

**SOUTH FLORIDA STATE COLLEGE
ADMINISTRATIVE PROCEDURES**

PROCEDURE NO. 3160

TITLE: STUDENT ADMISSION PROCESS

BASED ON POLICY: 3.16 ADMISSIONS OF STUDENTS

OFFICE OF PRIMARY RESPONSIBILITY: VICE PRESIDENT FOR ACADEMIC
AFFAIRS AND STUDENT
SERVICES/STUDENT SERVICES

I. Purpose:

To establish procedures for admission to South Florida State College (SFSC)

II. Procedure:

- A. New students seeking admission to college credit and certificate programs must file an Application for Admission, determine testing exemption status, provide relevant test scores or complete the appropriate testing if needed, complete an orientation and meet with an advisor prior to scheduling of classes.
1. Applicants must complete and sign the Application for Admission form verifying that all information is correct and accurate.
 2. Baccalaureate degree applicants must complete and sign a separate Application for Admissions to Baccalaureate Programs.
 3. If the applicant is a dependent, the residency section must be completed by the applicant's parent or guardian.
 4. To be eligible for in-state fees, the applicants or claimants must provide information that shows they qualify as a bona fide resident of Florida according to Florida statute. They may be required to bring additional supporting documentation such as a driver license, voter ID, vehicle registration, or tax forms.
 5. Applicants will be provided right-to-know information upon return of the completed admissions form if not already requested. Right-to-know information is available on the SFSC website.
 6. All applicants, except for dual enrollment and home schooled students, must have either an official copy of their high school transcript sent directly to the College or provide a copy of their GED diploma (and GED

scores if from out-of-state) or high school equivalency scores that meet Florida standards.

7. Transfer students who have successfully completed at least 15 hours of college credit may provide official college transcripts in lieu of high school transcripts.
 8. Applicants seeking a bachelor's or associate degree who have attended a postsecondary institution must have an official copy of their transcript from each institution attended sent directly to the College.
 9. Applicants who can provide written proof of unusual reasons why any required record is unavailable (e.g., records destroyed by fire, home country in turmoil), may be admitted with the permission of the dean, student services.
 10. Applicants for limited enrollment/selective programs may be required to provide additional documentation. Selective program applicants are referred to the Registrar's Office and/or the department chairperson.
- B. Returning SFSC students must update their previous application if the last date of enrollment is over one year old or if they have attended another college/university since attending SFSC. If there has been a name change or change of program or study, the student will be required to complete a Change of Information form or Change of Program form.
- C. Admissions "holds" are placed on the applicant's record when required documents have not been provided or an incomplete application has been submitted.
- D. An electronic file will be created for each new applicant. All appropriate signature documents will be filed as received. The admissions specialist is responsible for maintaining and updating student files.
- E. The Admissions Office will notify each applicant of his/her acceptance (if all documents are received) or inform the students if any additional information is needed to complete the admissions process.

As transcripts and other required documents are received, the Registrar's Office will remove the admission hold as appropriate. If test scores (taken within the last two years on an acceptable placement test) appear on a high school/college transcript, a copy will be made and forwarded to the Testing Center.

HISTORY: Last Reviewed: 1/21/20

Adopted: 8/27/84

Reviewed: 1/21/20

Revised: 12/4/01, 6/1/05, 7/15/08, 4/03/12, 11/11/14