

Admission Information

ADMISSION REQUIREMENTS AND PROCEDURES

Trinity Valley Community College maintains an open door admissions policy and constantly strives to provide programs beneficial to all students. Applicants are considered for admission without regard to race, color, religion, sex, national origin, age or disability. **All students should review and comply with Texas Success Initiative (TSI) policies.**

The administration of Admission Policies at Trinity Valley Community College is the responsibility of the Registrar's Office. All correspondence concerning admissions should be addressed to the following:

**Registrar's Office
Trinity Valley Community College
100 Cardinal Drive
Athens, TX 75751**

The following requirements must be met before admission is approved.

1. **Beginning Freshmen**

Students enrolling in college for the first time may qualify for admission by any one of the following methods:

- (a) graduation from a high school.
- (b) a notarized record of the high school equivalent work completed and the date of successful completion or satisfactory completion of the General Educational Development Test (GED).
- (c) individual approval by the Guidance Services.
See Individual Approval Policy.
- (d) pass all sections of TSI and submit a notarized statement from a high school official verifying that the student is not enrolled in school.

Beginning freshmen students must have, prior to registration, the following information on file in the TVCC Registrar's Office:

- (a) a completed "Application for Admission" form.
- (b) an official transcript of high school grades and credits or G.E.D. transcript.
- (c) official TSI Test results.

2. **Transfer Students**

See Transcript Evaluation Process.

Students who have previously attended other accredited colleges may qualify for admission if the following documents are submitted:

- (a) a completed "Application for Admission" form.
- (b) an official transcript of grades and credits from all colleges previously attended.
Students on scholastic or disciplinary suspension from other institutions will be required, in addition to the above, to appear before the Admissions Committee which will make the final decision concerning acceptance and conditions of enrollment.

* (c) official TSI Test results.

3. **Early Enrollment of High School Students**

Applicants to the concurrent and early admission programs must submit the following documents:

- (a) "Application for Admission" form
- (b) Application supplement for current high school student.

* (c) official TSI Test results.

According to the Rules and Regulations of the Texas Higher Education Coordinating Board, a high school student shall not enroll in more than two college credit courses each semester.

4. **Associate Degree Nursing Students**

All correspondence about admission to a specific health occupations program should be addressed to the following:

**Health Science Center Counselor
Trinity Valley Community College
800 Hwy. 243 West
Kaufman, TX 75142**

Applicants must fulfill the following requirements to be considered for entrance into this program:

- (a) Fulfill all requirements for admission to Trinity Valley Community College.
- * (b) Students must provide documentation that they are TSI complete in all areas or TSI exempt or have a transcript showing TASP exemption status.
- (c) Students must submit minimum passing scores on each area of the designated admissions test. Current testing information can be found on the ADN web site at www.tvcc.edu/healthscience/adn.htm, or contact the campus counselor.
- (d) Complete Biology 2401 and, either PSYC 2314 or PSYC 2301, with a grade of "C", or better, prior to submitting an application.
- (e) Submit official transcripts of all previous college credits to the Health Science Center.
- (f) Have a cumulative Grade Point Average of 2.50, or better, on a four point system for all previous college work. If all qualified students are selected and there are still positions available, students with a cumulative GPA of 2.0 will be considered using the same point system.

There is a process for selection of students who are admitted to this program. It is the student's responsibility to contact a counselor for information regarding the current process. It is the student's responsibility to keep the Health Science Center informed of any changes in name, address or telephone number.

After acceptance into the ADN program, the student must:

- (g) Meet clinical requirements which include submitting a physical examination report, negative TB test or chest x-ray, immunization records, and a negative drug screen, and acceptable criminal background and registry checks.
- (h) Purchase liability insurance. Liability insurance is included in the lab fee for specific ADN courses. However, re-entry and transfer students will be assessed an insurance fee at the time of enrollment in the program. (All nursing students are responsible for their own hospitalization insurance.)
- (i) Submit proof of CPR for health care providers.

Any nursing applicant who has been convicted of a crime other than a minor traffic violation or who has been hospitalized or treated for mental illness and/or chemi-

cal dependency may petition the Board of Nurse Examiners for a declaratory order concerning their eligibility to take the NCLEX-RN, the licensing examination.

