

# Admissions Information

The Technical College System of Georgia and its constituent technical colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law). This non-discrimination policy encompasses the operation of all educational programs and activities, including admissions policies, scholarship and loan programs, athletic, and other system- and technical college-administered programs, including any Workforce Investment Act (WIA) of 1998 Title I financed programs. It also encompasses the employment of personnel and contracting for goods and services. The system and technical colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity. Address inquiries to the following persons at 800 U.S. Highway 29 North, Athens, GA 30601-1500:

- Title VI, Title VII, and Title IX – Executive Director of Human Resources, (706) 583-2818; Room J-211, Athens Campus
- Section 504 and the Americans with Disabilities Act (ADA) – Director of Student Support Services and Career Development, (706) 355-5081; Room H-768, Athens Campus

Individuals may also obtain instructions and procedures for informal and formal complaints applicable to any of the above laws from the officials designated above. Laws prohibit retaliation against any complainant. Call 1-800-421-3481 to obtain additional information.

## Early Application Deadlines

To expedite the admissions process, applicants should submit all required admission materials for the specified academic terms by the dates indicated below:

Fall Semester \_\_\_\_\_ July 1  
 Spring Semester \_\_\_\_\_ November 1  
 Summer Semester \_\_\_\_\_ April 1

The Admissions Office staff will process complete application packets received by these dates first. They will then process complete packets received after these dates in the order applicants submit them and as time permits. Applicants who submit their admissions packets after the early application deadline may not be eligible to register for classes until the late registration period. Anyone who registers for classes during the late registration period must pay a \$45 late registration fee. Financial aid benefits will not cover the late registration fee; therefore, students must pay this fee with

personal funds. Complete application packets must include the following items:

- Signed admission application with all fields completed
- \$20 nonrefundable application fee
- Official high school or GED transcripts
- Official college transcripts from all colleges attended in the past
- Valid placement test scores (COMPASS, ASSET, SAT, or ACT) that are less than five years old on the early application deadline
- Photocopies of resident alien cards and valid TOEFL scores (if applicable)

The section on *General Admission Requirements* provides detailed information about what constitutes a complete application packet.

## Selective Admission Programs Application Deadlines

Applicants to selective admission programs must meet additional requirements to receive consideration for admission to those programs. Prospective students should refer to the section on *Admission Processes for Selective Admission Programs* and to the *Curriculum* section of this catalog for program-specific admission requirements.

Applicants to the following programs must submit all required documentation to the Admissions Office prior to the established dates listed below in order to receive consideration for admission:

Program	File Completion Date	Semester Program Begins
Dental Assisting	_____ March 1 _____	Summer
Dental Hygiene	_____ January 1 _____	Fall
Diagnostic Medical Sonography	_____ February 1, 2012 _____	Summer 2012
	_____ September 1, 2013 _____	Spring 2014
Emergency Medical Technician	_____ June 15 _____	Fall
Health Information Technology	_____ May 1 _____	Fall
	_____ September 1 _____	Spring
Medical Assisting	_____ March 1 _____	Fall
	_____ September 1 _____	Spring
Nursing	_____ February 1 _____	Fall
Nursing Accelerated Option	_____ February 1 _____	Summer
Paramedic Technology	_____ June 15 _____	Fall

Program	File Completion Date	Semester Program Begins
Patient Care Assisting	June 1 _____ December 1 _____ April 1 _____	Fall Spring Summer
Phlebotomy Technician	June 1 _____ December 1 _____	Fall Spring
Physical Therapist Assistant	June 1 _____	Fall
Practical Nursing	July 1 _____	Spring
Radiography	June 1 _____	Fall
Surgical Technology	June 1 _____	Spring
Veterinary Technology	June 1 _____	Fall

## Eligible Applicants

Individuals 16 years of age or older are eligible for admission to Athens Technical College. The president of the college may waive the age requirement for secondary students who are participating in articulated programs of study. Age requirements for certain programs may be different because of professional accreditation standards or because of applicable state or federal laws. Consult the *Curriculum* section for specific age requirements for each program of study.

## General Admission Requirements<sup>1</sup>

This section lists the general requirements for admission to technical certificate, diploma, and associate degree programs of study available at Athens Technical College. (Applicants should submit all required documentation as listed in this section to the staff at the campus they plan to attend the majority of their classes.) Refer to the *Curriculum* section for specific admission requirements for individual programs of study. Applicants who have additional questions should contact the Admissions Office staff at the Athens Campus, Elbert County Campus, or Walton County Campus to schedule an appointment. They may also contact the manager of the Greene County Campus. To gain admission to Athens Technical College, applicants must complete the following steps:

- **Admissions Application and Application Fee**

All applicants must submit a complete admissions application with a nonrefundable \$20 application fee. The admissions application is available on the college website ([www.athenstech.edu](http://www.athenstech.edu); select *Prospective Students* and then *Admissions Process*). The link to the admissions application is listed under Student Services Forms on the Admissions Process page. The Admissions Office staff will not process applications received without the mandatory application fee. Include applicant's name on checks or money orders so the Business Office will credit the proper applicant account.

- **Official<sup>2</sup> High School Transcripts**

Applicants must be high school graduates or have earned the GED to gain admission to the college. Applicants must have graduated from a secondary school that is accredited by a regional accrediting agency (such as the Southern Association of Colleges and Schools), Georgia Accrediting Commission, Georgia Association of Christian Schools, Association of Christian Schools International, Georgia Private School Accreditation Council, Accrediting Commission for Independent Study, Southern Association of Independent Schools, Distance Education Training Council, the Florida Council of Independent Schools, or a public school regulated by a school system and state department of education.

Applicants who have not completed at least 30 semester credit hours or 45 quarter credit hours of study at one or more colleges must submit official high school transcripts or official transcripts of GED test scores. The Admissions Office staff must receive these documents before they can process applications. High school seniors must submit transcripts showing their high school enrollment when they submit an application for admission to the college. The Admissions Office staff will process applications from high school seniors using the transcripts provided; they will grant admission on a contingency basis. However, high school seniors must submit a second official transcript once they graduate from high school in order to document the actual graduation date. Once the Admissions Office staff receives the final high school transcript, they will remove the contingency admission status. Final transcripts documenting the high school graduation date must be on file in the Admissions Office before the executive director of registration and records will allow students to register for classes.

High school special education diplomas and certificates of attendance are not recognized for admission purposes. Applicants who received high school special education diplomas or certificates of attendance or who graduate from non-accredited high schools must earn the GED credential to gain consideration for admission to the college.

The president of the college may waive this requirement for secondary students participating in dual/joint enrollment programs.

- **Official<sup>2</sup> College Transcripts**

Applicants who attended one or more colleges prior to applying for admission to Athens Technical College must submit official transcripts from each college they attended in the past to the ATC Admissions Office. Applicants enrolled at other colleges when they submit applications for admission to Athens Technical College must send official transcripts showing the courses they are taking at that time. These applicants must submit official transcripts again to document the final grades issued for those courses.

<sup>1</sup> Students who are foreign, out-of-state, or over 62 years of age will be enrolled only on a space available basis and will not displace any students desiring to enroll who is a resident of the state of Georgia. See the *Legal Residency Requirements* in the section on *Financial Aid* for details.

<sup>2</sup> Official means mailed directly from the releasing high school/college to the receiving college or hand-delivered in a sealed envelop from the releasing high school/college to the receiving college.

Applicants who previously attended out-of-state colleges must provide applicable course descriptions before the executive director of registration and records can evaluate transcripts from those colleges. The executive director of registration and records will not evaluate transcripts for transfer credit until the Admissions Office receives transcripts from all colleges previously attended by the applicant. The executive director of registration and records will not allow newly accepted students who received credit from other postsecondary educational institutions to register for classes unless final transcripts from those colleges are on file.

- **Placement Test Scores**

Applicants must submit placement test scores as part of the admissions process. Prospective students may submit official copies of COMPASS, ASSET, SAT, or ACT scores, provided they took the test within five years of the early application deadline (see *Early Application Deadline*). Applicants seeking admission to associate degree programs, diploma programs, and technical certificates of credit must have minimum SAT scores of 450 critical reading and 450 math, ACT scores of 16 English and 19 math.

Applicants who submit scores lower than the minimums stated above or who have not taken the SAT or ACT within five years of the early application deadline must take the COMPASS or ASSET placement examination or submit official copies of COMPASS or ASSET test scores from another college (see *COMPASS AND ASSET Placement Examinations*).

Applicants who successfully complete equivalent program-level English and/or mathematics or who have earned an associate degree or higher credential at another postsecondary institution will not be required to submit placement test scores provided they submit official transcripts at the same time they submit their application for admission.

- **Resident Alien Card**

Applicants who hold green cards or who qualify under refugee or asylee status must submit photocopies of their resident alien cards as part of the admissions application packet. These students must also provide additional documentation as outlined in the section on *International Student Admission*.

- **Admissions Notification Letter**

Once applicants' files are complete, the Admissions Office staff will process the admissions packets and notify applicants in writing of their admission status. New students must bring their letter of acceptance to initial advisement and registration sessions.

- **Financial Aid Application**

Applicants for financial aid must submit the *Free Application for Federal Student Aid* (FAFSA) online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) at least four weeks prior to the early admission application deadline of the semester for which they seek admission (see *Financial Aid*). Applicants who do not submit financial aid applications by the appropriate deadline will be personally responsible for paying tuition and fees

at the time of registration. Prospective students receiving financial assistance from the Veterans Administration (VA) are personally responsible for paying tuition and fees at the time of registration.

- **New Student Orientation**

All newly accepted students must complete the New Student orientation, which is available online ([www.athenstech.edu](http://www.athenstech.edu)); select *Current Students* and then *Orientation*. Additional information on ways to complete the orientation is available at this site. The orientation introduces new students to college policies and procedures.

- **New Student Registration**

All newly accepted students will receive information from the Office of Admissions on the dates, times, and locations for new student registration. Students must bring their acceptance letter and a printout of the confirmation email that they have successfully completed New Student Orientation in order to meet with an advisor and to complete the registration process.

## Provisional/Learning Support Admission

The Admissions Office staff will admit applicants who do not meet the minimum placement examination requirements for regular program admission as either provisional or learning support students (see *COMPASS AND ASSET Placement Examinations*). Provisional admission signifies that students must complete learning support coursework in only one area (English, mathematics, or reading). Provisionally admitted students may enroll in learning support classes and program-specific courses provided they have met course prerequisites. The college encourages provisionally admitted students to enroll in COLL 0099 – College Success Skills as part of their prescribed learning support coursework.

Learning support admission signifies that students must complete learning support coursework in two or more areas (English, mathematics, and/or reading). Applicants admitted on learning support students may take only learning support courses until they reach provisional admission status. Learning support students are required to take COLL 0099 – College Success Skills preferably during the first semester of enrollment, but no later than the second semester of enrollment.

The learning support curriculum lets students develop the basic math, reading, language, and college success skills that are essential for academic achievement. Students may elect to take learning support courses at their own expense if they need to improve their basic skills. Those students who fail to meet minimum entrance requirements must enroll in prescribed learning support courses. Students must receive a minimum grade of C\* in their learning support courses to progress to the next course and to gain regular program admission. A grade of C\* provides evidence that students have the basic English, reading, and/or math skills needed to succeed in their programs of study.

