

Classification Requirements

Accelerated High School Student

This admission status is available to students attending public, private, parochial, or church/religious schools, or who are receiving instruction from a home school offering educational instructions in grades K-12, home-schooled students and those receiving instruction through private tutors. Accelerated students receive college credit but not high school credit. High school approval is required.

Required Admission Documentation:

1. Northwest-Shoals Community College application for admission
2. One primary form of ID (photo ID) OR a certified copy of the birth certificate and a student INOW profile sheet, signed and dated by the high school principal
3. Accelerated Recommendation Form signed by the high school principal or designee

Minimum Requirements:

A student is eligible for admission as an accelerated student if he/she meets all of the following criteria:

1. The student has completed the 10th grade;
2. The high school principal or his/her designee certifies the student has a minimum cumulative 3.0 average and recommends the student be admitted;
3. The student enrolls only in post-secondary courses for which high school prerequisites have been completed.

Students may enroll in academic, career and technical, or health profession courses/programs in accordance with additional written guidance issued by the Chancellor. Enrolled students must pay tuition and fees as required by Northwest-Shoals Community College.

Exceptions may be granted by the Chancellor for a student documented as gifted and talented. Exceptions apply only to minimum requirements 1 and 3 listed above.

Audit Student

An audit student is an applicant who wishes to enroll for classes only on an audit basis. The applicant must comply with the college admission requirements. Audit students must abide by class attendance policy and all standard course requirements, excluding the completion of course examinations. The cost of auditing a course is the same as enrolling for credit.

Required Admission Documentation:

1. Northwest-Shoals Community College application for admission
2. One primary form of ID (photo ID)
3. Official high school transcript/GED documenting graduation*
4. Official college transcripts from all previously attended institutions*

*Students who have achieved a minimum of a baccalaureate degree are only required to submit a transcript from the granting institution for admission to the college but may need to submit other transcripts for evaluation of transfer credit for financial aid purposes.

Dual Enrollment/Dual Credit High School Student

Dual Enrollment for Dual Credit is an enrichment opportunity allowing eligible high school students to earn high school and college credits for courses taken through an Alabama Community College System (ACCS) institution while still enrolled in high school.

Required Admission Documentation:

1. Northwest-Shoals Community College application for admission
2. One primary form of ID (photo ID) OR a certified copy of the birth certificate and a student INOW profile sheet, signed and dated by the high school principal

Required Dual Enrollment Forms:

1. Online Dual Enrollment Registration submitted by student and approved by high school counselor. Student completes this form once every semester.

Minimum Requirements:

1. The student must satisfy the requirements prescribed in Procedure 801.01: Admission: General, with the exception of proof of high school graduation or GED completion.
2. The student must be in grade 10, 11, or 12. An exception may be granted by the Chancellor for students documented as gifted and talented in accordance with Alabama Administrative Code 290-8-9.12.
3. The student seeking enrollment in Dual Enrollment for Dual Credit coursework must have a minimum cumulative (unweighted) high school grade point average of 2.5 on a 4.0 scale for initial admission in completed high school courses. Transcripts must be provided as documentation of the student's cumulative grade point average.
4. To maintain continuous eligibility, students must earn a 'C' or better in all attempted college courses. Students who fail to meet this minimum GPA or withdraw from a course will be suspended from the program for a minimum of one term. The one-term suspension may not be served during the summer.
5. The student must have written approval of the appropriate principal or career and technical education program representative (if applicable) and/or counselor. Dual enrollment for Dual Credit eligibility for students enrolled in private, home school/private tutor, parochial, or church/religious secondary educational entities must be documented in writing by an appropriate school official. Approval from secondary school officials indicates that the student has demonstrated both academic readiness and social maturity.
6. Students registering for any college-level English or math courses must be placed into the courses using the current ACCS-approved placement guidelines. Students who do not register for college-level English or math courses are not required to take any math or English placement test, regardless of their grade levels.
7. Students must meet all applicable prerequisites prior to enrolling in courses.
8. Developmental courses (those numbered below 100) are not offered through dual enrollment.
9. See Dual Enrollment for Dual Credit Handbook for more details.

First-Time Freshman

This admission status applies to students who have not previously attended any college after graduation from high school/GED.