5. **Surgical Technology Students**

Applicants must fulfill the following requirements to be considered for entrance into this program:

- (a) Fulfill all requirements for admission to Trinity Valley Community College.
- * (b) Students must provide documentation that they are TSI complete in all areas or TSI exempt or have a transcript showing TASP exemption status.
- (c) Students must submit minimum passing scores on each area of the designated admissions test. Current testing information can be found on the SGT web site at www.tvcc.edu/healthscience/sgt.htm, or contact the campus counselor.
- (d) Submit official transcripts of all previous college credits to the Health Science Center and a copy of high school diploma or GED.
- (e) Have a cumulative GPA of 2.50, or better, on a four point system for all previous college work. If all qualified students are selected and there are still positions available, students with a cumulative GPA of 2.0 will be considered using the same point system.

Students are admitted to the Surgical Technology Program through a selection process. It is the student's responsibility to contact a counselor for information regarding the current process. It is the student's responsibility to keep the Health Science Center informed of any changes in name, address, or telephone number.

After acceptance into the Surgical Technology Program, the student must:

- (f) Meet clinical requirements which include submitting a physical examination report, negative TB test or chest x-ray, immunization records, and a negative drug screen, and acceptable criminal background and registry checks.
 - (g) Purchase liability insurance. Liability insurance is included in the lab fee for Surgical Technology 1260. However, re-entry and transfer students will be assessed an insurance fee at the time of enrollment in the program. (All surgical technology students are responsible for their own hospitalization insurance.)
 - (h) Submit proof of CPR for health care providers. (Prerequisite for SRGT 1260).
- #### 6. **Vocational Nursing Students**

Applicants must fulfill the following requirements to be considered for entrance into this program:

- (a) Fulfill all requirements for admission to Trinity Valley Community College.
- * (b) Students must provide documentation that they are TSI complete in all areas or TSI exempt or have a transcript showing TASP exemption status.
- (c) Students must submit minimum passing scores on each area of the designated admissions test. Current testing information can be found on the VN web site at www.tvcc.edu/healthscience/lvn.htm, or contact the campus counselor.
- (d) Submit official transcripts of all previous college credits to the Health Science Center and a copy of high school diploma or GED.
- (e) Complete one of the required general education courses with a "C" or better prior to submitting an application.
- (f) Have a cumulative GPA of 2.50, or better, on a four point system for all previous college work. If all qualified students are selected and there are still positions available, students with a cumulative GPA of 2.0 will be considered using the same point system.

There is a process for selection into this program. It is the student's responsibility to contact the counselor for information regarding the current process. It is the student's responsibility to keep the Health Science Center informed of any changes in name, address, or telephone number.

After acceptance into the Vocational Nursing Program, the student must:

- (f) Purchase liability insurance. Liability insurance is included in the lab fee for the first clinical course. However, re-entry and transfer students will be assessed an insurance fee at the time of enrollment in the program. (All vocational nursing students are responsible for their own hospitalization insurance.)
- (g) Meet clinical requirements which include submitting a physical examination report, negative TB test or chest x-ray, immunization records, and a negative drug screen, and acceptable criminal background and registry.
- (h) Submit proof of CPR certification for health care providers.

7. International Students

Correspondence related to the admission of international students should be addressed to the following:

Office of Student Services
Trinity Valley Community College
100 Cardinal Drive
Athens, TX 75751

All students should review and comply with TSI policies. (see Texas Success Initiative)

The college requires that the international applicant:

- (a) Submit a completed International Student Application
- (b) Be a high school graduate or equivalent.
- (c) Provide the college with official transcripts of grades from schools and colleges previously attended.
- (d) Have a "C" average or above on previous school work.
- (e) Provide official TOEFL paper score of 450 or computer score of 132.
- (f) Pay an \$80 U.S. application fee. (non-refundable)
- * (g) Enroll in the appropriate courses as determined by TSI requirements.
- (h) Provide proof of financial support.

If admitted the international student must:

- (a) Be a full-time student (minimum of 12 semester hours)
- (b) Live on campus unless approved for off-campus housing by the Trinity Valley Community College Housing Committee. Off-campus permission must be obtained by August 15 for the fall semester, and by January 5 for the spring semester.
- (c) Purchase a meal ticket.
- (d) Pay tuition and fees, and the first installment on room and board account, upon registration.
- (e) Purchase hospital or health insurance and show evidence of policy before enrollment.
- (f) Maintain the same academic and attendance standards as other students. If for two consecutive semesters, an international student does not successfully complete a minimum of 12 semester hours, he or she will not be eligible to re-enter TVCC.

*If a student, who is required to become TSI complete, does not receive the minimum required scores, the student will be required to enroll in prescribed developmental studies courses and remain in these courses until the student's educational plan is complete.

