

6.4 General Admission

Last Revised: January 2022

Policy: Piedmont Community College (PCC) subscribes to the open-door policy established by the North Carolina State Board of Community Colleges.

Purpose/Definitions:

Purpose

A variety of programs are available to meet the needs of students. This policy describes the steps required of a student who wishes to enroll in a program of study at the College.

Definition

Career and College Promise (CCP)—dual enrollment educational opportunities for eligible North Carolina high school students to accelerate completion of college certificates, diplomas, and associate degrees that lead to college transfer or provide entry-level job skills.

Approval Authority/Monitoring Authority: Piedmont Community College’s Board of Trustees has approval authority for this policy. The Vice President, Student Development has monitoring authority for this policy.

Procedure:

Section 1: General Requirements

- 1.1. Applicants for admission to all diploma and certificate programs must be either:
 - 1.1.1. a high school graduate or equivalent;
 - 1.1.2. 18 years old; or
 - 1.1.3. a high school leaver 16 years or older who has been granted release from a public school.
- 1.2. Prospective students who have previously attended an accredited college or university and have completed college level courses in English and Math may be exempted from the admissions placement tests.

1.3. Admission to certain degree and diploma programs may be affected by special program requirements.

1.3.1. Applicants are encouraged to complete admission procedures at least 30 days prior to registration.

1.3.2. Early application is important since enrollment in some programs may be limited.

1.4. All applicants will receive career counseling and guidance as well as counseling for financial aid assistance.

Section 2: Associate Degree Programs

2.1. Submit a completed Application for Admission to the Office of Admissions.

2.2. Submit official transcript(s) of high school education and all post-high school course work to the Office of Admissions. High School Equivalency Diploma or the Adult High School Diploma may be submitted in lieu of the high school transcript.

2.3. Complete admissions placement tests if required.

2.4. Additional requirements are necessary for applicants who wish to enter the Associate Degree Nursing, Emergency Medical Science, or Medical Assisting programs.

2.4.1. Students should contact the Office of Admissions or refer to the College's website for more information about these programs.

Section 3: Diploma and Certificate Programs

3.1. Submit a completed Application for Admission to the Office of Admissions.

3.2. Complete admissions placement tests if required.

3.3. High school graduation or equivalent is not required for students 18 years of age or older.

Section 4: Special Students

4.1. Submit a completed Application for Admission to the Office of Admissions.

4.1.1. Students who do not plan to earn a certificate, diploma, or degree may be admitted as a Special Student.

- 4.1.1.1. Students classified as “Special Students” may be exempted from admission placement testing but are ineligible to receive financial assistance from the College.
- 4.1.1.2. In addition, these students will not be permitted to accumulate more than 16 credit degree/diploma hours without declaring a program of study.
- 4.2. When a program of study is declared, the student must complete all regular admissions procedures for the declared program.
 - 4.2.1. If the student wishes to enroll in a course for which there is a prerequisite, evidence of having met that requirement is necessary.
 - 4.2.2. Completion of the admissions placement tests may be required for registration in English, mathematics, or reading.

Section 5: International Students

- 5.1. Submit a completed Application for Admission to the Office of Admissions.
- 5.2. Provide evidence of sufficient financial resources. Documentation may be in the form of an official bank statement or other certified evidence of financial support.
- 5.3. Provide evidence of proficiency in the English language.
- 5.4. Evidence of English proficiency must come in the form of a statement from the American Embassy in the prospective student’s country of origin or the score from the Test of English as a Foreign Language Examination (TOEFL).
- 5.5. Submit official transcripts(s) of academic record(s) to the Office of Admissions. If the records are not in English, an official translation must be included.
- 5.6. Complete the admissions placement tests.
- 5.7. Have an admissions interview.

Section 6: Transfer Students

- 6.1. Submit a completed Application for Admission to the Office of Admissions.
- 6.2. Submit official transcript(s) of high school education and all post-high school course work to the Office of Admissions.
 - 6.2.1. High School Equivalency Diploma or the Adult High School Diploma may be submitted in lieu of the high school transcript.

- 6.3. Request post-secondary transcript evaluation by the Student Development Office.
- 6.4. Complete the admissions placement tests if required. Transfer students who receive transfer credit for college-level English and/or mathematics are exempted from placement testing in the corresponding subject.
- 6.5. Additional requirements are necessary for applicants who wish to enter the Associate Degree Nursing, Emergency Medical Science, or Medical Assisting programs.
 - 6.5.1. Students should contact the Office Admissions or refer to the College's website for more information about these programs.

Section 7: Career and College Promise (CCP)

- 7.1. North Carolina community colleges may offer the following CCP pathways aligned with the K-12 curriculum and career and college ready standards adopted by the State Board of Education:
 - 7.1.1. Cooperative Innovative High School (CIHS)
 - 7.1.2. College Transfer Pathway
 - 7.1.3. Career and Technical Education Pathway
 - 7.1.4. Workforce Continuing Education Pathway
- 7.2. Specific requirements for CCP programs are outlined in the [NCCCS Curriculum and Procedures Reference Manual, Section 14: Career and College Promise](#).
- 7.3. Admission to CCP programs is arranged and monitored by the Coordinator, College High School Programs and the Career Coach, Caswell County.

Legal Citation: [N.C.G.S. 115D-5](#), [1D SBCCC 400.2](#), [Session Law 2011-145](#), [NCCCS Curriculum and Procedures Reference Manual, Section 14: Career and College Promise](#)

History: Effective October 1988; October 2001, February 2012, April 2021, January 2022