

ADMISSIONS INFORMATION

ADMISSIONS POLICY

Admissions to Surry Community College is open to anyone who is eighteen years of age or older. Although this open-door admission policy allows access to college courses for virtually anyone, immediate admissions to some degree/diploma programs is dependent on the following factors:

1. Students admitted to all associate degree programs must have earned a high school diploma from an accredited secondary school or have earned either a GED or Adult High School Diploma.
2. Students enrolling in a degree program or planning to enroll in select courses are required to take the College Placement Tests. Results of the testing are used to ensure students' ability to succeed in certain programs or courses. If results indicate a lack of readiness to begin college-level work, students will be required to complete the appropriate remedial courses. Students must wait 90 days before retaking the CPT. CPT scores are valid for 3 years.
3. Students interested in pursuing courses at Surry Community College must follow the general admissions procedures outlined in the *General Admissions Procedures* section.
4. Students interested in pursuing a selective admissions program (Nursing, Physical Therapy Assistant, Practical Nursing, Medical Assisting, etc.) must also follow additional admissions procedures (see pages 17-20).

Students Not Seeking a Degree, Diploma, or Certificate

1. Official transcripts are not required if you are a non-degree seeking student. However, if you plan to enroll in a course that has a required pre-requisite, you must submit verification that you have successfully completed the requirement. This can be from a placement test score or an accredited college transcript.
2. Non-degree seeking students will meet with a Counselor in Student Development for registration.

Dual Enrolled, Huskins Bill, and Earn and Learn Online High School Student

Under regulations issued by the North Carolina State Board of Education, Surry Community College has entered into cooperative agreements with the Surry County School System, Mount Airy City School System, Elkin City School System, and the Yadkin County School System. This agreement allows qualified high school students to enroll in certain courses at the college while still enrolled in high school.

Learn and Earn Online is a state funded program that permits "high school students to enroll in college courses to qualify for college credit. Online courses are available to students through The University of North Carolina (UNC) and the North Carolina Community College System (NCCCS)."

The Dual Enrolled/Huskins Counselor at SCC should be contacted for more information.

Admissions Criteria for Intellectually gifted and mature students under sixteen years old

The 2005 Session of the NC General Assembly enacted House Bill 583 to allow a student under the age of sixteen to enroll in a community college if the president of the college or the president's designee finds that the student is intellectually gifted and has the maturity to justify admission to the college, as well as, meets other eligibility criteria designated by the bill. This bill expires September 1, 2008. For more information on procedures and guidelines, please see or call the Director of Admissions in the Office of Student Development.

International Student Admission

Surry Community College does not issue the I-20 student VISA to international or foreign individuals. Also, effective May 6, 2008, Surry Community College will not admit undocumented or illegal aliens unless they

meet the exceptions listed in Federal Law 8 USC Section 1641. These exceptions include high school level students enrolled concurrently or in a Huskins Bill course, and individuals enrolled in continuing education courses less than college level. Note: This admissions policy complies with **current** state interpretation of federal law and is subject to change based on further guidance issued at the state and/or federal level.

General Admissions Procedures:

The Office of Student Development is responsible for the administration and coordination of all admissions procedures.

1. Complete an Application for Admissions. Admissions applications may be submitted either paper-form or electronically. Paper applications may be obtained from the main campus, the Yadkin Center, or the Workforce Development Center (Mount Airy). If you wish to submit your admissions application electronically, please visit www.surry.edu.
2. If you are a degree, diploma, or certificate seeking student, you must have official high school and college (if applicable) transcripts sent to the Surry Community College Office of Admissions. GED and Adult High School Diploma students must have copies of their scores sent to the SCC Office of Admissions.
3. All students entering a degree, diploma, or certificate program must take the College Placement Tests. SCC offers the Computerized Placement Tests (CPT's) and the Paper Pencil Companion Tests. The placement tests cover the important 'tool skills' of reading, English, and math. Students not pursuing a degree, diploma, or certificate but planning to enroll in a course with a pre-requisite must also take the CPT. Applicants to the selective admissions programs must complete the placement tests as one part of the process for consideration for the pool of candidates for admission. Placement test scores are valid for three years. Students must wait 90 days before retaking the CPT.
4. Surry Community College requires all students, including Huskins Bill, dually enrolled, and earn and learn online, to follow course pre-requisites as outlined by the North Carolina Community College System.
5. Once the placement test has been completed, students will be assigned a Faculty Academic Advisor. The Faculty Academic Advisor will help the student plan his or her academic course of study.