ACADEMIC FRESH START

Senate Bill 1321 entitles residents of this state to seek admission to public institutions for higher education without consideration of courses undertaken ten or more years prior to enrollment.

Students wishing to apply for academic fresh start must submit all college transcripts for admissions purposes, and apply in the Registrar's Office prior to enrollment.

When students apply for Academic Fresh Start all credit 10 or more years old will not be used for any purpose. Graduation grade point average for honors includes all courses even if academic fresh start is applied.

INDIVIDUAL APPROVAL POLICY

To be admitted on individual approval a student must: (1) Be at least 18 years of age; (2) Take COMPASS THEA, ASSET, AccuPlacer or THEA Q-T. (Must have COMPASS scores to qualify for financial aid). (see Ability to Benefit); (3) Meet with a TVCC counselor regarding educational goals; (4) Submit individual approval form with a TVCC counselor's signature.

ARTICULATION AGREEMENTS WITH AREA HIGH SCHOOLS

Trinity Valley Community College has agreements with public school districts to provide college credit for specified occupational classes taken in high school. Students interested in earning TVCC credit for high school occupational courses should contact the Dean of Occupational Education for more information. (903-675-6232)

TRANSCRIPT EVALUATION PROCEDURE

Transcripts submitted to the Trinity Valley Community College Registrar's Office, one week prior to registration, are evaluated and results are given to students at registration. Transcripts received after this time are evaluated during the semester in which they are received. Students can obtain copies in the Counseling Center. All course work submitted, from an accredited college, using semester or quarter hours are used in the calculation of transfer GPA.

All college courses with a grade of "D" or higher are accepted. There is no limit on the number of hours accepted.

STUDENT IMMUNIZATIONS

Students who are enrolled in clinical courses in health occupations programs are required to complete a medical form and will be required to have updated immunizations as specified by the Division of Health Occupations.

In accord with Senate Bill 1517, passed by the Texas Legislature in 1991, all students are encouraged to have measles, mumps, rubella and tetanus immunizations prior to admission.

TUITION AND FEES (Per Semester)

Tax-Paying District:

Tuition: \$20 per semester hour, minimum of \$60

*General Fee: \$15 per semester hour

(The following school districts are considered within the tax-paying district: Athens, Brownsboro, Chandler, Crandall, Cross Roads, Eustace, Frankston, Kaufman, Kemp, La Poynor, Mabank, Malakoff, Murchison, Palestine, Scurry-Rosser, Terrell, and Trinidad.)

Out of Tax-Paying District:

Tuition: \$20 per semester hour, minimum of \$60

*General Fee: \$15 per semester hour

Out-of-District Fee: \$20 per semester hour

Non-Resident:

Tuition: \$65 per semester hour, minimum of \$200

*General Fee: \$15 per semester hour

*Includes admission to college activities, student newspaper, registration, library, parking, graduation, and transcripts.

TUITION AND FEE SCHEDULE

Hours	Tax Paying District*	Out of Tax Paying District*	Non-Resident*
1	\$ 75	\$ 95	\$ 215
2	90	130	230
3	105	165	245
4	140	220	320
5	175	275	400
6	210	330	480
7	245	385	560
8	280	440	640
9	315	495	720
10	350	550	800
11	385	605	880
12	420	660	960
13	455	715	1,040
14	490	770	1,120
15	525	825	1,200
16	560	880	1,280
17	595	935	1,360
18	630	990	1,440
19	665	1,045	1,520
20	700	1,100	1,600
21	735	1,155	1,680
22	770	1,210	1,760

*The above charges include the statutory tuition and all required fees except those related to specific courses. To be eligible for in-state tuition rates, an individual must provide proof of Texas residency for the year prior to enrollment. To be eligible for in-district tuition rates, an individual must be a Texas resident and have lived in the TVCC tax district for the six months prior to enrollment.

There is a fee of \$60 per credit hour for courses taken the third time.

Dual Credit - Public high school students enrolled in college credit courses for dual credit (high school and college credit), which will meet high school graduation requirements, are eligible for a tuition waiver for two courses a semester. Students are responsible for out-of-district fees, general fees, lab fees, and cost of books.

Audit Tuition - \$150 per course. (Does not include books.)

Note: "Due to possible legislative changes in appropriated state funds to community/junior colleges, the board reserves the right to change any tuition and fees."

