

ADMINISTRATIVE PROCEDURES

Title: ADMISSIONS	Identification: 4.18
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	Effective Date: 04/29/02
Authority: SBE 6A-14.0262 FS 240.319; 240.321; 240.116; 229.053 HCC Rule 6HX-10-3.008	Signature/Approval: Gwendolyn W. Stephenson

PURPOSE

This procedure establishes the process of student admissions.

PROCEDURE

Hillsborough Community College maintains an "open door" policy committed to affirmative action. The College does not discriminate in the admission and treatment of students and makes education related decisions without regard to race, color, sex, religion, national origin, age, disability, marital status, sexual orientation or any other bias that is or may be prohibited by law. The College reserves the right to determine eligibility for admission based on student placement tests and past academic performance.

1. GENERAL REQUIREMENTS

To be eligible for admission to an associate degree program or college credit certificate, an applicant must meet one of the following conditions:

- A. Have a standard high school diploma:
 - (1) Florida public high school graduates must have met Florida graduation requirements (F.S. 232.246).
 - (2) Non-resident students must have completed four years of English and three years each of mathematics, science and social studies.
- B. Have a high school equivalency diploma.

Non-resident students and international students may be admitted to a community college if state enrollment and funding limitations do not preclude their admission.

An admissions committee will review the admission policies and procedures prior to each fall term to determine that they are in compliance with the requirements of SACS.

2. SPECIAL CATEGORIES

- A. Co-Enrolled High School (Category I) Student - these students may apply to attend classes and earn college credit in courses normally not available in the high school. To be eligible, student must:
 - (1) have permission from their high school principal or designee;
 - (2) submit an HCC application for admission;
 - (3) submit an official high school transcript;

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- (4) be approved by the HCC Academic Standards Committee;
- (5) meet with an HCC counselor; and
- (6) meet course(s) prerequisite requirements.

The application, transcript, and letter of permission must be submitted at least six (6) weeks prior to the intended registration date.

B. Early Admission (Category II) Student - Eligible high school seniors may apply to attend classes full-time at the College. Credits earned at HCC will apply towards the high school diploma and the Associate or Baccalaureate degree. To be eligible, students must:

- (1) be a senior with at least a 3.5 cumulative grade point average (unweighted);
- (2) place at the college level on the entry level placement instrument;
- (3) submit a complete 11th grade official high school transcript;
- (4) submit a written recommendation from their high school principal or designee;
- (5) submit an HCC application for admission;
- (6) be approved by the HCC Academic Standards Committee; meet with an HCC counselor; and
- (7) intend to enroll full-time in courses that are creditable toward the high school diploma and may also apply toward the Associate degree.

The application, transcript, and letter of permission must be submitted at least six (6) weeks prior to the intended registration date.

C. Graduate of Unaccredited High School (Category IV) - Graduates from high schools that are not regionally accredited may be admitted to HCC as degree-seeking students.

3. LIMITED ACCESS PROGRAMS

Separate administrative procedures are maintained for health sciences and nursing admissions processes.

Students interested in applying for a Law Enforcement Academy program must attend an orientation session to obtain the admissions packet. Students should contact the Law Enforcement Program Office to arrange to attend an orientation session.

4. CONTINUING EDUCATION

Students desiring to enroll in non-college credit continuing education must complete an application/registration form prior to enrollment in the course.