

**2011 – 2012 SULLIVAN COUNTY COMMUNITY COLLEGE CATALOG**  
**Part 2 - ADMISSIONS**

**ADMISSION CRITERIA**

Students seeking admission to credit programs must have one of the following:

- A standard high school diploma from a regionally accredited high school or SED registered non-public high school.
- Completed the substantial equivalent of a four-year high school course of study, as certified by the Superintendent of Schools or comparable local chief school administrator
- A high school equivalency diploma (GED).
- Demonstrated competency in college credit postsecondary coursework, defined as any student who is applying for admission and who has received an associate's degree (A.A., A.S., A.A.S.) or higher from a regionally accredited institution of higher education.
- Demonstrated Ability To Benefit and entered the Twenty-Four Credit Program
- Have passed and completed all requirements for the following five NYS Regents Examinations: English, Mathematics, United States History and Government, Science, and Global History and Geography.
- Approval for Early Admission/High School Dual Enrollment.

International student admission information is provided under "Admissions Procedures" in this catalog section.

**ADMISSION POLICIES**

**Admission of Sullivan County Residents**

Sullivan County Community College has "open" admissions for all Sullivan County residents. Individuals must meet basic Admission Criteria listed above.

**Admission of Non-Sullivan County Residents**

Effective fall 2010, Non-Sullivan County residents will be required to have a high school average of 72 or higher.

Alternatives for admission of an out-of-county student with less than an average of 72 include:

- Possessing a high school diploma and
  - Scoring 78 or higher on English Regents test and 75 or higher on Math Regents, or
  - Scoring on SAT: 480 English and 450 Math, or
  - Scoring in ACT: 19 English or 22 composite score
- OR, not having a high school diploma and
  - Passing a GED test with a score of 2500 or more (or 250 on the older GED test), or
  - Passing Ability to Benefit (ATB) standardized test, and placing into English Composition I

**Admission of Non-Sullivan County Residents, 23 or Older**

Sullivan County Community College has an "open" admission for all first time in college students (age 23 or older) not residing in Sullivan County, New York. Individuals must meet basic Admission Criteria listed in that section.

The College reserves the right to look at other admissions criteria for out-of-county students.

**Age Requirement**

Any student whose high school class has not yet graduated must also show proof of withdrawal from high school. Applicants who are under 16 years of age may attend summer sessions under the following conditions:

- The applicant must secure written approval from his/her local school; and
- The applicant must secure written approval from a parent or legal guardian.

Applicants under 16 years of age and not enrolled in a high school will not be admitted for fulltime study. Students under the age of 16 will be allowed to register for part-time study on a case-by-case basis. These students will need approval from the Vice President for Academic and Student Affairs.

### **Certificate of Residence**

A Certificate of Residence is required for all New York State Residents, verifying New York residency. Each student who is a New York State resident must supply this form annually. Students not supplying this form are subject to paying tuition at the higher out-of-state rate.

### **College/University Suspension or Criminal Felony Conviction**

Applicants are required to reveal any prior felony convictions as well as any suspension from a college or university for disciplinary reasons. With the applicant's permission, the conviction/suspension will be reviewed for the purpose of determining whether or not the applicant can be admitted and enrolled at the College.

### **Collection of Student Social Security Numbers**

Federal legislation relating to the Hope Tax Credit (Federal Registrar, June 16, 2000) requires that all postsecondary institutions report student Social Security numbers (SSNs) to the Internal Revenue Service (IRS). This IRS requirement makes it necessary for institutions to collect the SSN of every student. A student may refuse to disclose his or her SSN to the college, but the IRS is then authorized to fine the student \$50. Refusal to disclose the SSN also may affect student's ability to receive financial aid and transfer coursework. Sullivan County Community College protects students' personal information. More information regarding the security of student records is listed in the Academic Policies section of this catalog.