Other Fees:

Laboratory fees per lab class	as specified in the course description
Late registration and payment of tuition and fees	\$25.00
Activity Card Replacement Fee	\$20.00
Internet/Telecourse fee	\$20.00 a course

ROOM AND BOARD COSTS

All dormitory residents, including scholarship recipients, are required to post a **\$50** room reservation/damage deposit before reservations will be confirmed. Residents are required to sign a contract as a part of the check-in process.

Room and board charges are due at the beginning of each semester unless prior arrangements are made for installment payments. Each dormitory resident is required to have a meal ticket.

Room and board costs include room rent, meal ticket, tax, and mail box. For current costs and/or installment payment arrangements contact:

Housing Office
Trinity Valley Community College
100 Cardinal Drive
Athens, TX 75751

INFORMATION FOR VETERANS OF THE ARMED FORCES OF THE UNITED STATES

Veterans with military service, selected reservists and dependents of veterans may be eligible for federal payments and benefits while attending Trinity Valley Community College.

The Veterans Affairs Officer is assigned to the Veterans Office to assure the proper handling of veterans' educational benefits applications.

Educational Objectives: The Veterans Administration requires that each student drawing educational benefits be enrolled for courses which lead to his/her approved educational objective (degree or certificate). A VA student may not draw benefits for courses for which he/she has already received credit, for courses which are in excess of degree requirements, or for courses which do not apply to a planned degree. **Note: Allow 4 to 8 weeks for a VA application or any paperwork to be processed by the Department of Veterans Affairs Regional Office in Muskogee, Oklahoma.**

A college counselor is available to help a prospective student determine that the courses he/she wishes to take qualify for VA educational benefits. VA students will be certified after the 12th class day of long semesters and 4th class day of summer sessions. **VA students are required to pay tuition and fees at registration if ineligible for financial aid or scholarships.**

FOR FIRST-TIME APPLICATIONS, ALL VETERANS WILL NEED:

- * Certified copy of DD Form 214 (Separation Paper)
- * VA Form 22-1990 Application for Education Benefits
- * Official transcripts from ALL previous college education and/or vocational training

Depending on the various programs, the following will also be required:

- 1) Chapter 30 veterans entering active duty before Jan. 1977:
 - * Copies of marriage license, divorce decree(s), and children's birth certificates (if applicable)
 - * VA Form 21-686c and/or VA Form 21-674
- 2) Chapter 1606 selected reservists:
 - * DD Form 2384, Notice of Basic Eligibility (NOBE) (Contact your reserve officer)
- 3) Chapter 35 dependents (spouse/children) of veterans:
 - * VA Form 22-5490 Application for Survivors' and Dependents' Educational Assistance

Veterans should consult the school Veterans Affairs officer for information and assistance in applying for benefits.

IT IS THE RESPONSIBILITY OF THE STUDENT RECEIVING BENEFITS TO NOTIFY THE VETERANS AFFAIRS OFFICE IMMEDIATELY IF THERE ARE ANY CHANGES IN HIS/HER ENROLLMENT. If a student changes his/her curriculum or transfers to another college, the veteran should notify the VA office immediately. IMPORTANT NOTICE: IN ORDER TO STAY ELIGIBLE FOR BENEFITS, VETERANS MUST MEET SCHOOL STANDARDS OF CONDUCT, ACADEMIC (SATISFACTORY) PROGRESS, AND CLASS ATTENDANCE. (Students receiving V.A. benefits will have such benefits terminated if they fail to achieve a 2.0 grade point average after two consecutive semesters.) When a veteran fails to maintain attendance, his/her benefits must be reimbursed to the Veterans Administration as of the *first class day*. Veterans should therefore report to the Registrar's Office and withdraw if they do not plan to pursue their course or to attend regularly. If a veteran drops out of college without permission or is placed on scholastic suspension, he or she may become ineligible for further benefits. It is the veteran's responsibility to notify the Veterans Affairs Office if there are any changes in enrollment status. At present, VA students with educational benefits receive a monthly check varying in amount depending upon the education benefit program and class load. Please contact the Veterans Office for additional information.

HAZLEWOOD ACT

A veteran may be entitled to apply for a waiver of tuition by Trinity Valley Community College if he or she meets the following requirements:

- *1. be ineligible for any federal financial aid (Undergraduate applicants must apply for and be rejected for the PELL grant each academic year.) Information must be submitted to the Financial Aid Office by mid-semester in order to receive reimbursement.
2. have no remaining entitlement under V.A. educational benefits.
3. provide proof (DD214) of an Honorable Discharge from the service.
4. provide proof of having resided in Texas for at least one year prior to registration date.
5. resided in Texas at the time of induction into the service.