



ADMISSIONS

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Georgia Highlands College is proud to provide educational opportunities within Northwest Georgia and welcomes all applicants for admission. Apply online at www.highlands.edu or use the college paper application available from any Georgia Highlands College campus or site.

Applications and all additional required materials and/or documents should be sent to the college no later than the published deadline for the semester in which the student intends to enroll. Semester deadline information is available from the Office of Admissions, from each center and site office throughout the region and from the Admissions Web site.

There is a \$20 application fee that must be paid before an application can be processed.

Because the college might find it necessary to cease accepting applications for a specific semester, all applicants are encouraged to apply – or to reapply following a previous enrollment at the college – well in advance of the deadline. Late applicants are considered at the discretion of the Director of Admissions.

Required Documents and Materials for Admission Consideration:

- Completed application for admission
- Social Security number
- Application fee (\$20)
- Official high school and/or college transcripts (mailed directly from sending institution) showing date of graduation and successful completion of high school testing requirements
- Official GED score sheet (if applicable)
- Scholastic Aptitude Test (SAT) scores or American College Testing (ACT) scores (if applicable)
- ACCEL or joint enrollment documents (if applicable)
- Transient permission letter (if applicable)
- International applicant documents (if applicable):
- TOEFL score(s)
- Financial statement
- Officially translated and evaluated transcripts
- Copy of visa or alien resident card

Certification of immunization is required prior to registration at Georgia Highlands College. A certification of immunization is included with the paper application or online at www.highlands.edu/prospectivestudents/admissions/request_forms.htm .

The college reserves the right to rescind admission before or after enrollment if the applicant becomes ineligible as determined by the standards of the Board of Regents of the University System of Georgia or the college. Meeting minimum requirements does not guarantee admission to Georgia Highlands College. Final acceptance or denial is determined by the Director of Admissions, subject to the applicant's right of appeal or request for consideration as a presidential exception. A presidential exception is considered when an applicant does not meet established criteria for admissions but demonstrates a strong counterbalancing strength and the promise of success in college.

Applicants are notified of their acceptance when all materials, documents and credentials have been received and the processing is complete.

An application is valid only for the semester for which it is submitted. Those applicants who are admitted and choose not to enroll must complete an application for readmission/update in order to have their application updated for a future semester. Applications of those who do not enroll, and do not update for enrollment, are retained in an inactive status for one year. At the end of that year, if an applicant wishes to reactivate the application for a future semester, she or he must notify the Office of Admissions of his or her intent by the established deadline for that particular semester. If new admissions policies exist at that time, applicants must meet those requirements. An applicant who has attended another college in the interim period must have an official transcript sent to Georgia Highlands College from each institution attended.

ENROLLMENT CATEGORIES

Transfer Degree Programs

Transfer programs are designed for students who wish to transfer to a four-year college to pursue a baccalaureate degree after their studies at Georgia Highlands College. *Please see the Transfer Programs section of this catalog for a complete listing of offerings and program descriptions.*

Freshman Applicants to Transfer Programs

Freshman applicants desiring entry into a transfer program, who are within five years of their high school graduation date, or the graduation date of their appropriate age group, and those within that same range who have not yet earned the equivalent of 30 semester hours of transferable college credit, must meet the following criteria:

- high school transcript showing date of graduation from an accredited high school
- at least a 2.0 high school GPA calculated based on grades earned through the college prep diploma
- at least a 2.2 high school GPA based upon grades earned with a tech prep diploma

Freshman GED Applicants for Transfer Programs

Anyone with a GED who is applying as a freshman with fewer than 30 hours of college credit or who is within five years of their high school graduation date or the graduation date of their appropriate age group, must meet the following criteria:

- GED
- high school transcript showing completion of any College Preparatory Curriculum courses taken prior to withdrawal from high school

GED applicants under the age of 18 must meet these additional requirements:

- provide SAT or ACT scores at or above the previous year's freshman class average
- provide two letters of recommendation from individuals who are in a position to speak to the student's maturity and educational potential (and who are not family members)
- participate in an interview with the admissions committee

Non-Accredited Home-Schooled Student Admissions Policy

According to the policies of the Board of Regents of the University System of Georgia, an applicant whose SAT I combined (verbal + mathematics) score is at or above the average SAT I score of the previous year's fall-semester first-time freshmen admitted to the USG institution to which he or she is applying and who has completed the equivalent of each of the CPC areas as documented by a portfolio of work and/or other evidence that substantiates CPC completion qualifies for consideration for admission.