WHERE TO GO FOR . . .

Ext. #

<i>Academic Advising</i> Faculty Advisor or Student Development	3264, 3392
<i>Academic Support Center</i> Tutoring	3460
<i>Academic Honors</i> Catalog	
<i>Academic Probation</i> Catalog or Student Development	3279
<i>Admissions</i> Renita Hazelwood, Student Development	3392
<i>Add a Course</i> Registration Desk	3595
<i>Address Change</i> Student Development	3264, 3392
<i>Americans with Disabilities Act</i> Laura Bracken	3443
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<i>Business and Industry Services</i> Continuing Education	3211
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<i>Career Services</i> Debbie Bengé and Janice Lowe	3325, 3388
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<i>Change Program/Major</i> Student Development	3264, 3392
<i>Clubs and Organizations</i> Tony Searcy	3246
	Student Development
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<i>Cooperative Education</i> Debbie Bengé, Janice Lowe	3325, 3388
<i>Course Selection</i> Faculty Advisor or Counselor	
	<i>Counselors in Student Development:</i>
	Debbie Bengé, Early Childhood
	3325
	Tony Searcy, Business
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	Bennett Shores, Technical and High School
	3281
	Craig Smythers, Allied Health
	3273
	Scott Wilson, College Transfer
	3370
<i>Distance Education</i> Candace Ring	3382
<i>Drop a Course</i> Registration Desk	3595
<i>Emergencies</i> Campus Police/Switchboard/Information Window	0
<i>Fees</i> Cashiers Office	3450, 3208
<i>Financial Aid</i> Regina Draughn	3239
	Andrea Simpson
	3263
<i>Grading System</i> SCC Catalog or Student Development	3595
<i>High School Completion</i> Continuing Education	3243
<i>Insurance (Student)</i> Business Office	3231
<i>Lost and Found</i> Cashiers Office	3208
<i>Parking Permits, Regulations</i> Cashiers Office	3450, 3208
<i>Placement Testing</i> Laura Bracken	3443
<i>Registration</i> Student Development	3595
<i>Transfer Information</i> <i>Counselors in Student Development:</i>	
<i>Health/Education Majors</i> Craig Smythers	3273
<i>Gardner Webb, Lees McRae, and all others</i> Scott Wilson	3370
<i>Tutoring</i> Academic Support Center	3460
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<i>Veterans</i> Regina Draughn, Financial Aid	3239
<i>Voter Registration Information</i> Laura Bracken	3443

Associate Vice President of Student Development – Ms. Jamie Childress (336) 386-3279
Surry Community College Telephone (336) 386-8121

You may reach any of these extensions directly by dialing 386 in front of the extension number.
 ~ Other faculty and staff extension numbers are listed in the back of this catalog.

ADMISSION PROCEDURES FOR NURSING PROGRAMS: 2009-2011 ADN Class and 2010 PNE Class

A student's admission to either the Associate Degree Nursing (ADN) and the Practical Nursing (PNE) programs is based upon their grades and entrance test ranking with other applicants.

