A. Procedures

Applicants are encouraged to complete admissions procedures as early as possible prior to the start of the term. Prospective students may apply at any time preceding enrollment. It is preferred that all admissions requirements should be met four weeks before initial enrollment. Applicants who are unable to complete their admissions files may present their case to the Director of Enrollment Management and Admissions to request that a temporary exception be made.

B. Admissions Standards

Purpose

To describe the process by which students apply and are accepted to curriculum programs at Gaston College.

C. Responsibility

1. The Director of Enrollment Management and Admissions, under the direction of the Vice President for Student Services and Enrollment Management, is responsible for the review and processing of all student applications for curriculum programs.

2. The student applicant is responsible for accurately completing the application form and completing admissions processing requirements as directed.

D. Procedures

1. Any individual who is 18 years of age, is a high school graduate, or who meets the criteria in Policies 4-3 and 4-4 is eligible to apply for admission. Admission to the College, however, does not mean that a student will automatically be admitted to a particular course or program. Students are admitted to particular courses or programs based on available space and if all prerequisites and co-requisites have been met.

2. The admissions procedure for all degree, diploma, and certificate programs requires that the student:

   a. Complete the Application for Admission and return it to the Office of Enrollment Management and Admissions.
b. Submit an official high school transcript to the Office of Enrollment Management and Admissions. The documentation listed below can be submitted in the place of a traditional high school transcript:

(1) Official adult high school transcript
(2) Official copies of GED scores
(3) Official transcript from approved International Correspondence School
(4) Official transcript from Home School along with Home School record(s)

3. Any person who has earned an associate’s, bachelor’s, master’s, or doctorate degree from a regionally accredited institution of higher education is not required to submit an official high school transcript. Instead, eligibility for admission will be determined from the official college or university transcripts which reflect the degree awarded.

4. Request that all colleges previously attended submit official transcripts.

5. Schedule and complete placement testing in the Office of Enrollment Management and Admissions. Placement testing may not be required of any person who has completed college level Algebra and English courses with a grade of C or better at a regionally accredited institution of higher education. Placement testing may not be required of any person who has scored at or above established minimum scores on the SAT or ACT. Minimum scores are published in the Academic Catalog.

E. Complete college orientation.

Students who wish to register for credit courses, but who at present have no intention of completing a curriculum program, will be classified as Special Credit or visiting students and may be admitted to credit classes with advisor's approval after completing procedures outlined above.

F. Special Student Admission

1. Students who wish to register for credit courses as a visiting or Special Credit student may earn a maximum of 15 hours before declaring a major curriculum and may be admitted to credit classes with an advisor's approval. Tuition and fees are the same as for regular curriculum students. Credits earned under Special Studies status may be applied to a degree, diploma, or certificate
program by completing a change of major request form and delivering it to the Office of Enrollment Management and Admissions to be included in the student’s record. Such a request must be made on or before completion of 15 credit hours and the student must meet the regular admissions requirements for the curriculum as stated previously. Applicants who are unable to complete their admissions files may present their case to the Director of Enrollment Management and Admissions to request that a temporary exception be made.

2. Admissions policy implementation is under the direction of the Director of Enrollment Management and Admissions.

G. Admission of Students with Special Needs

1. Gaston College offers admission to all qualified applicants without regard to race, color, religion, national origin, or sex and does not discriminate on the basis of disability in the recruitment and admission of students and the operation of any of its programs and activities as specified by federal laws and regulations. The designated coordinators for compliance with Section 504 of the Rehabilitation Act of 1973, as amended, are the following individuals: Human Resources Director or Director of Counseling, 201 Highway 321 South, Dallas, NC 28034 or call 704.922.6200.

2. Students with disabilities must meet all admissions requirements. In order to receive services under the Americans with Disabilities Act of 1990, students are responsible for providing sufficient documentation to the special needs counselor well in advance of class registration. Documentation may include, but is not limited to, a medical, psychological, or educational diagnosis. Students should also schedule a meeting with the special needs counselor in the Office of Counseling to discuss individual needs regarding reasonable accommodations.

3. For information regarding student’s rights, responsibilities, documentation guidelines, accommodations, and other resources, please refer to The Student Guide to Disability Policies & Procedures. This guide is available in the Office of Student Services and on the College web site.

H. Prerequisites

Some curriculum programs may have additional requirements for admission. Such requirements will be specified at the time application is made for a particular program. Should an applicant not meet these prerequisites, Gaston College provides courses to
assist the student in completing needed courses and preparing for full enrollment in any program.

I. Admission of International Students

1. Gaston College welcomes interest from international students. Academic and social success of applicants from abroad is important to the College, to the students themselves, and also to the countries from which the students come. Applicants must be prepared to assume responsibility for their expenses in the USA. Gaston College does not assume financial responsibility for its students. A minimum of the first years’ tuition and fees must be paid prior to the issuance of an I-20. Checks and money orders are to be made payable to Gaston College. It is strongly recommended that the international student purchase health and hospitalization insurance.

