on the student's transcript as "EC" (exemption/CLEP). A listing of minimum acceptable CLEP scores is available in the Office of Admissions and Records. The College does not administer CLEP tests. If a CLEP test is available for a particular course, credit by departmental examination will not be given.

Defense Activity for Non-Traditional Education Service

Credit may be granted for any military service school or for any United States Armed Forces Institute/Defense Activity for Non-Traditional Education Services (USAFI/DANTES). Subject tests that have been satisfactorily completed and are determined to have a course equivalent in the student's degree plan will be accepted. Credit will be indicated on the applicant's transcript as "ED" (exemption/DANTES). Additional information on DANTES credit is available from the Office of Admissions and Records.

Advanced Placement

Advanced course placement or college credit may be awarded in specific subject areas for successful completion of Advanced Placement examinations administered to high school students by the College Entrance Examination Board. With a score of three (3) or higher, a student may receive credit for a course in the subject area corresponding to the test. A maximum of 30 credit hours may be awarded for Advanced Placement. Credit will be indicated on the student's transcript as "EA" (exemption/advanced placement). Additional information on advanced course placement is available in the Office of Admissions and Records.

Credit by Department Examination

Theory courses are available for credit by department examination. Credit by examination requires the approval of the instructor of the particular course and the Associate Dean of Technical Education and the Dean of Academic Services. The following guidelines apply to the granting of credit by examination:

- Not all courses are available for credit by examination. See an instructor within the department for a list of courses available for credit by examination.
- Students may not receive credit by examination for a course they have previously audited or for which they have received a grade other than a "W" (Withdraw). In addition, they may not receive credit by examination for a course if they have earned credit for an equivalent or more advanced course. Transitional courses are not eligible for credit by examination.
- A student is eligible to attempt credit by examination for any particular course only once.
- If a course has a theory and a lab/clinical component, a student must pass a written test and a performance test to receive credit by examination. A student must first pass the written exam before being allowed to take the performance component.
- A \$45.00 non-refundable fee must be paid, per written examination, at the time the request is made for credit by examination. The cost for the performance exam will vary depending on the supplies necessary for completing the exam.
- A grade of seventy-five percent (75%) must be achieved on the test in order to be awarded credit by examination.
- The maximum number of credit hours that may be earned for credit by examination is twenty-five percent (25%) of the credit hour requirements for any program of study. Credit(s) will be indicated on the applicant's transcript as "CR."

Industry-Recognized Credentials

Credit(s) may be awarded for prior learning that has been verified and assessed through an industry-recognized credentialing process. Individual departments may identify specific licensure and/or certification that will be accepted for course credit. The departmental faculty and the appropriate Dean will establish specific course credits to be awarded for specific industry credentials. The department must verify the credentials of the applicant requesting credit and attach supporting documentation for review by the appropriate Deans. There is no fee for evaluation of industry-recognized credentials.

Portfolio Review

The request for credit by portfolio review will be evaluated by a Prior Learning Assessment (PLA) certified assessor and a department advisor to determine if the applicant has sufficient experiences to be eligible for credit pursued.

Upon recommendation to the appropriate Deans, a faculty committee will be assigned to provide assistance to the student in gathering and preparing supporting documentation for the portfolio. The faculty committee and a PLA certified assessor will evaluate the student's portfolio, conduct an interview with the applicant and recommend action on the request for credit. Final approval for awarding of credit by portfolio review rests with the appropriate Deans. The student portfolio must contain the following:

- Title page;
- Detailed outline or table of contents;
- Course outline(s) for the course(s) credit is requested;
- Detailed resume to include education, employment history, continuing education units, professional activities, association memberships, civic and social activities, and honors;
- A typed narrative in manuscript style, should include a detailed explanation of activities listed in the resume and a description of theoretical and applied knowledge, as it relates to the specific course outcomes;
- Verification to include documents such as transcripts, professional certificates, CEUs, letters of reference from employers and colleagues, professional evaluations, testimonials, job position descriptions, a listing of professional activities, and other pertinent documentation;

The following guidelines apply to the granting of credit for prior learning:

