

ADMISSIONS

ADMISSION POLICY

Admission to Southwest Mississippi Community college is not denied to any student on the grounds of race, color, or creed; however, when any prospective student seeks admission to the college and has language or academic deficiencies which would make minimum expected progress improbable, the college reserves the right to admit to special programs only those students in kind and number which these programs are capable of helping.

Southwest Mississippi Community College reserves the right to reject any applicant whose character and behavior do not reflect belief in the philosophy of the school.

The Registrar receives applications for admission, evaluates high school transcripts, and informs applicants of their admission status. All required admission information should be submitted at least twenty days before the beginning of the semester in which the student intends to enroll. An applicant is not officially admitted until all admission requirements are met. Admission to the college does not necessarily guarantee admission to a specific program. Therefore prospective applicants should check the prerequisites for each program in order to determine eligibility for enrolling in a particular program.

REGULAR ADMISSION

For regular admission to an academic or technical program, an applicant must submit the following to the Office of Admissions:

1. A completed application for admission.*
2. A final, official transcript documenting at least one of the following:
 - a. A regular or standard high school diploma.
 - i. Home school transcripts should
 1. List the school name and address
 2. List all courses taken and dates completed
 3. Have a cumulative GPA calculated on a 4.0 point scale
 4. Include the graduation date, if the student has graduated
 5. Be signed and dated by the school principal, which in most cases will be the parent
 6. Be notarized if grades are conferred by a parent. In cases where a third party home school association or organization validates and confers an official transcript, that official transcript is not required to be notarized.
 - b. A person who did not graduate from high school with a regular or standard diploma may be admitted on the basis of satisfactory scores on a state-authorized high school equivalency test (currently GED®, HiSET®, and TASC™).
 - c. Some Career/Technical programs may enroll students who do not have a high school diploma or a passing score on a state-authorized high school equivalency test

(HSE). These students may need to meet certain entrance requirements, such as concurrent enrollment in a HSE program, minimum and/or maximum age, minimum scores on specific assessments, etc. For more information on specific programs to which this may apply, contact the V.P. for Career and Technical Affairs or the Career and Technical Counselor.

- d. Completion of the minimum acceptable high school units as prescribed by law or one unit less than the minimum acceptable high school units as prescribed by law, i.e. if the state requires 21 high school units to graduate, a student can be admitted with 20 high school units.
3. A transfer student must submit a final official transcript from each college attended. Any coursework listed as “in progress” voids any transcript from being a final transcript.
4. ACT® scores are requested. Students admitted without ACT® scores may be required to take placement tests. Some programs of study may require ACT® scores for admission. Prospective applicants should check the prerequisites for each program in order to determine if ACT® scores are required.
5. Any applicant who is a graduate of a high school that is not regionally accredited is asked to submit a portfolio of documents showing the applicant’s readiness for college level class work. An official transcript of all high school work is required. ACT® scores are highly recommended. The Vice-President for Admissions/Registrar will review the documents provided and use them to determine admissions eligibility.

* To be completed by applicant online at www.smcc.edu. A paper application with instructions on how to submit can also be printed at www.smcc.edu.

In extenuating circumstances, provisional admission may be granted pending receipt of transcript. Such admission is valid for a period of 10 days.

IRREGULAR ADMISSION

A person who is not pursuing any type of degree or certificate and/or who is attending for personal improvement may be admitted as a special student upon written request.

NOTE: All persons who enroll in semester hour credit programs with the exception of one year career certificate programs must have an official transcript on file at Southwest Mississippi Community college which indicated high school graduation or successful completion of the a state approved high school equivalency test.

DUAL ENROLLMENT

Course prerequisites shall be the same for dually-enrolled students as for regularly-enrolled students.

Requirements for dual enrollment are as follows:

- A. Students must submit a completed application for admission.*
- B. Students must have a 3.0 grade point average on a 4.0 scale, or better, on all high school courses as documented by an official high school transcript OR have a minimum ACT composite score of

eighteen (18) or the equivalent SAT score. A homeschooled student must submit a transcript with an affidavit, sworn and signed by the parent, legal guardian or custodian, noting that this requirement has been met OR have a minimum ACT composite score of eighteen (18) or the equivalent SAT score.

C. Students must have an unconditional written recommendation from their high school principal and/or guidance counselor. A home-schooled student must submit the written recommendation of a parent, legal guardian, or custodian to satisfy this requirement.

