The College has established standards for admission to assist students with their transition to college studies at TCC. The College affirms its policies of equal opportunity and open admissions. All applicants for admission are considered solely upon the basis of individual qualifications without regard to the applicant’s race, ethnicity, age, religion, national origin, gender, disability, or marital status. The Tallahassee Community College reserves the right to deny admission to any applicant about whom there is evidence the individual may be disruptive or may interfere with the orderly conduct processes, functions, or programs of the College, and such guidelines and processes may be found in the procedures manual. The Enrollment Services Office provides several important student services including processing applications for admission, reviewing immunization records, evaluating college transcripts for transfer credit, granting permission for international students to study at the College, and coordinating registration.

The following sections provide information about the College admission process.

- Admission Process
- Admission Requirements for
  - First Time in College Students
  - Transfer Students
- Dual Enrolled and Early Admission High School Students
- International Students
- Readmitted Students
- Non-degree Students
- Immunization Policy
- Residency Policy
Admission Process

All students applying for admission to Tallahassee Community College for the first time should do the following.

1. Submit an Application for Admission to the Enrollment Services Office. Admission deadlines are established for each term and are published in the College catalog.

2. Submit an official transcript of high school and/or college records to the Enrollment Services Office. High school seniors must request their transcript be sent following graduation. GED recipients must request a copy of their GED test scores. Transfer students must request transcripts from all colleges and universities attended. All transcripts must be submitted before registration.

3. Take appropriate placement tests. These tests are used for placement purposes only and are not be used as instruments for selective admission. Transfer students who have satisfied English and math requirements may not need placement testing.

4. Submit adequate proof of immunization for measles (rubeola) and German measles (rubella).

5. Submit the Residency Affidavit as part of the College application.

Incomplete information may cause a delay in admission to the College. False information can result in immediate dismissal without refund of fees paid. Any student who fails to complete the admissions process will not be permitted to register until all procedures are fully met. The College reserves the right to deny admission to any applicant about whom evidence indicates that the individual may be disruptive or may interfere with the orderly conduct, processes, function or programs of the College.

Admission Requirements - First-Time-in-College Students

Students applying for the Associate degree and/or a certificate may be admitted if they have done the following:

1. Earned a high school diploma from an accredited high school; or

2. Obtained a high school diploma through the any state Department of Education based on performance on the General Equivalency Diploma (GED) Tests; or

3. Satisfied high school graduation requirements as stipulated in Florida Statute 1007.263 and sub-statute 1003.43;

4. Met any additional admission requirements specified for a particular Associate of Science degree program or certificate. (For health-related limited-access programs contact the Technology and Professional Programs Division for specific application
Students applying for Postsecondary Adult Vocational programs may be admitted if they have done the following:

1. Earned a high school diploma from an accredited high school; or
2. Obtained a high school diploma through the any state Department of Education based on performance on the General Equivalency Diploma (GED) Tests; or
3. Satisfied high school graduation requirements as stipulated in Florida Statute 1007.263 and sub-statute 1003.43;
4. Met any additional admission requirements specified for a particular program.
   (Students wishing to apply for health-related limited-access programs should contact the Technology and Professional Programs Division for specific application procedures. Admission to the College does not guarantee admission to these programs.)

Students applying for Adult Basic Education programs may be admitted by submitting the College application.

Admission Requirements - Transfer Students

A student who has attended another college or university will be considered a transfer student. These students should submit official transcripts from all colleges previously attended prior to TCC registration. Freshman and sophomore course credit attempted and/or earned from accredited institutions will be evaluated as transfer credit for the requested program of study.

Transfer students not eligible for readmission to an institution they previously attended may apply for admission to the College. The academic records of transfer students will be evaluated under the College Academic Progress System. Those who do not satisfy the College Academic Progress Standards will be assigned a warning status and must earn at least a 2.0 semester GPA for the first term of enrollment and complete fifty percent or more of attempted credit hours.

Admission Requirements - Early Admission Program

The Early Admissions program allows qualified public secondary school students to proceed toward their academic goals at the College. An early admission student is an eligible secondary school student who enrolls on a full-time basis in courses that are creditable toward the high school diploma and toward the associate degree. Upon presentation of evidence of high school graduation, the escrow college credit will become official college credit.
To be considered for early admission, a high school student must submit documentation for the following requirements:

1. Completion of the eleventh grade;

2. A recommendation from the high school principal or designee stating that the student has the maturity, motivation, dependability, and academic ability to succeed at the college level;

3. A high school grade point average of 2.5 or better (on a 4.0 scale);

4. Satisfactory scores on the College Placement Test.

Early admission students must enroll in a minimum of twelve semester hours for two terms and maintain a 2.0 grade point average. Early admission students are exempt from registration, matriculation, and laboratory fees.

Admission Requirements - Dual Enrollment/Dual Credit

Dual enrollment/dual credit students take classes at both the high school and at TCC. These students may enroll in only those courses that are creditable toward the high school diploma and toward the Associate degree. Upon presentation of evidence of high school graduation, the escrow college credit will become official college credit.

