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| Procedure Number: | SS 201 |
| Procedure Title: | Admission Requirements |
| Relevant Board Policy: | F.2.1 Student Enrollment Requirements F.6.1.2. (Procedure) Student Success: The Student Experience- Connection through Entry |
| Relevant SACSCOC Principle: | 10.5 Admissions Policies and Practices |
| Originating Unit: | Office of Admissions & Records |
| Maintenance Unit: | Dean of Student Success |
| Contact for Interpretation: | Dr. David Wessler, Director of Enrollment |

I. General Admissions Requirements

Open Admissions

The College has an open door admissions policy to ensure that every person has the opportunity to access a college education (Board of Trustees Policy F.2.1). There are no minimum admissions requirements (i.e. minimum entrance exam scores, minimum GPA or class ranking, etc.). The only requirement is completion of a high school diploma or GED. As a Federal Equal Employment Opportunity (EEO) institution, the College admits students without regard to race, religion, gender, national origin, age, disability, veteran status, genetic information or sexual orientation.

General Admissions Requirements

Students must complete the application process by the published application deadline for the term they plan to attend. A new application is required for anyone who applied but did not register and for former students who stopped out for one calendar year or more. Students missing the application deadline for a regular fall or spring term (16-week session) may apply for the Start II or Flex II part of term within that same term.

In addition, students must meet federal and state regulatory requirements and any professional standards regarding admissions to the College or specific programs.

Admissions requirements:

- Submission of an application via Apply Texas
- Appropriate transcript(s)

The College has specific procedural requirements for processing admissions, depending on the classification of the individual student, as outlined in the following sections, IIB-X Per Board of Trustees Policy F.2.1, the general requirements for admissions are included in the current College Catalog as mandated by relevant law as approved by the Board of Trustees.

II. High School Admissions

High school graduates applying to college for the first time must meet the criteria for admission listed below. Following graduation, high school students are responsible for submitting complete, official high school transcripts. The College will not consider a high school transcript complete without a posted graduation date.

International students who are transferring from a high school need to also look at the International Student Admission category (below, II.K) to complete the needed steps for international admission as well.

- Apply for admission
 - Complete and submit the admission application. An active application is required to move forward with the enrollment process.
- Submit transcripts.
 - Students who have graduated from high school must submit an official high school transcript with posted high school graduation date.
 - Students who **have not** graduated from high school at the time of application must submit an official high school transcript following graduation. Official high school transcripts must include **at least six complete semesters** and must be sent by the school, sealed, or electronically. By the end of the first semester of enrollment, a student must submit a final official transcript that includes the high school graduation date. Registration for future terms will not be allowed until submission of a final official high school transcript.
 - Students unable to submit an official high school/college transcript prior to

enrollment the first (1) semester in the College because of financial obligations:

- will submit an Exceptional Admissions request to the Vice President of Student Success or designee
- will submit an official written institutional agreement from the previous institution to fulfill financial responsibility within 12 months
- will be admitted conditionally with unofficial credentials
- will not be permitted to re-enroll in future semesters after 12 month period
- will have official transcripts withheld until all admission requirements are met

III. GED Admissions/High School Equivalency Admissions

GED/High School Equivalency Admissions recipients applying to college for the first time must complete the criteria for admission listed below. Following passing the test, GED/High School Equivalency Admissions students are responsible for submitting an official passing score report.

International students who are transferring with a GED/High School Equivalency should refer to the International Student Admission category to complete the needed steps for international admission as well.

- Apply for admissions
 - Complete and submit the admission application via Apply Texas. An active application is required to move forward with the enrollment process.
 - Submit official GED test scores or other High School Equivalency reports issued by the state or testing agency authorized to administer the test.

IV. Home Schooled Admissions

Students applying for admission following completion of a home school program equivalent to the high school level will be admitted as Home School Admission graduates. In addition to the standard criteria for admission, home schooled students must present a signed, notarized record of the high school equivalent work completed and the date of graduation. A final, official high school transcript includes a graduation date and a physical address in the United States (to ensure that state's standards are met).

International students who are transferring from a home school should refer to the International Student Admission category to complete the needed steps for international admission as well.

- Apply for admission
 - Complete and submit the admission application. An active application is required to move forward with the enrollment process.
 - Submit transcripts.
 - Students who have graduated must submit a notarized transcript of the high school equivalent work completed and the date of graduation.
 - Students who have not graduated from high school at the time of application must submit a sealed and notarized non-final official transcript of the high school equivalent work. In addition, the non-final official high school transcripts must include at least six (6) complete semesters and be notarized. By the end of the first (1) semester of enrollment, a student must submit a final official transcript that includes the high school graduation date and notarization. Registration for future terms will not be allowed until submission of final official high school transcript.