### **Conditions for Admission**

At the point of application, students applying to take credit courses will receive Conditions for Admission information that outlines any outstanding requirements needed to complete the admissions process. All degree and certificate seeking students are required to have transcripts sent to SCCC within one term or they may not register for subsequent terms.

All international student transcripts and commercial evaluations, if applicable, must be received before the first term of enrollment. Transcripts are required prior to enrollment for financial aid recipients.

Some programs have additional admissions requirements. Refer to the Areas of Study section (in this section), high school dual enrollment and early admission information (in this section), and international students information (in this section).

### **High School Concurrent Enrollment and Early Admission**

Concurrent enrollment and early admission are opportunities for students presently attending an accredited public or private high school to enroll in courses offered by Sullivan County Community College while concurrently enrolled in high school. Students taking early admission and concurrent enrollment courses are subject to the rules and regulations of SCCC, as stated in this catalog and the student handbook.

At an institution of higher education, students are exposed to a learning environment that promotes an open exchange of ideas. Course content is presented on an adult level, and class discussions require a mature understanding of divergent viewpoints and the ability to think critically on controversial issues.

Early admission and concurrent enrollment students who receive a grade below a "C" may have difficulty in meeting future admissions, financial aid, and scholarship requirements at colleges and universities after high school graduation.

For advisement session dates, registration deadlines or other updated information on SCCC early admission or concurrent enrollment, visit the college website.

To participate in early admission or concurrent enrollment, students are responsible for:

- Transportation to and from the College
- Written permission of both the high school guidance counselor and school principal
- Written permission of parent(s) or legal guardian

### **Minimum Requirements for Early Admission from High School**

High school seniors meeting all minimum requirements for early admission and who have passing placement test scores, upon written recommendation of their high school guidance counselor, may enroll at Sullivan County Community College either full or part time. Interested students should contact their high school guidance counselor.

Credits earned during the early admission period may be used to satisfy graduation requirements from high school, with the high school determining how these credits are to be utilized. Continued participation in the early admission program requires students to earn a GPA of 2.0 or higher. Grades earned will become part of students' permanent college transcripts.

### **High School Concurrent Enrollment**

Students who participate in the concurrent enrollment program take college courses at their local high school and receive college credits that may be used toward a college degree program. Grades earned will become part of students' permanent college transcripts.

### **Minimum Requirements**

All requirements must be completed prior to the deadlines established by the high school and SCCC. To be eligible for participation in the Concurrent Enrollment Program, any Sullivan County student must:

- Submit a printed version of the SCCC concurrent enrollment form either by mail or in person.
- Be approved by the high school principal/designee.
- Have parental permission.
- Satisfy all course prerequisites.

Obtain a Concurrent Enrollment Permission and Registration Form from the high school principal or his/her designee. A new Concurrent Enrollment Permission Form must be submitted for each term enrolled.

The following courses are NOT permitted:

- College preparatory courses
- Limited Access program courses.

### **Non-Discriminatory Policy**

Sullivan County Community College does not discriminate on the basis of race, color, creed, ethnicity, national origin, gender, age, sexual orientation, marital or disability status in any of its educational programs or other programs and practices. Limited Access programs select students using a blind applicant pool and consider only the criteria outlined in each program's additional application information.

However, the College reserves the right to deny admission to applicants who fail to meet established academic and behavioral standards. Decision on admission rests with the Admission's Office. Applicants who are initially denied admission may appeal to the Admissions Appeals Committee.

If an applicant believes that he or she has been subject to discrimination during the application process, the applicant should submit concerns to:

Dean of Enrollment Management & Student Development Services  
Sullivan County Community College  
112 College Road  
Loch Sheldrake, NY 12759

Letters should include the applicant's name, Social Security number, address, phone numbers, and information relating to the complaint. The Dean will investigate the stated claim and provide a response in writing.

The College prohibits retaliation against any applicant who utilizes this complaint procedure regarding application processes. The applicant will be considered for any future programs for which he or she applies and is qualified.