D. Students must have attained junior status in high school, as documented by an official high school transcript.

*An application for admission may be submitted at or printed from the school's website, www.smcc.edu.

EARLY ADMISSION

Requirements for early admission are as follows:

1. Students must have completed a minimum of fourteen (14) core high school units.
2. Students must have a 3.0 grade point average on a 4.0 scale, or better, on all high school courses, as documented by an official high school transcript. A homeschooled student must submit a transcript with an affidavit, sworn and signed by the parent, legal guardian, or custodian, noting that this requirement has been met.
3. Students must have a written recommendation from their high school principal and/or guidance counselor that early admission is in the best interest of the student and that the student's age will not prevent him/her from being successful. A homeschooled student must submit the written recommendation of a parent, legal guardian, or custodian to satisfy this requirement.
4. Students must have a minimum ACT composite score of twenty-six (26) or the equivalent SAT score.

ADMISSION OF INTERNATIONAL STUDENTS

International students must meet the following admission requirements at least six weeks prior to enrollment:

1. Complete the application for International Admission.
2. Complete the Affidavit of Financial Support for International Students and provide necessary supporting documentation.
3. Provide official secondary and/or college transcripts with the English translation and the evaluation of that coursework by a reputable American transcript evaluation service.*
4. If English is not the native language of the student, a score of at least 61 on the TOEFL iBT (Test of English as a Foreign Language internet-Based Test). This

requirement may be waived for international students who transfer from a regionally accredited university/college within the United States and who have completed English Composition (2 semesters) with a “C” or better in each course or by an interview with the Vice-President for Admissions.

5. Provide proof of medical insurance.

*There are many reputable services in the U. S. which you may utilize including the following:

1. **American Education Research Corporation, Inc. (AERC)**. P.O. Box 996, West Covina, CA 91793-0996. Phone (626)339-4404. Fax: (626)339-9081. Web: www.CredentialsEvaluation.com. Evaluates and translates foreign credentials, degrees, and diplomas.

2. **Education Credential Evaluators, Inc.**, P.O. Box 92970, Milwaukee, WI 53202-0970, Phone (414)289-3411. Evaluates foreign educational credentials, degrees, and diplomas. Does not do translation of documents.

3. **Global Credential Evaluators, Inc.**, P.O. Box 1904, Ocean Springs, MS 39566-1904, Fax (228)818.4487, Web: www.gcevaluators.com, Email: gce@gceus.com. Evaluates foreign education credentials, degrees, and diplomas. Does not do translation of documents.

4. **International Education Research Foundation, Inc.**, P.O. Box 66940, Los Angeles, CA 90066, Phone: (310)390-6276. Fax: (310)397-7686, Web: www.ierf.org, Email: info@ierf.org. Evaluates foreign education credentials, degrees, and diplomas. Does not do translations of documents.

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5. **Josef Silny and Associate, Inc.**, P.O. Box 248233, Coral Gables, FL 33123, Phone: (305) 666-0233, Fax: (305)666-4133, Web: www.jsilny.com, Email: info@jsilny.com. Evaluates and translates foreign credentials, degrees, and diplomas.

6. **Lisano International: Foreign Educational Credential Evaluation**, P. O. Box 407, Auburn, AL 36831-0407, Phone and fax: (334)745-0425, Web: www.Lisano-INTL.com Email: LisanoINTL@aol.com. Evaluates foreign educational credentials, degrees, and diplomas. Does not do translations of documents.

7. **World Education Services, Inc.**, P.O. Box 745, Old Chelsea Station, New York, NY 10113-0745, Phone: 1-800-937-3895 ext. 316, Fax: (212)966-6395, Email: support@wes.org.

Prospective students should ask for a **detailed (literal) report which provides an exact match with courses listed on the foreign credentials**. Evaluations should be mailed directly from the evaluation service to the Office of Admissions, Southwest Mississippi Community College, 1156 College Drive, Summit, MS 39666.

TRANSFER STUDENTS

A transfer student is defined as a student who has attended another regionally accredited institution and has attempted credit hours as evidenced by a transcript. Developmental and/or remedial hours are not considered transferable, nor are hours from an institution that is not regionally accredited. Applicants whose records show unsatisfactory scholastic standing may be accepted on a probationary basis if their individual cases indicate that they may deserve special considerations.