I. MINIMUM ADMISSIONS REQUIREMENTS

A. MINIMUM APPLICATION REQUIREMENTS

1. STUDENTS MUST DO THE FOLLOWING TO APPLY TO THE NURSING PROGRAM AND TO TAKE THE TEST OF ESSENTIAL ACADEMIC SKILLS (TEAS)

- a. Complete the SCC General Admissions Application.
- b. Have an official high school transcript or GED scores and official transcripts from all colleges attended mailed to the Admissions and Records Office. Official transcripts should be mailed from the institution(s) attended or be hand delivered by applicant in an envelope sealed by a representative of the school(s) attended.
- c. Completed appropriate Placement Test, completed developmental prerequisites or achieved the cut off scores for credit in these courses.
- d. **Have and maintain an overall GPA of 2.5 or higher in *all* post-secondary courses taken in the last 3 years. If high school students have no post-secondary courses they must have at least a 3.0 GPA in their high school courses.**
- e. For ADN applicants who have not taken BIO 165 Anatomy & Physiology I, Biology and Chemistry must have been completed in either high school or college with a passing grade.

TEAS Test Schedule

ADN – January 24, 2009

PNE- June 6, 2009

2. COLLEGE PLACEMENT TEST SCORES

- a. To be considered for admission to the program, all applicants must have completed all developmental prerequisites or met cut-off scores for exiting MAT 070, RED 090, and ENG 090.
- b. If an applicant scores less than the minimum cut-off scores on the Placement Test, he/she will be required to complete the essential sequence of developmental courses. If the student completes all of the required remedial courses with a grade of "C" or better prior to the application deadline date and meets the other minimum requirements, he/she may be considered eligible to apply to the Program.
- c. The College Placement Test or any combination of college placement tests may be taken twice in twelve (12) consecutive months and must have been taken in the last three years. However, when a nursing applicant has tested more than twice in twelve consecutive months, only the first two attempts will be considered in the application process. Placement test scores which violate the testing policy will be disregarded.
- d. If the college placement test has been taken at another community college (in the past three years), it is the student's responsibility to ensure that the scores are transferred to Surry Community College.

3. REQUIRED PREREQUISITE FOR BIOLOGY 165 ANATOMY & PHYSIOLOGY I

Students who take BIO 165 at Surry Community College must have completed a Biology and a Chemistry course in high school or college.

4. REQUIRED GRADES AND LENGTH OF TIME SINCE COMPLETING SCIENCE IF TAKEN PRIOR TO ADMISSION.

Students must have achieved at least a “C” in all required curriculum courses with no more than three attempts. BIO 165 & BIO 166 completion must have been within the last five years. (LPN/ADN students are exempt from “Length of Time Criteria.”)

5. TEST OF ESSENTIAL ACADEMIC SKILLS (TEAS): NURSING ADMISSION TEST

- a. When the student has met all minimum application requirements, they must contact the Nursing Admissions Counselor in Student Development who will complete the checklist form which is required to register for the TEAS test. The student must then contact the Nursing Department's Administrative Assistant at 386-3275 to register to take the TEAS Nursing Admissions exam. A testing time will be provided when the applicant is scheduled for the TEAS. The cost must be paid at the time of registration.
- b. Nursing applicants are required to take the TEAS once a year (twelve months) at the site of their choice. Study guides and online practice tests for the TEAS may be purchased online at www.atitesting.com.
- c. In order to be considered for the Associate Degree Nursing Program or Practical Nursing Program, a student must score at or above the national mean score for all students taking the TEAS the previous year.

6. LPN/ADN APPLICANTS MUST HAVE A UNRESTRICTED PRACTICAL NURSING LICENSE IN NORTH CAROLINA OR ONE OF THE COMPACT STATES.

II. CRITERIA FOR SELECTION OF NURSING STUDENTS

Those student applicants who have the highest rank on their grades earned in BIO 165, BIO 166, ENG 111, ENG 112 or 114 and RED 111 (current High School students in top 15% of class receive ten points) and the number of correct questions they have on the *Test of Essential Academic Skills* (TEAS) will be admitted into the nursing program. Students must achieve the required TEAS score to be considered for admission. The required TEAS score is the TEAS national average of questions answered correctly for the previous year.

