

# Admission Regulations

## ADMISSION REQUIREMENTS

SWTJC has an “open door” admissions policy, which insures that everyone who can profit from a college education has an opportunity to enroll. To be admitted to SWTJC, students must submit the following:

1. Completed admissions application;
2. Official high school transcript or GED certificate;
3. Official transcripts from all colleges attended;
4. Documentation for residency as requested;
5. Dormitory deposit of \$95, if applicable;
6. Must have taken TSI (or other state approved tests) or be TSI exempt.

Students are encouraged to take the TSI test by the spring semester of their senior year.

### Admissions Basis

**High School Graduate:** A high school transcript showing date of graduation and signed by the authorized official of a high school accredited by the Texas Education Agency must be presented.

**College Transfer:** Southwest Texas Junior College will accept for admission those students transferring from a regionally accredited institution. Transfer work from these institutions will be accepted upon receipt of an official transcript bearing the school seal and signature of the registrar. Students transferring to SWTJC with 12 or more semester hours do not have to fulfill ORIE 0100 requirement.

**GED:** An applicant who has successfully completed the General Education Development testing program will be accepted. A copy of the GED certificate and/or an official report of test results must accompany the admissions application.

**Individual Approval:** An individual 18 years of age or older may be admitted upon approval by the Vice-President of Student Services. Students must demonstrate their ability to benefit from the desired course of study. Home-schooled students will be considered under individual approval. Students must have acceptable scores as determined by the Vice-President of Student Services on one or more of the following: ACT, SAT, TSI.

**Dual/Concurrent Enrollment of High School Students:** Students meeting the following criteria may apply for early enrollment to Southwest Texas Junior College:

1. NEW students must submit an Application for Admission (submit online at <http://www.swtjc.edu>). FORMER students seeking readmission to Southwest Texas Junior College, after a year of non-enrollment, must submit an Application for Admission (submit online at <http://www.swtjc.edu>).
2. All students must have written permission of High School Principal or school official by submitting completed dual/concurrent form (Printable form online at <http://www.swtjc.edu>). A high school transcript must be submitted showing STAR, ACT, SAT, PSAT, ASPIRE, TSI scores.
3. All students must have taken and passed a state approved placement test in areas related to course enrollment. (Students must provide a copy of scores to high school counselor).
4. Dual credit orientation is required for all new high school students enrolling in a dual credit class. Dual credit orientation is offered at the Uvalde, Del Rio, Eagle Pass, Crystal City, and Hondo campuses. Students planning to take a dual credit class must register for dual credit orientation at a designated campus.
5. High school students shall not be enrolled in more than two dual credit courses per semester unless they have demonstrated outstanding academic performance and capability. Southwest Texas Junior College recognizes and approves a student of outstanding academic performance and capability as one who scores 2400 on Mathematics and English Language Arts with a writing subsection score of a 3 on TAKS and/or one who meets college entrance required score for more than two classes.
6. Students are eligible for dual credit tuition discounts for the first two courses enrolled per semester. If enrolled in more than two courses per semester, students will be subject to the full tuition rate as a concurrent student. Students must pay all required fees.

7. An official College transcript will not be released until a final official high school transcript showing date of high school graduation is submitted to the Admissions Office.
8. Dual Credit (High School credit and college credit) is governed by the current school/SWTJC agreement).

**Readmission:** Students seeking readmission to Southwest Texas Junior College, after a year of non-enrollment, must complete an Application for Admission (submit online at [www.swtjc.edu](http://www.swtjc.edu)). If a student has attended another college since last enrollment at SWTJC, an official transcript from the other college will be required. Proof of current residency may be required.

Applicants not eligible for admission under one of the above categories should contact the Vice-President of Student Services.

### **Specialized Admissions**

**International Students:** All international students must meet regular admission requirements. They must show adequate proof of competency in English. They must present a letter from their bank that the family will provide full financial support during the student's stay in the U.S. After the student has met all the above requirements, the college will issue an I-20.

**Technical Programs:** A number of technical programs have additional admission requirements. Students planning to enroll in these programs should consult the college catalog or contact a SWTJC counselor.

**Workforce Education Courses and Programs:** Students must be sixteen years or older to enroll in Workforce Education courses and programs. In some cases, especially those involving external agency licensure and certification, other minimum age requirements must be met. Students planning to enroll in Workforce Education courses and programs should consult the college catalog or contact the Workforce Education office for additional guidance.

### **Resident Status**

It is the student's responsibility when registering to use the proper residence classification. If there is any question as to right of classification as a resident of Texas or the Southwest Texas Junior College taxing district, it is the student's obligation, prior to or at the time of registration to raise the question with appropriate administrative officials of the institution. Any change in residency status should be reported to the Vice-President of Student Services. Students classified as a non-resident will remain in that status until such time as they have made written application for reclassification and the Admissions Office has officially approved the request. All questions concerning residency status should be directed to the Vice-President of Student Services located in the Rodolfo R. & Dolores Flores Student Services Center.

