

# ADMISSIONS

Greenville Technical College serves the educational needs of all who can benefit from its courses and programs.

The faculty, staff, and administration are dedicated to helping applicants chart pathways to meet their educational goals. In order to fulfill the Technical Education System's educational mission and to promote the achievement of individuals with varied potential, an open-door admissions policy admits all citizens who can benefit from available learning opportunities and specific programs of study. However, this admissions policy does not mean that there are no entrance requirements. South Carolina wisely imposes general restrictions governing overall admissions practices. In most programs of study, various entrance requirements are a necessity.

Greenville Technical College offers several convenient locations within Greenville County:

- Barton Campus on South Pleasantburg Drive
- Brashier Campus in the Golden Strip on West Georgia Road in Simpsonville
- Benson Campus on Highway 290 in Taylors
- Northwest Campus in Berea on White Horse Road
- Center for Manufacturing Innovation located on Millennium Boulevard
- SCTAC (South Carolina Technology and Aviation Center) located on Perimeter Road in Greenville
- Truist Culinary & Hospitality Innovation Center located on Perry Avenue

In June 2008, the governor of South Carolina signed into law "The South Carolina Illegal Immigration Reform Act." This law requires that all students attending public colleges and universities in the state of South Carolina provide proof of "lawful presence in the United States." This law further states that a person who is unlawfully present in the United States is not eligible for scholarships, financial aid, grants, or resident tuition. Therefore, beginning Spring Semester 2009, all students must provide proof of "lawful presence" in the United States prior to enrollment at Greenville Technical College. Students who are unlawfully present in the United States are not eligible for enrollment at Greenville Technical College. Legal presence documentation must be submitted to the Enrollment Services Office.

For questions on the required documentation, please contact the Enrollment Services Office at the Dreisbach/Anderson Student Success Center (Barton Campus, Building 102) at (864) 250-8000, Northwest Campus at (864) 250-3600, Brashier Campus at (864) 250-7950, and Benson Campus at (864) 250-3001.

Visit our web page at <https://www.gvltec.edu/contact-admissions/>.

## Admission Policies and Procedures

Prospective students who are seeking admission to the college should take the following steps to complete the enrollment process:

### 1. Application

- Complete and submit the free online application via our official website at <https://www.gvltec.edu/apply/>. Computer labs are available, and assistance will be provided at the Enrollment Services Office at

the Dreisbach/Anderson Student Success Center (Barton Campus, Building 102) and at the Brashier, Benson, or Northwest campuses.

- Important Note for Returning Students: Those who have not attended Greenville Tech for three consecutive semesters must reapply for admission.
- All applicants must provide documentation proving Legal Presence in the United States.

### 2. Financial Aid:

- Apply for Financial Aid by completing the Free Application for Federal Student Aid (FAFSA) online at [www.fafsa.gov](http://www.fafsa.gov). The FAFSA is the federal application that must be completed to receive all federal aid, the South Carolina lottery, and most scholarships. Before starting a FAFSA, an FSA ID must be created at [studentaid.gov](http://studentaid.gov). Students are responsible for checking the status of their financial aid application and can do so in the student portal (GTC4ME) upon acceptance to the college. Additional information about Financial Aid can be found at [https://www.gvltec.edu/financial\\_aid/](https://www.gvltec.edu/financial_aid/).