The following items are necessary to complete an admissions file for nonaccredited home-schooled applicants to Georgia Highlands College:

- the GHC application and \$20 non-refundable application processing fee
- the GHC certificate of immunization
- official SAT or ACT scores sent to GHC directly from the testing agency

In order to be considered for admission the student must earn an SAT score of at least 900 or an ACT composite score of at least 19. Applicants must also meet the minimum required SAT verbal score of 450 and minimum SAT math score of 450. The ACT minimum equivalent scores are 17 in English and 18 in math.

- official transcripts from any conventional public/private high school and colleges attended with at least a 2.0 grade point average in college preparatory curriculum
- completed home school CPC evaluation form

Home-schooled applicants must present to the Office of Admissions an academic portfolio detailing all 16 required college prep courses in the subject areas of English, math, natural science, social science and foreign language. Courses in progress should be so noted.

- An academic portfolio must include the following information:
- complete course title, length of time of course, date completed/will complete
- course description, course syllabus
- textbook/materials used
- primary teacher/instructor for course and education credentials

Once all application materials are received in the Office of Admissions, the home-schooled applicant's academic portfolio is forwarded to the GHC admissions committee. The committee will review each portfolio to determine if the applicant has fulfilled the college-prep course requirements. Please allow four weeks for the committee to complete its review. Upon completion of the committee's review, the office of admissions will send written notification to the applicant regarding his/her admissions status.

Freshman Applicants from an Nonaccredited High School

Applicants who are graduates of nonaccredited high schools may be considered for admission to Georgia Highlands College through one of several avenues:

- by taking the GED and attaining a passing score required by the State of Georgia
- by scoring at or above the average SAT I score of the previous year's fall semester first-time freshman class (900 cumulative) with at least a 450 verbal score and at least a 450 math score, or the equivalent ACT scores, AND substantiating college preparatory curriculum completion via the SAT II examinations in seven specified subject areas – mathematics IC or IIC, English writing, English litera-

ture, biology, chemistry or physics, American history and social studies, and world history – and achieving designated scores in each area

- by presenting extensive evidence of potential for success for evaluation as a presidential exception, with minimum SAT I scores of 500 verbal and 500 math or corresponding ACT scores
- by scoring in the top five percent of all students nationally on the SAT I or ACT

Students who achieve a qualifying GED score and those who are admitted as presidential exceptions will be required to make up any CPC (college preparatory curriculum) deficiencies noted during the admissions evaluation process. Students substantiating CPC completion by taking the seven specified subject tests of the SAT II noted above and achieving designated scores in each area are not subject to CPC deficiency makeup, having demonstrated equivalent CPC competence with successful completion of SAT II testing.

Presidential Exceptions for Freshman Applicants

In very special cases, an applicant who does not meet the criteria outlined in this section may be granted a presidential exception. If a potential for success in college despite weakness in certain areas is shown through a substantial counterbalancing strength, an applicant can be considered for this category that allows for only a limited number of students. See the Director of Admissions for more information.

