

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.