A high school student may be considered for dual enrollment/dual credit by completing the following requirements:

1. A recommendation from the high school principal or designee stating that the student has the maturity, motivation, dependability and academic ability to succeed at the college level;

2. A high school grade point average of 2.5 or better (on a 4.0 scale);

3. Satisfactory scores on the College Placement Test.

Dual enrollment/dual credit students are exempt from registration, matriculation, and laboratory fees.

Admission Requirements - Dual Enrollment/College Credit Only

High school students who wish to enroll in this category are enrolled in courses applicable toward the Associate degree but not toward high school graduation. These students must meet the same criteria as the dual enrolled/dual credit students. Upon presentation of evidence of high school graduation, the escrow college credit will become official college credit.
Students enrolled in this program are responsible for the payment of all fees associated with the admission and registration process.

Admission Requirements - International Students

A student who is not a citizen or permanent resident of the United States will be considered an international student. The Enrollment Services Office will assist with the application process by providing the International Student Admissions Packet. In addition to the admission steps required of all students, international students must do the following.

1. Provide a high school transcript if not previously enrolled in college. Students receiving a high school diploma after August 1, 1987, must furnish proof of completion of a secondary school curriculum that includes four years of English and three years of mathematics, science, and social studies, or a high school equivalency diploma. However, in lieu of the English requirement, a student may use four years of instruction in the student’s native language or another language which was the language of instruction in the secondary school attended.

2. Submit official transcripts from any colleges or universities attended in the United States. Students interested in receiving transfer credit for course work completed at non-U.S. schools should contact the Enrollment Services Office for an application to have these transcripts evaluated. Any costs associated with the evaluation of international college credit shall be borne by the student. All evaluations must be in English.

3. Submit an official Test of English as a Foreign Language (TOEFL) report with the required minimum score as published in the International Student Admissions Packet.

4. Submit a completed Confidential Financial Statement form.

3. Submit proof of health insurance coverage.

Upon the student’s completion of all admission requirements, Enrollment Services will issue a Certificate of Eligibility (Form I-20) to the student. The United States Immigration and Naturalization Service will be notified of the student’s admission to the College.

International students must register for a minimum of twelve semester hours during the fall and spring semesters.

Since on-campus housing is not available at the College, international students are responsible for making their own housing arrangements.

The College has no financial aid available for international students. Since lengthy
delays of up to forty-five days may occur before foreign bank drafts or money orders can be negotiated, students are urged to bring sufficient cash in U.S. funds when traveling to the College.

The College is authorized under federal law to enroll non-immigrant alien students.

Requirements for Readmission to the College

Students who have not been enrolled at TCC for more than twelve months must submit an Application for Readmission to the Enrollment Services Office before the term admissions deadline, along with official transcripts from any colleges attended since enrollment at TCC. The student will complete requirements for graduation under the catalog in force at the time of re-entry.

Admission Requirements - Nondegree Students

A student not seeking a degree from the College is considered a nondegree student. A nondegree student seeking credit must submit one of the following:

1. Proof of graduation from high school;
2. A transcript from the last college or university attended; or
3. A transient letter from the last college or university attended.

Immunization Policy

All students born after 1956 are required to present documented proof of immunization against German measles (rubella) and measles (rubeola) according to these guidelines:

1. Rubella: one dose of live rubella vaccine on or after the first birthday or laboratory evidence of rubella immunity; and

2. Measles (Rubeola): two doses of live measles vaccine on or after the first birthday or laboratory evidence of measles immunity.

Students cannot be admitted to or register for classes until such proof is submitted. Students are not permitted to register for classes until adequate proof is submitted unless the Director of Enrollment Services and Testing has authorized a one term extension due to extenuating circumstances.

Residency Requirements

All applicants for admission to the College are required to execute a residency affidavit which is included as a part of the application. If the applicant is a minor, the affidavit must be signed by a parent or legal guardian. Students are encouraged to submit petitions for status changes well in advance of registration.
Eligibility for residency reclassification in a specific semester can be determined up until midterm and, in some cases, a student who is reclassified after registration can be considered for a refund of the out-of-state portion of fees paid.

Students shall be classified as residents or nonresidents for the purpose of assessing tuition fees in public community colleges and universities.

These definitions apply.

1. The term dependent means any person, regardless of whether living with the person’s parent, who is eligible to be claimed by the parent as a dependent under the Federal Income Tax Code.

2. The term institution of higher learning means any of the constituent institutions under the jurisdiction of the State University System or the State Community College System.

3. A legal resident or resident is a person who has maintained residence in this state for the preceding year, has purchased a home that is occupied by the person as the person’s residence, or has established a domicile in this state pursuant to 222.17 FS.

4. The term parent means the natural or adoptive parent or legal guardian of a dependent.

5. A resident for tuition purposes is a person who qualifies for the in-state tuition rate; a nonresident for tuition purposes is a person who does not qualify for the in-state tuition rate.

These are the requirements to qualify as a resident for tuition purposes.

1. A person (or if that person is a dependent, the parent or parents of that dependent) must have established legal residence in this state and must have maintained legal residence in this state for at least twelve months immediately prior to the qualification.