## Special Admission

Occasionally, individuals may wish to enroll in courses for personal, consumer, or occupational purposes without receiving a certificate, diploma, or associate degree. By furnishing proof of being at least 16 years of age, meeting the prerequisites for course enrollment, and paying the required tuition and fees, these individuals may enroll in courses. They must complete an application for admission and pay the \$20 nonrefundable application fee. The Admissions Office staff admits these applicants to the college as special admission students. The Admissions Office staff also admits applicants as special admission students if they complete the formal admission process as described in General Admission Requirements but do not declare a program of study on their applications. Special admission students do not qualify for financial aid.

Special admission students who later decide to pursue any of the associate degree, diploma, or technical certificate programs offered by the college must complete the formal admission process as described in General Admission Requirements. Students may apply only 25 hours of coursework taken as special admission students toward the graduation requirements of associate degree, diploma, or certificate programs. Special admission students who later decide to pursue a credential must retake all courses completed after the 25-hour limit.

## Admission Processes for Selective Admission Programs

Because admission to Health Information Technology and programs in the Division of Life Sciences is competitive, applicants seeking admission to those programs must satisfy additional criteria not included in the section on *General Admission Requirements*. Applicants must submit all required documentation prior to the application deadlines listed for those programs in order to receive consideration for admission (see *Health Application Deadlines*).

Applicants who are on academic probation or are academically dismissed from the college as of the application deadline will not be considered for admission to a selective admission program. Furthermore, only in the event that the program slots cannot be filled with Georgia residents who meet the minimum admissions criteria can out-of-state students be admitted to a selective admission program.

The placement examination scores listed for each measure are the minimum applicants must obtain in order to receive consideration for admission to any of the health-related programs of study. Actual scores of those selected may be higher than the stated minimums. Applicants not selected for admission to these programs must reapply prior to the next application deadline for the program in order to have their application materials considered during the next selection period. Applicants not selected should meet with a member of the program faculty to discuss ways to improve their candidacy or discuss with an Admissions counselor other educational options.

Applicants interested in the programs offered in the Division of Life Sciences should attend a life sciences information session. Representatives from various life sciences programs hold separate information sessions for immediately after the health programs information sessions. Information on dates and times of the information session are available online ([www.athenstech.edu](http://www.athenstech.edu); select the *Health Care Program Info Sessions* icon on the lower, right side of the college's home page.) Prospective students may also call (706) 355-5005 for additional information. Applicants may request this information by sending an email to [admissions@athenstech.edu](mailto:admissions@athenstech.edu).

The Admissions Office staff admits health-related program applicants to the college without admitting them to their desired program of study. Enrollment in the college (but not in the program) allows students to complete any learning support classes and required general core and health core courses prior to admission to specific health-related programs of study. This process does not guarantee that students will gain admission to their program of choice. The Admissions Office staff admits applicants to the college as Health Care Science program students/applicants for competitive associate degree-level programs or Health Care Assistant program students/applicants for competitive diploma-level programs.

The **Dental Assisting** program sequencing begins once a year at the beginning of Summer Semester. Applicants who are on academic probation or are academically dismissed from the college as of the March 1 application deadline will not be considered for admission. Only in the event that the program slots cannot be filled with Georgia residents who meet the minimum admissions criteria can out-of-state students be admitted to the Dental Assisting program.

To receive consideration for admission to the Dental Assisting program, applicants must submit the following information to the Admissions Office by March 1:

- Completed and signed application for admission and a \$20 nonrefundable application fee
- Official transcripts showing that applicants earned a minimum grade point average of 2.0 on a 4.0 scale in high school and on all college work attempted (applicants transferring from other colleges will not be required to submit high school transcripts if they completed a minimum of 30 semester or 45 quarter credit hours of study at one or more colleges)
- Valid COMPASS, ASSET, SAT, or ACT test scores (see *COMPASS and ASSET Placement Tests*)
- Official birth certificates, passports, driver's licenses, or state-issued photo identification cards to document that they are at least 17 years of age
- Documentation showing the completion of 20 hours of observation in a dental office (blank forms are available in the Admissions Office, from the program chair, and online at [www.athenstech.edu](http://www.athenstech.edu)—Select *Prospective Students* and then *Competitive Health Pgms*)
- Completed and signed Intent forms (blank forms are available in the Admissions Office and online at [www.athenstech.edu](http://www.athenstech.edu)—Select *Prospective Students* and then *Competitive Health Pgms*)

The number of students accepted to the program is limited. The Admissions Office staff and program faculty rank applicants according to the criteria above. The staff then invites a group of the highest ranking applicants to continue the application process in the following manner:

- Submit a personal statement essay (500 words or less) to demonstrate an understanding of the job requirements of dental assistants, detail any prior dental experience, and explain their interest in the program
- Review and sign Code of Ethics (available from the program chair and online at [www.athenstech.edu](http://www.athenstech.edu)—Select *Prospective Students* and then *Competitive Health Pgms*), which includes the responsibility to provide oral care for all patients without discrimination
- Participate in a personal interview

From this group, 14 students will gain admission to the program. Students must complete all core classes prior to enrolling in Dental Assisting (DENA) classes. Prior to Summer Semester when students start the DENA courses, they must have the following documents on file in the Dental Assisting Office:

- Current certification in cardiopulmonary resuscitation (for healthcare providers)
- Copy of immunization records
- Results of medical and dental examinations
- Verification of medical and malpractice insurance (see *Malpractice Insurance*)
- A signed document acknowledging that they may be required to complete drug testing and/or background checks at their own expense prior to participating in internships, practicums, or clinical activities at certain host sites for these activities (see *Drug Testing/Background Checks*) (blank documents are available from the program chair or the Admissions Office and online at [www.athenstech.edu](http://www.athenstech.edu)—Select *Prospective Students* and then *Competitive Health Pgms*)

The application and file completion deadline for the associate degree program in **Dental Hygiene** is the first day in which campus offices are open after January 1 of the year for which applicants are seeking admission to the program. Applicants who are on academic probation or are academically dismissed from the college as of the application deadline will not be considered for admission. Only in the event that the program slots cannot be filled with Georgia residents who meet the minimum admissions criteria can out-of-state students be admitted to the Dental Hygiene program.

Applicants must possess the specific Dental Hygiene essential functions that reflect dental hygiene performance abilities and characteristics that are necessary to complete the requirements of the Dental Hygiene program successfully. Dental experience is a plus and/or graduation from a dental assisting program highly favorable. To receive consideration for admission to the program, applicants must submit:

- Completed and signed application for admission and a \$20 nonrefundable application fee

- Official transcripts showing that applicants earned a minimum grade point average of 2.0 on a 4.0 scale in high school and on all college work attempted (applicants transferring from other colleges will not be required to submit high school transcripts if they completed a minimum of 30 semester or 45 quarter credit hours of study at one or more colleges)
- Documentation of completion of college mathematics (MATH 1101 or MATH 1111), human anatomy and physiology I and II (BIOL 2113, BIOL 2113L, BIOL 2114, and BIOL 2114L), introductory microbiology (BIOL 2117 and BIOL 2117L), and chemistry (CHEM 1211 and CHEM 1211L) or equivalent courses with grades of C or better (applicants transferring from other colleges must confirm the transferability of credit for these courses with the college's director of registration and records by the January application deadline)
- Scores from the Health Occupations Basic Entrance Test V (HOBET V)
- Three forms of recommendation from individuals familiar with applicants' academic or work history, community service, extracurricular activities, and leadership abilities (blank recommendation forms are available in the Admissions Office and online at [www.athenstech.edu](http://www.athenstech.edu)—Select *Prospective Students* and then *Competitive Health Pgms*)
- Documentation showing the completion of 40 hours of observation in a dental office, preferably with a registered dental hygienist (blank observation forms are available in the Admissions Office and online at [www.athenstech.edu](http://www.athenstech.edu)—Select *Prospective Students* and then *Competitive Health Pgms*)
- Signed Dental Hygiene Code of Ethics (available from program chair and online at [www.athenstech.edu](http://www.athenstech.edu)—Select *Prospective Students* and then *Competitive Health Pgms*) which includes the responsibility to provide oral care for all patients without discrimination
- Completed and signed Intent Form (blank forms are available in the Admissions Office and online at [www.athenstech.edu](http://www.athenstech.edu)—Select *Prospective Students* and then *Competitive Health Pgms*)
- Attend a mandatory pre-admission orientation session if invited (failure to attend or to make alternate arrangements to obtain necessary information will result in the forfeiture of admission to the program)

Although applicants must have a minimum grade of C in all prerequisite courses listed in item C, it should be noted that the prerequisite course grade point average is one of the main criteria for selection in life science programs, so grades of C are typically not competitive.

Applicants must take Health Occupations Basic Entrance Text V (HOBET V) no later than November to receive consideration for admission to the program. The Admissions Office staff and program faculty will invite a group of the highest-ranking applicants (based on the above criteria) to participate in a formal interview and essay writing process.

From this group, 15 students will gain admission to the program. Students admitted to the Dental Hygiene program must have the following official documents on file in the Dental Hygiene Office prior to entering any Dental Hygiene (DHYG) course:

- Current certification in cardiopulmonary resuscitation for healthcare providers/basic first aid
- Copy of immunization records
- Results of medical and dental examinations (conducted a maximum of six months prior to admission)
- Verification of both health and malpractice insurance (see *Malpractice Insurance*)
- A signed document acknowledging that the commission of a felony before or during their enrollment in this program may prevent graduates from taking the licensure exam to become dental hygienists and that they may be required to complete drug testing and/or background checks at their own expense prior to participating in internships, practicums, or clinical activities at certain host sites for these activities (see *Drug Testing/Background Checks*) (blank documents are available from the program chair or the Admissions Office and online at [www.athenstech.edu](http://www.athenstech.edu)—Select *Prospective Students* and then *Competitive Health Pgms*)

Applicants to the **Diagnostic Medical Sonography (DMS)** must attend a mandatory program information/advisement session prior to the admissions application deadline. Applicants who do not attend an information/advisement session will not be considered in the selection process. Only in the event that the program slots cannot be filled with Georgia residents who meet the minimum admissions criteria can out-of-state students be admitted to the Diagnostic Medical Sonography program.

In addition to submitting the documentation outlined in the section on *General Admission Requirements*, DMS applicants must submit the following to the Admissions Office by February 1, 2012, in order to gain consideration for admission to the Summer Semester 2012 class and September 1, 2013, to gain consideration for admission to the Spring Semester 2014 class:

- Documentation of attendance at the mandatory DMS program information/advisement session
- Signed General Technical Requirements Information and Acknowledgment Form (which will be provided to applicants during the mandatory information/advisement session)
- Transcripts document the completion of all prerequisite DMS general education and health core courses
- Scores from the Health Occupations Basic Entrance Test V (HOBET V) (students should complete the majority of prerequisite courses prior to taking the HOBET V)
- Documentation of the completion of a minimum of two hours as a volunteer model/observer in the sonography classroom/laboratory (contact the Life Sciences receptionist at (706) 227-5473 to schedule a volunteer model/observer session)

- Documentation of the completion of a minimum of 16 hours of observation in professional ultrasound departments/facilities that employ RDMS sonographers (blank DMS observation forms are available from the Admissions Office, at the mandatory DMS information/advising session, and online at [www.athenstech.edu](http://www.athenstech.edu) (select *Catalog* and then *Health Forms*))
- Completed and signed intent form (blank DMS intent forms are available from the Admissions Office, at the mandatory DMS information/advising session, and online at [www.athenstech.edu](http://www.athenstech.edu) (select *Catalog* and then *Health Forms*))

Although applicants must have a minimum grade of C in all prerequisite courses, it should be noted that the prerequisite grade point average is one of the main criteria for selection in life science programs, so grades of C are typically not competitive. The Admissions selection committee will invite a group of the highest applicants to participate in a personal interview process.