III. ADMISSION NOTIFICATION

Those students who are accepted into the ADN program will be notified, by mail, in March before the fall semester entry point. Those students who are accepted into the PN program will be notified by mail, in July, before the spring semester entry point. Medical forms, acceptance cards and orientation information will be included in the acceptance packets. Students must immediately return acceptance forms in order to maintain their admitted status. Final admission status is contingent upon completion of the required items (See VI. Additional admission requirements) by the dates requested.

IV. NURSING ADMISSION TIMELINE

If your projected start date is fall semester:
(ADN program, including LPN/RN Option)

College Application	Completion of Minimum Nursing Application Requirements	TEAS	Acceptance Notification
January 23	January 23	January 24	March

If your projected start date is spring semester:
(PN program)

College Application	Completion of Minimum Nursing Application Requirements	TEAS	Acceptance Notification
June 5	June 5	June 6	July

V. MEETING

It is recommended that all nursing program applicants attend a Nursing Applicant Information Session. Contact the Nursing Admissions Counselor for more information.

VI. ADDITIONAL ADMISSION REQUIREMENTS

Admission into either nursing program is contingent upon completion of the following items by the dates requested. Prospective students **must** submit:

- A. **Valid documentation** of current Nurse Aide I certification and any other current related certifications, licenses, etc. (LPN/ADN students are exempt from this requirement.)
- B. **A completed medical form** with test results and the most recent dates of immunizations/proof of immunity, including a positive Hepatitis B titer, or a signed waiver; positive Chicken Pox titer or recent immunization; positive MMR titer; and Td booster within the last eight years. The medical form must be completed and submitted to the nursing department no later than June 1 for ADN students and September 1 for PN students. Arrangements will be made at the students' expense to have TB tests the first month of their initial nursing course and the same month the following year.
- C. Students must present a valid CPR certification through American Heart Association (Health Care Provider) that is valid to the end of their respective program.
- D. **Evidence** of appropriate health and/or accident insurance.
- E. **Malpractice insurance** must be paid by the orientation session for new nursing students.
- *F. **Documentation** of one year of clinical experience with direct patient care in a health care agency within the last three years.

* Required for LPN/ADN program

VII. CRIMINAL BACKGROUND CHECKS AND DRUG SCREENING

In the nursing program, students are assigned clinical rotations in a number of participating agencies. Various accrediting bodies, as well as state and federal mandates regulate these agencies. The accrediting bodies or state and federal regulations may require that students while practicing in a clinical setting have a criminal background check or drug screening. The drug screening may be done once, before the student reports to the clinical agency, or randomly, during the clinical experience. If the student has a criminal conviction, tests positive for illicit drugs, or drugs that a student cannot produce a valid prescription, the agency may refuse to allow the student to participate in the clinical experience. The Surry Community College Nursing Department is supportive of the clinical agencies that choose to perform drug tests and/or criminal background checks on nursing students.

If a nursing student is prohibited from participating in a clinical agency based on their criminal background screening, the school will make every effort to place the student in a comparable clinical setting. If the school is unable to facilitate this placement, the student will be dismissed from the nursing program due to their inability to progress.

ADMISSION PROCEDURES FOR THE MEDICAL ASSISTING PROGRAM

The **Medical Assisting** program curriculum prepares graduates to perform entry-level administrative and clinical functions in the outpatient medical setting. Each graduating class is limited to twenty full-time students.

Application Process

Students must do the following:

1. Complete the SCC General Admissions Application.
2. Complete appropriate Placement Test(s). Meet minimum cut-off scores on the Placement Test(s).
3. Have an official high school transcript or GED scores mailed to the Office of Admissions at SCC. Official transcripts should be mailed from the institution(s) attended or be hand delivered in an envelope sealed by a representative of the school(s) attended.
4. Contact the Medical Assisting Program Director to be placed on the program waiting list.