Addressing College Preparatory Curriculum Deficiencies of Freshman Applicants for Transfer Programs

The college preparatory curriculum taken in high school must have contained:

- English – four units that have as their emphasis grammar and usage, literature and advanced composition skills
- Mathematics – four units with two courses in algebra, one in geometry and a fourth in an advanced mathematics area
- Social Science – three units with emphasis on American history, world history and economics and government
- Science – three units with emphasis in physical science including two lab courses in biology, chemistry or physics,
- Foreign Language – two sequential units

Students who are admitted with CPC deficiencies are required to make up those deficiencies in the manner prescribed by the University System of Georgia, which could include COMPASS testing as well as additional credit courses in specific subject areas that will not count toward graduation. Students who have not completed a second year of high school algebra are required to take MATH 0099. Those who have shown very high aptitude for mathematics through SAT or ACT math scores but do not have the required second year of high school algebra may appeal the required MATH 0099 through the Division of Science, Math and PE. For more detailed information about CPC deficiency makeup work and other academic rules and regulations, please see the General Academic Information portion of this document.

Freshman Applicants With Outstanding Test Scores

Those who demonstrate very high academic ability by scoring within the top 5 percent of national college-bound SAT I or ACT test takers may be admitted without meeting other admissions criteria. College preparatory curriculum deficiencies in areas other than English and mathematics must be satisfied.

International Freshman Applicants

International applicants may be admitted in any of the above categories or in a separate category under procedures established by the University System of Georgia. CPC requirements do not apply to students who graduated from a high school located outside the United States and outside the jurisdiction of the United States educational system. Those applicants whose native language is not English must meet TOEFL minimums for admission as well as other outlined criteria. International students are subject to the same testing and learning-support requirements as their native counterparts.

All transcripts submitted by international applicants must be officially translated into English and evaluated by a recognized evaluation agency. Addresses and Web site URLs of organizations that provide evaluation services for a fee are available at the Office of Admissions. A financial statement demonstrating that funds are available to pay all fees and support the international student for one year is required. Funds must be reported in U.S. dollars or U.S. dollar equivalent, and information reported must be no more than six months old.

An I-20 form is issued to international applicants once they are officially admitted to the college. International students with an F-1 (student) visa are required to be full-time students (at least 12 semester hours of study) for both fall and spring semesters of the academic year. The college is required to notify the U.S. Immigration and Customs Enforcement Office whenever a student's course load falls below full time or if other specified activities occur.

All international students are required to report to the Office of Admissions upon their arrival and have their passports and arrival-departure records copied and placed in their permanent records. This procedure is required by the U.S. Immigration and Customs Enforcement Agency and facilitates the replacement of lost articles.

Because of the high cost of medical care in the United States, adequate health, accident and repatriation **insurance coverage is REQUIRED of all international students with F-1 visa status** who attend classes at Georgia Highlands College. The college offers an insurance plan, the cost of which is billed automatically to each international student account each semester at the time of registration. Any international student who has personal insurance coverage through private sources or sponsors and would like to apply for an exemption of the school plan may do so at least two weeks before registration and the beginning of classes. More information about the school insurance plan and the requirements for exemption are available on the Admissions Web site.

Nontraditional Freshman Applicants

Nontraditional applicants who have graduated or would have graduated from high school at least five years or more before the semester for which application is made must submit a high school transcript showing date of graduation from an accredited high school or a GED certificate.

Nontraditional applicants without recent SAT or ACT scores are required to take the COMPASS placement examination before enrollment. SAT or ACT scores taken within the past seven years of a certain range will exempt the nontraditional student from COMPASS.

Any college coursework brought to Georgia Highlands College will be evaluated as described below in the Transfer section.

Joint Enrollment of High School Students

Joint enrollment programs are designed for high school juniors and seniors who are capable of entering college while still completing high school coursework and requirements. Interested applicants must have the prior approval of their high school and their parents. The University System of Georgia recognizes the need to provide the opportunity for acceleration of formal education to these academically talented students through this program.