### 3. Educational Documentation:

- Submit an official standard high school diploma or state-sponsored GED and any official college transcripts from regionally accredited institutions and State Departments of Education. Applicants with foreign transcripts must submit a course-by-course evaluation completed by a National Association of Credential Evaluation Services (NACES) member.
- The college offers programs that do not require proof of a standard high school diploma or state-sponsored GED. If the applicant is applying for financial aid, they must submit an official standard high school transcript/diploma or state-sponsored GED. Any applicant under 18 years of age must be a high school graduate with a standard high school diploma or possess a state-sponsored GED. Applicants can be under 18 years of age if they are enrolled in the Early College Program (see specific requirements under Early College). Applicants applying for the LIFE scholarship or financial aid must submit official standard high school transcripts.
- Greenville Technical College honors the following (for more details, see acceptable high school graduation types at <https://www.gvltec.edu/acceptable-grad-types/>): Standard high school diploma or GED (General Educational Development Diploma). All public, private, and home school associations must be accredited by a regionally accredited body or listed with the Department of Education in the state where the school resides. Foreign high school diplomas must meet the equivalent of 12 years of a U. S. secondary high school diploma. Contact World Education Services (WES) (<https://www.wes.org/>), Josef Silny and Associates, Inc. (<https://www.jsilny.org/>), or any service that is a member of the National Association of Credential Services (<https://www.naces.org/>) to request a document-by-document analysis. Then, have the official report sent to the Enrollment Services Office.
- Definitions:
  - **Standard High School Diploma** – The diploma awarded to students who complete state requirements for graduation from high school.
  - **Occupational/Alternative/District Diploma** – Recognizes the accomplishments of students who participated in the special education curriculum of individual school districts. Note: These diplomas are not equivalent to a state (Standard) high school diploma.

- **High School Certificate** - Awarded to students who did not successfully pass the exit exam given by the individual school district. Note: These certificates are not equivalent to a state (Standard) high school diploma.
- **General Educational Development Diploma (GED)** – A GED sponsored by the Department of Education of each state. It is equivalent to a state (Standard) high school diploma.
- **Certificate Programs:** Greenville Technical College allows applicants to enroll in certain certificates that do not require high school graduation or GED. (Please contact the Enrollment Services Office for a list of these programs.)
- **Twelve University Transfer credits** from a regionally accredited post-secondary institution with a grade of "C" or higher will waive proof of a standard high school diploma and/or a state-sponsored GED. Students are encouraged to submit an Official College Transcript to the Student Records Office/Transcript Evaluation Department for a transcript evaluation. The transcript evaluator or an academic advisor cannot evaluate the Unofficial College Transcript. An Official College Transcript must be submitted within three months of the institution's issuance date. Students cannot request the Official Transcript back from Greenville Technical College once it has been submitted. Students who obtained college credits in a foreign country must have a course-by-course evaluation completed through either World Education Services (WES) (<https://www.wes.org/>), Josef Silny and Associates, Inc., (<https://www.jsilny.org/>) or any National Association of Credential Services (NACES) member.
- Students can be provisionally admitted on an Unofficial College Transcript for one semester, two weeks before the start of the semester. Note: Evaluation must be submitted before enrolling in a program that requires proof of high school equivalency in the United States.
- **Note:** When the college transcript, high school transcript, high school diploma, or GED are received by the Enrollment Services Office, they cannot be released to the student. The college will issue a Provisional Acceptance without proof of a standard high school transcript/GED for one semester after the applicant has completed the placement process described below. For applicants desiring financial aid, an applicant must provide either an official high school transcript/diploma, a GED score -report/certificate, or an academic transcript of successful completion of a two-year program (i.e., associate degree).
- Greenville Technical College employs a multiple measures approach for course placement, including ACT/SAT scores, AP scores, high school or college coursework, GPA, or the NextGen Accuplacer test. This method ensures equitable and accurate placement in college-level math and English courses. These measures determine placement into general education and program-specific courses needed to ensure success in a chosen field. Information on acceptable scores or placement testing is located at <https://gvltec.edu/placement>.

#### 4. Access the Student Portal- GTC4Me

- Upon receiving the Greenville Technical College acceptance email, complete the GTC NEXT STEPS and access GTC4Me. Students can complete the Advising Survey, Student Enrollment Agreement, and any remaining steps for Financial Aid. After completing the Advising Survey, students will receive information on how to schedule a Planning and Advising session. During the planning and advising session, students meet with an advisor and/or program faculty member to discuss their academic goals and register for classes.

#### 5. Pay Tuition and Fees

- Registration is not complete until tuition and fees are paid. It is the student's responsibility to check their account balances in GTC4Me. If a student has Financial Aid, it is their responsibility to ensure they have provided any requested information and stay abreast of their financial aid status via GTC4Me to ensure delivery of their aid. If the amount owed exceeds the financial aid award, the student is responsible for paying the balance. Tuition and fees can be paid with cash, credit card, or money order. Additional information on Tuition and Fees, along with other payment options and FAQs, can be found at <https://www.gvltec.edu/pay/>.