Minimum Admissions Requirements

To be considered for admission to the program, all students must have completed all developmental prerequisites or met cut-off scores for exiting MAT 070, RED 090, and ENG 090.

If an applicant scores less than the minimum cut-off scores on the Placement Test, he/she will be required to complete the essential sequence of developmental courses.

If a Placement Test(s) was taken at another community college, the applicant has responsibility for ensuring the scores are transferred to SCC.

Any student who has taken MED 116 (or approved equivalent), MED 121, MED 122, and MAT 110, AND earned a "C" or better in each course will be given special consideration for acceptance into the program.

ADMISSION PROCEDURES FOR THE PHYSICAL THERAPIST ASSISTANT (PTA) PROGRAM 2010-2012 PTA Class (The next PTA class admitted will be for Fall of 2010)

A student's admission to the Physical Therapist Assistant Program (PTA) is based upon their grades, entrance test ranking with other applicants, clinical observation hours and personal interview.

I. MINIMUM APPLICATION REQUIREMENTS

A. STUDENTS MUST DO THE FOLLOWING TO APPLY TO THE PHYSICAL THERAPIST ASSISTANT PROGRAM AND TO TAKE THE TEST OF ESSENTIAL ACADEMIC SKILLS (TEAS) (Next PTA TEAS will be in February 2010)

1. Complete the SCC General Admissions Application.
2. Have an official high school transcript or GED scores and official transcripts from all colleges attended mailed to the Admissions and Records Office. Official transcripts should be mailed from the institution(s) attended or be hand delivered by applicant in an envelope sealed by a representative of the school(s) attended.
3. Completed appropriate Placement Test, completed developmental prerequisites or achieved the cut off scores for exiting MAT 070, RED 090, and ENG 090.
4. **Have and maintain an overall GPA of 2.5 or higher in all post-secondary courses taken in the last 3 years. If high school students have no post-secondary courses they must have at least a 3.0 GPA in their high school courses.**
5. Biology and Chemistry must have been completed in either high school or college for PTA applicants who have not taken BIO 165 Anatomy & Physiology I.

B. COLLEGE PLACEMENT TEST SCORES

1. If an applicant scores less than the minimum cut-off scores on the Placement Test, he/she will be required to complete the essential sequence of developmental courses. If the student completes all of the required remedial courses with a grade of "C" or better prior to the

application deadline and meets the other minimum requirements, he/she may be considered eligible to apply to the PTA program.

2. The College Placement Test or any combination of college placement tests may be taken twice in twelve (12) consecutive months and must have been taken in the last three years. However, when a physical therapy assistant applicant has tested more than twice in twelve consecutive months, only the first two attempts will be considered in the application process. Placement test scores which violate the testing policy will be disregarded.
3. If the college placement test has been taken at another community college (in the past three years), it is the student's responsibility to ensure that the scores are transferred to Surry Community College.

C. REQUIRED PREREQUISITE FOR BIOLOGY 165 ANATOMY & PHYSIOLOGY I

Students who take BIO 165 at Surry Community College must have completed a Biology and a Chemistry course in high school or college.

D. REQUIRED GRADES AND LENGTH OF TIME SINCE COMPLETING SCIENCE IF TAKEN PRIOR TO ADMISSION.

Students must have achieved at least a "C" in all curriculum courses with no more than three attempts. BIO 165 & BIO 166 completion must have been within the last five years.

E. TEST OF ESSENTIAL ACADEMIC SKILLS (TEAS)

1. When the student has met all minimum application requirements, they must contact the Allied Health Admissions Counselor in Student Development who will complete the checklist form which is required to register for the TEAS test. The student must then contact the Allied Health Division's Administrative Assistant at 386-3275 to register to take the TEAS PTA Admissions exam. A testing time will be provided when the applicant is scheduled for the TEAS. The cost must be paid at the time of registration.
2. PTA applicants are allowed to take the TEAS once a year (twelve months). TEAS scores are valid for one year. Study guides and online practice tests for the TEAS may be purchased online at www.atitesting.com.

