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## Admission Requirements

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### General Admission Requirements

Sandhills Community College maintains an open-door admission policy for high school graduates and others 16 years of age or older who hold a high school equivalency or an adult high school diploma. Additionally, those who are at least 18 years of age but who do not have a high school diploma or equivalency may be accepted for admissions to an adult basic education or adult secondary education program; students may also enroll in continuing education classes or as a special, non-degree-seeking student. Admission to the College does not guarantee placement into a specific program of study.

Sandhills Community College reserves the right to deny admission or readmission to students whose presence on campus is construed by the administration as harmful or potentially harmful to Sandhills Community College students, faculty, and/or staff. Students admitted to the College must adhere to the Student Code of Conduct, which prohibits conduct that significantly impairs the welfare or the educational opportunities of others in the college community.

Exceptions to the admissions policy may be determined after a conference with the Vice President of Student Service & Enrollment Management.

### Continuing Education Admission Requirements

Detailed information regarding enrollment into Continuing Education programs and courses is available in the "Continuing Education" section of this Catalog.

### Special Admission Requirements

#### Special Admission Requirements for Special or Visiting Students

Admission as a Special or Visiting Student requires the following:

- Submit a completed official admissions application form.
- Submit documentation supporting that any applicable course prerequisites have been met.

Special students may register for courses if course prerequisites are met and if

- Submit an official high school transcript indicating graduation with a diploma, a high school equivalency certificate (HSE), an adult high school diploma, or college transcript(s) showing the award of an associate degree or higher from a regionally accredited institution.

NOTE: Applicants seeking admission into programs or placement into courses with pre-requisites met at the high school level are required to submit an official high school transcript.

- Submit official college transcripts from all previously attended institutions if:
  - Applying for veteran's benefits
  - Applying to a health science program
  - Wishing to have previous college credit(s) evaluated for transfer credit to SCC
- Meet with your assigned College Navigator.

It is the responsibility of the student to make certain the required documents are sent; however, the Student Services & Enrollment Management Division will provide guidance with admissions and placement.

Further admission information concerning specific student populations is available in the "Student Classifications – Guidelines for Admission" section.

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Placement determination is required for students who plan to enter an instructional program; special students who enroll in English, mathematics, or other res

on program sheets that can be obtained online through the Programs link located on the SCC homepage.

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Registration dates for each semester are listed in the academic calendar located in the front of this Catalog and online at [www.sandhills.edu](http://www.sandhills.edu). Admission and program placement requirements must be met before students may register. Students are not officially registered for classes until tuition and fees have been paid.

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Academic integrity dictates that the "last day to register" (as noted in the Academic Calendar), generally, is the final opportunity for previously enrolled or new students to register for classes in any given semester.

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New students enrolling in curriculum classes must meet the admissions requirements outlined above.

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A student will maintain an active application status provided a break in enrollment does not equal or exceed 2 years. Students returning after an absence of 2 years, and those students who applied but never attended must be readmitted following this procedure:

- Submit a completed official admission application form.
- If a current high school diploma is not on file, students may be required to re-submit an official high school transcript indicating graduation with a diploma, a high school equivalency certificate (HSE), an adult high school diploma, or college transcript(s) showing the award of an associate degree or higher from a regionally accredited institution.

NOTE: Applicants seeking admission into programs or placement into courses with pre-requisites met at the high school level are required to submit an official high school transcript.

- Submit official college transcripts from all previously attended institutions if:
  - Applying for veteran's benefits
  - Applying to a health science program
  - Wishing to have previous college credit(s) evaluated for transfer credit to SCC
- Meet with your assigned College Navigator
- Meet the admission and graduation requirements of the Catalog in effect at the time of readmission.

In addition, students changing from Special Student status to Degree Seeking must submit an Enrollment Status Change eForm and submit any required documents to the Office of Records and Registration to become eligible for readmission.

Students returning to Sandhills after a break of two semesters may be required to submit a new residency application. Contact admissions for questions at (910) 695-3725.

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Applicants must provide current valid documentation from the U.S. Citizenship and Immigration Service (USCIS) before being admitted and placed under regular admissions policies.

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The International Student Office located in Blue Hall 101 assists F-1 visa students and students who desire to apply for F-1 visas. The office assists F-1 visa students in communication with U.S. Citizenship and Immigration Services (USCIS) regarding appropriate employment authorization, extension of form I-20 expiration dates, foreign student transfer of Form I-20s from other colleges, and international student advising. Further, all F-1 students and other non-immigrant visa holders who wish to change to the F-1 student status are mandated by USCIS regulations to have a current record of local and international address on file with the college.

Applicants seeking an F-1 student visa must provide a satisfactory academic record. Further, an Affidavit of Support form and a letter from your sponsor's bank giving specific current account balance information or your bank statement giving specific current account balance information is needed. Please limit your bank documentations to no more than 10 pages. The required application fee should be at least \$8,000 (US dollars) available for your tuition, housing, meals, books, USCIS fees, and other expenses of your stay in the United States. For dependent students add \$2500 per semester. Applicants seeking an F-1 student visa must provide documentation showing graduation from a secondary by 6 weeks and provide a new residence so to

To schedule an appointment for orientation, please contact the PDSO, Rosa McAllister-McRae at 910.246.4944 or mcallisterr@sandhills.edu. All applicants seeking an F-1 student visa should contact the College Navigators for additional information.

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According to the Department of Homeland Security, community colleges are responsible for ensuring that a student who is lawfully present in the U.S. will always have priority for a space in a class or program of study over a student who is not lawfully present in the U.S., if there are space limitations. As such, Sandhills Community College fulfills the admission requirements for undocumented immigrants:

- Colleges should neither enroll undocumented students into a class or program of study for which there are waiting lists, nor should colleges register undocumented students for classes until the conclusion of the last published registration period.
- Colleges shall admit an undocumented immigrant only if they attended and graduated from a U.S. public high school, private high school, or home school that operates in compliance with State or local law. Undocumented immigrants with a HSE diploma are not considered to have "graduated from a U.S. public high school, private high school, or home school" and therefore are not eligible to be admitted to a community college. An undocumented immigrant with a diploma from an Adult High School that is located in the U.S. and operates or operated in compliance with State or local law is eligible to be admitted to a community college.
- Undocumented immigrants may not be admitted into a program of study that requires a professional license since federal law prohibits states from granting professional licenses to undocumented immigrants.
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accredited institutions. Students will not be allowed to register beyond their first semester unless all required transcripts are received. These official transcripts become a part of the student's permanent record and cannot be sent to other institutions or returned to the student.

Sandhills Community College will consider granting credit for work done at other



Sandhills Community College courses along with honors-level high school courses. The school offers a five-year program through which students have the opportunity to earn both their high school diploma and an Associate in Arts degree or an Associate in Science degree by successfully completing two years of transferable college credit.

Admissions and Registration Procedures revised January 11, 2024. See [previous procedure](#) if you applied prior to the revision.