- The portfolio process must begin before midterm of the student's first semester;
- A student is eligible to apply for credit for prior learning only once;
- Students may not receive credit for prior learning for a course they have previously audited or for which they have received a grade. In addition, they may not receive credit for prior learning for a course, if they have earned credit for an equivalent or more advanced course;
- A \$75 non-refundable portfolio assessment fee must be paid upon recommendation of the appropriate Dean to establish a faculty committee and to evaluate the student's portfolio;
- The maximum credit that may be awarded for prior learning is twenty-five percent (25%) of the Technical credit hour requirements for any program of study. Credit will be indicated on the applicant's transcript as "EL" (exemption/life experiences);
- The portfolio review process will not be available for any course for which credit by examination is available;
- A Prior Learning Assessment (PLA) certified assessor will administer all written exams and some performance exams. The form of the examination, the method of administering it, and the time requirements for the examination are at the discretion of the course instructor and/or the department from which credit is pursued.

International Students

Prior to being issued an I-20 form, international students must present the following items to the Office Admissions and Records:

- An official translated copy of the student's high school transcript (and college transcript(s), if applicable);
- Official transcript showing a minimum of 500 on the Test of English as a Foreign Language (TOEFL);
- Signed, notarized statement declaring that they will be fully responsible for their financial obligations while attending college;
- Documentation demonstrating adequate health and life insurance which must be maintained during all periods of enrollment; and,
- College application for admissions.

Students from a country where English is the native language, or students who have successfully completed a college-level English course, may be exempt from the TOEFL requirement. A student who wishes to transfer from another college or university in the United States must submit a transfer clearance form/letter from the institution where the applicant was last enrolled.

Transient Students

Students who attended another college/university and who wish to earn credits for transfer to that parent college may be admitted to the College as transient students. Students must submit an application for admissions and a letter or Transient Permission Form from the parent institution to certify that the credits earned at the College will be accepted as part of their academic program. The official letter or Transient Permission Form must be properly signed by the dean, registrar, or advisor at the parent college and must contain the specific college course(s) students have been approved to take. Transient students are not required to file transcripts of their previously earned credits at other colleges/universities.

Audit Students

Applicants may apply for admissions to credit courses on a non-credit or audit basis. Students must meet all applicable admissions requirements. Standards of performance for each class will be defined by the individual instructor. A grade of "AU" will be given to denote an audit. Students must declare their intention to audit a class at the time of registration. A course may be changed from CREDIT to AUDIT or from AUDIT to CREDIT only during the official drop/add period of each semester.

Non-Credit Students

An applicant enrolling exclusively in non-credit courses may be granted admissions to the College via the Continuing Education Department. For additional information, please contact (334) 420-4235.

Re-admission

All new and returning students must see their assigned advisor prior to registering for classes. Students returning to the College after a break in enrollment of two consecutive terms are required to update admissions information in the Office of Admissions and Records. In addition, returning students must submit official transcripts from all regionally accredited colleges attended since the last date of attendance at Trenholm State Technical College. Applicants are subject to fulfilling the requirements of the curriculum that is current at the time of re-admissions.

Registration

During advising, students should obtain a copy of their degree plan. Students should follow their degree plans since it is their responsibility to make sure that courses are taken in proper sequence. In addition, any required prerequisite course must be completed before registering for higher level courses.

Registration for classes is held on designated dates prior to the beginning of each semester. All new students must begin the enrollment process in the Office Admissions and Records. New students will meet with a New Advisor for advising. Additionally, instructors will assist students in selecting classes and completing a Course Registration Form.

Online Registration

Online registration is available to all returning students through their student login. Prior to online registration, returning students should meet with their program advisors to ensure they are registering for appropriate courses.

Late Registration

Any registration which is completed after the beginning of classes is considered late. Late registration is permitted during a designated period (drop/add) and every effort should be made to avoid late registration. Many courses may be full, at this time, and it may be difficult to cover any missed material. Applicants will not be admitted after the drop/add period has ended. Students may have an opportunity to register for mini-term courses, if they are available.