### **Placement Testing**

SCCC's student testing program is designed to assist students in making a smooth transition from earlier studies to their studies at Sullivan. Placement exams are required of select new students and must be taken prior to registration for first semester courses. These exams provide information to place students in appropriate courses that correspond to their levels of achievement. Normally, a placement exam may be taken only once.

- **Mathematics Placement**

Students are required to take this exam for placement unless they can furnish one of the following:

- New York State Regents Exam with a score of 75 or higher
- ACT Math with a score of 19 or higher
- SAT Math with a score of 450 or higher
- College Transfer credit of an equivalent math course with a grade of C or higher

- **English Placement**

Students are required to take this exam for placement unless they can furnish one of the following:

- New York State Regents Exam with a score of 78 or higher
- ACT English with a score of 17 or higher
- SAT Critical Reading (Verbal) with a score of 480 or higher
- College Transfer credit of an equivalent English course with a grade of C or higher

### **Release of Transcripts**

Upon admission, students authorize the College to release SCCC transcripts to governmental, educational, and licensing agencies as appropriate. Transcript requests must be made in writing. Neither fax nor telephone requests will be honored. For additional information regarding the release of student records, refer to the Academic Policies section of this catalog.

Students may view their transcripts from other institutions but may not obtain a copy of the record, except by writing to request a copy from the institution from which the transcript originated.

### **Twenty-Four Credit Hour Program**

Students will be accepted into this special admission program after passing a federally approved "Ability to Benefit" test. After successfully completing twenty-four college credits in specific areas of study, the student may apply for a GED granted by the New York State Education Department. Applications for the GED may be obtained from the Office of Registration Services. To participate in the twenty-four credit hour program, the following criteria must apply:

- The student shall be 19 years of age or older; or
- The student shall be at least 17 years of age, and
- Shall not have been enrolled in a regular, full time high school program of instruction within the preceding 12 months; or
- Shall be a member of a high school class which has graduated.

## **ADMISSION PROCEDURES**

### **First-Time-In-College Students or Transfer Students**

#### **1. Application**

Submit an application. Fully complete the SCCC Paper Application form and mail in or drop off in person at the Admissions Office. You can also complete the SCCC Application online at <http://www.sullivan.suny.edu/admissions> or print it out from the website and forward it to the Admissions Office. Incomplete applications will not be accepted. Students falsifying applications or records are subject to immediate dismissal. There is no fee for the SCCC application.

- **Interested students can also complete the online SUNY application at <https://www.suny.edu/student/oas/welcome.do>. Please note there is a \$40 fee for applying through SUNY.**

## 2. **Transcripts**

Transcripts are official records of coursework taken at educational institutions. All degree-seeking students and certificate-seeking students must submit transcripts within one term or they may not register for subsequent terms. Transcripts should be received by the Admissions Office prior to orientation and registration and must show graduation with a standard high school diploma or high school equivalency diploma. Applicants who have a General Education Development (GED) diploma must submit official transcripts from a state Department of Education. Transfer students must submit both official high school and college transcripts and should have college transcripts sent prior to registration to ensure proper advisement. Transfer students are encouraged to read information under "Transfer Students" in this catalog section.

3. To be considered official, transcripts either may be sent directly to SCCC from the issuing institution or be hand-delivered in a sealed envelope sealed by the issuing institution.

All transcripts and documents received become property of the College and will not be copied or transmitted to third parties, except in accordance with state law.

Students with out-of-country high school credentials must provide proof of high school completion (based on SCCC evaluation). Original records are not required. All transcripts from postsecondary institutions outside the United States must have a course-by-course commercial evaluation completed by an approved agency (listed online at [www.naces.org/members.htm](http://www.naces.org/members.htm)). Admissions must receive all international students' (on F1/M1 visa) transcripts and commercial evaluations before a first term of enrollment.

