

## ADMISSION TO COLLEGE

### EQUAL EDUCATIONAL OPPORTUNITY

It is the policy of Temple College that all persons shall receive equal opportunities in admission or access to, or treatment or employment in, its programs and activities, without regard to race, religion, color, handicap, sex, age, national origin, or veteran status. These benefits include but are not limited to such matters as housing, financial assistance, recruitment, and any type of personnel service.

### REQUIRED STATE TESTING-TEXAS SUCCESS INITIATIVE (TSI)

The Texas State Education Code requires that all students who enter public institutions of higher education in the fall of 2003 and thereafter must be tested for reading, writing and mathematics skills. This includes all full-time and part-time students enrolled in a degree or level two-certificate program. Performance on the test will not be used as a condition of admission. Contact the Testing Center at Temple College for additional information regarding possible exemptions or waivers to the testing requirement.

### IMMUNIZATION

#### Students Entering From United States

The Texas Department of Health has dropped its statutory requirements for immunizations at Texas colleges and universities. However, they, Temple College, and the advising committee on Immunization Practices strongly suggest that students have a tuberculosis test and protect themselves from vaccine-preventable diseases by having the following vaccines:

- Measles, Mumps, Rubella (MMR)
- Tetanus, Diphtheria, Pertussis (DTP)
- Polio Vaccine
- Varicella
- Hepatitis B
- Meningococcal quadrivalent polysaccharide

### APPLICATION FOR ADMISSION

Prospective students may make formal application by submitting an Application for Admission to Temple College and providing required academic information. Admission to TC does not guarantee admission to specific courses or programs of study. Prerequisites are required for some courses, and departmental approval is required prior to registering for certain Health Sciences Programs. For special requirements for admission to Health Sciences Programs, see "PROGRAMS OF STUDY" in this catalog. Temple College reserves the right to refuse admission or re-admission to any applicant who does not comply with admissions procedures.

### METHODS OF ADMISSION

#### Beginning Freshmen:

- a. **High School Graduates:** Graduates from an accredited high school must have an official copy of their high school transcript showing graduation date on file before final admission is granted. Graduates from unaccredited high schools may be eligible for admission under "c." below.
- b. **GED:** Applicants who successfully complete the General Education Development (GED) Test and receive the Certificate of High School Equivalency must have their test scores and Certificate of Equivalency on file with the Admissions and Records Office before final admission can be granted.
- c. **Non-Accredited High School Completion:** Students who are under 18 years of age and who are applying for admission based on the completion of an independent study equivalent to the high school level in a non-traditional setting rather than through a public high school or accredited private high school may be admitted on an individual approval basis provided that they:
  1. Present a notarized record of the high school equivalent work completed and the date of successful completion. This work should be consistent with TEA minimums for high school completion;
  2. Comply with institutional testing requirements; and
  3. Agree to limitations or conditions of admission established by the institution.
- d. **Nontraditional High School Dual Credit/Early Admission:** Students in nontraditional programs who seek Dual Credit/Early Admission enrollment in Temple College must have completed the equivalent of their sophomore year in high school and meet the following conditions:
  1. High school students who enroll in Dual Credit enrollment or early admission classes must take the assessment test or meet exemption criteria prior to enrolling in any college level courses. These students must pass the section(s) related to the course(s) in which they intend to enroll.
  2. Initially, all students eligible for concurrent enrollment must submit a general admission application, a new Dual Credit/Early Admission enrollment application, a residency form, and a notarized record of the school subjects completed (consistent with TEA minimum requirements). Prior to enrolling in any consecutive semester, a Dual Credit/Early Admission application must be submitted. Upon

- graduation from high school, a notarized record of the high school subjects completed with graduation date posted must be submitted to the Temple College Admissions and Records office.
3. The class load of a high school student in a nontraditional high school program shall not exceed two college credit courses per semester unless the Vice President of Educational Services has granted a waiver.
- e. **Dual Credit/Early Admission Enrollment for High School Students:** Open to students who have completed their sophomore year in high school and have passed the exit-level test. Students must meet the testing requirements listed in the following paragraphs.
1. High school students who enroll in Dual Credit enrollment or early admission classes must take the TSI assessment test or meet exemption criteria prior to enrolling in any college level courses. These students must pass the section(s) related to the course(s) in which they intend to enroll.
  2. High school students eligible for enrollment in a level-one certificate program must have passed all sections of the exit-level test.
  3. High school students eligible for enrollment in a level-two certificate program must take the TSI assessment test or meet exemption criteria.
  4. Initially, all high school students eligible for Dual Credit/Early Admission enrollment must submit a general admission application, a Dual Credit/Early Admission application, a residency form, and a current official high school transcript showing all work completed and the exit-level TAKS scores. Prior to enrolling in any consecutive semester, a new Dual Credit/Early Admission enrollment application must be submitted. Upon graduation from high school, an official high school transcript with graduation date posted must be submitted to the Temple College Admissions and Records office.
  5. The class load of a high school student shall not exceed two college credit courses per semester unless the Vice President of Educational Services has granted a waiver.
- f. **Individual Approval:** Applicants over 18 years of age may be admitted to Temple College without a High School Diploma or a GED examination. Students must provide evidence that they can successfully complete college work. Applicants for individual approval must take an assessment test to provide evidence that they can successfully complete college work.