Students must take BIOL 2113 and BIOL 2113L (Anatomy and Physiology I), BIOL 2114 and BIOL 2114L (Anatomy and Physiology II), and MATH 1111 (College Algebra) within the last five years. They must complete these courses prior to the application deadline date. Students who document the completion of an accredited two-year allied health program that is patient-care related may exempt ALHS 1090 (Medical Terminology for Allied Health Science). Students who document the completion of a two-year accredited post-secondary program in Radiography may exempt PHYS 1110 and PHYS 1110L (Conceptual Physics).

Students admitted to the program must submit the following documents to the program chair prior to beginning the DMS coursework:

- Completed Diagnostic Medical Sonography health form, which includes hepatitis screen results and documentation of immunity to rubella, measles, and tetanus (blank forms are available from the program chair following acceptance to the program)
- Verification of major medical insurance and malpractice insurance (see *Malpractice Insurance*)
- Verification of current certification in Basic Life Support for healthcare Providers prior the first DMS class
- A signed document acknowledging that the commission of a felony before or during their enrollment in this program may prevent graduates from taking the registry exam to become registered diagnostic medical sonographers and that they are required to complete drug testing and/or background checks at their own expense prior to participating in internships, practicums, or clinical activities at certain host sites for these activities (see *Drug Testing/Background Checks*) (blank documents are available from the program chair or the Admissions Office or online at [www.athenstech.edu](http://www.athenstech.edu)—Select *Prospective Students* and then *Competitive Health Pgms*)

The **Emergency Medical Technician** program uses a competitive admission process to select students. Applicants who are on academic probation or are academically dismissed from the college as of the application deadline will not be considered for admission. The Admissions Office staff admits students during Fall Semester. Applicants must submit all required documentation to the Admissions Office by June 15.

Applicants must submit the following information to the Admissions Office by the application deadline for the semester they are seeking admission to the program:

- Completed and signed application for admission and a \$20 nonrefundable application fee
- Official birth certificates, passports, driver's licenses, or state-issued photo identification cards to document that they are at least 18 years of age
- Official high school or GED transcripts and/or official college transcripts from all colleges attended in the past
- Completed and signed Intent form (blank forms are available in the Admissions Office or on the college web site at [www.athenstech.edu](http://www.athenstech.edu)—*Select Prospective Students* and then *Competitive Health Pgms*)
- Scores from the Health Occupations Basic Entrance Test V (HOBET V) (students should complete the majority of prerequisite courses prior to taking the HOBET V)

HOBET V placement test scores must be less than five years old at the time of the application deadline. When the number of applicants exceeds the number of seats available in the program, the Admissions selection committee ranks and admits applicants according to their official HOBET V test scores.

Applicants must attend a mandatory program orientation session. Failure to attend this session or failure to make alternate arrangements to obtain the necessary information will result in the forfeiture of admission to the program. Prior to the beginning of the program, applicants must have the following current official documents on file with program faculty:

- Documentation of a recent medical examination
- A signed document acknowledging that the commission of a felony before or during their enrollment in this program may prevent graduates from taking the licensure exam to become emergency medical technicians and that they may be required to complete drug testing and/or background checks at their own expense prior to participating in internships, practicums, or clinical activities at certain host sites for these activities (see *Drug Testing/Background Checks*) (blank documents are available from the program chair or the Admissions Office and online at [www.athenstech.edu](http://www.athenstech.edu)—*Select Prospective Students* and then *Competitive Health Pgms*)
- Completed immunization form
- Completed background check
- Completed academic honesty form
- Verification of completion of the online version of New Student Orientation

Applicants to the **Health Information Technology** program must submit all required materials by May 1 of the year for Fall Semester admission or September 1 for a Spring Semester admission to the program. In addition to submitting the documentation as outlined in the section on *General Admission Requirements*, Health Information Technology applicants must complete the following steps by application deadline:

- Submit official transcripts showing that they earned a minimum grade point average of 2.5 on a 4.0 scale in high school and on all college work attempted (applicants transferring from other colleges will not be required to submit high school transcripts if they completed a minimum of 30 semester or 45 quarter credit hours of study at one or more colleges)
- Submit completed and signed Intent form (blank forms are available in the Admissions Office and online at [www.athenstech.edu](http://www.athenstech.edu) – select *Prospective Students* and then *Competitive Health Pgms*)
- Submit appropriate Health Occupations Basic Entrance Test (HOBET-V) adjusted individual total score of 59 percent or greater (test scores must be less than five years old on the application date—see *HOBET-V, NLN, and SAT Test Requirements*)
- Complete general core courses anatomy and physiology I and II (BIOL 2113, BIOL 2113L, BIOL 2114, and BIOL 2114L), college algebra (MATH 1111) or introduction to statistics (MATH 1127), composition and rhetoric (ENGL 1101), and introduction to computers (COMP 1000) with a minimum grade of C in each course (applicants transferring from other colleges must confirm the transferability of credit for these courses with the college's director of registration and records by the application deadline)
- Submit a signed document acknowledging that the commission of a felony before or during their enrollment in this program may prevent them from participating in practicums or externships courses, which will ultimately prevent them from completing the program and will jeopardize their ability to sit for the RHIT certification examination
- Submit a record of physical exam
- Take a PPD test
- Submit a recent copy of immunization records
- Submit to a background check
- Attend a mandatory orientation session

Although applicants must have a minimum grade of C in all prerequisite courses listed in item d, it should be noted that the prerequisite grade point average is one of the main criteria for selection in the Health Information Technology program, so grades of C are not typically competitive. The Admissions Selection Committee will accept students determined by the availability of space and ranking of applicants according to scores on the program's placement examination and prerequisite courses grade point average. Students must be in good academic standing to receive consideration for admission to this program.

To receive consideration for admission to the **Medical Assisting** program, applicants must be 17 years of age, be in good academic standing, and submit the following information to the Admissions Office by March 1 for Fall Semester admission and September 1 for Spring Semester admission:

- Completed and signed application for admission and a \$20 nonrefundable application fee
- Official high school or GED transcripts and/or official college transcripts from all colleges attended in the past (see *General Admission Requirements*)
- Valid COMPASS, ASSET, SAT, or ACT test scores (see *COMPASS and ASSET Placement Tests*)
- NLN Pre-admission PN Examination scores of no less than the 60th percentile that are less than five years old on the application deadline date (see *Selective Admissions Examinations*)
- Documentation of completion of all general and health core classes with a grade of C or better
- Completed and signed Intent form and technical standards form (blank forms are available in the Admissions Office and online at [www.athenstech.edu](http://www.athenstech.edu)—Select *Prospective Students* and then *Competitive Health Pgms*)

Students on academic probation or academic dismissal at the time of selection are ineligible for admission to the Medical Assisting program. The number of students admitted to this program is limited. Acceptance into the program is determined by the availability of space, students' NLN Pre-admission PN Examination scores, and their completion of all general and health core classes. Only in the event that the program slots cannot be filled with Georgia residents who meet the minimum admissions criteria can out-of-state students be admitted to the Medical Assisting program.

The **Nursing** program admits students once per year at the beginning of Fall Semester. Applicants must submit all required documentation to the Admissions Office by February 1 to receive consideration in the selection process. Applicants who are on academic probation or are academically dismissed from the college as of the application deadline will not be considered for admission. Only in the event that the program slots cannot be filled with Georgia residents who meet the minimum admissions criteria can out-of-state students be admitted to the Nursing program.

Applicants must complete the following steps:

- Submit completed and signed application for admission and a \$20 nonrefundable application fee
- Submit official high school or GED transcripts and/or official college transcripts from all colleges attended in the past (see *General Admission Requirements*)
- Submit National League for Nursing Pre-Admission RN Examination, AD Composite Score of no less than the 85th percentile that is less than five years old on the application deadline date (see *Selective Admissions Examinations*)
- Submit valid COMPASS or ASSET test scores (see *COMPASS and ASSET Placement Tests*)

- Submit completed and signed Intent form (blank forms are available from the Admissions Office and online at [www.athenstech.edu](http://www.athenstech.edu)—Select *Prospective Students* and then *Competitive Health Pgms*)
- Complete English (ENGL 1101), mathematics (MATH 1101 or MATH 1111), human anatomy and physiology I and II (BIOL 2113, BIOL 2113L, BIOL 2114, and BIOL 2114L), and introductory microbiology (BIOL 2117 and BIOL 2117L) or equivalent courses with a grade of C or better by January 1 of the year in which admission is sought (applicants transferring from other colleges must confirm the transferability of credit for these courses with the college's director of registration and records by the February 1 admission application deadline)
- Attend a mandatory pre-admission orientation session once selected (failure to attend or to make alternate arrangements to obtain necessary information will result in the forfeiture of admission to the program)

Although applicants must have a minimum grade of C in the prerequisite courses listed in item F above, it should be noted that the prerequisite course grade point average is one of the main criteria for selection in health and life sciences programs, so grades of C are typically not competitive.

Applicants to the Nursing program must take the NLN Pre-admission RN Examination no later than January to receive consideration for admission to the program. After gaining admission to the program and prior to enrolling in the first Nursing (NUR) course, students must have the following current official documents on file in the Nursing Office:

- Certification in Basic Life Support (BLS) for Healthcare Providers
- Verification of health and malpractice insurance (see *Malpractice Insurance*)
- Record of physical exam that is less than six months old and a physician statement that student is in satisfactory health
- Results of tuberculin skin test and/or chest x-ray
- Evidence of immunity to rubella, rubeola, mumps, varicella, and Hepatitis B
- Documentation of current TDAP (tetanus, diphtheria, and pertussis) immunization
- A signed document acknowledging that the commission of a felony before or during their enrollment in this program may prevent or impede graduates from obtaining licensure as registered nurses and that they may be required to complete drug testing and/or background checks at their own expense prior to participating in internships, practicums, or clinical activities at certain host sites for these activities (see *Drug Testing/Background Checks*) (blank documents are available from the program chair or the Admissions Office and online at [www.athenstech.edu](http://www.athenstech.edu)—Select *Prospective Students* and then *Competitive Health Pgms*)

Licensed practical nurses (LPNs) may be eligible to enroll in a **Nursing Accelerated Option** that requires a minimum of three semesters to complete the nursing courses. LPNs may apply for the generic nursing program as described in the Nursing section, or they may apply for the accelerated option to bridge into the second year of the nursing curriculum. Interested LPNs should contact the Admissions Office and request information on the accelerated option in addition to the regular admission packet. Accelerated students are admitted each summer semester if space is available. The application deadline for the Nursing Accelerated Option is February 1 of the year the applicant is seeking admission to the program. Applicants must:

- Submit completed and signed application for admission and a \$20 nonrefundable application fee
- Submit official high school or GED transcripts and/or official college transcripts from all colleges attended in the past (see *General Admission Requirements*)
- Submit NLN Pre-admission RN Examination, AD Composite Score of no less than the 85th percentile that is less than five years old at the anticipated date of enrollment in the program (see *Selective Admission Examinations*)
- Submit valid COMPASS or ASSET test scores (see *COMPASS and ASSET Placement Tests*)
- Submit documentation of a current LPN license valid in the State of Georgia
- Submit documentation showing a minimum of two years of work experience as a licensed practical nurse
- Submit completed and signed Intent form (blank forms are available in the Admissions Office and online at [www.athenstech.edu](http://www.athenstech.edu); Select *Prospective Students* and then *Competitive Health Pgms*)
- Complete English (ENGL 1101), mathematics (MATH 1101 or MATH 1111), human anatomy and physiology I and II (BIOL 2113, BIOL 2113L, BIOL 2114, and BIOL 2114L), introductory microbiology (BIOL 2117 and BIOL 2117L), and introductory psychology (PSYC 1101) or equivalent courses with a grade of C or better by January 1 of the year in which admission is sought (applicants transferring from other colleges must confirm the transferability of credit for these courses with the college's director of registration and records by the February 1 admission application deadline)
- Complete COMP 1000—Introduction to Computers and PSYC 2103—Human Development prior to the start Summer Semester
- Attend a mandatory pre-admission orientation session if invited (failure to attend or to make alternate arrangements to obtain necessary information will result in the forfeiture of admission to the program)

Applicants to the Nursing Accelerated Option must take the NLN Pre-admission RN Examination no later than January to receive consideration for admission to the program. After applicants submit the required documentation to the Admissions Office, the Nursing faculty will offer the NLN Acceleration Challenge Exam (ACE I) to those applicants

who meet the Nursing program requirements. Qualified applicants will receive information regarding the ACE I testing procedures. Entry into the Nursing Accelerated Option is contingent upon:

The applicant achieving a decision score of the 70th percentile or above on the ACE I exam; the existence of an opening in the accelerated option; and completion of all requirements. Students must complete the 18 hours of pre-requisite coursework prior to gaining admission to the accelerated program; they must complete an additional 15 hours of general education and nursing core coursework to graduate from the program.