## 4. **Placement Tests**

All students, who enroll in credit courses and, who have not furnished appropriate test scores from New York State Regents or ACT, or SAT before registration, must test in the College Placement test for placement. Test scores are valid for two years from the date the test was taken.

Students whose native language is not English and who did not graduate from a U.S. high school are required to prove college-level English proficiency.

## 5. **Immunizations**

Pursuant to New York State Public Health Law # 2165, prior to registration, each student accepted for admission at Sullivan County Community College must submit a signed SCCC Immunization Form. Sullivan County Community College requires documented proof of immunizations to Measles, Mumps and Rubella. In addition, pursuant to New York State Public Health Law # 2167 students must also provide documentation of vaccinations against Meningococcal Meningitis or provide a signed waiver to declined vaccination.

## 6. **Orientation**

Orientation is required of all first-time-in-college, degree-seeking students before registration. Orientation information and dates are mailed to all accepted students.

## 7. **Acceptance of Students**

Upon completion of all forms and assuming eligibility, the applicant will receive Conditions for Admission information from the Admissions Office. Limited or selected admission programs

require a second step in the admission process. Any student falsifying application records will be subject to immediate dismissal without refund

### **Non-Degree Status**

Students who have been admitted for credit course work may classify themselves as non-degree-seeking. (Credits will be granted for completed courses.) The non-degree status may be used only when it is not necessary for the student's previous academic records to be on file. Students may take up to 12 credit hours as a non-degree-seeking student, at which time students must be degree-seeking. The non-degree status shall not be used with degree-seeking, certificate-seeking students, students seeking any type of financial aid (Social Security, veteran benefits, federal grants, scholarships, etc.), or by international students on an F-1/M-1 visa. Non-degree-seeking students are not eligible for financial aid.

Non-degree-seeking students may be required to submit placement scores to register for certain courses. Please see the Course Listing section of this catalog, or speak with an academic advisor.

### **Readmitted Students**

A former student who wishes to enroll in SCCC classes after an absence of 12 months or more should complete a new application for admission. Incomplete applications will not be accepted.

If you took courses at another institution you must send in transcripts (if seeking degree, or if necessary to satisfy prerequisites) to update admission records. Previously outstanding transcripts must be received prior to registration. All new transcripts should be received before registration but must be received within one term or the student may not register for subsequent terms.

### **Transfer Students**

A student is classified as a transfer student if he/she has previously registered at any other regionally accredited college or university, regardless of the amount of time spent in attendance or credit earned. In addition to the high school transcript, all courses eligible for transfer college credit must be received, evaluated, and approved by the Admission's Office. All transcripts must be received within one term or no registration will be allowed for subsequent terms. It is important for students to have transcripts submitted as early as possible to allow evaluations to be completed before registration. Transcripts may be either sent directly to SCCC from the issuing institution or be hand-delivered in a sealed envelope sealed by the issuing institution.

Transfer credit may be accepted from degree-granting institutions that are fully accredited at the collegiate level by their appropriate regional accrediting agency.\* Courses from non-regionally accredited institutions may also be transferred on a case by case basis. Students with college credit from colleges outside the U.S. must have a course-by-course commercial evaluation from an accredited company (listed online at [www.naces.org/members.htm](http://www.naces.org/members.htm)). Appeals for course evaluations should be addressed to the Dean of Enrollment Management and Student Development.

Students may transfer credit from other institutions into SCCC; however, at least 50% of the program or certificate credit must be earned at SCCC. SCCC accepts on transfer only those courses completed at other regionally accredited institutions with grades of C or higher. Plus (+) and minus (-) designations will be removed from all transfer courses.

### **Senior Citizen Reduced Tuition**

Senior citizens 60 years of age or older may register (as an Audit) for up to a maximum of 2 (two) courses per term, only on the day designated, on a space-available basis if all prerequisites have been met. No college credit is awarded. While, no tuition is charged, course fees must be paid. For more information, contact the Office of Registration Services.