Through the program, a high school student enrolls in courses for college credit while continuing his or her high school enrollment. The Georgia Department of Education supports a joint enrollment program called ACCEL, available to students of Georgia public high schools. Under ACCEL regulations, students receive both high school Carnegie Unit credit for college coursework as well as college credit. *Please see your high school counselor to begin this process.*

The minimum admissions standards for joint enrollment programs are as follows:

- minimum SAT I score of 500 verbal and 500 math or comparable ACT scores with at least an SAT I score of 530 verbal in order to take English or social science collegiate courses and 530 math in order to take collegiate mathematics courses, or an ACT composite score of 21, with at least a 23 English and 22 math
- minimum cumulative high school grade point average of 3.0 or a numerical average of 80 or higher in academic subjects
- a complete ACCEL application and joint enrollment permission form, available in your guidance office, signed by parent/guardian, high school representative and student
- a completed Georgia Highlands College immunization form

Transfer Applicants to Transfer Programs

Applicants who have attended another college or colleges and have more than 30 semester hours of transferable college credit are classified as transfer students. Admission for these applicants is based upon grades and standing at the last institution attended. Applicants should have official transcripts from all schools attended sent directly to the Office of Admissions at Georgia Highlands College. These are required regardless of whether an applicant wishes to receive credit for previous courses. Course credits are typically awarded for courses designed to be part of a baccalaureate degree program and are completed with satisfactory grades at accredited institutions. Credit is given for certain military training coursework. Appeals can be made through the Registrar's Office for acceptance of specific coursework initially denied transfer credit. Please see the Transfer Specialist in the Registrar's Office for details.

Transfer students are required to have a grade of C or better in freshman English composition (ENGL 1101), and an average grade of C for ENGL 1102 (when combined with their 1101 grade) in order for those courses to transfer. Other courses earned at

University System institutions, as well as other accredited schools, might be permitted as a transfer with a grade of D as long as the grades on all credits acceptable for transfer average at least a 2.0 GPA. All D grades in core curriculum courses taken within the University System are transferable with the exception of the above noted English courses.

As indicated above, applicants with less than 30 semester hours of transfer credit are required to submit all materials and to be evaluated for admission based on freshman applicant admissions standards.

Generally, applicants on academic suspension, dismissal or exclusion from another institution are required to serve a one-semester suspension before admission to Georgia Highlands College. A student who has had several suspensions, probationations or dismissals might be subject to more lengthy suspensions. If transfer admission is granted before the Office of Admissions receives a final college transcript that shows such a suspension, dismissal or other action, the student's acceptance will be rescinded until any required time-frame has been observed. All transfer students are subject to the same academic policies and academic progress policies found in the General Academic section of this catalog.

Transient Applicants

Students enrolled in other colleges or universities may apply for temporary admission to Georgia Highlands College as transient students. These students are expected to return to their home institution in order to complete degree requirements there. In addition to the application for admission and the required immunization form, transient applicants must submit a written statement from their home institution's registrar or other official indicating permission to attend Georgia Highlands College as a transient and stating that the student is eligible to return.

Admission and enrollment for a transient student is limited to one semester. An updated transient permission letter from the home institution is required for each subsequent semester a transient desires to remain at Georgia Highlands College. If a transient student decides to remain at Georgia Highlands College within a degree program, that student must apply as a freshman or transfer and comply with admissions requirements and policies for the appropriate category.

Career Degree Programs

Career programs are designed to prepare students for employment upon graduation while giving each student a core of general education classes and coursework specific to the degree. For more information, and a complete listing of career programs, please see the Career Programs section of this catalog.

Freshman Applicants to Career Programs

Freshman applicants for admission into a career program who are within five years of their high school graduation date or the graduation date of their appropriate age group and those within that range who have not yet earned the equivalent of 30 semester hours of transferable college credit must meet the following criteria:

- high-school transcript showing date of graduation from an accredited high school and successful completion of high school testing requirements
- at least a 2.2 high school GPA based upon grades earned with a tech prep diploma
- at least a 2.0 high school GPA based upon grades earned with a college prep diploma

Freshman GED Applicants for Career Programs

Freshman applicants within five years of their high school graduation date, or the graduation date of their appropriate age group, and those within that range who have not yet earned the equivalent of 30 semester hours of transferable college credit who hold a GED must meet the following criteria:

- GED
- High-school transcript showing completion of any tech preparatory curriculum courses taken prior to withdrawal from high school