#### 6. Program Admission Requirements

School of Health Sciences applicants must complete additional program requirements once admission to the college has been completed. Applicants to the school's programs are considered to be in a "pre" status until all admission criteria for the program are complete. Enrollment in each School of Health Sciences program is limited. **All applicants must complete a mandatory career talk session.**

### Categories of Admission

- **Regular:** Applicants complying with the basic admission requirements who seek initial attendance at the college and desire to enroll in a curriculum program to pursue a degree, diploma or certificate shall be classified as regular students.
- **Audit:** Applicants who wish to enroll in curriculum classes without earning a grade or credits may be admitted as audit status. Students must complete the college application, provide documentation supporting Legal Presence in the United States, placement and prerequisites for course(s) enrollment, online orientation, and payment for the course(s) in which they enroll. The audit status must be clearly denoted on the Schedule Request Form at the time of registration.
- **Career Development:** Applicants who wish to enroll in a few classes to update their occupational skills but who do not wish to pursue an associate degree, diploma or certificate must submit an application, provide documentation supporting Legal Presence in the United States, complete an online orientation and meet any prerequisites for the course. Applicants cannot receive financial aid or graduate from Greenville Technical College if they are enrolled in this program. A student awaiting a foreign evaluation cannot change his or her program until the evaluation has been received by the Enrollment Services Office.
- **Early College (dual enrollment):** High school students sixteen years of age who want to get a head start on their college education may enroll in the Early College program. Early College students may take two college courses per semester. These students may choose classes that will apply toward one of the college's associate degree, diploma, or certificate programs or classes that may transfer to almost any college or university. Additional information is located on the college's website at <https://www.gvltec.edu/early-college/>. **Note:** Students must meet the academic requirements of any course to be taken. Those seeking to enroll in this status can find information at the following web address: <https://www.gvltec.edu/early-college/>. Home school applicants must be under the auspices of the school district or be a member of an approved South Carolina home school association. Home school applicants must submit the Early College application, submit Legal Presence in the US Documentation, bring in an official transcript, and have acceptable

test scores and their current membership card from an approved South Carolina Homeschool Association to Enrollment Services.

- **Transient Visiting Students:** Students matriculating at other colleges who wish to enroll in a course at Greenville Technical College must submit an application, provide documentation supporting legal presence in the United States, sign the Student Enrollment Agreement, meet all placement and other prerequisites for the course(s) in which they plan to enroll (if applicable) and present written permission from their home institution to take the specific course(s). Information is available on the college's website at <https://www.gvltec.edu/transient-visiting/>.
- **Plan 60 for Senior Citizens:** Plan 60 eligible applicants must be legal residents of South Carolina, not employed full-time, and at least 60 years of age. To apply for Plan 60, complete an application to the college and then complete the Plan 60 form, which also includes the Legal Presence in the United States. Next, complete online orientation and meet all placement and other prerequisites for the course(s) in which they plan to enroll. Plan 60 is a tuition-only waiver program. Participants are responsible for paying the student fee and technology fee along with any course-related books and materials. Plan 60 covers tuition that is not paid by a third party. If a participant is eligible for Pell Grant or Lottery Tuition Assistance, Plan 60 may cover any remaining balance. Some courses may require proof of a prerequisite; therefore, college transcripts and/or placement testing may be required. Enrollment in classes is permitted on a space-available basis only, and Plan 60 participants may register two weeks prior to the first day of class.
- **International Students:** Any applicant who is requesting a student visa (F-1) or transferring from another college under a student visa must complete an International Student Packet from the Enrollment Services Office or visit the college's website at [https://www.gvltec.edu/international\\_admissions/](https://www.gvltec.edu/international_admissions/) to download a packet. Required documents must be submitted to the Enrollment Services Office. Foreign transcripts must be evaluated by World Education Services (<https://www.wes.org/>), Josef Silny and Associates, Inc. (<https://www.jsilny.org/>), or any National Association of Credential Education Services (NACES) member. The college accepts a course-by-course analysis.