### **Student Retention and Completion**

Information about student retention and completion in each of the academic programs is available to students through the Office of the Dean of Enrollment Management and Student Development Services. The availability of this information satisfies the federal requirement regarding dissemination of student consumer information.

## ADMISSION TO THE NURSING PROGRAM

### Sullivan County Community College Nursing Program Admissions Criteria

Admission to the Nursing Associate's degree program at SUNY Sullivan is a competitive and time-sensitive process. **In order to be considered for admission to this program, prospective students (including direct applicants from high school) must meet all of the following requirements prior to beginning their nursing studies (in the fall):**

- Have a minimum high school average of 85 or a current college grade point average (GPA) of 2.5
- Have completed all of the following pre-requisite competencies with the minimum scores or grades indicated:
  - English: NYS Regents (85 or higher) or ACT (17 or higher) or SAT (minimum 560 in Critical Reading and 550 in Writing) or English Composition (B or higher)
  - Math: NYS Regents (85 or higher) or ACT (17 or higher) or SAT (560 or higher) or College Algebra (B or higher) or Higher-level College Math (C or higher)
  - Science: AP Biology (4 or higher) or Principles of Biology (C or higher)

**IMPORTANT NOTE: Applicants may have no more than one repeat in any of the above pre-requisite college courses within three years of applying to the Nursing program.**

**Prospective students must also complete the following steps to officially apply for admission to the Nursing Program:**

- Step 1.** Submit a completed SUNY Sullivan application to the College Admissions Office by March 1, including all official college or high school transcripts, if not already a matriculated SUNY Sullivan student. **All students are admitted to the College as Liberal Arts majors (unless they wish to declare a different program of study) until they are officially accepted into the nursing program.**
- Step 2.** Submit a completed Nursing Program application by April 1 to the Nursing Program Admissions Committee. Applications are available through the Admissions Office. **The Nursing Program application is required in addition to the SUNY Sullivan general application.**
- Step 3.** Register and pay the required fee for the Test of Essential Academic Skills (TEAS) no later than April 1. Applicants may pick up the TEAS registration form from the Nursing Department.
  - The TEAS test is administered to nursing program applicants only once per year during the third week of April.
- Step 4.** Take the TEAS and achieve at least an above-average score (70 or higher) to be considered eligible for admission to the program.
  - Individuals who have already earned a college degree from a recognized accredited institution with a GPA of 2.5 or higher are exempt from taking the TEAS.

### Admissions Decision-making Process

The SUNY Sullivan Nursing Admissions Committee meets at the end of May. Only those applicants who have met the above-outlined criteria will be considered for admission to the program. **Late and incomplete applications will be eliminated from the candidate pool.** Applicants are assigned points for each criterion; the higher the average/grade/score, the more points assigned. Each applicant's cumulative score is then ranked against the other applicants from highest to lowest. Approximately 40 candidates will be accepted into the program based on their rank. In the event that the number of qualified applicants exceeds program capacity, those ranked lower will be encouraged to reapply for admission to the following year's class.

The incoming fall class will be finalized by June 1<sup>st</sup>. **After the definitive incoming fall class has been seated, no additional candidates will be admitted to the program. All decisions of the Admissions Committee are final.** All applicants will be notified officially by letter during the first ten business days of

June. Those applicants who have been accepted into the program will be eligible to register for nursing classes immediately thereafter.

Students who do not meet all of the nursing program entrance requirements and those not accepted may apply to the program again in subsequent years. Important Note: Students receiving financial aid have 6 semesters of full-time study to complete a degree or certificate.

### **Length of Program**

The Nursing Program is designed to be completed in four sequential full-time semesters. Students who have already completed all pre-requisite requirements should be able to complete their studies on time in two academic years. Those who need pre-requisite courses may take approximately 6 semesters or more. Some students, because of the intense nature of the program, may find part-time study more appropriate.