After gaining admission to the Nursing Accelerated Option and prior to enrolling in the first nursing course, students must have the following current official documents on file in the Nursing Office:

- Certification in Basic Life Support (BLS) for Healthcare Providers
- Verification of health and malpractice insurance (see *Malpractice Insurance*)
- Record of physical exam that is less than six months old and a physician statement that student is in satisfactory health
- Results of tuberculin skin test and/or chest x-ray
- Evidence of immunity to rubella, rubeola, mumps, varicella, and Hepatitis B
- Documentation of current TDAP (tetanus, diphtheria, and pertussis) immunization
- A signed document acknowledging that the commission of a felony before or during their enrollment in this program may prevent or impede graduates from obtaining licensure as registered nurses and that they may be required to complete drug testing and/or background checks at their own expense prior to participating in internships, practicums, or clinical activities at certain host sites for these activities (see *Drug Testing/Background Checks*) (blank documents are available from the program chair or the Admissions Office and online at [www.athenstech.edu](http://www.athenstech.edu)—Select *Prospective Students* and then *Competitive Health Pgms*)

Applicants to the **Paramedic Technology** program must hold a valid Emergency Medical Technician—Intermediate license or Advanced Emergency Medical Technician license. Applicants who are on academic probation or are academically dismissed from the college as of the application deadline will not be considered for admission. The Admissions Office staff admits students once per year at the beginning of Fall Semester. Applicants must submit all required documentation to the Admissions Office by June 15 of the year they seek admission in order to receive consideration in the selection process.

Applicants must submit the following information by June 15:

- Completed and signed application for admission and a \$20 nonrefundable application fee
- Official high school or GED transcripts and/or official college transcripts from all colleges attended in the past

- Completed and signed Intent form (blank forms are available in the Admissions Office and online at [www.athenstech.edu](http://www.athenstech.edu)—Select *Prospective Students* and then *Competitive Health Pgms*)
- Valid COMPASS, ASSET, SAT, or ACT Test scores or proof of completion of English and math with a minimum grade of C (see *COMPASS and ASSET Placement Tests*)
- Proof of valid Emergency Medical Technician—Intermediate license or Advanced Emergency Medical Technician license
- Scores from a standardized health program placement examination, which will be used as part of the competitive selection process
- Proof of completion of ALL general core and health core classes with a minimum grade of C

Applicants will be invited to attend a mandatory program orientation session. Failure to attend this session or failure to make alternate arrangements to obtain the necessary information will result in the forfeiture of admission to the program. Prior to the beginning of the program, applicants must have the following current official documents on file with program faculty:

- Documentation of a recent medical examination
- Proof of malpractice insurance (see *Malpractice Insurance*)
- A signed document acknowledging that the commission of a felony before or during their enrollment in this program may prevent graduates from taking the licensure exam to become paramedics and that they may be required to complete drug testing and/or background checks at their own expense prior to participating in internships, practicums, or clinical activities at certain host sites for these activities (see *Drug Testing/Background Checks*) (blank documents are available from the program chair or the Admissions Office and online at [www.athenstech.edu](http://www.athenstech.edu)—Select *Prospective Students* and then *Competitive Health Pgms*)
- Completed immunization form
- Copy of current driver's license
- Criminal background check
- Valid Healthcare Provider CPR card from the American Heart Association or the American Red Cross

Only in the event that the program slots cannot be filled with Georgia residents who meet the minimum admissions criteria can out-of-state students be admitted to the Paramedic Technology program.

To ensure equal opportunity for all students seeking enrollment into the *Patient Care Assisting* program, the college utilizes a waiting list procedure. Students who are interested in completing the program will need to complete an Intent form (blank forms are available in the Admissions Office and online at [www.athenstech.edu](http://www.athenstech.edu); Select *Prospective Students* and then *Competitive Health Pgms*).

Students will be allowed to register for **NAST 1100—Patient Care Fundamentals** based on the completion of the Intent form and the completion of the prerequisite courses. Applicants who are on academic probation or are academi-

cally dismissed from the college as of the enrollment deadline are ineligible to enroll in NAST 1100. Applicants not selected for enrollment into NAST 1100 will be considered the following term based upon the completion of all program requirements. Applicants must submit the required documentation to the Admissions Office by June 1 to be considered for NAST 1100 during Fall Semester, by December 1 to be considered for NAST 1100 during Spring Semester, and by April 1 to be considered for NAST 1000 during Summer Semester.

Applicants must submit the following information to the Admissions Office by the application deadline for the semester they are seeking admission to the program:

- Completed and signed application for admission and a \$20 nonrefundable application fee
- Official birth certificates, passports, driver's licenses, or state-issued photo identification cards to document that they are at least 18 years of age
- Official high school or GED transcripts and/or official college transcripts from all colleges attended in the past (see *General Admission Requirements*)
- Valid COMPASS, ASSET, SAT, or ACT test scores that are less than five years old at the time of the application deadline (see *COMPASS and ASSET Placement Tests*)
- Verification of attendance at a Patient Care Assisting information session
- Completed and signed Intent form (blank forms are available in the Admissions Office and online at [www.athenstech.edu](http://www.athenstech.edu); Select *Prospective Students* and then *Competitive Health Pgms*)

Prior to the beginning of the clinical portion of NAST 1100—Patient Care Fundamentals, applicants must have the following current official documents on file with program faculty:

- A signed document acknowledging that they may be required to complete drug testing and/or background checks at their own expense prior to participating in internships, practicums, or clinical activities at certain host sites for these activities (see *Drug Testing/Background Checks*) (blank documents are available from the Admissions Office and online at [www.athenstech.edu](http://www.athenstech.edu)—Select *Prospective Students* and then *Competitive Health Pgms*)
- Documentation of a recent medical examination
- Completed immunization form
- Completed background check
- Completed academic honest form

Only in the event that the program slots cannot be filled with Georgia residents who meet the minimum admissions criteria can out-of-state students be admitted to the Patient Care Assisting program.

To ensure equal opportunity for all students seeking enrollment into the **Phlebotomy Technician** program, the college utilizes a waiting list procedure. Students who are interested in completing the program will need to complete an Intent form (blank forms are available in the Admissions

Office and online at [www.athenstech.edu](http://www.athenstech.edu); Select *Prospective Students* and then *Competitive Health Pgms*).

Students will be allowed to register for PHLT 1030—Introduction to Venipuncture based on the completion of the Intent form and the completion of a prerequisite courses. Applicants who are on academic probation or are academically dismissed from the college as of the enrollment deadline are ineligible to enroll in PHLT 1030.

Applicants not selected for enrollment into PHLT 1030 will be considered the following term based upon the completion of all program requirements. Applicants must submit the required documentation to the Admissions Office by June 1 to be considered for PHLT 1030 during Fall Semester and by December 1 to be considered for PHLT 1030 during Spring Semester.

Applicants must submit the following information to the Admissions Office by the application deadline for the semester they are seeking admission to the program:

- Completed and signed application for admission and a \$20 nonrefundable application fee
- Official birth certificates, passports, driver's licenses, or state-issued photo identification cards to document that they are at least 18 years of age
- Official high school or GED transcripts and/or official college transcripts from all colleges attended in the past (see *General Admission Requirements*)
- Valid COMPASS, ASSET, SAT, or ACT test scores (see *COMPASS and ASSET Placement Tests*)
- Completed and signed Intent form (blank forms are available in the Admissions Office and online at [www.athenstech.edu](http://www.athenstech.edu)—Select *Prospective Students* and then *Competitive Health Pgms*)
- HOVET V test scores of no less than the 40th percentile that are less than five years old at the anticipated date of enrollment in the program

Prior to the beginning of PHLT 1050—Clinical Practice, applicants must have the following current official documents on file with program faculty:

- A signed document acknowledging that they may be required to complete drug testing and/or background checks at their own expense prior to participating in internships, practicums, or clinical activities at certain host sites for these activities (see *Drug Testing/Background Checks*) (blank documents are available from the Admissions Office and online at [www.athenstech.edu](http://www.athenstech.edu)—Select *Prospective Students* and then *Competitive Health Pgms*)
- Documentation of a recent medical examination
- Completed immunization form
- Completed background check
- Completed academic honest form

Only in the event that the program slots cannot be filled with Georgia residents who meet the minimum admissions criteria can out-of-state students be admitted to the Phlebotomy Technician program.

The **Physical Therapist Assistant** program admits students once per year at the beginning of Fall Semester. Applicants must submit all required documentation to the Admissions Office by June 1 to be eligible for the competitive selection process. Applicants who are on academic probation or are academically dismissed from the college as of the application deadline will not be considered for selection. Only in the event that the program slots cannot be filled with Georgia residents who meet the minimum admissions criteria can out-of-state students be admitted to the Physical Therapist Assistant program.

Applicants must complete the following steps by the June 1 application deadline in order to be considered for selection to the program:

- Submit a completed and signed application for admission and \$20 nonrefundable application fee
- Submit official transcripts from all colleges attended (applicants who have not completed a minimum of 30 semester or 45 quarter credit hours at one or more colleges will be required to submit high school transcripts; a minimum grade point average of 2.0 on a 4.0 scale is required in all high school and/or college work attempted in order to be eligible for consideration)
- Complete the online Physical Therapist Assistant Interest Form for the current application period and submit electronically; applicants will receive e-mail confirmation verifying receipt of the electronic interest form from the Physical Therapist Assistant program office (the online form is available at [www.athenstech.edu](http://www.athenstech.edu)—select *Prospective Students* and then *Competitive Health Pgms*)
- Attend a mandatory Physical Therapist Assistant information session in the application period for which admission is sought (applicants who have attended an information session during a previous application period must attend another information session; documentation of attendance at an information session is maintained in the Physical Therapist Assistant program office)
- Submit scores from the Health Occupations Basic Entrance Test V (HOBET V) that are less than five years old as of the application deadline (students who take the HOBET V at another college or at a testing center must submit official scores to the Testing Center at Athens Technical College; information about submitting official scores is available at [www.athenstech.edu](http://www.athenstech.edu)—select *Prospective Students* and then *Testing Services*)
- Submit a signed document to the office of admission acknowledging that commission of a felony before or during their enrollment in this program may prevent graduates from taking the licensure exam to become physical therapist assistants and that they may be required to complete drug testing and/or background checks at their own expense prior to participating in internships, practicums, or clinical activities at certain host sites for these activities (see *Drug Testing/Background Checks*) (blank documents are available from the office of admissions and online at [www.athenstech.edu](http://www.athenstech.edu)—Select *Prospective Students* and then *Competitive Health Pgms*)

- Submit to both the Admissions Office and the Physical Therapist Assistant program office an observation form documenting the completion of a minimum of 24 hours of observation in a physical therapy setting or through employment as a physical therapy aide (blank observation forms are available from the Admissions Office and online at [www.athenstech.edu](http://www.athenstech.edu)—select *Prospective Students* and then *Competitive Health Pgms*)

The Physical Therapist Assistant program faculty incorporated an observation requirement into the selection process in order to give prospective students the opportunity to gain an awareness of the job requirements of a physical therapist assistant. Additional consideration will be given to applicants who have completed a second observation experience of 24 hours in a different area of physical therapy practice. Applicants who have completed observation experiences during a previous application period may use those hours in a subsequent application period. Previously submitted forms are kept in the applicant's file in the Admissions Office. Applicants will receive e-mail confirmation verifying receipt of observation forms from the Physical Therapist Assistant program office.