Residence for tuition purposes is determined by state law and is subject to change by the Texas Legislature. The following is furnished to explain and clarify questions concerning residency under the present law:

1. The residence status of a student under 18 years of age is considered to be the same as his/her parents. If parents are divorced, a minor has the same residency status as the parent with whom he/she is residing.
2. A student 18 years of age or older who comes from out of state is considered a non-resident for tuition purposes as long as he/she remains in Texas for educational purposes.
3. Residence for tuition purposes is established by domicile residence in the state for 12 months and actions unequivocally indicative of a fixed intention to become a Texas resident.
4. Persons in the military service and their dependents are classified residents provided they are assigned to a permanent duty station in Texas or maintain their official home of record in Texas with the military service. Non-resident military personnel must submit certification of active duty in Texas at each registration to be eligible for resident tuition rates.
5. An alien is considered to be a non-resident unless he/she is in the United States on an immigrant visa. Students on immigrant visas are classified in reference to resident status the same as United States citizens.

### **Aliens Who Are Residents of Texas**

Texas law states that an individual can be considered a resident of Texas if the individual resided with a parent, guardian, or conservator at least part of the time while he or she attended a public or private high school in this state, and:

1. Graduated from a public or private high school or received the equivalent of a high school diploma in this state;
2. Resided in this state for at least three years as of the date the person graduated from high school or received the equivalent of a high school diploma;
3. Registers as an entering student in an institution of higher education not earlier than the 2001 Fall Semester; and
4. Provides to the institution an affidavit that the individual will file an application to become a permanent resident at the earliest opportunity the individual is eligible to do so.

### **Documents for Determining Residency**

The following documents have been found acceptable for determining Texas residency by the Texas Higher Education Coordinating Board.

1. Texas high school transcript
2. Texas college or university transcript
3. employer statement of date of employment
4. permanent driver's license at least one year old
5. Texas voter registration
6. lease agreement which includes student's name and periods covered
7. property tax payments
8. canceled checks
9. utility bills

### **Academic Fresh Start**

Senate Bill 1321 (Barrientos) entitles residents of this state to seek admission to public institutions of higher education without consideration of courses undertaken ten or more years prior to enrollment. This bill has been called the "Right to an Academic Fresh Start." This bill gives students the option of electing to have coursework, taken ten or more years prior to the starting date of the semester in which the applicant seeks to enroll, either counted as usual or ignored for admission purposes. Applicants who elect to apply for admission under this law and who are admitted as students may not receive any course credit for courses undertaken ten or more years prior to enrollment.

### **Credit for Military Experience**

The college accepts military credit through the ACE Guide. There is no limit placed on the number of credits accepted. However, students who plan to graduate with an A.A., A.S., A.A.T., A.A.S. degrees and certificates must complete 25 percent of the required semester hours at Southwest Texas Junior College.

### **Credit for Experiential Learning**

Other than credit for military experience, the college does not accept any other form of experiential credit.

### **Credit for Professional Certification**

SWTJC awards advanced placement credit (grade "P" to students who are currently certified in fields for which there is an equivalent technical program curriculum in place. In order for credit to be granted, learning outcomes of the course must directly parallel the competencies designated in the certification process. Described below are the advanced placement course options available to SWTJC students:

1. In the Criminal Justice program, students take up to six courses with curriculum regulated by the Texas Commission on Law Enforcement Standards and Education (TCOLE). A student already licensed as a Texas Peace Officer, Texas Jail Guard, and/or certified as a Telecommunications Operator may apply for advanced placement credit for the appropriate courses. See Criminal Justice Advanced Placement Policy.
2. In the Vocational Nursing program, students take one course in basic nursing skills based on a curriculum regulated by the State Board of Nursing Examiners. Certified Nurse Aide (CNA) training contains an identical basic skills component. A student already certified as a CNA may apply for advanced placement credit for the basic skills course. See Vocational Nursing Advanced Placement Policy.

### **Transfer of Credit**

Southwest Texas Junior College accepts transfer of college level (or developmental level) course work taken at other institutions accredited by the Southern, Middle State, New England, North Central, Northwest, or Western Association of Colleges and Schools.

- A. Courses are evaluated by course descriptions for content (using the catalogues of attended institutions) and semester-hours given on a transcript.
- B. Quarter-hour credit is evaluated at six-tenths (0.6) of a semester-hour. Credit may be given for meeting Southwest Texas Junior College Core Curriculum requirements, but additional semester-hours may be required to meet degree requirements at Southwest Texas Junior College.
- C. Transcripts from institutions participating in the Texas Common Course Numbering System are evaluated according to their definition of the course content and semester-hour awarded. Credit is given for meeting Southwest Texas Junior College Core Curriculum requirements, but additional semester hours may be required to meet degree requirements of Southwest Texas Junior College.
- D. Transcripts from institutions participating in the Workforce Education Course Manual (WECM) numbering system are evaluated according to their definition of the course content and semester-hour credit given. Additional semester-hours may be required to receive an Associate of Applied Science degree or Level One Certificate from Southwest Texas Junior College.
- E. Courses on transcripts for which Southwest Texas Junior College does not have the equivalent are accepted by Southwest Texas Junior College and may be used when applicable (meets a social-studies, fine arts, etc. requirement) toward a degree from Southwest Texas Junior College.
- F. Students may appeal their transcript evaluation to the Vice-President of Student Services. Course substitution appeals to meet Southwest Texas Junior College's degree requirements are to be made to the Vice-President for Academic Affairs.

### **Catalog Eligibility for Junior College or University Transfers**

A student transferring from an accredited public junior college or university has the same choice of catalog, designating degree requirements that would have been possible if the student's dates of attendance at Southwest Texas Junior College had been the same as the dates of attendance at the other colleges. However, the student's choice of baccalaureate major and receiving institution may affect whether or not transferable coursework may be counted toward a degree.