PURPOSE

The purpose of this procedure is to outline the steps required for the admission of students to the Technical College of the Lowcountry and its programs. The Technical College of the Lowcountry is an equal opportunity institution and does not discriminate on the basis of race, color, handicap, religion, gender, age, or national or ethnic origin in its admission policies, programs, activities, and employment practices. This insures compliance with Title VI of the Civil Rights Act of 1964, the American with Disabilities Act (ADA), and Educational Code 504.

PROCEDURE

Prospective students must fill out the admissions form prior to registration. Specific programs may require additional information and testing prior to registration.

Prospective students must:

A. Be at least 18 years old, possess a high school diploma, or meet requirements for other special admission procedures as detailed in procedure 4-1-401.11.
B. Complete the TCL application to include the listing of the student’s social security number.

C. Have official transcripts forwarded to TCL

1. Must be received by the Enrollment Services office or presented in a sealed envelope bearing the college’s or high school’s seal

2. Must bear the words “OFFICIAL TRANSCRIPTS”

3. Must contain dates of attendance, courses taken, grades and credit awarded, and degrees received

4. Any other transcripts are UNOFFICIAL and are not considered for permanent use

D. Complete residency documentation

The Technical College of the Lowcountry is an open institution that does not require a high school diploma or GED to gain admittance. However, specific programs at the College may have additional requirements. (See your faculty advisor). Dually enrolled high school students must have a permission letter from the principal of their school and from their parent/guardian.

Prospective students applying to the nursing programs, and first time freshman applying to the associate of arts or science transfer programs will be required to present official high school transcripts showing the diploma received or a GED certificate of completion. Prospective students applying to the cosmetology program are required to submit proof of successful completion of the 10th grade.

Additionally, applicants wishing to transfer college credits for advanced standing from previous colleges or universities to the Technical College of the Lowcountry must submit official transcripts from all colleges and universities previously attended.