Transfer students may be admitted to advanced standing. A transfer student should submit an official transcript from each college attended to the Registrar's Office prior to entrance. The Vice-President for Admissions/Registrar, along with the faculty advisor, evaluates the work to be transferred. Courses equivalent to Southwest courses in description, content, and length are listed as transfer work on the student's Southwest transcript. Advanced standing via other means must meet the same requirements and will be limited in the same manner as stated in other sections of the catalog.

All grades of "D" or above will be accepted as hours attempted and hours passed. If a student has less than a 2.00 GPA on transfer work as determined by the current method of computing grade point average, sufficient quality points must be earned at Southwest in order to graduate. Excessive quality points from another institution cannot be used to raise a deficient grade point average on courses taken at Southwest.

A transfer student currently enrolled at another college or university intending to return to that college or university after enrolling for one semester at Southwest (typically during the summer) must submit a transient letter/letter of good standing from his or her current institution. The transient letter/letter of good standing will be used in lieu of an official transcript from the student's current college or university to satisfy admission requirements for a period of one semester. Current course placement guidelines at Southwest will apply unless the transient letter/letter of good standing specifically lists the courses in which the student has permission to enroll.

READMISSION

A person who has discontinued attendance at SMCC for one semester or more (excluding summer school) must apply for readmission. If, in the meantime, the student has attended other colleges, the schools attended must send official transcripts to SMCC.

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CREDIT THROUGH NON-TRADITIONAL MEANS

Southwest Mississippi Community College will allow students to earn credit by nontraditional means via one or more of the following methods up to a total of twenty-four (24) semester hours. Students must have earned a minimum of 16 semester hours of traditional credit at Southwest Mississippi Community College before non-traditional credit will become a part of the Southwest Mississippi Community College academic record. Such credit will not be used in computing grade point averages, nor will traditional letter grades be assigned. In order for a student to receive proper credit, official test scores must be on file in the Registrar's Office. Determining eligibility for credit is the responsibility of the Registrar in consultation with the Vice-President for Academic Affairs, division chairperson, and appropriate faculty advisor.

ADVANCED PLACEMENT PROGRAM

Students entering Southwest Mississippi Community college from cooperating high schools may earn a maximum of 12 semester hours credit through the College Board's Advanced Placement Program. Credit is to be awarded only for grades of three or higher. Students with scores of 3, 4, or 5 will receive three semester hours in the appropriate subject matter area. Students with scores of 5 will receive six semester hours in the appropriate subject matter area.

Students must have earned a minimum of one-fourth of the credit hours required to graduate (usually sixteen semester hours) at Southwest Mississippi Community College before Advanced Placement credit will become a part of the Southwest Mississippi Community College

academic record. Such credit will not be used in computing grade point averages, nor will letter grades be assigned. In order for a student to receive Advanced Placement credit, official test scores must be on file in the Registrar's Office. Determining eligibility for credit is the responsibility of the Registrar in consultation with the Vice-President for Academic Affairs, division chairpersons, and appropriate faculty advisors. NOTE: Each institution has its own Advanced Placement policy. Therefore, students planning to utilize Advanced Placement credit should review the policy of the appropriate institution.

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

Southwest Mississippi Community College will allow a maximum of twenty-four (24) semester hours' credit by examination. Students must earn at least 16 semester hours of college credit at SMCC before CLEP credit will be recorded on the student's transcript. Credit granted via CLEP scores is not used in computing grade point averages, nor will letter grades be assigned. In order for a student to receive credit for a CLEP examination, the official test scores must be on file in the Registrar's Office. Credit will not be given for courses where failing grades have been previously earned. Determining eligibility for credit is the responsibility of the Registrar in consultation with the Vice-President for Academic Affairs, division chairpersons, and appropriate faculty advisors.

MILITARY CREDIT

Students entering Southwest Mississippi Community College after service in the military may be awarded institutional credit if the student's experiences in the military are equivalent to courses taught at SMCC. Such credit will not be used in computing grade point averages, nor will letter grades be assigned. In order for a student to receive course credit for military service, an official transcript from the military detailing the student's experiences and ACE recommendations for those experiences must be on file in the Registrar's Office. Determining eligibility for credit is the responsibility of the Registrar in consultation with the Vice-President for Academic Affairs, division chairpersons, and appropriate faculty advisors.