GED applicants under age of 18 must meet these additional requirements:

- provide SAT or ACT scores at or above the previous year's freshman class average
- provide two letters of recommendation from individuals outside the family who are in a position to speak to the student's maturity and educational potential
- participate in an interview with the admissions committee

Presidential exceptions are available for career program applicants based on the same criteria as transfer program applicants. No college preparatory curriculum requirements exist for applicants to career programs. Based on SAT or ACT scores, COMPASS testing might be required of admitted applicants before enrollment. Career students are subject to all learning-support requirements of the University System and the college. Career students who are also eligible for admission to transfer programs may change to a transfer program at any time. Those who are not immediately eligible must complete a full career degree program before earning eligibility for admission as a transfer student. In this case, the student will not be held to CPC requirements.

Nontraditional Career Applicants

Nontraditional applicants have graduated or would have graduated from high school at least five years or more prior to the semester for which application is made to Georgia Highlands College and have not attended college within that time unless as a nontraditional student. They must meet the following criteria for admission:

- high school transcript showing date of graduation from an accredited high school
- GED

Nontraditional applicants without SAT or ACT scores are required to take the COMPASS placement examination before enrollment. SAT or ACT scores of a certain range will exempt the nontraditional student from COMPASS. Only SAT or ACT exams taken within the last seven years will be considered.

Any college coursework brought to Georgia Highlands College will be evaluated as described above in the Transfer section.

Nondegree Applicants

Those wishing to take courses for personal enrichment, without seeking a degree, may do so at Georgia Highlands College. The application for admission is required as well as the certificate of immunization. Proof of a high school diploma, GED or college degree is required. Applicants must show they have met any prerequisites of the desired course, including learning-support requirements. Applicants must submit high school and/or college transcripts and may have to take COMPASS placement testing to determine proficiency in certain areas. A limit of six semester hours can be earned by a non-degree student; after earning six hours, the student will be expected to declare a course of study and meet admissions requirements applicable for that program.

Auditors

Persons wishing to attend regular college classes without receiving credit may apply for admission as an auditor. These applicants are required to submit an application for admission, proof of high school completion, and the completed certificate of immunization. Regular tuition and fees apply to these students. Auditors fully participate in their courses but are not required to take examinations. No grades are issued and no credit is granted upon completion of the audited course. Students may not receive credit retroactively. To receive credit for the same course, a student must register for that course on a credit basis, as well as meet any admissions requirements mandatory for that course. Auditors are not allowed to change from audit to credit status once classes have begun. In order to change to credit status, an auditor must be eligible for admission and submit all documents and materials required for admissions. For more information about auditor status, please contact the College Registrar.

Special Students

Applicants who have earned an academic associate (not an AAS) or higher degree and wish to take Georgia Highlands College courses without pursuing another degree are classified as special students. Those who wish to be considered for admission under this status should submit the completed admissions application, the certificate of immunization and proof of degree.

Persons 62 Years of Age or Older

According to the provisions of Amendment 23 to the Georgia Constitution, the Board of Regents of the University System of Georgia established the following to accommodate the enrollment of senior adults in system schools:

- Applicants must be legal residents of Georgia, be 62 years of age or older at the time of registration and present a birth certificate or other comparable written documentation of age
- Admitted students may enroll as regular students in courses offered for credit on a *space available* basis without payment of tuition, except for supplies, laboratory fees, parking, student activity fees and certain other technology and related fees
- Applicants must meet all other University System and institutional admissions requirements and show completion of course prerequisites

Readmission

Students who were previously enrolled at Georgia Highlands College, have been out more than one year and wish to enroll in classes again may return after application and processing of readmission paperwork. A special readmit application is available in the Office of Admissions. Those who have attended another college in the interim must have official transcripts sent from all institutions attended. Additional name change, address change and other updates and information should be provided to the college on the readmit application. Additional transcripts will be requested if needed. A name change should be accompanied by appropriate paperwork. Those applying for readmission to the college must meet the current admission standards and requirements even if those have changed since initial acceptance.