

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

1. Admission Process

All students must complete an admission application, provide a transcript (if applicable), and provide other appropriate documentation as required by specific programs to complete their admission file.

1.1. 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.

1.2 Admission Classifications & Required Admission Documentation

**First Time:** A student who has no prior postsecondary experience after graduating high school or completing a GED.

- Admission Application
- Official final high school transcript with proof of graduation or GED®. Students with an associate degree or bachelor's degree are not required to submit a high school transcript.
- Official transcript(s) –all college(s) attended (if applicable)

\*Unofficial transcripts may be submitted in accordance with local institutional policy.

**Transfer:** A student who previously attended another college or university.

- Admission Application
- Official final high school transcript with proof of graduation or GED®. Students with an associate degree or bachelor's degree are not required to submit a high school transcript.
- Official transcript(s) – all college(s) attended

\*Unofficial transcripts may be submitted in accordance with local institutional policy.

\*Acceptance of transfer credits is based upon local institutional policy.

**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.

- Admission Application

- High school transcript
- Written approval from school administrator

\*Unofficial transcripts may be submitted in accordance with local institutional policy.

**Accelerated:** A secondary education student who is earning college credit while still in high school. Accelerated credit may not substitute for high school requirements.

- Admission application
- High school transcript
- Written approval from school administrator

\*Unofficial transcripts may be submitted in accordance with 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.

- Transient admission application
- Appropriate transient documentation from home institution

**Re-Admit/Returning:** A student who has not enrolled in courses at the institution within the last academic year as determined by local institutional calendars.

- Admission Application
- Official final high school transcript with proof of graduation or GED® (if applicable). Students with an associate degree or bachelor's degree are not required to submit a high school transcript.
- Official transcript(s) – all college(s) attended (if applicable)

\*Unofficial transcripts may be submitted in accordance with local institutional policy.

**Special/ Non-Degree Seeking:** A student who wishes to enroll but does not wish to pursue a degree or certificate.

- Admission Application
- Official final high school transcript with proof of graduation or GED® (if applicable). Students with an associate degree or bachelor's degree are not required to submit a high school transcript.
- Official transcript(s) – all college(s) attended (if applicable)

\*Unofficial transcripts may be submitted in accordance with local institutional policy.

**International:** A student who is a citizen of another country.

- Refer to ACCS Policy and Chancellor's Procedures 801.04 Admission International Student

### 1.3 Non-high school graduate and non-GED students

- Required assessment score (in accordance with current assessment procedures)
- Written consent from the appropriate secondary administrator (if under the age of 17)

- 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.

#### 1.4 Admission Status:

There are two types of admission status: conditional and unconditional

1.4.1 **Conditional status:** Students who have applied but not submitted required documentation shall be admitted as conditional status (excluding transient and international students). Failure to provide all required 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.

1.4.2 **Unconditional status:** Students who have applied and submitted all required documentation shall be admitted unconditionally.

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