### **Students with Advanced Standing in Nursing - Transfer Students**

- Students who wish to transfer credits from a nursing program of another college must meet the Academic Criteria for Eligibility and will be evaluated on an individual basis by the Director of the Nursing Program.
- Validation of current knowledge base, clinical calculation competency, and nursing skills competency may be evaluated through testing.

### **Licensed Practical Nurses**

- Licensed Practical Nurses who apply for advanced standing in the Nursing program must meet the Academic Criteria for Eligibility and complete all advanced placement exams and prerequisites for the course they are applying to enter.
- Licensed Practical Nurses must hold a current, valid license to enter the Nursing Program.

Licensed Practical Nurses seeking admission to enter NUR 1010 (2nd semester) must meet the following criteria:

- Pay \$125 Course Challenge Fee
- NUR 1001 Final Pass with 75% or higher
- Nursing Skills Pass
- Clinical Calculations Competency 90% or higher

**The above requirements must be completed by November 15<sup>th</sup> of the fall semester prior to entry into the Nursing Program. Fee must be paid prior to testing.**

- ENG 1001, Composition I B or higher
- PSY 1500, General Psychology C or higher
- SCI 2124/2125, Anatomy & Physiology I & Lab C or higher

**No more than one repeat in any pre-requisite course.**

\*Once all of the above conditions have been met students will be awarded 8 credits for NUR 1001.

Licensed Practical Nurses seeking admission to enter NUR 2020 (third semester) must have all of the following:

- ENG 1001, Composition I B or higher
- PSY 1500, General Psychology C or higher
- PSY 1502, Developmental Psychology C or higher
- SCI 2126/2127, Anatomy and Physiology II & Lab C or higher
- LPN to RN Transition Course and Bridge Course Pass

**No more than one repeat in any pre-requisite course.**

Upon entering NUR 2020, all students must pass the assessment skills competency exam in order to progress in the course.

\*Once all of the above conditions have been met students will be awarded 16 credits for NUR 1001 and NUR 1010.

### **LPN to RN Evening / Weekend Nursing Cohort**

In recent years SUNY Sullivan has partnered with Sullivan County healthcare providers and BOCES to train working LPNs to become successful RNs while still employed full or part time. All LPNs must first apply and be admitted to the college. If individuals need to complete Nursing Program pre-requisites, they may do so as a cohort group of LPNs who take courses on Thursday nights and Saturdays during the fall and spring semesters as well as during winter and summer sessions. Upon completion of all pre-requisites, LPN students must take and pass a 5-week LPN to RN Transition-Bridge Course offered annually towards the end of the summer. Upon successful completion of the Transition-Bridge course and all necessary skills competency checks, LPN students are awarded 16 credits for NUR 1001 and NUR 1010. They may then proceed into NUR 2020 in the fall semester followed by NUR 2030 in the spring, which are both offered on Thursday nights and Saturdays. Clinicals are scheduled on Monday and Tuesday evenings for LPN cohort students only. Some co-requisite courses are also scheduled on Saturday afternoons and during winter intersession for those who need them. Please contact the SUNY Sullivan Nursing Department directly for more information on the LPN to RN Evening / Weekend Nursing Cohort, including deadlines for application and scheduled dates of important events and courses.

### **Students Seeking Readmission to the Nursing Program**

- The readmission process deadline is November 1st for the spring semester and April 1st for the fall semester.
- Readmission into the Nursing Program requires approval of the Nursing Program Director and is on a space available basis, with a maximum of two students per year.
- Criteria for students seeking readmission within one year of withdrawal or failure in a nursing course:
  - Notify Program Director, in writing, requesting readmission
  - Indicate course for which readmission is sought
  - Complete re-admission process with the Admissions Office
- Criteria for students seeking readmission after more than one year of withdrawal or failure in a nursing course:
  - Notify Program Director, in writing, requesting readmission
  - Indicate course for which readmission is sought
  - Satisfactorily complete the nursing skills competency for the last Nursing course successfully completed.
  - Complete clinical calculations competency with 90% mastery
  - Achieve a grade of 75% or better on a faculty prepared cumulative written examination for the Nursing course previously completed.