Every applicant for admission to an institution of higher education shall be required to make a statement as to the length of residence in the state and, further, shall establish that presence of that person or, if the person is a dependent, the presence of parent or parents in the state currently is, and during the requisite twelve month qualifying period was, for the purpose of maintaining a bona fide domicile rather than for the purpose of maintaining a mere temporary residence or abode incident to enrollment in an institution of higher education.

2. A dependent living with an adult relative other than the dependent’s parent may qualify as a resident for tuition purposes if the adult relative is a legal resident who has maintained legal residence in this state for at least twelve months immediately
prior to the dependent's qualification, provided the dependent has resided continuously with such relative for the five years immediately prior to the dependent's qualification, during which time the adult relative has exercised day-to-day care, supervision, and control of the dependent.

3. The legal residence of a dependent whose parents are divorced, separated, or otherwise living apart will be deemed to be this state if either parent is a legal resident of this state, regardless of which parent is entitled to claim, and does in fact claim, the minor as a dependent pursuant to federal individual income tax provision.

4. An individual shall not be classified as a resident for tuition purposes and, thus, shall not be eligible to receive the in-state tuition rate until such evidence has been provided related to legal residence and its duration as may be required by officials of the institution of higher education from which the individual seeks the in-state tuition rate.

5. The legal residence of a dependant's parent or parents is prima facie evidence of the individual's legal residence, which evidence may be reinforced or rebuffed, relative to the age and general circumstances of the individual, by the other evidence of legal residence required of or presented by the individual. However, the legal residence of an individual whose parent or parents are domiciled outside the state is not prima facie evidence of the individual's legal residence if that individual has lived in this state for five consecutive years prior to enrolling or re-registering at the institution of higher education at which resident status for tuition purposes is sought.

6. In making a domiciliary determination related to the classification of a person as a resident or nonresident for tuition purposes, the domicile of a married person, irrespective of gender, shall be determined, as in the case of an unmarried person, by reference to all relevant evidence of domiciliary intent. For the purposes of this section, the following apply:

   a. A person shall not be precluded from establishing or maintaining legal residence in this state and subsequently qualifying or continuing to qualify as a resident for tuition purposes solely by reason of marriage to a person domiciled outside this state even when that person's spouse continues to be domiciled outside of this state, provided such person maintains legal residence in this state;

   b. A person shall not be deemed to have established or maintained a legal residence in this state and subsequently to have qualified or continued to qualify as a resident for tuition purposes solely by reason of marriage to a person domiciled in this state;
c. In determining the domicile of a married person, irrespective of gender, the fact of the marriage and the place of domicile of such person's spouse shall be deemed relevant evidence to be considered in ascertaining domiciliary intent.

7. Any nonresident person, irrespective of gender, who marries a legal resident of this state or marries a person who later becomes a legal resident, may, upon becoming a legal resident of this state, accede to the benefit of the spouse's immediately precedent duration as a legal resident for purposes of satisfying the twelve month durational requirement of this section.

8. A person shall not lose resident status for tuition purposes solely by reason of serving, or, if such person is a dependent, by reason of the dependent's parent's or parents' serving in the armed forces outside this state.
9. A person who has been properly classified as a resident for tuition purposes but who, while enrolled in an institution of higher education in this state, loses resident tuition status because the person (or if the person is a dependent, the dependent’s parent or parents) establishes domicile or legal residence elsewhere shall continue to enjoy the in-state tuition rate for a statutory grace period, which period shall be measured from the date on which the circumstances arose that culminated in the loss of resident tuition status and shall continue for twelve months. However, if the twelve month grace period ends during a semester or academic term for which such former resident is enrolled, such grace period shall be extended to the end of that semester or academic term.

10. Any person who ceases to be enrolled at or who graduates from an institution of higher education while classified as a resident for tuition purposes and who subsequently abandons the domicile in this state shall be permitted to re-enroll at an institution of higher education in this state as a resident for tuition purposes without the necessity of meeting the twelve month durational requirement of this section if that person has reestablished the domicile in this state within twelve months of such abandonment and continuously maintains the reestablished domicile during the period of enrollment. The benefit of this subsection shall not be accorded more than once to any one person.

11. The following persons shall be classified as residents for tuition purposes:

   a. Active duty members of the armed services of the United States stationed in this state, their spouses, and dependent children;

   b. United States citizens living on the Isthmus of Panama who have completed twelve consecutive months of college work at the Florida State University Panama Canal branch and their spouses and dependent children;

   c. Full-time instructional and administrative personnel employed by state public schools, community colleges, and institutions of higher education as defined in 1000.21 FS and their spouses and dependent children;

   d. Students from Latin America and the Caribbean who receive scholarships from the federal or state government (Any student classified pursuant to this paragraph shall attend, on a full-time basis, a Florida institution of higher education.);

   e. Southern Regional Educational Board’s Academic Common Market graduate students attending Florida’s state universities.

Also, under section 1009.97 FS, students enrolled in the Florida Prepaid College Program shall be classified as Florida residents for tuition purposes pursuant to section 1009.21 FS regardless of their actual legal residence.