The selection process will be weighted towards students who have completed mathematics (MATH 1101 or MATH 1111), anatomy and physiology I and II (BIOL 2113, BIOL 2113L, BIOL 2114, and BIOL 2114L), English (ENGL 1101), introductory psychology (PSYC 1101) and other core classes in the Physical Therapist Assistant curriculum with grades of C or better by June 1 of the academic year for which they are seeking admission to the program. Applicants transferring from other colleges must confirm the transferability of credit for these courses with the college's director of registration and records by the June 1 application deadline.

The Admissions Selection Committee will invite a group of the highest-ranking applicants (based on the admissions criteria) to participate in a formal interview process to determine aptitude, intent, and suitability for employment as a physical therapist assistant. The points from the interview process will be added to the applicant file score to determine final selection to the Physical Therapist Assistant program.

The **Practical Nursing** program admits students once per year at the beginning of Spring Semester. Applicants must submit all required documentation to the Admissions Office by July 1 to receive consideration in the selection process. Applicants who are on academic probation or are academically dismissed from the college as of the application deadline will not be considered for admission. Only in the event that the program slots cannot be filled with Georgia residents who meet the minimum admissions criteria can out-of-state students be admitted to the Practical Nursing program.

To receive consideration for admission to the Practical Nursing program, applicants complete the following steps by July 1:

- Submit completed and signed application for admission and a \$20 nonrefundable application fee

- Submit official transcripts showing that applicants earned a minimum grade point average of 3.0 on a 4.0 scale in high school and for all college work attempted (applicants transferring from other colleges will not be required to submit high school transcripts if they completed 30 semester or 45 quarter credit hours at other colleges)
- Provide official birth certificates, passports, driver's licenses, or state-issued photo identification cards to document that they are at least 17 years of age
- Submit NLN Pre-admission PN Examination scores of no less than the 75th percentile that are less than five years old on the application deadline (see *Selective Admission Examinations*)
- Submit valid COMPASS, ASSET, SAT, or ACT test scores (see *COMPASS and ASSET Placement Tests*)
- Submit completed and signed Intent form (blank forms are available in the Admissions Office and online at [www.athenstech.edu](http://www.athenstech.edu)—Select *Prospective Students* and then *Competitive Health Pgms*)
- Satisfactorily complete general and health core courses in English (ENGL 1010), mathematics (MATH 1012), psychology (PSYC 1010), anatomy and physiology (ALHS 1011), and medical terminology (ALHS 109) by July 1 of the year applicants are seeking admission to the program (applicants transferring from other colleges must confirm the transferability of credit for these courses with the college's director of registration and records before the July 1 application deadline)
- Attend a mandatory pre-admission orientation session if invited (failure to attend or to make alternate arrangements to obtain necessary information will result in the forfeiture of admission to the program)

Applicants to this program must take the NLN examination no later than June to receive consideration in the selection process (see *Selective Admission Examinations*). Applicants selected to the program must complete all general and health core courses prior to enrolling in PNSG 2030. Prior to beginning the first set of clinical rotations, students must have the following documents on file in the Practical Nursing Office:

- Basic cardiac life support certification
- Verification of health and malpractice insurance (see *Malpractice Insurance*)
- PPD and/or chest x-ray results
- Record of physical exam with physician's statement that the student is in satisfactory health
- Hepatitis screen results (students should start the Hepatitis-C immunization series) and documentation of immunity to varicella, rubella, measles, and tetanus
- A signed document acknowledging that the commission of a felony before or during their enrollment in this program may prevent graduates from taking the licensure exam to become licensed practical nurses and that they may be required to complete drug testing and/or background checks at their own expense prior to participating

in internships, practicums, or clinical activities at certain host sites for these activities (see *Drug Testing/Background Checks*) (blank documents are available from the program chair or the Admissions Office and online at [www.athenstech.edu](http://www.athenstech.edu)—Select *Prospective Students* and then *Competitive Health Pgms*)

The **Radiography** program admits students once per year at the beginning of Fall Semester. Applicants must submit all required documentation to the Admissions Office by June 1 to receive consideration in the selection process. Applicants who are on academic probation or are academically dismissed from the college as of the application deadline will not be considered for admission. Only in the event that the program slots cannot be filled with Georgia residents who meet the minimum admissions criteria can out-of-state students be admitted to the Radiography program.

Applicants must complete the following steps by the June 1 application deadline:

- Submit a completed and signed application for admission and a \$20 nonrefundable application fee
- Submit official transcripts showing that applicants earned a minimum grade point average of 2.0 on a 4.0 scale in high school and on all college work attempted (students transferring from other colleges will not be required to submit high school transcripts if they complete a minimum of 30 semester or 45 quarter credit hours of study at one or more colleges)
- Submit completed and signed Intent form (blank forms are available in the Admissions Office and online at [www.athenstech.edu](http://www.athenstech.edu)—Select *Prospective Students* and then *Competitive Health Pgms*)
- Provide valid SAT test scores that are less than five years old (see *Selective Admission Examinations*)
- Satisfactorily complete college algebra (MATH 1111) and anatomy and physiology I and II (BIOL 2113, BIOL 2113L, BIOL 2114, and BIOL 2114L) (applicants transferring from other colleges must confirm the transferability of credit for these courses with the college's director of registration and records)

After June 1, the Selection Committee will review the applicants' records. They will invite a list of applicants to complete the following steps:

- Participate in personal interviews with program faculty
- Attend a mandatory pre-admission orientation session (failure to attend or to make alternate arrangements to obtain necessary information will result in the forfeiture of admission to the program)

Prior to beginning the clinical phase of the program, applicants must:

- Meet the technical standards of the program (as provided by the Admissions Office)
- Accept the policies of the program
- Provide the program chair with completed health and immunization records

- Submit verification of malpractice insurance (see *Malpractice Insurance*)
- Submit a signed document acknowledging that the commission of a felony before or during their enrollment in this program may prevent graduates from taking the certification exam to become radiographers and that they may be required to complete drug testing and/or background checks at their own expense prior to participating in internships, practicums, or clinical activities at certain host sites for these activities (see *Drug Testing/Background Checks*) (blank documents are available from the program chair or the Admissions Office and online at [www.athenstech.edu](http://www.athenstech.edu)—Select *Prospective Students* and then *Competitive Health Pgms*)

The **Surgical Technology** program admits students once per year at the beginning of Spring Semester. Applicants must submit all required documentation to the Admissions Office by June 1 to receive consideration in the selection process. Applicants who are on academic probation or are academically dismissed from the college as of the application deadline will not be considered for admission. Only in the event that the program slots cannot be filled with Georgia residents who meet the minimum admissions criteria can out-of-state students be admitted to the Surgical Technology program.

Applicants must submit the following to the Admissions Office by the June 1 deadline:

- Completed and signed application for admission and a \$20 nonrefundable application fee
- Official high school or GED transcripts and/or official college transcripts from all colleges attended in the past (see *General Admission Requirements*)
- NLN Pre-admission RN Examination scores of no less than the 40th percentile that are less than five years old on the application deadline date (see *Selective Admission Examinations*)
- Valid COMPASS, ASSET, SAT, or ACT test scores (see *COMPASS and ASSET Placement Tests*)
- Completed and signed Intent form (blank forms are available in the Admissions Office and online at [www.athenstech.edu](http://www.athenstech.edu)—Select *Prospective Students* and then *Competitive Health Pgms*)

Applicants must take the NLN examination no later than May in order to receive consideration in the selection process. Applicants must also attend a mandatory pre-admission orientation session if invited. Failure to attend or to make alternate arrangements to obtain necessary information will result in the forfeiture of admission to the program. Students must complete all general core and health core courses prior to enrolling in Surgical Technology (SURG) classes. Students must have the following documents on file in the Surgical Technology Office prior to entering SURG 1010:

- Basic cardiac life support certification
- Verification of health and malpractice insurance (see *Malpractice Insurance*)

- Record of physical exam with a physician's statement that the student is in satisfactory health
- PPD and/or chest x-ray results, hepatitis screen results and documentation of immunity to rubella, measles, and tetanus
- A signed document acknowledging that the commission of a felony before or during their enrollment in this program may prevent graduates from taking the certification exam to become surgical technologists and that they may be required to complete drug testing and/or background checks at their own expense prior to participating in internships, practicums, or clinical activities at certain host sites for these activities (see *Drug Testing/Background Checks*) (blank documents are available from the program chair or the Admissions Office and online at [www.athenstech.edu](http://www.athenstech.edu)—Select *Prospective Students* and then *Competitive Health Pgms*)
- Completed and signed Veterinary Technology Program Intent Form (blank forms are available in the Admissions Office and online at [www.athenstech.edu](http://www.athenstech.edu)—Select *Prospective Students* and then *Competitive Health Pgms*)
- Valid SAT test scores (test scores must be less than five years old on the application deadline date)
- A personal statement essay attached to and addressing the questions listed on the Veterinary Technology: Personal Statement Guidelines and Signature Form (blank forms are available online at [www.athenstech.edu](http://www.athenstech.edu)—Select *Prospective Students* and then *Competitive Health Pgms* before selecting *Veterinary Technology* under *Acknowledgement Forms*)
- A photocopy of applicant's official birth certificate, passport, driver's license, or state-issued photo identification card to document that they are at least 18 years old
- The signature form included in the Veterinary Technology Program Policies and Procedures Manual confirming they have reviewed and understood the material included in the manual (the manual and signature form are available online at [www.athenstech.edu](http://www.athenstech.edu)—Select *Current Students* and then *ATC Online Catalog* before selecting *Veterinary Technology Student Handbook Addendum* under *Addenda*)
- A signed document acknowledging that the commission of a felony may prevent graduates from becoming registered veterinary technicians in the State of Georgia and acknowledging that they may be required to complete drug testing and/or background checks at their own expense prior to participating in internships, practicums, or clinical activities at certain host sites for these activities (see *Drug Testing/Background Checks*) (blank documents are available from the program chair or the Admissions Office and online at [www.athenstech.edu](http://www.athenstech.edu)—Select *Prospective Students* and then *Competitive Health Pgms*)

The **Veterinary Technology** program admits students once per year to begin program-specific (VETT) courses at the beginning of Fall Semester. Applicants must submit all required documentation for admission at the associate-degree level to the Admissions Office by June 1 to receive consideration in the selection process. Only in the event that the program slots cannot be filled with Georgia residents who meet the minimum admissions criteria can out-of-state students be admitted to the Veterinary Technology program.