V. Early Admissions

Early Admission allows students who have not yet graduated from high school or completed home school to get a jump-start on the future. The College does not guarantee that college credit earned through the Early Admission program will satisfy high school requirements. Students should check with their high school to verify if credit can be used to satisfy high school requirements. Early admission students must meet the following criteria:

- Apply for admission
 - Complete and submit the admission application via Apply Texas. An active application is required to move forward with the enrollment process.
- Complete the sophomore year of high school or the home school equivalent by the start of the academic year enrolled.
- Complete and submit the Early Admit form to the Enrollment

Services/Admissions and Records office

- Submit a letter of recommendation from a counselor or designee and parental approval addressing the applicant's maturity and ability to function well in a college environment.
- Submit official high school transcript of coursework completed prior to registration at the College
- Demonstrate college-level ability in the subject area(s) requested

Students registering must complete the AlamoENROLL Checklist, which consists of a series of educational and college readiness modules for promoting student success: Go FAARR and Test Prep.

VI. Individual Approval Admissions

Students who (1) are graduates of high school or the equivalent but cannot obtain an official transcript due to the institution and/or academic records no longer existing, (2) cannot provide a transcript due to financial obligation at a previous institution, or (3) have other extenuating circumstances may be admitted through an Individual Approval petition.

Individual Approval requests must be approved and all enrollment steps must be completed in order to register.

- Apply for admission
 - Complete and submit the admission application via Apply Texas. An active application is required to move forward with the enrollment process.
- Submit Individual Approval request.

Individual Approval request forms are available at the College's Enrollment Services/Admissions and Records office.

Individual Approval requests and all required documentation must be submitted four weeks prior to the start of courses.

VII. High School Programs Admissions

The High School Programs allow eligible high school students to earn college credit for selected high school courses in which they are currently enrolled while completing their high school requirements through traditional Dual Credit, Early College High School, Alamo Academies and

Phoenix (SAISD only). In order for students to participate in the program, area high schools must be approved to offer Dual Credit courses.

High School Programs students meet the following criteria:

- Apply for admission
- Complete and submit the admission application via ApplyTexas utilizing the Ready-Set-Apply guides for Dual Credit, Early College High School or Alamo Academies on the on the [AlamoENROLL](#) website. An active application is required to move forward with the enrollment process.
- Complete and submit Dual Credit form(s), including Parental Consent form and high school counselor approval
- Home schooled students must submit a notarized transcript
- Demonstrate college-level ability in the subject area(s) requested
- Be TSI exempt (or compliant) and meet the basic skills required for specific dual credit courses
- Provide proof of residency if requested to correct your student record

In accordance with the Alamo Colleges District's policy, high school junior and senior students may take up to two Dual Credit classes per regular semester and high school sophomores may take one Dual Credit class per regular semester. Dual Credit courses are offered in the Fall and Spring semesters only.

Dual Credit students (currently enrolled in high school) who have earned college-course credit from another institution(s) of higher education must provide an official transcript of coursework to ensure that prerequisite requirements are applied.

The Alamo Colleges District's policy allows tuition to be waived for two (2) courses [six (6) to eight (8) semester credit hours] per semester for the Dual Credit Program. Students in the Dual Credit program must reside in Bexar or the service area counties*.

Prior to high school graduation, the colleges will only release an official transcript of coursework directly to other institutions of higher education at the student's request. Official transcripts of coursework will be released when the student's complete, official high school transcript, including the graduation date, is on file. First transcript request is free and additional requests have a fee. See Non-Refundable Fees for price rates. It is the responsibility of all students to ensure Dual Credit courses will be accepted by the transfer institution they plan to attend after graduation from high school.

High School Programs students seeking to continue enrollment with the College after high school graduation must submit an ApplyTexas application as a high school graduate and follow the admissions steps outlined under the High School Admissions category.

*Bandera, Comal, Kendall, Kerr, Medina, and Wilson counties; Atascosa County, except the territory within the Pleasanton ISD; and Guadalupe County, except the territory within the San Marcos Consolidated ISD.

VIII. Transfer Admissions

A transfer student is any student who has completed previous college work at an institution of higher education and plans to attend the College.

International students who are transferring from an institution of higher education need to also look at the International Student Admission category to complete the needed steps for international admission as well.

