

## ADMISSIONS

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The Tennessee Board of Regents establishes the admission requirements for age, status, counseling and testing. Tennessee College of Applied Technology – Dickson maintains an open-door policy for admission into occupational programs. However, educational requirements for admission vary from program to program. Most programs will admit students with a special education High School Diploma or a Certificate of Attendance. Students are informed by the instructor that job placement may not be obtained without a regular high school diploma. Due to licensing requirements, some of our programs require a regular high school diploma, GED or HiSET.

### General Admission Policy

Persons seeking admission to the College must be at least 18 years of age or have a high school diploma or equivalent. Prospective students are encouraged to apply at any time. Steps to apply are as follows:

- Discuss career objective with Student Services and advise with instructor/tour program, if desired, and choose one program of study;
- Complete an application for enrollment and submit to Student Services;
- Submit proof of immunization: MMR (measles, mumps, and rubella) and Varicella (chickenpox) and complete the immunization information verification form.
- Have a financial plan for attending the institution which may include financial aid, Veterans' educational benefits, scholarships, cash, check, money order, or some major credit cards.
- Provide TCAT Dickson with sealed, official high school transcript/diploma, college transcript/degree, or GED or HiSET scores. (See chart on next page for specific program requirements).

The enrollment application is added to the interest list on the date the application is received by the college and the applicant is notified by letter. When a vacancy occurs, notification is sent with a scheduled orientation date. Prior to or upon the first day of attendance at TCAT, each new student participates in a group orientation session, which acquaints him or her with institutional policies, functions and personnel. However, the orientation process is an ongoing program which involves departmental orientation, safety policies, and development of work attitudes, habits and behaviors which help the student to use most effectively the resources available to him/her at TCAT. Applicants who cannot attend their assigned orientation should reschedule with Student Services in advance. Those failing to attend their assigned orientation who still desire to attend should reapply.

If the applicant refuses the offer of the vacancy, Student Services has the option of delaying the applicant's entry to the next available vacancy. If the applicant declines the opportunity for enrollment twice, their enrollment application is retired and their name is removed from the Priority Wait List. Once the enrollment application is removed, the applicant may re-apply at any time.

Periodic letters will be sent to those with applications on lengthy interest lists to confirm their continued interest. Any applicant who does not respond by the date specified will have their enrollment application retired and their name removed from the interest list.

In addition to the general admission criteria, specific educational and physical requirements must be met by applicants in the following programs:

<b>Cosmetology</b>	10 H.S. Credits or GED score of 450 or a passing HiSET score. Provide official H.S or GED or HiSET transcript prior to enrollment.
<b>Dental Assisting</b>	H.S. Diploma, GED or HiSET; Information Session; Passing score on Achievement Test; Satisfactory Physical with all required immunizations; Three References.
<b>Practical Nursing</b>	H.S. Diploma, GED or HiSET; Information Session; Passing score on Achievement Test; Three References; Satisfactory Physical with all required immunizations; Pass Drug Screen; and background check with cost the responsibility of the student.
<b>Pharmacy Technology</b>	H.S. Diploma, GED or HiSET; Satisfactory Physical with all required immunizations; Pass Drug Screen; and background check with cost the responsibility of the student.