

**CHANCELLOR'S PROCEDURE FOR POLICY**  
**801.01: Admission: General**

1. Admission Process

All students must complete an admission application, submit one primary form of identification, provide a high school transcript, and other appropriate documentation prior to beginning the registration process.

1.1. Forms of Identification

1.1.1. For admission, applicants must present one primary form of identification.

1.1.1.1. Examples of primary forms of identification:

- Unexpired Alabama Driver's License or instruction permit
- Unexpired Alabama identification card
- Unexpired U.S. Passport
- Unexpired U.S. Permanent Resident Card
- Resident Alien Card - Pre-1997
- Unexpired Driver's License or instruction permit from another state or possession that verifies lawful presence, dated 2000 and beyond
- U.S. Alien Registration Receipt Card (Form I-151) prior to 1978
- BIA or tribal identification card with photo
- I -797 Form with expiration date
- Voter identification card from a state that verifies lawful presence

1.1.2. Applicants should submit the identification in person. Those applicants unable to present identification in person must submit a legible copy by mail or via electronic submission consistent with local institutional policy.

1.1.3. All institutions must use the attached form (Appendix A) to confirm that each applicant accepted for admission has presented the required forms of identification.

1.1.4. For the protection of the public and to assist in maintaining state and local security, persons who are not citizens of the United States may not be admitted to any Alabama Community College System institution for the purpose of enrolling in flight training, or in any segment or portion of a flight training program, until appropriate certification and approval have been received from the Office of the Attorney General of the United States, pursuant to Section 113 of the Aviation Transportation and Security Act, regulations of the Immigration and Naturalization Service, and all other applicable directives.

1.1.5. Applicants who fail to satisfy the forms of identification requirement will not be admitted to any ACCS institution.

1.2. Required Admission Documentation

<b>Non-High School Graduate/ Non-GED</b>	<b>High School Graduate / GED</b>	<b>Baccalaureate Degree</b>
<ul style="list-style-type: none"> <li>• Admission application</li> <li>• Primary form of identification</li> <li>• Official transcript - high school (if attended)</li> <li>• Official transcript – any college attended</li> <li>• Required Assessment Score (in accordance with Policy and Procedure 802.01: Student Assessment)</li> <li>• Written consent from the appropriate secondary administrator if the student is under age 17</li> </ul>	<ul style="list-style-type: none"> <li>• Admission application</li> <li>• Primary form of identification</li> <li>• Proof of graduation</li> <li>• Official transcript - high school or GED®</li> <li>• Official transcript – any college attended</li> </ul>	<ul style="list-style-type: none"> <li>• Admission application</li> <li>• Primary form of identification</li> <li>• Official transcript from the degree granting institution</li> </ul>
<p>Students may be admitted to non-degree and career pathways programs as defined under the Workforce Innovation and Opportunity Act (WIOA) and by the federal Pell Grant Ability-to-Benefit criteria.</p>	<p>Students may be admitted to any program at the ACCS institution</p>	
<p>Unofficial transcripts may be submitted in accordance with local institutional policy</p>		

1.2.1. Status: There are two types of admission status: unconditional and conditional.

1.2.1.1. Unconditional status: Students who have submitted all required documentation may be admitted unconditionally.

1.2.1.2. Conditional status: All students must submit a primary form of identification. Students who have not submitted other required documentation may be admitted as conditional status. Failure to provide documentation by the end of the first semester, as determined by local institutional calendars, will prevent a student from future registration and official transcript release.

## 2. Admission Classification

- **Accelerated:** A secondary education student who is earning college credit while still in high school. Accelerated credit may not substitute for high school requirements.
- **Dual Enrollment / Dual Credit:** A secondary education student who is earning college credit while still in high school. Dual enrollment credit may be applied toward high school and college.
- **First Time:** A student who has no prior postsecondary experience.
- **International:** A student who is a citizen of another country.
- **Transfer:** A student who previously attended another college or university.  
Note: acceptance of transfer credits is based upon local institutional policy.
- **Transient:** A student enrolled at another college or university who is taking classes at an ACCS institution for the express purpose of transferring credit to the home college or university.  
Note: student must provide appropriate transient documentation from home institution.

## 3. Eligible Students

This policy is applicable to students attending or who graduated from public high schools as well as private, church, parochial, and religious schools offering educational instructions in grades K-12, home schooled students and those receiving instruction through private tutors.

4. Admission to an ACCS institution does not ensure admission to any individual program or course.

APPENDIX A

In accordance with Policy 801.01: Admission: General, all applicants must provide one (1) primary form of identification.

One primary form of identification

Type of Identification: \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

College Representative