2. All applicants seeking admission to Gaston College must submit the following information to the Office of Enrollment Management and Admissions:

   a. An official Gaston College Application.

   b. An official or certified secondary school transcript of any high school and college work completed. If the original copies of these transcripts are in a language other than English, an official English translation is required. The translation should be by a certified translator approved by the U.S. Embassy.

   c. Proof of English proficiency. This may be established by making a minimum score of 540 (207 on computer) on the Test of English as a Foreign Language (TOEFL) or successful completion of an English language school. The TOEFL is published and administered in most countries by the Education Testing Service, P.O. Box 899, Princeton, New Jersey, 08541, USA.

   d. A properly executed Form 1-134 (Affidavit of Support). This form will be sent to each applicant for completion. A financial responsibility form designed by the College may be substituted for the 1-134.

   e. A minimum of the first year’s (fall and spring semesters) tuition and fees must be paid.
3. All applicants must have completed the above requirements at least six weeks prior to the semester for which they are seeking admission. When all requirements have been received, the Director of Enrollment Management and Admissions will evaluate the records and make a final decision as to the admissibility of each applicant.

4. Once an international student is admitted to the U.S. in F-1 status, certain obligations must be met in order to maintain that status. The international student must continue to carry a full course of study. This is defined as undergraduate study at a college or university which consists of at least 12 credit hour per semester. In addition to not accepting employment off campus, the international student must keep his or her passport valid for at least six months into the future. An extension of status must be applied for if the student wishes to remain in the U.S. beyond the period of time for which he or she was admitted. Finally, F-1 students are required to disclose full and truthfully all information requested by INS regardless of whether the information requested is material.

J. Local and System-Level Prerequisites and Co-requisites

Procedures

Applicants are encouraged to complete admissions procedures as early as possible prior to the start of the term. Prospective students may apply at any time preceding enrollment. It is preferred that all admissions requirements should be met four weeks before initial enrollment. Applicants who are unable to complete their admissions files may present their case to the Director of Enrollment Management and Admissions to request that a temporary exception be made.

K. Admissions Standards

Purpose

To describe the process by which students apply and are accepted to curriculum programs at Gaston College.

L. Responsibility

The Director of Enrollment Management and Admissions, under the direction of the Vice President for Student Services and Enrollment Management, is responsible for the review and processing of all student applications for curriculum programs.
The student applicant is responsible for accurately completing the application form and completing admissions processing requirements as directed.

M. Procedures

Any individual who is 18 years of age, is a high school graduate, or who meets the criteria in Policies 4-3 and 4-4 is eligible to apply for admission. Admission to the College, however, does not mean that a student will automatically be admitted to a particular course or program. Students are admitted to particular courses or programs based on available space and if all prerequisites and co-requisites have been met.

The admissions procedure for all degree, diploma, and certificate programs requires that the student:

1. Complete the Application for Admission and return it to the Office of Enrollment Management and Admissions.

2. Submit an official high school transcript to the Office of Enrollment Management and Admissions. The documentation listed below can be submitted in the place of a traditional high school transcript:

   (1) Official adult high school transcript
   (2) Official copies of GED scores
   (3) Official transcript from approved International Correspondence School
   (4) Official transcript from Home School along with Home School record(s)

3. *Any person who has earned an associate’s, bachelor’s, master’s, or doctorate degree from a regionally accredited institution of higher education is not required to submit an official high school transcript. Instead, eligibility for admission will be determined from the official college or university transcripts which reflect the degree awarded. (revised 10/25/04)

4. Request that all colleges previously attended submit official transcripts.

5. Schedule and complete placement testing in the Office of Enrollment Management and Admissions. Placement testing may not be required of any person who has completed college level Algebra and English courses with a grade of C or better at a regionally accredited institution of higher
education. Placement testing may not be required of any person who has scored at or above established minimum scores on the SAT or ACT. Minimum scores are published in the Academic Catalog.

N. Complete college orientation.

Students who wish to register for credit courses, but who at present have no intention of completing a curriculum program, will be classified as Special Credit or visiting students and may be admitted to credit classes with advisor's approval after completing procedures outlined above.

O. Special Student Admission

1. Students who wish to register for credit courses as a visiting or Special Credit student may earn a maximum of 15 hours before declaring a major curriculum and may be admitted to credit classes with an advisor's approval. Tuition and fees are the same as for regular curriculum students. Credits earned under Special Studies status may be applied to a degree, diploma, or certificate program by completing a change of major request form and delivering it to the Office of Enrollment Management and Admissions to be included in the student’s record. Such a request must be made on or before completion of 15 credit hours and the student must meet the regular admissions requirements for the curriculum as stated previously. Applicants who are unable to complete their admissions files may present their case to the Director of Enrollment Management and Admissions to request that a temporary exception be made.

