

TECHNICAL COLLEGE OF THE LOWCOUNTRY

PROCEDURE

PROCEDURE NUMBER: 4-1-401.10

PAGE: 1 OF 2

PROCEDURE TITLE: ADMISSIONS ASSESSMENT

BASED ON POLICY:

REVISION NUMBER: 1

OFFICE OF RESPONSIBILITY: Marketing and Enrollment Management



PRESIDENT

October 3, 2012

DATE

PURPOSE

The purpose of this procedure is to establish a process for accepting and processing admission applications and scheduling the ASSET/COMPASS placement test.

PROCEDURE

A student will not be admitted to the College until all required credentials and a completed application are on file.

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PAGE: 2 OF 2

Scheduling ASSET

Only students whose admissions file is complete will be scheduled to participate in the ASSET/COMPASS program.

1. Admissions staff completes the ASSET/COMPASS registration form. Copies are forwarded to the student, department heads, and Testing Coordinator.
2. ASSET/COMPASS follow up letters will be mailed to students who do not keep Testing appointments.
3. ASSET/COMPASS scores will be entered on the day of testing for morning sessions and the following morning and evening sessions.