A student may repeat only one nursing course (1) time throughout the entire duration of the program. For that reason a student may reapply to the program only once.

## **INTERNATIONAL STUDENTS ADMISSIONS**

### **Applicants to Degree Programs**

SCCC is authorized under federal law to enroll non-immigrant alien students. The College welcomes students from other countries who meet SCCC standard admissions requirements in addition to the criteria below. Application deadlines are listed online. International students who are unable to complete the required admission and registration procedures prior to the beginning of classes for the approved term of enrollment must wait for the next term to begin their studies at SCCC.

1. Start the admission process at the earliest possible date prior to the beginning of any College term. Three months lead-time is recommended to ensure enrollment as requested.
2. Submit required documents. The registrar must receive all transcripts and commercial evaluations before the international student's first term of enrollment will be permitted. Transcripts and commercial evaluations may be either sent directly to SCCC from the issuing institution or agency or be hand-delivered in a sealed envelope sealed by the issuing institution or agency.

- Documents written in a foreign language will be required to be accompanied by certified English translations.
  - Satisfactory academic and conduct records from comparable secondary or higher-level educational institution attended must be submitted.
  - Records must show the equivalent of at least United States high school graduation as determined by the Admission's Office.
  - University-level transcripts must be accompanied by a course-by-course commercial evaluation from an accredited company (listed online at [www.naces.org/members.htm](http://www.naces.org/members.htm)). Applicants transferring from postsecondary institutions must have a least a 2.0 GPA, be in lawful immigration status, and be in good standing (eligible to continue at or return to the institution).
3. Provide evidence of English proficiency. International students whose native language is not English must present evidence of proficiency in speaking, writing and understanding of the English language by submitting passing scores on one of the following tests:
  4. TOEFL – A score of 525 or higher is required on the Test of English as a Foreign Language (TOEFL), or 190 or higher on the computerized TOEFL, or 45 or higher on the Internet-based test (TOEFLIBT). The TOEFL is administered by the Education Testing Service (ETS), Princeton, New Jersey 08451, USA ([www.toefl.org](http://www.toefl.org)). The applicant must make arrangements directly with ETS to take the examination and must request that results be sent to the Office of Admissions at SCCC. (SCCC TOEFL Code is 2855.)
  5. Provide notarized affidavit of financial support. Applicants must show they have sufficient funds to cover tuition, fees, books, living expenses, transportation and incidental expenses while attending SCCC. Proof of the availability of funds (i.e., bank statements) to cover the expenses for the first year of enrollment is required. Funds must be available prior to the time international students register for each semester. No federal financial aid is available to international students, although limited funds are sometimes provided by local community organizations through the Financial Aid Office.
  6. Provide proof of health and accident insurance. (Insurance can be arranged through Student Health.)

#### **Acceptance of Applicants to Degree Programs**

International applicants will be notified by the Office of Admissions of their acceptance to SCCC and will then be provided with the Certificate of Eligibility (Form I-20). Documentary evidence of means of financial support must be attached to the Certificate of Eligibility (Form I-20) when applying for the student visa at the United States Embassy or Consular Office, or for the Change of Status with the United States Citizenship and Immigration Services (USCIS).

Upon acceptance, the student is responsible for complying with all immigration laws in order to maintain valid legal status. The following conditions apply:

- International students must be classified as degree-seeking students and maintain full-time academic status (minimum of 12 semester hours) in the fall and spring terms. In addition, students admitted in the summer must be enrolled full time during their initial term of enrollment.
- International students are expected to complete the two-year program in two years and must maintain eligibility to re-enroll at SCCC, as based on the Standards of Academic Progress.
- International students must keep a current passport that is valid for at least six months in the future.

- Employment is not permitted for F-1 visa students without meeting specific conditions and having permission from the United States Citizenship and Immigration Services (USCIS).