2. Admissions policy implementation is under the direction of the Director of Enrollment Management and Admissions.

P. Admission of Students with Special Needs

1. Gaston College offers admission to all qualified applicants without regard to race, color, religion, national origin, or sex and does not discriminate on the basis of disability in the recruitment and admission of students and the operation of any of its programs and activities as specified by federal laws and regulations. The designated coordinators for compliance with Section 504 of the Rehabilitation Act of 1973, as amended, are the following individuals: Human Resources Director or Director of Counseling, 201 Highway 321 South, Dallas, NC 28034 or call 704.922.6200.
2. Students with disabilities must meet all admissions requirements. In order to receive services under the Americans with Disabilities Act of 1990, students are responsible for providing sufficient documentation to the special needs counselor well in advance of class registration. Documentation may include, but is not limited to, a medical, psychological, or educational diagnosis. Students should also schedule a meeting with the special needs counselor in the Office of Counseling to discuss individual needs regarding reasonable accommodations.

3. For information regarding student’s rights, responsibilities, documentation guidelines, accommodations, and other resources, please refer to The Student Guide to Disability Policies & Procedures. This guide is available in the Office of Student Services and on the College web site.

Q. Prerequisites

Some curriculum programs may have additional requirements for admission. Such requirements will be specified at the time application is made for a particular program. Should an applicant not meet these prerequisites, Gaston College provides courses to assist the student in completing needed courses and preparing for full enrollment in any program.

R. Admission of International Students

1. Gaston College welcomes interest from international students. Academic and social success of applicants from abroad is important to the College, to the students themselves, and also to the countries from which the students come. Applicants must be prepared to assume responsibility for their expenses in the USA. Gaston College does not assume financial responsibility for its students. A minimum of the first years’ tuition and fees must be paid prior to the issuance of an I-20. Checks and money orders are to be made payable to Gaston College. It is strongly recommended that the international student purchase health and hospitalization insurance.

2. All applicants seeking admission to Gaston College must submit the following information to the Office of Enrollment Management and Admissions:

   a. An official Gaston College Application.

   b. An official or certified secondary school transcript of any high school and college work completed. If the original copies of these transcripts are in a language other than English, an official English translation is required.
The translation should be by a certified translator approved by the U.S. Embassy.

c. Proof of English proficiency. This may be established by making a minimum score of 540 (207 on computer) on the Test of English as a Foreign Language (TOEFL) or successful completion of an English language school. The TOEFL is published and administered in most countries by the Education Testing Service, P.O. Box 899, Princeton, New Jersey, 08541, USA.

d. A properly executed Form 1-134 (Affidavit of Support). This form will be sent to each applicant for completion. A financial responsibility form designed by the College may be substituted for the 1-134.

e. A minimum of the first year’s (fall and spring semesters) tuition and fees must be paid.

3. All applicants must have completed the above requirements at least six weeks prior to the semester for which they are seeking admission. When all requirements have been received, the Director of Enrollment Management and Admissions will evaluate the records and make a final decision as to the admissibility of each applicant.

4. Once an international student is admitted to the U.S. in F-1 status, certain obligations must be met in order to maintain that status. The international student must continue to carry a full course of study. This is defined as undergraduate study at a college or university which consists of at least 12 credit hour per semester. In addition to not accepting employment off campus, the international student must keep his or her passport valid for at least six months into the future. An extension of status must be applied for if the student wishes to remain in the U.S. beyond the period of time for which he or she was admitted. Finally, F-1 students are required to disclose full and truthfully all information requested by INS regardless of whether the information requested is material.

S. Local and System-Level Prerequisites and Co-requisites

Gaston College adheres to state-mandated course prerequisites and co-requisites as specified in the North Carolina Community College Combined Course Library and as required by the Administrative Code (23NCAC 02E.0204). When state prerequisites and co-requisites have not been met through the completion of mandated coursework or
through other policies defining means of awarding credit, the College may consider knowledge and/or skills as meeting the prerequisite or co-requisite requirement for admission to a course. Written approval by the divisional dean responsible for the course is required. Prerequisites and co-requisites that are specified as a local requirement may be waived with written permission of the department chair.

T. Enrollment of 16 and 17 Year Olds in Continuing Education Fire and Rescue Training Classes

Gaston College supports local fire and rescue agencies in their attempt to build the future of their organization. As a result, 16 and 17 year olds who hold membership in a volunteer fire department or rescue squad are eligible for admission to fire and rescue courses. However, the college reserves the right to restrict enrollment to courses of a non-hazardous nature.

U. Admission of Basic Law Enforcement Training (BLET) Student

For admission into the Basic Law Enforcement Training (BLET) program, applicants must meet the requirements set forth in North Carolina Administrative Code (12 NCAC 09B.0203). In addition to the requirements set forth in the NC Administrative Code, applicants must also be at least twenty (20) years old at the time of course registration.