Program faculty members recommend that applicants to the Veterinary Technology program have volunteer or paid practical experience in a veterinary hospital or an animal care facility prior to seeking admission to the program. This experience should be under the supervision of a registered veterinary technician or licensed doctor of veterinary medicine. While there is no specific requirement for the number of hours of experience, it is important that applicants be fully aware of the profession and job requirements prior to enrolling in the program.

The number of students accepted into the program is limited. To receive consideration for admission to the Veterinary Technology program, applicants must submit the following information to the Admissions Office by the June 1 deadline:

- Completed and signed application for admission to the college and the required \$20 nonrefundable application fee
- Official transcripts from every college attended demonstrating that they have earned a minimum cumulative grade point average of 2.0 on a 4.0 scale on all college coursework attempted previously (the admissions committee will consider high school grade point averages (2.0 on a 4.0 scale) if applicants have not attended college in the past)
- Documentation of completion of college algebra (MATH 1111), biology (BIOL 1111 and BIOL 1111L), chemistry (CHEM 1211 and CHEM 1211L), and introduction to computers (COMP 1000) or equivalent courses with final course grades of C or better (applicants transferring from other colleges must confirm the transferability of equivalent coursework with the college's director of registration and records before the June 1 application deadline)
- Prerequisite course grade point average (BIOL 1111, BIOL 1111L, CHEM 1211, CHEM 1211L, COMP 1000, MATH 1111)
- SAT scores (math, critical reading)
- Faculty evaluations of the applicant's personal statement

Applicants who are on academic probation or are academically dismissed from the college as of the June 1 application deadline will not be considered for admission. Because performance in math and science has proven to be an excellent predictor of success in the Veterinary Technology program, and because communications skills (reading and writing) and personal experiences contribute greatly to achieving that success, candidates will be ranked using the following criteria:

- Prerequisite course grade point average (BIOL 1111, BIOL 1111L, CHEM 1211, CHEM 1211L, COMP 1000, MATH 1111)
- SAT scores (math, critical reading)
- Faculty evaluations of the applicant's personal statement

Although applicants must have a minimum grade of C in the prerequisite courses, it should be noted that the prerequisite course grade point average is one of the main criteria for selection in health and life science programs, so grades of C are typically not competitive.

Applicants invited to join the program at the end of the selection process will be required to attend a scheduled, mandatory New Veterinary Technology Student Orientation prior to the beginning of the Fall Semester for which they

have been accepted (typically in July; failure to attend or, in the event of a catastrophic event, to make alternate arrangements to obtain the information presented will result in the forfeiture of admission to the program).

At the beginning of the Fall Semester when students begin VETT courses, they must submit the following documents to the Veterinary Technology program chair:

- A completed Veterinary Technology Physical Examination Form with the results of a recent medical examination with a qualified healthcare provider indicating that the student is in satisfactory health to work with animals (Physical Examination Forms will be distributed by the program chair at the mandatory New Veterinary Technology Student Orientation and/or through the United States Postal Service)
- Verification of malpractice insurance (see *Malpractice Insurance*)
- By September 30 of their first semester of enrollment, students will be required to submit official immunization records proving they have received vaccines against rabies, tetanus, and measles/mumps/rubella

## Transfer Credit for Life Sciences Programs

The executive director of registration and records does not automatically award transfer credit for courses specific to Life Sciences programs in Dental Assisting, Dental Hygiene, Diagnostic Medical Sonography, Nursing, Paramedic Technology, Physical Therapist Assistant, Practical Nursing, Radiography, Surgical Technology, and Veterinary Technology. The executive director of registration and records consults with faculty from those programs to determine transfer credit based on course competencies and date of completion (typically within two to five years). Applicants transferring to ATC from other colleges should review the section on *Credit by Transfer* in the *Academic Information* section of this publication for additional information.

## Transfer Student Admission

Athens Technical College will honor any current academic sanctions imposed on applicants by the colleges they last attended. The Admissions Office staff classifies transferring applicants as being in good academic standing if their last college did not impose any academic sanctions. The Admissions Office staff classifies transferring applicants as being on probation if their last college placed them on probation. Students on academic dismissal at their previous college must meet the requirements for re-entry to that college before they are eligible for admission to ATC. Once those requirements are met, the Admissions Office staff will admit these applicants on a probationary basis.

Applicants admitted on a probationary basis must attain a minimum 2.0 grade point average during their first semester of enrollment at Athens Technical College in order to remove themselves from probation. Otherwise, they will be dismissed

from the college (see *Academic Probation and Academic Dismissal*). Students admitted to the college on a probationary basis should complete COLL 0099 – College Success Skills during their first semester of enrollment.

## Transient Student Admission

Students enrolled at other colleges and universities may occasionally wish to take one or more courses at Athens Technical College and transfer the credit to their home institutions. Transient admission is for one semester only; transient students must submit transient letters from their home colleges each semester they plan to enroll in courses at ATC. Students who have been academically dismissed from their home institutions are ineligible for transient student status at Athens Technical College. The Admissions Office staff will award transient status to applicants who complete the following steps:

- Obtain letters of transient approval from their home institutions that indicate their academic standing and the courses approved for enrollment (Otherwise, applicants seeking transient student status at Athens Technical College must provide official transcripts from their home institutions.)
- Complete and submit the ATC application for admission and the nonrefundable \$20 application fee (Students applying for transient status for a second or subsequent time will only pay a \$5 readmission fee.)
- Submit financial aid transient letters from the home colleges to the Financial Aid Office at Athens Technical college (if applicable)
- Complete and submit transient course request forms to the Admissions Office to receive clearance for registration
- Obtain approval to take online classes, if applicable (see *Advisement for Online Classes*)
- Register online for the approved courses during the scheduled transient student registration period (see the *Online Registration Procedures* in the *Returning Student Registration* section for directions on completing the online registration process)
- Pay tuition and fees either online or to the cashier on the day of registration

The Financial Aid staff automatically covers tuition and fees of transient students who submit HOPE transient letters to the ATC Financial Aid Office prior to the day transient students register for classes.

After completing courses, transient students must pay the \$5 transcript fee in order to have official transcripts sent to their home institutions. They must submit completed and signed transcript request forms and the payment receipts to the Office of Registration and Records. The executive director of registration and records will process transcript request forms and mail official transcripts to transient students' home institutions after all instructors submit all grades for all students for that term.

Athens Technical College does not guarantee enrollment to transient students. Transient students may enroll in classes

if space is available. If a home institution does not provide a transient letter which specifies the courses transient students are to take while enrolled at Athens Technical College, the transient students must provide a current transcript from their home institution to demonstrate that they have met the course prerequisites as established by the faculty of Athens Technical College. Transient students are not eligible to register for courses for which they have not met the prerequisite requirements. They must also satisfy corequisite requirements as specified in the *Course Description* section of this publication.

## ACCEL Program Admission

The ACCEL program is a state-funded dual enrollment program administered by the Georgia Student Finance Commission (GSFC). This program provides eligible juniors and seniors enrolled at public or private eligible high schools in Georgia the opportunity to earn college degree-level credit as they meet their high school graduation requirements.

To be eligible for ACCEL funds, high school students must enroll in associate degree-level courses approved by the Georgia Department of Education in the areas of the core graduation requirements for college preparatory students (English, mathematics, social studies, and science). The list of eligible courses is available at [www.GAcollege411.org](http://www.GAcollege411.org). Georgia residency and U.S. citizenship requirements for HOPE program eligibility apply to ACCEL award eligibility. The director of admissions or designee will determine the residency and citizenship eligibility of ACCEL participants. ACCEL applicants must also be in compliance with Selective Service registration requirements.

ACCEL applicants must complete the following steps in order to participate in this program:

- Adhere to the ACCEL guidelines as developed by the Georgia Student Finance Commission
- Choose courses approved by the Georgia Department of Education (as listed at [www.GAcollege411.org](http://www.GAcollege411.org))
- Be at least 16 years old and classified as either a junior or senior pursuing a diploma from an eligible public or private high school in Georgia
- Submit a letter of recommendation from one of their high school counselors
- Review the *ACCEL Enrollment Agreement to Participate* and submit a completed *ACCEL Enrollment Acknowledgment form* with signatures of applicants, their parents/guardians, and their high school counselor
- Complete, sign, and submit an application for admission
- Submit official COMPASS, ASSET, SAT, or ACT test scores

Applicants must gain regular admission status for associate degree-level coursework to participate in the ACCEL program. Applicants whose test scores place them in learning support coursework are not eligible for ACCEL. After gaining admission to Athens Technical College, high school

students must complete the New Student Orientation, which is available online ([www.athenstech.edu](http://www.athenstech.edu); select *Current Students* and then *Orientation*). ACCEL students must complete the orientation before they will be eligible to register for their first semester at the college.

The ACCEL program pays for tuition and most fees for eligible students. Degree-level college credits attempted by ACCEL students while in high school will not be included in the quarter or semester hours used to determine when students have reached the maximum number of hours for which they can receive payment from any combination of the HOPE Scholarship, HOPE Grant, and ACCEL programs provided the students met the academic requirements to be a HOPE Scholar when they graduated from high school and were, therefore, eligible to receive the HOPE Scholarship as entering first-year students. Furthermore, the attempted hours will not be included in the hours used to determine the maximum hours for which they can receive HOPE benefits if ACCEL students did not meet the requirements to be a HOPE Scholar when they graduated from high school and were, therefore, ineligible to receive the HOPE Scholarship as entering first-year students (see *ACCEL Guidelines* on the [www.gacollege411.org](http://www.gacollege411.org) website).

Transportation and other expenses are the responsibility of the students. Students are responsible for items that are not covered by the ACCEL program, including all books, supplies, and equipment. It is mandatory that students purchase the books, supplies, and equipment required by the college instructor.

The *ACCEL Program Application for Financial Aid* must be completed online and renewed each semester high school students wish to enroll in ACCEL courses at Athens Technical College. The application is available online at [www.Gacollege411.org](http://www.Gacollege411.org). Select *Applications & Transcripts* and then *ACCEL Program* in the right-hand column. The application has three parts:

- Part 1 to be completed by the student and the parent or guardian (Financial aid staff use this section to check general information and basic requirements for ACCEL and state financial aid.)
- Part 2 to be completed by the student's high school counselor (This section is used to confirm that the student will be given high school credit for specific postsecondary courses.)
- Part 3 to be completed by the financial aid staff at the college (The staff use this section to confirm that the student is enrolled in the courses approved by the high school in Part 2.)

Students must list all courses that they plan to enroll in for that particular semester. If any part of the online application is incomplete, wrong, or invalid, the financial aid staff will reject the application. Once an application is rejected, students must complete and submit the application again.

## Dual Enrollment-HOPE Admission

The Dual Enrollment-HOPE program offers additional educational opportunities for motivated high school students to earn technical college credit as they meet their high school graduation requirements. High school students enrolling in this program are eligible to take required, non-general education courses within technical certificate or diploma programs. Georgia residency and U.S. citizenship requirements for HOPE program eligibility apply to Dual Enrollment-HOPE participants. Applicants must be in compliance with Selective Services registration requirements as well.