#### **Transfer Students: Degree/Certificate Seeking**

A student who is eligible to re-enter the College that they last attended is eligible for admission to Temple College by transfer of credits. The student is required as part of the admission process to submit official transcripts from all other institutions attended. Transcripts must bear the College seal, date and appropriate signature and must be in a closed, sealed envelope to be considered official. Transcripts should be mailed directly to the Admissions and Records office from the other institution(s). In some cases, Temple College will accept a hand-delivered transcript as long as the transcript is submitted in a closed, sealed envelope from the other institution. Transcripts that are not in a closed and sealed envelope will not be acceptable and will not be considered official.

Students on academic probation at the transfer institution will be admitted on probation to Temple College and must earn a grade point average of 2.0 during their first semester in attendance at TC. If the student is on suspension from the transfer institution, TC will honor that suspension. Applicants may petition the Vice President of Educational Services for an exception to this policy.

Credit for courses passed (grade of D or better) may be transferred only from regionally accredited colleges or universities. No credit will be allowed from U.S. institutions not so accredited. Students with proficiencies gained in non-accredited institutions should see the section of this catalog on credit by examination.

Course work from institutions outside the U.S. will be considered on a case by case basis and these students will be required to furnish an evaluation of their courses by the Credentials Evaluation Service, P.O. Box 66940, Los Angeles, California 90066 or Educational Credentials Evaluators, Inc., P.O. Box 929700970, Milwaukee, Wisconsin 53202 or Foreign Credentials Service of America, 1910 Justin Lane, Austin, TX 78757-4565.

Students seeking exemption from the Texas Success Initiative should contact the Temple College Testing Center. Courses transferred to Temple College will be evaluated during the student's first semester in residence. Final admission to Temple College will not be granted until all official transcripts are on file in the Admissions and Records Office.

#### **Transfer Student: Non-Degree/Certificate Seeking**

1. To be admitted under non-degree/non-certificate status, an applicant must complete these requirements:
  - Complete an application for admission to TC, showing method of entry as a non-degree/non-certificate seeking student.
2. Provide TC with an official transcript from the last college or university attended. If student is seeking exemption from the Texas Success Initiative, contact the Temple College Testing Center. Casual students, students who desire to enroll in courses for personal enrichment or job skill training, are not required to take an assessment test unless they subsequently choose to seek a degree or a level two certificate. Casual students must declare their educational intent a non-degree seeking at the beginning of each enrolled term. Casual students are limited to two courses each semester.
3. Should a student who is originally admitted as a non-degree/non-certificate seeking student decide to pursue a degree at Temple College, the student must, at that time complete the admission procedures outlined for degree-seeking transfer students and must abide by all requirements under the Texas Success Initiative.

**Readmission:**

A student who has not attended Temple College within the last 12 months must apply for re-admission through the Admissions and Records office. If the student has attended any other colleges or universities since his/her previous enrollment at TC, the student is required to submit an official transcript from that institution. Official transcripts may be mailed directly to TC from the other institution or may be submitted in a closed, sealed envelope.

**Admission of Non-Citizen Students:**

TC recognizes three categories of Non-Citizen Students. The following admissions requirements apply to students who are not U.S. citizens:

1. Legal immigrant. Submit a copy of I-551, then meet same admission requirements as U.S. Citizen.
2. Refugee. Submit copy of Immigrant I-94 indicating Refugee Visa, then meet same admission requirements as U.S. citizen.
3. Non-immigrant Alien. The following requirements apply to all applicants holding visa category A-M issued by Citizenship and Immigration Service and to all non-citizen applicants who do not qualify for admission as immigrant or refugee:
  - a. Submit an application for admission at least 60 days prior to the first class day for the semester in which the student is seeking admission.
  - b. Submit a \$25 non-refundable foreign application fee.
  - c. Submit records of previous education. Students who have graduated from high school must submit an official high school transcript. Students who have college credit must submit official transcripts from each college or university attended. All foreign transcripts must be translated into English and must be evaluated by one of the following services: Credentials Evaluation Service, P.O. Box 88940, Los Angeles, California 90066 or Educational Credentials Evaluators, Inc., P.O. Box 929700970, Milwaukee, Wisconsin 53202 or Foreign Credentials Service of America, 1910 Justin Lane, Austin, TX 78757-4565.
  - d. Test of English as a Foreign Language (TOEFL). An applicant whose native language is other than English must score 500 or above on the written TOEFL test or 198 on the computerized or online TOEFL test to be considered for admission. An application and a list of test centers for the TOEFL may be obtained by writing to: TOEFL, Educational Testing Service, Princeton, NJ 08540
  - e. Submit proof of financial support while he/she will be attending TC. Student will use forms Temple College issues along with a current bank statement with conversion to U.S. dollars shown.
  - f. All international students will be required to participate in a student accident and medical insurance plan. As a part of this insurance plan, the student must also have a provision for repatriation/medical evaluation coverage. Proof of insurance is required no later than 30 days after admission. For more information about insurance, please contact the Director of Admissions and Records.
  - g. All required documentation must be on file in the Admissions and Records Office before an admissions decision can be made. All required documents must be on file 30 days prior to the first class day for the semester in which the student is seeking admission.
  - h. International students who are in the United States attending another college or university will be considered for admission as a transfer student. No admissions decision can be made or an I-20 issued until items (a), (b), (c), (f), (g), TOEFL scores (if required), a letter from the previously attended college stating good academic status and that the student is in good standing with CIS, and official transcripts from all colleges attended have been submitted to the Admissions and Records Office at TC. If the official transcripts indicate English proficiency, the TOEFL requirement may be waived. See the section on application as a transfer student for transfer information. International students who desire to attend Temple College as a transient student to obtain credits to transfer to their host institution, must meet all of the admissions requirements listed above, plus those mentioned in the section on Non-degree/certificate Seeking Students. They also need to present a "Letter of Good-Standing" from their parent institution along with a letter from the parent institution indicating the courses that the student is authorized to take and attesting to the fact that these courses will be accepted by the parent institution.
  - i. An international student who is in the United States on a student visa, but who has not attended the college from which he/she received his/her initial I-20, will not be considered for admission to TC until he/she has been enrolled for at least (1) semester as a full-time student (12 or more semester hours) at the institution which issued the initial I-20. He/she is then eligible to apply for admission as a transfer student. International students must be in-status with Department of Homeland Security to be considered for admission as transfer students.

**CONDITIONAL ADMISSION**

Students who submit an application to the College must meet the requirements described in the METHODS OF ADMISSION sections. Students will be accepted and admitted conditionally for one semester. Students will only be allowed until the end of the first semester they are enrolled to submit all required documentation. Students who do not provide the required documentation will not be allowed to re-enroll until all documents are received. Students who have a "hold" on their records will not be able to obtain a copy of his/her transcript.

Please note that official documentation regarding a student's State test assessment status or test exemption is required to be on file in the Admissions and Records Office PRIOR to registration. A student will not be allowed to register without proper documentation on file.

**TRANSCRIPTS**

Transcripts must bear the college seal, date, and appropriate signature, and must be in a closed, sealed envelope to be considered official. Transcripts should be mailed directly to the Admissions and Records Office from the other institution(s). In some cases, Temple College will accept a hand-delivered transcript as long as the transcript is submitted in a closed, sealed envelope from the other institution. Transcripts that are not in a closed and sealed envelope will not be acceptable and will not be considered official. Beginning in 2000, electronic transcripts submitted using the SPEEDE format will be accepted as official transcripts when Temple College is fully operational on this program.

Students are responsible for submitting the required transcripts to the Admissions and Records office. Transcripts become the property of Temple College and cannot be returned to the student. Students who need official copies of another institution's transcript should contact that institution directly. Transcripts are kept on file for one year and will be destroyed if the student has not enrolled.

**CONCURRENT ENROLLMENT**

Section 54.062 of the Texas Education Code permits an adjustment in the minimum tuition charge when a student is concurrently registered at more than one public institution of higher education. The student shall pay the full tuition charge to the first institution at which he/she is registered. If the minimum tuition at the first institution is equal to or greater than the minimum tuition for the second public institution at which the student is registered concurrently, the student shall not be required to pay the specified minimum tuition charge to the second institution, but shall pay only the hourly rates to the second institution.

The student shall first register at the institution having the lower minimum tuition and shall pay to the second institution only the amount equal to the difference between his/her total tuition charge at the second institution and his/her total tuition charge at the first institution, but in no case shall the student pay to the second institution less than the hourly rates.

To qualify for the reduced minimum charge with Temple College as the second institution, the student must present a class schedule and official tuition and fee receipt for that semester to the Office of Admissions and Records prior to registration.