Required Admission Documentation:

1. Northwest-Shoals Community College application for admission
2. One primary form of ID (photo ID)
3. Official high school transcript/GED documenting graduation

International

This admission status applies to students who are citizens of another country.

NW-SCC is authorized by the United States Citizenship and Immigration Services to admit international students. Admission to NW-SCC does not ensure admission to any individual program or course. All international students must report immediately to the Director of Admissions/Registrar/Primary Designated School Officer upon arrival at the College. It is extremely important that a non-immigrant maintain their status (F1) while in the United States. F1 status can be properly maintained by registering as a full-time student each semester, maintaining a successful GPA, and following the correct transfer policies. Registration/completion of a minimum of 12 semester credit hours is required. All required documents must be on file with the Director of Admissions/Registrar at least 30 working days prior to the registration dates for fall and summer semesters. All spring documents must be submitted by the last class day in November. All F-1 students are charged out-of-state tuition. The college reserves the right to limit the number of international students admitted during any academic year.

Required Admission Documentation:

1. Northwest-Shoals Community College Application for Admission form
2. A certified original translated and evaluated copy of the high school transcript
3. A certified original translated and evaluated copy of the student's college transcript*
4. Original transcripts from all US institutions attended
5. A current and valid passport/Visa
6. A current photo (passport-size, preferred)
7. A minimum score of 5.5 on the International English Language Testing System (IELTS), a total score of 61 on the Internet-based Test of English as a Foreign Language (TOEFL), a 2A on the Step EIKEN Test in Practical English Proficiency, or a total score of 500 on the paper-based TOEFL. Students may not enroll in regular college courses until the English Language requirement is met. (The ESL exam may be waived for students from all English speaking countries including but not limited to: Anguilla, Antigua and Barbuda, Australia-Australian English, the Bahamas, Barbados, Bermuda, Belize-Belizean Kriol, the British Indian Ocean Territory, the British Virgin Islands, Canada-Canadian English, the Cayman Islands, Dominica, the Falkland Islands, Gibraltar, Grenada, Guam, Guernsey-Channel Island English, Guyana, Ireland-Hiberno English, Isle of Man-Manx English, Jamaica-Jamaican English, Jersey, Montserrat, Nauru, New Zealand-New Zealand English, Nigeria, Pitcairn Islands, Saint Helena, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Tanzania, Singapore, South Georgia and the South Sandwich Islands, Trinidad and Tobago, the Turks and Caicos Islands, The Gambia, the United Kingdom, the U.S. Virgin Islands, and the United States.
8. A signed, notarized statement verifying adequate financial support
9. Receipt of payment of I-901 Student Exchange Visitor Information System (SEVIS) fee.
10. A medical health history with proof of vaccination
11. Documentation demonstrating adequate accident, sickness, and life insurance that includes evacuation repatriation. Students must maintain insurance coverage throughout the duration of their I-20.

*The criteria for awarding credit for work completed in foreign colleges and universities will be the same as for other institutions within the United States. Students wishing to receive transfer credit for such foreign study must provide an English translation and a detailed course-by-course evaluation report. The reports must outline recommendations for awarding specific credit for specific courses. Students must request an official course-by-course evaluation from a National Association of Credential Evaluation Services (NACES) approved agency. For a comprehensive list of approved agencies, please visit www.naces.org.

Returning (Readmit)

This admission status applies to any student who has previously attended Northwest-Shoals Community College as a credit student and is returning after a break in continuous enrollment. The summer term is excluded. Students who only attended Northwest-Shoals Community College as a dual enrollment student should apply as a first-time freshman if he/she plans to attend Northwest-Shoals Community College after high school graduation.

Required Admission Documentation:

1. Northwest-Shoals Community College application for admission
2. One primary form of ID (photo ID)
3. Official high school transcript/GED documenting graduation (if not previously received)
4. Official college transcripts from all previously attended institutions (if not previously received)

Transfer

This admission status applies to any student who has previously attended any college after graduation from high school/GED.

