



ADMISSIONS CHECKLIST

Below is your guide to completing the Admissions process for Southern Crescent Technical College.

- _____ 1. **Complete an Admissions Application (onsite or online at sctech.edu or GAfutures.org).**
- _____ 2. **Pay \$25 non-refundable application fee to the Business Office (in person or by phone at 770-228-7275). If you complete the application online, you can pay online.**
- _____ 3. **Do not wait! Apply for Financial Aid at www.fafsa.ed.gov today. This application is required for the Pell Grant, HOPE Grant, HOPE Scholarship, Student Access Loan, and other financial assistance programs. See #4 on the back for more details.**
- _____ 4. **Provide Official High School or GED Transcript* (in a sealed envelope). Request high school transcript from high school, Board of Education or GAfutures.org. Request GED Transcript from tcsg.edu. See back for more details.**

*Students with diplomas from any secondary or post-secondary schools located outside the United States must have their transcripts evaluated for equivalency by an approved outside evaluation organization and that official translation must be received in Admissions.

- _____ 5. **Request Official College Transcript(s)* from ALL colleges attended. Completion of at least thirty (30) semester degree (or 45 quarter degree) credit hours eliminates the requirement for a high school/GED transcript.**

*Students with diplomas from any secondary or post-secondary schools located outside the United States must have their transcripts evaluated for equivalency by an approved outside evaluation organization and that official translation must be received in Admissions.

- _____ 6. **Prepare for and take college placement test (if applicable - may be able to waive requirement based on assessment of program readiness) or provide college transcript documenting completion of program level mathematics and English. See back for more information.**
- _____ 7. **You will receive an Acceptance Letter acknowledging your admission to the college once all necessary documents are processed.**

You are almost there, just a few more steps to go...

- _____ 8. **Meet with your Career Advisor. Contact information will be provided in the acceptance letter.**
- _____ 9. **Provide Verification of Lawful Presence in the United States (See back for details).**
- _____ 10. **Complete a 'HOPE Scholarship Evaluation Request Form' at <https://www.sctech.edu/futurestudents/fill-out-other-forms-if-needed/>, if you are enrolling in an Associate's Degree program. The request form is not available for completion online. Download, print and submit to the Registrar's Office at any location.**
- _____ 11. **Attend Orientation (ROAR).**

Additional Forms: <https://www.sctech.edu/futurestudents/fill-out-other-forms-if-needed/>

Admissions: 770-228-7348 or admissions@sctech.edu

ENTRANCE REQUIREMENTS

1. **EDUCATION** – A high school diploma from an approved agency or a GED is required for entrance to most programs. Home school students requesting admission must submit a letter of intent to home school with verified attendance reports. This student must also submit annual progress reports or final transcript from junior and senior years including the graduation date.
2. **AGE – Eligible Applicants:** Individuals 16 years of age or older or dually enrolled high school students in the 9th, 10th, 11th or 12th grades who seek access to quality instruction at the post-secondary level are eligible for admissions.
3. Complete the college placement test offered by SCTC or submit satisfactory SAT, ACT, PSAT, Accuplacer/Companion, Compass/Asset, Georgia Milestones Literature & Composition or Georgia Milestones American Literature & Composition (English admissions requirement), HOPE GPA after completion of 10th grade of 2.6 or higher, Completion of GED with a score of 145 or higher on each section for placement into any certificate, diploma, or degree program, GED Education Development {GED} scores of 145+ on English or Math, TABE 9-10 scores of 461 or higher in reading and 442 or higher in math for placement into Entry Level Workforce Certificate programs, High School GPA of 2.0 for approved Entry Level Workforce Certificates, Complete TCSG form documenting two years of work/career related experience for approved Entry Level Workforce Certificates. Official transcripts from regionally or nationally accredited post-secondary institution's documenting equivalent program-level English and Math course work may be used in lieu of completing the assessment. Some programs have additional requirements. See Testing handout for more details.
4. Financial assistance is available to qualified students from a variety of federal and state sources. Students at Southern Crescent Technical College can look to several areas for financial aid: Pell Grant, HOPE Grant, and HOPE Scholarship. To be eligible for financial aid, a student must apply for admission, be accepted into an approved program of study, and have a high school diploma or equivalent (GED). Students should apply for financial aid at least two to three weeks before registering for classes. All students must complete the Free Application for Federal Student Aid at www.fafsa.ed.gov. You can apply for financial aid BEFORE being accepted into the college.
5. Provide **Verification of Lawful Presence** in the United States (See below for more details).

Effective January 1, 2012, all students applying for in-state tuition must provide validation of lawful presence in the United States. The following documents will serve as proof of lawful presence in the United States and documentation will be required before you are eligible for consideration of in-state tuition:

- A current Driver's License issued by the State of Georgia after January 1, 2008
- A current ID issued by the State of Georgia after January 1, 2008
- A current Driver's License or ID from:
 - **Alabama:** Issued after August 1, 2000
 - **Florida:** Issued after January 1, 2010
 - **South Carolina:** Issued after November 1, 2008
 - **Tennessee:** Issued after May 29, 2004
- A certified U.S. Birth Certificate showing the student was born in the U.S, or a U.S. territory. A photocopy is not acceptable.
- An approved completed FAFSA for the current financial aid year.
- A current, valid Permanent Resident Card (USCIS form I-151 or I-551)
- A current, valid military identification card for active duty soldiers or veterans
- A U.S. Certificate of Birth Abroad issued by the Department of State (DS-1350) or a Consular Report of Birth Abroad (FS-240)
- A U.S. Certificate of Citizenship (USCIS form N-560 or N-561)
- A U.S. Certificate of Naturalization (USCIS form N-550 or N-570).

Any student who cannot be verified as lawfully present in the United States is not eligible to be considered for in-state tuition, regardless of how long he or she has lived in Georgia. In addition to being lawfully present in the United States, student must meet the in-state tuition requirements as outlined in TCSG Board Policy and Procedure V.B. 3 to warrant an in-state classification. Students that are initially classified as out-of-state, and successfully petition to have their residency changed to in-state also have to meet the verification requirement.

See Residency Sheet attached.

Submit applications and paperwork to:

Southern Crescent Technical College
Flint River Campus
Office of Admissions
1533 Highway 19 South
Thomaston, GA 30286
706-646-6148

Southern Crescent Technical College
Griffin Campus
Office of Admissions
501 Varsity Road
Griffin, GA 30223
770-228-7348