**RESIDENCY REQUIREMENTS**

Each student must show proof of both Texas and College District residency in order to pay resident and in-district tuition and fees. H.B. 1147 requires all students to complete an Oath of Residency and complete a Residency Questionnaire developed by the Texas Higher Education Coordinating Board at the time of registration. If, as the answers to the questions are reviewed by college officials, there remain questions as to the students proper residency classification, the student must provide a copy of one or more appropriately dated documents which will establish Texas or in-district residency.

The student is responsible for enrolling under the proper residency classification and for providing documentation as required by the institution. If there is any question about classification as a resident of Texas, the student must seek clarification from the Director of Admissions and Records prior to enrollment.

Students classified as nonresidents or out-of-district upon first enrollment at Temple College are presumed to be nonresidents or out-of-district for the period during which they continue as students. Students who believe they are eligible for residency reclassification must submit a Request for Change of Residency Status form with appropriate documentation to the Admissions and Records Office and meet the requirements for reclassification. This request must be submitted prior to the official census date of the term in order to have the request considered for that term.

**DETERMINING STATE RESIDENCY**

The rules for determining state residency are:

- Individuals 18 years of age or over who lived in Texas 12 months before enrolling are entitled to classification as a resident.
- For dependents over 18, residency is determined by the parent who claims the student for federal income tax purposes both at the time of enrollment and for the tax year preceding enrollment.
- Persons classified as nonresident students upon first enrollment are presumed to be nonresident for the period during which they continue as students.
- Students enrolling before having resided in the state for 12 months immediately preceding time of enrollment are classified as nonresidents for tuition purposes.

The following documents are some of the things students can use to provide evidence of Texas residency:

1. A transcript showing graduation from a Texas high school within the 12 months before enrollment.
2. A permanent Texas driver's license issued 12 months prior to the time of enrollment.
3. A W-2 form or pay statement showing employment in Texas 12 months preceding enrollment.
4. Purchase of a homestead 12 months before time of enrollment.
5. Voter's registration card issued 12 months prior to time of enrollment.

**DETERMINING IN-DISTRICT RESIDENCY**

For the purpose of determining in-district or out-of-district status TC applies the state rules and interpretations, but substitutes six months for length of residency, out-of-district for out-of-state references, and in-district for in-state references. The Temple College District is coterminous with the Temple City Limits and the Temple Independent School District. Once students have met the state residency requirements, they can verify their in-district residency by presenting one or more of the following types of documentation. This documentation must show an in-district address for the 6 months immediately prior to enrollment:

1. A permanent Texas driver's license with current address.
2. A lease agreement which includes the student's name.
3. A utility bill.
4. A voter's registration card.
5. A payroll check stub.
6. A property tax statement showing payment of Temple College District taxes.

If you have any questions, please call one of the professional staff at 298-8306.

The Board of Trustees of Temple College authorizes two exceptions to residency classifications. Persons who own property, which is subject to ad valorem taxation by the district, may receive a waiver of the difference between the out-of-state or out-of-district rate and the in-district rate of tuition for themselves and their dependents. The person, or his/her dependents, applying for such waiver shall verify property ownership by presenting an ad valorem tax statement or receipt, issued by the tax office or the district; or by presentation of a deed, property closing statement, or other appropriate evidence of ownership of property, which is subject to ad valorem taxation by the district. In addition, persons under the age of twenty-three whose parents are divorced may be classified as in-district if they are state residents and provide acceptable documentation that either parent is a resident of the district.

**MILITARY PERSONNEL AND DEPENDENTS**

Persons in military service are presumed to maintain during their entire period of active service the same legal residence which was in effect at the time of entering the service. Education Code 54.058(b) provides that military personnel assigned to duty within the State of Texas, their spouses and their dependent children, shall be entitled to pay the same tuition as a resident of Texas regardless of the length of their physical presence in the state. To be entitled to pay resident tuition, military personnel shall submit at initial time of enrollment a statement from their commanding officer regarding their military status. This statement must also be obtained if active duty members seek resident tuition for their spouses or dependents. This statement is valid for one academic year. Each fall semester begins a new academic year at which time another form must be submitted.

**DISCIPLINARY SUSPENSION FROM OTHER COLLEGES**

The application for admission by a student on Disciplinary Suspension from another college will be considered by the College Discipline Committee chaired by the Vice President of Educational Services.

**ACADEMIC FRESH START**

An applicant for admission who is a Texas resident may seek to enter Temple College pursuant to the "academic fresh start" statute, Texas Education Code, 51.931. If the applicant informs the Admissions and Records Office in writing of the election prior to registration, the institution will not consider academic course credits or grades earned by the applicant 10 or more years prior to the starting date of the semester in which the applicant seeks to enroll. An applicant who makes the election to apply under this statute may not receive any course credit for courses taken 10 or more years prior to enrollment. For more information, contact Admissions and Records.