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| Policy Name: | Admission of First-Time Freshmen |
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| Functional Area: | Academic Affairs |

Admission of First-Time Freshmen

Any student entering Northwest Louisiana Technical Community College (NLCCC) as a first-time freshman is required to meet the admission requirements contained in this policy memorandum.

254.1 Definition & General Eligibility for College Admission

A first-time freshman is a student who has not previously attended Northwest Louisiana Technical Community College or any other regionally accredited institution of higher education and/or has earned fewer than 12 credit hours.

Applicants described below meet requirements for college admission.

High School Graduates:

254.1.1 High school graduates of secondary education schools approved by a state department of education or accredited by a regional accrediting association are eligible for college admission.

254.1.2 High school graduates from schools not approved by the State of Louisiana or schools not regionally accredited are eligible for college admission into occupational programs (other than those described in Section 254.2). Note: some programs have specific age requirements.

254.1.2.1 For admission purposes, LTC accepts scores on any of the tests that are approved as an LTC placement exam (SAT, ACT, ACT ASSET, ACT COMPASS) taken within the last 3 years.

Non-High School Graduates:

254.1.3 Non-high school graduates (dropouts) who have passed the General Education Diploma (GED) exam are eligible for college admission. Note: some programs have specific age requirements.

254.1.4 Non-high school graduates (dropouts) without a GED who are at least 17 years of age (or meet specific program age requirements) are eligible for college admission into occupational programs (with the exception of those described in Section 254.2).

254.1.4.1 For admission purposes, LTC accepts scores on any of the tests that are approved as an LTC placement exam (SAT, ACT, ACT ASSET, ACT COMPASS) taken within the last 3 years.

254.2 Limitations on Program Admissions

254.2.1 All applicants seeking admission into Associate Degree programs must be either graduates of an approved school of secondary education or have earned a GED from an approved school of secondary education and meet any program admission requirements as defined by a regulatory or accrediting agency of the program.

254.2.2 All applicants seeking admission into any Certificate or Technical Diploma program must meet any program admission requirements as defined by a regulatory or accrediting agency of the program.

254.3 Enrollment Requirements for Degree/Diploma/Certificate Seeking Applicants

254.3.1 Applicants must complete a formal application for admission prior to the beginning of the semester for which admission is sought. The application must be accompanied by the applicable non-refundable application fee.

254.3.2 Applicants must provide proof of high school graduation as applicable:

254.3.2.1 Applicants must provide an official high school transcript if the campus is unable to access STS (State Transcript System) data. STS data should be available to campus officials for all students graduating in May 2003 or later.

254.3.2.2 Applicants who graduated 10 years prior to their admission date may provide the high school diploma for photocopying.

254.3.2.3 Applicants with a GED must bring in the original certificate or scores to be photocopied by the campus Office of Student Affairs. Those earning the GED 10 years prior to their admission date may provide the GED diploma for photocopying.

254.3.3 Unless already exempted by approved test scores that are less than three (3) years old, applicants must take the ACT COMPASS or ACT ASSET test as applicable:

254.3.3.1 To determine program placement (need for Developmental Studies) for students enrolling in Certificate of Technical Studies, Technical Diploma, and/or Associate of Applied Science Degree programs.

- **Note:** Applicants to programs which have a terminal exit of Technical Competency Area are not required to test for College Admission or for Program Placement.

254.3.4 Provide proof of state required immunizations if born after 1956 (on state-approved form).

254.3.5 Provide proof of any previous college or university enrollment/credits earned.

254.3.6 If required, register for the federal draft prior to enrollment (per Louisiana Revised Statute 17:3151).

254.4 Enrollment Requirements for Non-Degree Seeking Applicants (those not seeking any type of NLTC credential).

254.4.1 Complete a formal application for admission prior to the beginning of the semester for which admission is sought. The application must be accompanied by an applicable non-refundable application fee.

254.4.2 Provide proof of state required immunizations if born after 1956 (on state-approved form).

254.4.3 Prior to enrollment in any general education course, take the Louisiana Technical College Placement Test

and meet the required scores, unless exempted by approved test scores that are less than 3 years old.
254.4.5 If required, registered for the federal draft prior to enrollment (as per Louisiana Revised Statute 17:3151).

Notes:

- A non-degree seeking student cannot earn a credential from LTC.
- Though not required, it is recommended that a non-degree seeking student declare as degree/diploma/certificate seeking after earning 11 credit hours.
- A student changing from non-degree seeking status to degree/diploma/certificate seeking status must meet, at the time of program change, all requirements for the occupational program in which he/she is seeking admission.

Policy Reference: LCT #SA1930.254 Admission of First-Time Freshman
Louisiana Revised Statute 17:170
Louisiana Revised Statute 17:3151
LCTCS Policy 1.004 General Admissions Policy for First Time Freshmen
LTC Policy IS 1930.173 Placement Exams
LTC Policy IS1930.139 Developmental Education

Approved:



Dr. Jayda Spillers

Chancellor