II. CRITERIA FOR SELECTION OF PHYSICAL THERAPIST ASSISTANT STUDENTS

In Phase I of the admission process, the 32 students with the highest rank on their grades earned in BIO 165, BIO 166, ENG 111, PHY 110 & PHY 110A & number of correct questions they have on the *Test of Essential Academic Skills (TEAS)* and greatest number of observation hours will be selected to continue to Phase II of the selection process for admission into the PTA program. Applicants will be interviewed and required to write an essay for Phase II of the application process. Phase I will count as 75% and Phase II 25% in selecting the 16 students who be admitted into the PTA program.

III. ADMISSION NOTIFICATION

Those students who are accepted into the PTA program will be notified, by mail, in July before the fall semester entry point. Medical forms, acceptance cards and orientation information will be included in the acceptance packets. Students must return acceptance forms by the designated deadline in order to maintain their admitted status. Final admission status is contingent upon completion of the required items (See VI. Additional admission requirements).

IV. ADDITIONAL ADMISSION REQUIREMENTS

Admission into the PTA program is contingent upon completion of the following items by the dates requested. Prospective students **must** submit:

- A. A completed medical form** with test results and the most recent dates of immunizations/proof of immunity, including a positive Hepatitis B titer, or a signed waiver; positive Chicken Pox titer or

recent immunization; positive MMR titer; and Td booster within the last eight years. The medical form must be completed and submitted to the Allied Health Division no later than the designated date for PTA students. Arrangements will be made at the students' expense to have TB tests the first month of their initial PTA course and the same month the following year.

- B. **Evidence** of appropriate health and/or accident insurance.
- C. **Malpractice insurance** must be paid at the orientation session for new PTA students.

V. **CRIMINAL BACKGROUND**

Criminal background checks and drug screening are required by some clinical agencies. A PTA student prohibited from participating in a clinical internship based on their criminal background check or drug screening may be dismissed from the PTA program due to their inability to progress.

At this time, SCC's PTA program is in the pre-accreditation phase. "Surry Community College is seeking accreditation by the Commission on Accreditation in Physical Therapy Education of the American Physical Therapy Association (1111 North Fairfax Street, Alexandria, VA 22314; phone: 703-706-3245; accreditation@apta.org .) The program will submit an Application for Candidacy, which is the formal application required in the pre-accreditation stage. Submission of this document does not assure that the program will be granted Candidate for Accreditation status nor does it assure that the program will be granted Accreditation."

NOTE: The second PTA class will not be admitted until 2010.

AVAILABILITY OF PROGRAMS BASED ON EDUCATIONAL PREPARATION

If you have a...

High School Diploma, GED, or Adult High School Diploma you may enroll in ALL degree, diploma, or certificate programs.

If you do not have a high school credential you may enroll in:

Air Conditioning, Heating, and Refrigeration Diploma	Industrial Systems Technology Certificate
Autobody Repair Diploma	Industrial Systems Technology Diploma
Autobody Repair Certificate	Machining Certificate
Automotive Systems Diploma	Mechanical Drafting Diploma
Automotive Systems Certificate	Mechanical Drafting/CAD Certificate
Construction Technology Diploma	Medical Office Certificate
Construction Technology Certificate	Office Systems Certificate
Early Childhood Infant/Toddler Care Certificate	Viticulture & Enology Certificate
Early Childhood Associate Certificate	Welding Diploma
Early Childhood Teacher Associate Certificate	Welding Certificate
Electrical/Electronics Certificate	
Electrical/Electronics Diploma	

In order to qualify for financial aid, a student must possess a high school diploma or GED.