### For guaranteed processing

- International students applying for the Fall Semester must submit all documentation no later than May 1.
- International students applying for the Spring Semester must submit all documentation no later than Oct. 1.
- International students applying for the Summer Semester must submit all documentation no later than February 15.

## Undocumented Applicants

Please note the Illegal Immigration Reform Act. Information about the South Carolina Illegal Immigration Reform Act can be found at [https://www.scstatehouse.gov/sess117\\_2007-2008/bills/4400.htm](https://www.scstatehouse.gov/sess117_2007-2008/bills/4400.htm). Contact the Enrollment Services Office located in the Dreisbach/Anderson Student Success Center (Barton Campus, Building 102) for additional information or questions on documents required for admissions.

## Enrollment Services

Located in the Dreisbach/Anderson Student Success Center (Barton Campus, Building 102), Enrollment Services provides comprehensive information to help prospective, new, and current students with college processes as well as planning and decision-making to aid in their long-

term success. Enrollment Services provides assistance to any student who requires help with:

- Completing the admissions application
- Utilizing Self-Service Tools in GTC4ME
- Financial Aid Information
- Residency, Names, Address, and Program Changes

Enrollment Services can assist with:

- Scheduling New Student Advising (see also the Right Start Advising Center)
- Transient student registration
- English as a Second Language application and registration
- Career Development/Non-Degree seeking student registrations
- Early College enrollment for high school and homeschool students

## Change of Address/Name/Social Security Number

- Address information can be updated via the GTC4me student portal or by completing the GTC Personal Status Change Form ([https://www.gvltec.edu/Personal\\_status\\_change\\_form/](https://www.gvltec.edu/Personal_status_change_form/)). If a change of address will impact residency status, please contact the Enrollment Services Office immediately.
- Requests for a name change must be submitted with the official documentation (court order, marriage certificate, or divorce decree) along with the GTC Personal Status Change Form and a valid state-issued photo ID). Students can change their personal information in person in the Enrollment Services Office or at one of the satellite campuses (i.e., Brashier, Benson, and Northwest). Once this form is submitted, an Enrollment Specialist will process the form. Changes must be submitted to the Enrollment Services Office prior to registration.
- Social Security Number changes must be submitted with official documentation (Social Security Card) along with GTC Personal Status Change Form and a valid state-issued photo ID. Social Security Number changes must be completed in the Enrollment Services Office located at the Dreisbach/Anderson Student Success Center in Building 102 on the Barton Campus.

## Change of Academic Program of Study

Students desiring to change their program of study should complete the steps below:

1. If you are undecided about your program of study, contact the Center for Career and Professional Development on the Barton Campus in Building 122, Suite 119 for assistance.
2. Submit a **Program Change Form** along with a current photo ID to Enrollment Services in the Dreisbach/Anderson Student Success Center or any Student Services Office located at the satellite campuses (Benson, Brashier, and Northwest).
3. Students may only be awarded **ONE** of the same credential (degree, diploma, or certificate) regardless of the various tracks/concentrations. For example, a student who earned an associate in science degree may only earn the degree **ONE** time. A student who earned an associate in applied science in administrative office technology may only earn the degree once. Certificates in other areas of interest related to the degrees may be available. **Students are**

encouraged to discuss program changes with their assigned advisor prior to making a change.

#### Program Change Guidelines (effective Spring 2025)

Students may submit a program change before the start of the term. Below is the time frame for those who make a change during the term. The days are counted in calendar days. If the request is received after the deadline, the program change will be processed for the following semester and financial aid awards may be impacted.

1. **Full-Term Courses:**
  - Students may request a program change up to the first **ten calendar days of the term** for full-term courses.
2. **Flex-Start Courses:**
  - For courses that follow a flex-start schedule, program change requests can be made within the calendar **add/drop period** specific to those courses.
3. **Combination of Full-Term and Flex-Start Courses:**
  - If a student is enrolled in both full-term and flex-start courses, the **default timeline** for program change requests will follow the **full-term course schedule**.

#### Degree Enrollment Limitations

- Students are permitted to enroll in a maximum of **two associate degrees at a time**.
- **Embedded certificates** within an associate degree program **will not count** toward the two-degree enrollment limitation.