- Apply for Admission
- Complete and submit the admission application via Apply Texas. An active application is required to move forward with the enrollment process.
- Submit transcripts in an official college sealed envelope or electronically (encrypted transcripts from an approved institution).
 - Transfer students must submit an official transcript from the last institution of higher education attended. Students submitting an in-progress transcript need to submit a completed transcript at the end of the semester. To ensure that all transferable credits are awarded, a student must submit all college or university transcripts with all grades posted.
- Students who were placed on Academic Dismissal or Academic Suspension at their previous institutions and are seeking to transfer to the College must follow the policies outlined in the Academic Dismissal Procedure.
- In order to have foreign college credit count towards the completion of a program at the College, students must submit a course evaluation by a member of the National Association of Credential Evaluation Services (NACES) or the American Association of Collegiate Registrars and Admissions Officers (AACRAO). NOTE: Some evaluation services require translation from a specific translation service.

- Students unable to submit an official high school/institution of higher education transcript prior to enrollment the first (1) semester in the College because of financial obligations:
 - will submit an Exceptional Admissions request to the Vice President of Student Success/Affairs or designee
 - will submit an official written institutional agreement from the previous institution to fulfill financial responsibility within 12 months
 - will be admitted conditionally with unofficial credentials
 - will not be permitted to re-enroll in future semesters after 12 month period
 - will have official transcripts withheld until all admission requirements are met

IX. Transient Admissions

Students with earned credit hours and seeking a degree at another institution of higher education who plan to take courses at the College for one term only are considered transient students.

International students who are transferring from an institution of higher education should refer to the International Student Admission category to complete the needed steps for international admission as well.

The steps to complete transient student admissions requirements are:

- Apply for admission
 - Complete and submit the two (2) year admission application as a transient student via Apply Texas by the deadline of the summer semester of intended admission. An active application is required to move forward with the enrollment process.
- Submit transcripts.
 - Transient students must submit an official transcript from the last undergraduate college or university attended. Upon completion of the semester, students may request their College transcript be sent to their home institution. If students remain enrolled for the subsequent semester, they must submit an

official transcript with final grades posted.

Fulfillment of Texas Success Initiatives (TSI), advising and enrollment steps, and course pre-requisites may be required prior to registration.

X. Former Student Admissions

Students who have previously attended the College and have not enrolled within the past twelve (12) months at any other institution of higher education must satisfy all applicable admissions requirements prior to registration and complete the application via Apply Texas. Returning students whose last status was Academic Dismissal should refer to **the Re-Enrollment Appeal procedure (section XIV below)**

Students with a break in enrollment of one (1) regular semester or more are required to provide proof of bacterial meningitis vaccination. State law requires that entering students who are 21 years old or younger show evidence of receiving a bacterial meningitis vaccination or booster dose during the five (5) year period prior to enrollment. The law allows for some exceptions.

Students who are returning to the College after attending another institution of higher learning need to submit transcripts from their transfer institution(s).

If students return to the College after a five (5) year absence, they may be required to re-submit transcripts for admission and/or graduation. Students who have been academically dismissed from a former institution should refer to **the Re-Enrollment Appeal procedure (section XIV below)**

XI. International Student Admissions (Pending approval from Department of Homeland Security)

All persons seeking admission holding non-immigrant visas will be processed as international students. Applicants who do not currently hold a non-immigrant visa or who wish a change of status from current visa may apply for admissions under an F-1 (Academic or Language) non-immigrant student visa. Applicants for F-1 student visas, or F-1 visa students transferring from a high school, college, or university in the United States, must submit an application via Apply Texas to the College and the International I-20 Application.

International students, who are transferring from a high school, home school, or equivalent, or an institution of higher education, need to also look at the appropriate admission category (above) to complete the needed steps for College admission as well:

- High School Admission
- GED Admission
- Home School Admission
- Transfer Admission
- Transient Admission

Applicants on an F-1 visa who wish to concurrently enroll with this institution must submit an application for admissions via Apply Texas and the International: Concurrent Application.

Applicants who currently hold a non-immigrant visa that are eligible to study in the United States must submit an application for admissions via Apply Texas and the International: Other Visa Application.

All international applicants must follow the admission steps outlined for their visa type.

All foreign credentials must be evaluated. General admission only requires a general evaluation stating credential is equivalent to that of a U.S. high school or U.S. college or university.

All evaluations must be completed by a member of the National Association of Credential Evaluation Services (NACES) or American Association of Collegiate Registrars and Admissions Officers (AACRAO). NOTE: Some evaluation services require translation from a translation service.

In order to have foreign college credit count towards the completion of a program at the College, students must submit a course-by-course evaluation.

XII. Senior Citizen Admissions

Senior Citizens who will be age 65 by the Census Date of the term may enroll in course offerings in two (2) different categories at a reduced cost. Note: Senior Citizens waiver and audits do not apply to Continuing Education courses.