Dual Enrollment-HOPE applicants must complete the following steps in order to participate in this program:

- Be at least 16 years of age and have successfully completed the ninth grade
- Submit official high school transcripts indicating a minimum high school grade point average of 2.0 on a 4.0 scale
- Submit a letter of recommendation from one of their high school counselors
- Review the *Dual Enrollment Agreement to Participate* and submit a completed *Dual Enrollment Acknowledgement Form* with signatures of applicants, their parents/guardians, and high school counselor
- Complete, sign, and submit the college's application for admission
- Submit official COMPASS, ASSET, SAT, or ACT test scores

Some technical certificate and diploma programs of study require students to be over the age of 16 to enroll in coursework associated with those programs. See the *Curriculum* section of this publication for specific age requirements. Applicants for the Dual Enrollment-HOPE program must gain regular admission status to participate. Applicants whose test scores place them in learning support coursework are not eligible to participate in this program.

After gaining admission to Athens Technical College, Dual Enrollment-HOPE students must complete the New Student Orientation, which is available online at ([www.athenstech.edu](http://www.athenstech.edu); select *Current Students* and then *Orientation*). Dual Enrollment-HOPE students must complete the orientation before they will be eligible to register for their first semester at the college.

The credit hours attempted by Dual Enrollment-HOPE students while in high school are not used to determine when students have reached the maximum number of hours for which they can receive payment from any combination of the HOPE Grant and the HOPE Scholarship programs.

Transportation and other expenses are the responsibility of the student. Students are responsible for items that are not covered by the Dual Enrollment-HOPE Grant, including all books, supplies, and equipment. It is mandatory that students purchase the books, supplies, and equipment required by the college instructor. Students will also be responsible for paying the tuition and other expenses for courses that are not required in their program of study.

Dual enrollment students must complete the *Free Application for Federal Student Aid* (FAFSA) in order to receive financial aid through the Dual Enrollment—HOPE Grant program. This application must be completed and renewed each academic year. (The FAFSA year at Athens Technical College begins with fall semester and continues through spring semester.) The application is online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

When completing the financial aid application, students will be required to provide student and parental information, including income tax information. The FAFSA is used to check general information and basic eligibility requirements for the Dual Enrollment—HOPE Grant program. If the FAFSA is incomplete, the college's financial aid staff will automatically send students a letter or email requesting the required information or documentation.

## Joint Enrollment Admission

Joint enrollment provides high school students the opportunity to take courses at public or private postsecondary institutions in Georgia while they are still enrolled at their high schools. They receive credit at the postsecondary institutions when they successfully complete coursework. Joint enrollment students do not earn credit to satisfy their high school graduation requirements. High school students wanting to enroll jointly at Athens Technical College must be at least 16 years old, have a minimum high school grade point average of 2.0, and submit the necessary documentation listed in the *General Admission Requirements* section of this publication.

Joint enrollment applicants must gain regular admission status to enroll at the college. High school students whose test scores place them in learning support coursework are not eligible to enroll jointly at the college. After gaining admission to Athens Technical College, joint enrollment students must complete the New Student Orientation, which is available online at [www.athenstech.edu](http://www.athenstech.edu) (select *Current Students* and then *Orientation*). Joint enrollment students must complete the orientation before they will be eligible to register for their first semester at the college.

The Georgia Student Finance Commission provides funding through the HOPE grant program for joint enrollment students who only take technical certificate or diploma-level courses at postsecondary institutions. Joint enrollment students are ineligible to receive financial assistance through the HOPE scholarship program. The credit hours attempted by joint enrollment students while in high school are used to determine the maximum hours for which the students can receive HOPE benefits.

## Home-Schooling Admission

Students completing secondary programs of study that are not approved by the U.S. Department of Education or a recognized accreditation agency accepted by the Technical College System of Georgia may gain consideration for

admission to Athens Technical College provided they obtain a GED or submit the following:

- Submit a letter from the local superintendent's office verifying that the parent or legal guardian notified the superintendent of the intent to home school their child
- Documentation verifying that the parent or legal guardian submitted the required attendance reports to the local superintendent's office on a monthly basis as required by O.C.G.A. §20-2-690
- Annual progress reports or final transcripts from the applicant's junior and senior years (final progress report should include the applicant's graduation date)
- Appropriate placement test scores required of applicants' programs of study (test scores must be less than five years old on the early application deadline date for the semester in which applicants seek admission to the college – see *Early Application Deadlines*)
- Completed admission application with the nonrefundable application fee of \$20.

## International Student Admission

The United States Citizenship and Naturalization Services (CNS) currently does not authorize Athens Technical College to issue student visas. Applicants who hold green cards or who qualify under refugee or asylee status are exempt from obtaining visas to attend college. To gain consideration for admission, applicants must:

- Submit the college's application for admission and the \$20 nonrefundable application fee payable with U.S. currency, a credit card, or money order or check issued by a bank in the United States
- Submit valid placement test scores (COMPASS, ASSET, SAT, or ACT) that are less than five years old on the early application deadline date for the semester in which applicants seek admission to the college (see *Early Application Deadlines*)
- Provide official English translations of all secondary and postsecondary records and evaluations of those records by an independent evaluation service

International applicants must use one of these college-approved translation service providers: Josef Silny and Associates, World Education Services Inc., Educational Credential Evaluators Inc., International Education Evaluations Inc., or American Association of Collegiate Registrars and Admissions Officers (AACRAO) International Education Services. Addresses, applications, and information on the companies approved to provide evaluation services of foreign transcripts are available from the Admissions Office. Applicants must pay the costs of having their records translated. At a minimum, applicants must have the equivalent of a high school diploma.

Technical College System of Georgia policy specifies that non-citizens cannot receive in-state tuition. Applicants are eligible for in-state tuition if they are United States citizens; a naturalized citizen; a permanent resident of the

United States with a permanent resident card (I-551); a conditional permanent resident with a conditional resident card (I-551-C); or the holder of an arrival/departure record (I-94) from the United States Department of Homeland Security. The I-94 must include one of the following designations:

- Refugee
- Asylum granted
- Parolee (The Department of Homeland Security confirms paroled for a minimum of one year and that the status has not expired)
- Cuban-Haitian entrant

After applicants submit this documentation, the Admissions Office will evaluate their application materials if space is available in programs. The college will assess tuition and fees at a rate that is four times the rate assessed for Georgia residents until international residents establish in-state residency.

## Change of Major

Students who plan to change majors must complete the *Readmission Request/Program Change Form* available from the Admissions Office and available on the college website ([www.athenstech.edu](http://www.athenstech.edu)); select *Prospective Students* and then *Admissions Process*. The link to the form is at the bottom of this page. Students must also pay a \$10 processing fee to the cashier each time they submit program change forms to the Admissions Office. The college will waive the \$10 processing fee for students who gain admission to a selective admission program or who change from the diploma level to the associate degree level (or vice versa) in the same program content area.

Because admission to the health-related programs is selective, students wanting to change to a health major must satisfy additional criteria not included in the *General Admission Requirements* section of this publication and be selected for admission to the program (see *Admission Processes for Selective Admission Programs*). Students must obtain signatures of a staff member in the Financial Aid Office and a staff member in the Admissions Office before submitting program change forms to the Admissions Office. For program changes to become effective for the following semester, students must submit the completed forms to the Admissions Office by the dates indicated on the Academic Calendar (see *Academic Calendar*).

An Admissions counselor must review students' placement test scores each time they change majors or move from diploma level to associate degree level coursework. If scores are below the threshold needed for admission to the desired new programs of study, the Admissions Office may require students to retake the COMPASS or ASSET placement examination. Furthermore, students who do not achieve the minimum test scores needed for regular admission to their new programs must complete any prescribed learning support courses (see *COMPASS and ASSET Placement Tests*).

Students are limited to two changes of major per academic year (July 1 through June 30). Students who request a

third or subsequent program change must complete a career interest assessment and meet with a career services counselor to discuss interests and aptitudes before Admissions will approve the program changes. These meetings allow students to identify the programs in which they will achieve the most success.

## Readmission

Students who do not enroll in classes for two consecutive semesters must apply for readmission to the college and pay a \$5 readmission fee. Students who are involuntarily withdrawn from the college because of academic or disciplinary reasons must also apply for readmission to the college (see *Academic Dismissal* section). The \$5 readmission fee is waived for students who are involuntarily withdrawn from the college.

Students seeking readmission must submit a Readmission Request form, which is available from the Admissions Office on the Athens Campus, the Student Affairs Office on the Elbert County Campus, the Director's Office on the Walton County Campus, the Manager's Office at the Greene County Campus, or online at [www.athenstech.edu](http://www.athenstech.edu)—select *Prospective Students* and the *Admissions Process*. The link to the admissions application is listed under *Student Services Forms* on the *Admissions Process* page. Students who attended other colleges since they last attended Athens Technical College must submit transcripts from those colleges as part of the readmission process.

Applicants for readmission should return the completed readmission form to the Admissions Office on the Athens Campus, the Student Affairs Office on the Elbert County Campus, or the Director's Office on the Walton County Campus, or the Manager's Office at the Greene County Campus by the early application deadline for the semester applicants are seeking readmission (see *Early Application Deadlines*). The college will notify students in writing of their admission status and registration dates.

## Readmission to Selective Admission Programs

When students in selective admission programs must withdraw from program course sequences for reasons beyond their control, they must submit letters to the Admissions Office and to the appropriate program chair stating the reasons for withdrawing and documenting their desire to gain readmission. They must also pay a \$5 readmission fee. Students who attended other colleges since they last attended Athens Technical College must submit transcripts from those colleges as part of the readmission process.

If the reasons for withdrawal are medically related, students must submit to the appropriate program chair a letter from their physician(s) documenting that they are able to resume their classroom and clinical course schedule before the Admissions Selection Committee will consider the request for readmission. Students must have a minimum grade point average of 2.0 and be in good academic standing

to gain readmission. The Admissions Committee will evaluate each request on a case-by-case basis.

Students who withdraw for academic or personal reasons that are not medically related may request readmission by completing the requirements stated in the individualized program of study plan (if applicable) and submitting a letter of request for readmission to the Admissions Office. Students must have a minimum grade point average of 2.0 and be in good academic standing to gain readmission. The Admissions Selection Committee will evaluate each request on a case-by-case basis. Readmission is contingent on space availability in the program; students who withdrew for health/medical reasons will receive priority.

If students have been out of the program course sequence for two years or longer, they may be required to reapply to the program and retake coursework at their own expense in order to update their knowledge and skills and improve their chances of success in their program. Prior to readmission to the program, students must meet with the appropriate program chair to discuss their reentry placement and to identify any course or additional requirements they must satisfy prior to reentering the course sequence.

## COMPASS and ASSET Placement Tests

Applicants who submit SAT or ACT scores below the minimum needed to gain regular admission status must take the complete COMPASS or ASSET examination. Applicants who successfully complete program-level English and/or mathematics at other postsecondary institutions will not need to submit placement test scores to gain admission to the college provided they submit official transcripts at the same time they send their application for admission to Athens Technical College. Applicants to competitive admission programs of study will have to submit appropriate placement test scores that are less than five years old on the admissions application deadline date to receive consideration in the selection process.

The COMPASS and ASSET placement examinations provide information about an individual student's needs, skills, and plans as an important step in developing and implementing a sound program of study. The COMPASS placement examination is a computer-based, untimed examination developed by ACT to identify the basic skill levels of students as they enter college. It provides information about students' likelihood of success in particular courses and measures performance in reading, writing, pre-algebra, and algebra. The ASSET examination is similar to the COMPASS in that it measures performance in reading, writing, numerical skills, and elementary algebra. The ASSET is a paper-and-pencil test administered in a group setting. Applicants have 25 minutes to complete each section of the exam.

Staff members from the Office of Student Affairs administer the placement examination throughout the semester. Applicants will receive written notification of the specific date and time they are to take the placement examination.

