

# Admission to the College

Students who wish to enroll in credit courses offered by GSCC should follow these steps:

- Complete an online application for admission, [www.gadsdenstate.edu](http://www.gadsdenstate.edu).
- Provide one primary form of identification
- Submit at least one of the following:
  - An official high school transcript showing graduation date or;
  - An official GED transcript. Alabama GED records can be obtained from [www.ged.com](http://www.ged.com).

The requirements and procedures for admission are determined by the Board of Trustees of the Alabama Community College System. Persons seeking admission must complete the online application and submit appropriate documentation as required, including one primary form of identification.

Admission to the College does not guarantee acceptance or admission to certain Health Science selective admissions programs. Students should refer to the program descriptions in this Catalog for additional information. Any and all elements of admission requirements are subject to change without prior notice.

**Military Transcripts:** Veterans Affairs require all prior transcripts, including an official military transcript, be submitted to the College upon enrollment. Find information about the **Military Joint Services Transcripts** and how transcripts may be requested by current and former members of the Army, Coast Guard, Marine Corps, and Navy at their webpage. Current and former members of the Air Force can request transcripts from the **Community College of the Air Force (CCAF)**. Air Force personnel can obtain their transcript, even if they have not attended classes at the CCAF. More information about military transcripts can be found at <https://www.va.gov/>.

**Conditional admission** may be granted to an applicant who does not have all required documents on file for admission. Conditional admission is a strictly temporary status in which the student will be permitted to enroll and attend classes for one term but will not be eligible for federal student aid, and transcripts of completed work will not be produced until admissions file is complete.

**First-time Freshmen** are new students that have never attended any college. To be considered for unconditional admission, first-time freshman must:

- Complete an online application for admission
- Provide one primary form of identification per Alabama community college system policy 801.01.
- Provide an official high school transcript showing a final GPA and graduation date

Students with dual enrollment credit may be considered first-time freshmen for admissions purposes as long as they never attended another college for more than dual enrollment credit. Students with dual enrollment credit **MUST** submit college transcript(s).

**Transfer** students have attended one or more colleges or universities other than Gadsden State but wish to continue their education at Gadsden State. Transfer students must:

- Complete an online application for admission

- Provide an official transcript from high school and an official transcript from all colleges and universities previously attended. Students who have earned an associate's or bachelor's degree are only required to submit an official transcript from the degree-granting institution.
- Provide one primary form of identification per Alabama Community College System Policy 801.01.

Transfer students must adhere to the same standards of satisfactory academic progress as a "native" student. Those not meeting standards will be admitted on academic probation and noted as such on the transcript.

An applicant who has been academically suspended from another college or university may be admitted as a transfer student only after following the appeal process established at the College for "native" students who have been academically suspended. If the transfer student is admitted upon appeal, the student will enter the institution on academic probation. The transcript will read "Admitted upon Appeal – Academic Probation." Readmission upon appeal does not guarantee financial aid eligibility. Refer to Financial Aid Satisfactory Academic Progress for more information.

**Transient** students are students who desire to enroll at Gadsden State, fully intending to return to their previous home colleges or universities to complete their studies. For admission as a transient student, applicants must:

- Complete an online application for admission
- Provide one primary form of identification per Alabama Community College System Policy 801.01.
- The student must also submit a letter of transience. The Transient Student Letter must contain the courses approved by the student's home institution for transfer. Transient students must request a letter from the Registrar's Office of their home institution indicating that the course(s) to be taken at Gadsden State will be acceptable at that institution. Letters of transience must be on file prior to the student's registration for courses. Transient students are not eligible for federal student aid.

**Re-admit** students are former Gadsden State students who have not attended Gadsden State within the past full academic year. In order to re-admit and be cleared to register, applicants must:

- Complete the online admission application.
- Provide one primary form of identification per Alabama Community College System Policy 801.01.
- If students have attended one or more colleges and/or universities since their original admission to Gadsden State, they must submit an official transcript from each institution to the Gadsden State Admissions Office. If the student has never submitted his/her high school transcript, this will also be required per new regulations.
- Students who have earned an associate's or bachelor's degree are only required to submit an official transcript from the degree-granting institution.

**Students without a high school diploma or GED** may be admitted on a restricted status. Students meeting this criteria are only eligible for programs listed in this catalog that indicate an age requirement for admission rather than a high school/GED requirement. Restricted students may be eligible for financial aid once additional federal requirements are met.

**International** students, attending on an F1 student visa, must apply for admission through the Gadsden State [International Programs Office](#). [More information can be found](#) in the "[Admission of International Students](#)" section of the catalog.

**Special/Non-degree seeking:** A student who wishes to enroll but does not wish to pursue a degree or certificate.

- Admission Application
- Provide one primary form of identification
- Official high school transcript with proof of graduation or GED® (if applicable).

- Official transcript(s) - all college(s) attend (if applicable).
- Unofficial transcripts may be accepted for special/non-degree seeking students on a case by case basis.

**Senior adult students** are students who may qualify for the Senior Adult Scholarship Program (tuition assistance) because they are sixty (60) years of age or older. Senior adult students must complete the same documents required of the first-time freshman and/or the transfer student. The applicant must:

1. Comply with the College's admission standards as noted earlier in this catalog under "Admission," "First-time freshmen," "Transfer Students," or "Re-admit Students";
2. Be an Alabama resident; and
3. Enroll for credit during the drop/add period **only**. (Non-credit enrollment and early registration are not covered under these provisions.)

### **Current High School Students**

**Dual Enrollment** students are high school students that have completed at least the ninth grade and have been approved to enroll for dual credit (both high school and college credit) in Gadsden State courses while still attending high school. Students must have a 2.5 high school GPA to qualify for dual enrollment, however a 2.0 GPA may be accepted for certain approved programs. For the full details of Gadsden State's dual enrollment program, visit [ACE Institute](#). For admission as a dual enrollment student, applicants must:

- Complete an online application for admission
- Provide one primary form of identification per Alabama community college system policy 801.01.
- Submit a dual enrollment approval form signed by a high school administrator
- The dual enrollment registration form is required prior to registration

**Accelerated students** are high school students who have completed at least the tenth (10th) grade with a 3.0 GPA and who have been approved to enroll for college credit in Gadsden State courses while still attending high school. To be eligible, the student must have completed the high school prerequisite(s) for the postsecondary course in which he/she wishes to enroll. Accelerated students are not eligible for financial aid. For admission as an accelerated student, applicants must:

- Complete an online application for admission
- Provide one primary form of identification per Alabama community college system policy 801.01.
- Submit an accelerated student form signed by a high school administrator

Exceptions to the above policy may be granted by the Chancellor in the case that a dual enrollment or accelerated student is documented as gifted and talented according to the standards included in the Alabama Administrative Code 290-8-9.12. Exceptions apply only to requirements regarding admission at an earlier grade level and prerequisites for accelerated students.

All credit for coursework completed as a dual enrollment or accelerated high school student is held in escrow until the student provides Gadsden State with proof of high school graduation on a final high school transcript. Gadsden State transcripts issued prior to a student's high school graduation will be labeled as "conditional credit." The notation will be removed from the transcript once the final high school transcript, with graduation date, is received.

High school students are not eligible for federal student aid.

**Placement Requirements:** Admitted students will be subject to placement requirements for Math and English courses. High school grades (less than 5 years old), ACT scores, or the institutions placement test may be used to determine placement.