

TECHNICAL COLLEGE OF THE LOWCOUNTRY

PROCEDURE

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PROCEDURE TITLE: EARLY ENROLLMENT OF HIGH SCHOOL STUDENTS

BASED ON POLICY:

REVISION NUMBER: 3

**OFFICE OF
RESPONSIBILITY:** Marketing and Enrollment Management



PRESIDENT

October 3, 2012

DATE

PURPOSE

The purpose of this procedure is to provide guidelines for admitting students who are 17 years of age or under and enrolled in high school.

PROCEDURE

1. Eligibility:

- a. High school students may enroll in college course(s) each semester with the approval of the appropriate high school principal and the student's parent or guardian.
- b. The student must be an established junior or senior and have at least 2.0 GPA in all high school work and demonstrate the ability to benefit via the ASSET/COMPASS test.
- c. Special circumstances regarding age and less than junior class status will be handled on a case-by-case basis.

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2. Enrollment:

- a. Students planning to seek admissions to the early enrollment program should contact their high school counselor or contact the Enrollment Services Office at the Technical College of the Lowcountry.
- b. Students must submit written statements from a parent or guardian and the appropriate high school principal granting permission to enroll.
- c. High school students applying for early enrollment must follow the same admissions procedures required of all applicants of the college.
- d. Early enrollment program students must be approved by the divisional deans or the Vice President for Academic Affairs.