Students using a tuition waiver must meet the following conditions:

College credit courses

- Must complete an application via Apply Texas
- Must submit an official transcript from the last institution of higher education attended prior to admission
- May enroll only on the first day of the part of term based on space availability

Additional steps for college credit courses:

- Responsible for completing course requirements
- Traditional tuition waived, but responsible for associated fees

Restrictions

- Space available
- 6 (six) credit hour limit
- Courses with differential tuition
- Activity classes, such as private music lessons, art studio, wellness/fitness
- Courses requiring programmatic prerequisites
- Courses that were previously registered for credit in the same semester

Audit of college credit courses

- Must complete a QuickAdmit application and the Course Audit form
- May enroll only on the first day of the part of term based on space availability

Additional steps for audit of college credit courses:

- Tuition waived, but responsible for associated fees and Audit fees

Restrictions

- Space available
- 6 (six) credit hour limit

- Courses with differential tuition
- Activity classes, such as private music lessons, art studio, wellness/fitness
- Courses requiring programmatic prerequisites
- Courses that were previously registered for credit in the same semester

NOTE: Senior Citizen waiver and audits do not apply to Continuing Education courses. Senior Citizens who audit do not have to submit admission credentials and are not subject to admission holds.

XIII. Audit Admissions

Auditing provides students with usual learning opportunities without mandatory course requirements such as attendance, written work, and tests. Students who audit a course will not receive a grade or credit for the course. In addition to tuition and fees for the course, an additional charge will apply.

Students who enroll only for Audit admission must:

- complete an application for admission via Apply Texas

NOTE: Students who audit do not have to submit admission credentials and are not subject to admission holds.

Audit courses cannot be changed to credit or credit to Audit after the Census Date of the course or term, whichever occurs first. Audit courses will be noted on the student's permanent record as "AU" for Audit.

XIV. Re-enrollment Appeal Procedure

All students who fail to meet the academic criteria stated in the College's current catalog, students on Academic Dismissal, and students on Suspension from any institution must follow the admission/readmission procedures as described in the regulations outlined under Academic Dismissal in AS 110 – Academic Progress, Academic Standing, Probation and Dismissal .in order to be admitted. In addition, students may be required to submit a brief written petition to a counselor/advisor, or

designee, for an early return after remaining out one (1) semester. (NOTE: two (2) Summer sessions equal one (1) semester.)

Appendix

- I. Purpose/Definition(s): To delineate requirements for prospective students seeking admissions to the College. Northeast Lakeview College (NLC) has an open door policy to ensure that every person has an opportunity to get a college education. NLC admit students without regard to race, color, age, gender, religion, national origin, or disability.
- II. Procedure Statement: Admissions Requirements for **First Time in College (FTIC), Transfer, and Readmit Students**
 - A. Northeast Lakeview College Admissions Website:
<https://www.alamo.edu/nlc/admissions--aid/>
 1. **Apply for Admissions:** Submit an application online using:
<https://www.alamo.edu/nlc/admissions--aid/how-to-apply/>
 2. **Submit Official Transcripts:** Turn in all official transcripts and documents to Admissions and Records in Student Commons Building, Welcome Center.
 3. **Activate AlamoNAVIGATE**, your personal enrollment checklist: Login to ACES <https://alamoaces.alamo.edu>. Go to your “Start Here” tab and click on AlamoNAVIGATE.
 4. **Submit Bacterial Meningitis Vaccination:** All entering students must show evidence of Bacterial Meningitis vaccination if they are under the age of 22. To submit documentation visit AlamoNAVIGATE and select “Turn in Shot Record”.
 5. **Complete Alamo Enroll Modules Requirements:** Login to ACES <https://alamoaces.alamo.edu>, select AlamoNAVIGATE, select “Complete Go PHAARR Module” and “Complete Test Prep”.
 6. **Take Assessment Test (if applicable):** Please contact Northeast Lakeview College Testing Center for TSI Assessment request information 210-486-5177.
 7. Readiness in math, reading and/or writing will be scheduled for a Refresher course(s) if applicable during Post Assessment Advising
 8. **Register for NSO/Advising:** FTIC students must attend New Student Orientation (NSO) and Advising. Students transferring or returning to Northeast Lakeview College from a previous college or university and

former Northeast Lakeview College students who have not attended for more than one year will need to attend a mandatory Advising session. Register online to attend the appropriate NSO/Advising Session at: <https://www.alamo.edu/nlc/experience-nlc/current-students/academic-advising/NSO/>

9. **Complete Refresher Course(s) (if applicable):** Students scoring below college

Attachment: None
Originator: Dr. Laura Sanchez/Dr. David Wessler
Date Approved:
Updated: 11/28/18, 5/10/2020
Last Updated: May 2020

Approved: _____

Title: Vice President for Student Success