## Regular Admission Test Score Requirements

Placement Test	Associate Degree	Diploma*	Commercial Truck Driving
COMPASS Writing	64	32	13
COMPASS Reading	80	72	40
COMPASS Pre-Algebra	35	35	18
COMPASS Algebra	38	28*	--
<b>ASSET</b>			
ASSET Writing	41	37	30
ASSET Reading	42	39	30
ASSET Numerical Skills	35	35	30
ASSET Elementary Algebra	42	36*	--
<b>ACT</b>			
ACT English	16	16	16
ACT Math	19	19	19
ACT Reading	18	18	18
<b>SAT</b>			
SAT Critical Reading	450	450	450
SAT Math	450	450	450

\*Students enrolling in diploma programs that require MATH 1013 must achieve the COMPASS Algebra score or ASSET Elementary Algebra score indicated in order to gain regular admission to those programs.

## Provisional and Learning Support Admission

	COMPASS				ASSET			
	Writing	Reading	Pre-Algebra	Algebra	Writing	Reading	Numerical Skills	Element. Algebra
<b>Associate Degree Program</b>								
If your test score is between ....	15-31	49-71	21-34	15-27	32-36	33-38	32-34	23-35
You must take these courses.....	ENGL 0097 ENGL 0989	READ 0097 READ 0098	MATH 0097	MATH 0098 MATH 0099	ENGL 0097 ENGL 0098	READ 0097 READ 0098	MATH 0097	MATH 0098 MATH 0099
If your test score is between.....	32-63	72-79	---	28-37	37-40	39-41	---	36-41
You must take these courses...	ENGL 0989	READ 0098	---	MATH 0099	ENGL 0989	READ 0098	---	MATH 0099
<b>Diploma Programs</b>								
If your test score is between....	15-31	49-71	21-34	15-27*	32-36	33-38	32-34	23-35*
You must take these courses.....	ENGL 0097	READ 0097	MATH 0097	MATH 0098	ENGL 0097	READ 0097	MATH 0097	MATH 0098
<b>All Programs</b>								
If your test score is ...	Below 15	Below 49	Below 21	---	Below 32	Below 33	Below 32	---
Your score falls in the adult education range. You must retest and increase your scores to gain admission to Athens Technical College (see <i>Retesting Policy for COMPASS and ASSET</i> ).								

\*These scores apply to those students who must take MATH 1013 to satisfy the graduation requirements for their diploma program of study.

Those who are unable to test at their scheduled time will be mailed a list of remaining test dates to select another time to retest for the upcoming semester.

Applicants must present photo identification to gain entrance to the testing sessions. Furthermore, applicants who are late for the testing session will not be allowed into the testing session. The Admissions Office staff may admit applicants who do not achieve the minimum entrance examination scores needed for regular program admission as either provisional or learning support-admission students (see *Provisional and Learning Support Admission*).

Test prep sessions are available to students at the Athens, Elbert County, Greene County, and Walton County campuses on a regular basis. Information on dates and times of these test sessions is posted on each campus. Information on various test preparation materials is also available on the Testing Services link on the college's website.

Applicants who commit acts of academic dishonesty while taking the placement examination will be charged with violating the college's Academic Honesty Policy (see).

## Retesting Policy for the COMPASS AND ASSET

Students admitted to the college under the provisional or learning support admission status are eligible to retest **one time only** in each area after waiting a minimum of 30 days from the original test date. Before retesting, students admitted under the provisional or learning support admission status must complete the following steps:

- Download the retesting registration form from the college's website ([www.athenstech.edu](http://www.athenstech.edu)); select *Prospective Students* and then *Testing Services*)
- Pay the cashier a retesting fee of \$15 for each section in which applicants plan to retest (Applicants need to submit the cashier's receipt with the retesting registration form when registering to retest. Payment can also be made by phone by contacting the cashier on the Athens Campus at (706) 355-5121. Please note on the registration form if the retesting fee is paid by telephone.)
- Submit copies of the registration form and receipt to the test administrator on the day of the retesting session

Students admitted under the provisional or learning support admission status that do not score in the regular admission range after being retested will be placed in the learning support course that corresponds to their highest current placement test score in the area being evaluated. Applicants who retest and score in the adult education range in writing, reading, and/or numerical skills/pre-algebra will be referred to the adult education center in their county of residence for remedial work unless they are currently enrolled high school students.

Applicants who score in the adult education range must complete the following steps in order to exit the adult education program in their county of residence:

- Complete a minimum of 12 hours of classroom preparation for each basic skill area in which they did not score above the adult education level
- Score a minimum eighth grade level on the Test of Adult Basic Education (TABE) Level D in each basic skill area that students did not score above the adult education level
- Obtain written documentation from the adult education program staff verifying the applicants' completion of requirements 1 and 2
- Complete and submit the *Adult Education Retesting Registration Form* from the college's website ([www.athenstech.edu](http://www.athenstech.edu)); select *Prospective Students* and then *Testing Services*) (Detailed instructions on scheduling the retest are included on the *Adult Education Retesting Registration Form*.)

Applicants must wait a minimum of 30 days from their last test date before retaking any part of the COMPASS or ASSET placement examination even if they complete the required remediation sooner than the 30 day minimum. Applicants who score in the adult education range a second or subsequent time must complete the above steps again before gaining eligibility to retest.

Students who are currently enrolled in high school and are applying for programs and courses offered through the ACCEL, Dual Enrollment-HOPE, and Joint Enrollment programs must score in the regular admission range in all basic skills areas in order to gain admission to Athens Technical College. Students who score below that level must bring their scores up in any area of weakness before they can be considered for admission while in high school. Currently enrolled high school students applying for admission to the college as Dual Enrollment-HOPE, ACCEL, or Joint Enrollment students will be permitted to retest one time only in each area while in high school.

High school seniors who are not applying for dual enrollment status will be permitted to retest after 30 days have passed since their original test date.

## Selective Admission Examinations

Applicants to certain selective admission programs in health-related fields of study must take the National League for Nursing (NLN) pre-admission examination, the SAT, or another standardized health program placement examination as determined by program faculty in order to receive consideration for admission to their desired program of study. Test scores must be less than five years old at the time of the application deadline established for the specific program of study to which applicants are seeking admission. Applicants who commit acts of academic dishonesty while taking the selective admissions examination will be charged with violating the college's Academic Honesty Policy (see *Academic Honesty Policy*).

Applicants to the Nursing program must take the NLN Pre-admission RN Examination to receive consideration for admission to that program. Applicants to the Medical Assisting and Practical Nursing programs must take the NLN

Pre-admission PN Examination to receive consideration for admission to those programs. The NLN pre-admission examination assesses what applicants have learned to date. The test has three sections, all consisting of multiple-choice questions:

- Verbal skills/reading comprehension – assesses word knowledge through sentence completion and reading comprehension and assesses the ability to draw conclusions, make inferences, and apply information to new situations
- Mathematics – assesses arithmetic (integers, fractions, decimals, and percentages) and basic algebraic and geometric skills
- Science – assesses knowledge of biology, human anatomy and physiology, chemistry, physics, earth science, and health

Applicants to Medical Assisting, Nursing, and Practical Nursing are encouraged to take the NLN preadmission examination after they successfully complete coursework in anatomy and physiology (ALHS 1011 at the diploma level or BIOL 2113 and BIOL 2114 at the associate degree level), English (ENGL 1010 at the diploma level or ENGL 1101 at the associate degree level), mathematics (MATH 1012 at the diploma level or MATH 1100, MATH 1101, MATH 11111, or MATH 1127 at the associate degree level), and other general core/education course requirements. Completing these courses prior to taking the NLN preadmission examination prepare students for the content covered on the examination and may aid them in improving their test scores.

National League for Nursing policy recommends that test administrators not allow applicants to retake the NLN pre-admission examination any sooner than six months from the previous test date. Websites and other resources to prepare for the NLN pre-admission examination are available online at [www.athenstech.edu](http://www.athenstech.edu). Select *Prospective Students* and then *Testing Services* before clicking on *Health Test Forms*.

Applicants must register in advance with the Testing Services Office on the Athens Campus in order to take the NLN pre-admission examination. To register, students must complete the following steps:

- Determine the test date and registration deadline date for the NLN pre-admission examination  
(This information is available online [www.athenstech.edu](http://www.athenstech.edu); select *Prospective Students* and then *Testing Services* before clicking on *Selective Admission Testing*.)
- Download the NLN pre-admission registration form from the *NLN Registration From Link*
- Pay the cashier an NLN pre-admission examination testing fee of \$60
- Submit copies of the NLN pre-admission registration form and evidence that they have paid the \$60 examination testing fee to the Testing Services Office in Room H-749 on the Athens Campus

Applicants must show a driver's license or other photo identification to gain entrance to the testing session. Additional information about the NLN pre-admission examination is available by phone at (706) 583-2728 or by email at [testing@athenstech.edu](mailto:testing@athenstech.edu).

Applicants to the Radiography and Veterinary Technology program must submit current SAT scores to be considered for admission to those programs. The SAT is primarily a multiple-choice test that measures developed critical reading/verbal and mathematical reasoning abilities related to successful performance in college. The SAT provides a standardized measure designed to supplement the secondary school record and other information about students in assessing their readiness for college-level work.

Educational Testing Services recommends that testing administrators allow applicants to competitive health programs to retake the institutionally administered SAT no sooner than six months from the previous test date. (Applicants cannot use scores earned on the institutionally administered version of the SAT to seek admission to other colleges.) Restrictions on the frequency with which applicants can take the nationally administered SAT do not exist. Applicants interested in taking the nationally administered SAT can obtain additional information and suggest resources to prepare for the examination are available from the SAT website at [www.collegeboard.org](http://www.collegeboard.org). Applicants must register in advance with the Testing Services Office on the Athens Campus in order to take the SAT. To register, students must complete the following steps:

- Determine the test date and registration deadline date for the SAT  
(This information is available online ([www.athenstech.edu](http://www.athenstech.edu)); select *Prospective Students* and then *Testing Services* before clicking *Selective Admission Testing*.)
- Download the SAT registration form from the link above
- Pay the cashier an SAT testing fee of \$60
- Submit copies of the SAT registration form and evidence that they have paid the \$60 examination testing fee to the Testing Services Office in Room H-749 on the Athens Campus

Applicants must show a driver's license or other photo identification to gain entrance to the testing session. Additional information about the SAT examination is available by phone at (706) 583-2728 or by email at [testing@athenstech.edu](mailto:testing@athenstech.edu).

Applicants to the Dental Hygiene, Diagnostic Medical Sonography, Emergency Medical Technician, Health Information Technology, Phlebotomy Technician, Physical Therapist Assistant, and Surgical Technology programs must take the HOBET-V examination. This examination is a 209-minute, 170-item assessment consisting of questions in reading, mathematics, science, and English and language usage.

Applicants must register in advance with the Testing Services Office on the Athens Campus in order to take the HOBET-V examination. To register, students must complete the following steps:

- Determine the test date and registration deadline date for the HOBET-V examination  
(This information is available online at [www.athenstech.edu](http://www.athenstech.edu); select *Prospective Students* and then *Testing Services* before clicking on *Selective Admission Testing*.)

- Download the HOBET-V registration form from the *HOBET-V Registration From Link*
- Pay the cashier an HOBET-V examination testing fee of \$60
- Submit copies of the HOBET-V registration form and evidence that they have paid the \$60 examination testing fee to the Testing Services Office in Room H-749 on the Athens Campus

Applicants must show a driver's license or other photo identification to gain entrance to the testing session. Additional information about the HOBET-V examination is available by phone at (706) 583-2728 or by email at [testing@athenstech.edu](mailto:testing@athenstech.edu).