Required Admission Documentation:

1. Northwest-Shoals Community College application for admission
2. One primary form of ID (photo ID)
3. Official high school transcript/GED documenting graduation*
4. Official college transcripts from all previously attended institutions*

*Students who have achieved a minimum of a baccalaureate degree are only required to submit a transcript from the granting institution for admission to the college but may need to submit other transcripts for evaluation of transfer credit for financial aid purposes.

Initial Academic Status of a Transfer Student:

- Good Standing – A transfer student whose cumulative grade point average at the transfer college(s) is 2.0 or above on a 4.0 scale will be admitted with a status of Good Standing.
- Academic Probation – A transfer student whose cumulative grade point average at the transfer college(s) is less than a 2.0 on a 4.0 scale will be admitted on Academic Probation. The applicant's transcript will read Admitted on Academic Probation for the appropriate term.
- Suspension – An applicant who has been academically suspended at another accredited postsecondary college may be admitted as a transfer student only upon appeal to the Admissions Committee of the College. A student admitted upon appeal will enter on Academic Probation. The transcript will read Admitted Upon Appeal – Academic Probation.

General Principles for Transfer Credit:

1. Coursework transferred or accepted for credit toward an undergraduate program must represent collegiate coursework relevant to the formal award with course content and level of instruction resulting in student competencies at least equivalent to those of students enrolled in the institution's own undergraduate formal award programs.
2. Courses successfully completed in compliance with required standards at other regionally accredited postsecondary institutions will be accepted for transfer as potentially creditable toward graduation requirements.
3. A transfer student from a collegiate institution not accredited by the appropriate regional association may request an evaluation of transfer credits after completing 15 semester hours with a cumulative GPA of 2.0 or above at Northwest-Shoals Community College.
4. A transfer grade of 'D' will be accepted only when the transfer student's cumulative transfer GPA is 2.0 or above. If the student has a cumulative transfer GPA of 2.0 or above, the grade of 'D' will be accepted the same as that for native students.
5. Credit may be extended based on a comprehensive evaluation of demonstrated and documented competencies and previous formal training.

Transient

This status applies to any student who is currently enrolled at another postsecondary college/university and seeks credit that will transfer back to his/her primary college. It is the student's responsibility to formally request the Northwest-Shoals Community College transcript be sent to their primary institution. Transient students are not eligible for federal financial aid.

Required Admission Documentation:

1. Northwest-Shoals Community College application for admission
2. One primary form of ID (photo ID)
3. Transient letter from primary college listing approved courses.

Admission of Students to Special Programs, and Community Services Students

Applicants to customized training for business and industry programs, community services, and courses not creditable toward an associate degree may be admitted, provided they complete the application for admission for special programs and provided they are at least 17 years of age. Admission requirements are established appropriate to the nature of the particular course. Students may request Special Enrollment status for these programs. Applicants not meeting the minimum admission requirements may be admitted only to non-credit programs. Additional information may be obtained by contacting the Director of Training for Existing Business and Industry at 256.331.5289.

Admission of Distance Education Students

Students interested in taking distance education courses should follow the regular admissions and financial aid processes. Students may contact these offices by phone and email as well as virtual or in-person appointment. New or returning students who have never taken a distance education course at the College should complete the Virtual Learning Guide located in the learning management system by the first day of class. This orientation gives students valuable information about the learning management system, technology requirements, student services, learning resources, and how to be a successful online student. Students will be provided with a secure login to access the learning management system and myNW-SCC.

To protect students located outside the state of Alabama who may take distance education courses, NW-SCC has joined the National Council for State Authorization Reciprocity Agreements (NC-SARA). This enables students to take distance courses with us who are located in other states. However, it is recommended that students located in other states or outside of the U.S. contact the Distance Education Department before enrolling to discuss the student's future college plans as some programs may have additional requirements. Students enrolling in the blended NAS100 (CNA) course must complete clinical requirements in the state of Alabama; this program prepares students to take both the written and skills examinations required by the Alabama Department of Public Health (ADPH) to be a Certified Nurse Assistant (CNA) in the state of Alabama. It *does not* prepare students for certification in states other than Alabama.

NW-SCC must provide enrolled and prospective distance education students with information on filing complaints or grievances with the college, its accrediting agency, and the appropriate state agency for handling complaints in the student's state of residence/location. Please review the information in our [Distance Education Student Handbook](#) for details.