



Refer to Section {G}
{Student Affairs & Financial Aid}Unit
Procedure for {G 2 – Campus Visits}

Appointments for campus visits will be made directly with the counselor responsible for the student desiring the campus visit. If another counselor or the director of admissions schedules an appointment, he/she must be responsible for the visit if the counselor actually responsible for the visiting student cannot be present.

Specific guidelines for scheduling, planning, conducting, concluding, and follow-up are detailed in the **Admissions Policies and Procedures Manual**, located in the admissions office.

1. An application must be completed and submitted to the director of admissions.
2. Graduation from high school or a General Educational Development Test (GED) certificate. High school transcripts and GED scores (if applicable) must be submitted.
3. A grade point average of 2.2 on all high school work is required.
4. Scores from the ACT or the SAT must be submitted. Students who score below an Enhanced ACT of 18 or an SAT of 680 are not usually admitted.
5. Some programs within the college have admissions standards and criteria which are higher than those for general admission.
6. For further detail information on admission requirements, please refer to the campus catalog.

School for Career Development – Admissions

1. Campus visits for prospective SCD students are organized by the Program Assistant in the SCD Admissions Office.
 - a. The Program Assistant will arrange the student meeting with the appropriate Admissions Counselor according to the first letter of the student's last name. (A-K: Director of Admissions, L-Z: Admissions & Corporate Relations staff)
 - b. A meeting planner should be placed on the Admission Counselors calendar complete with the student's name, phone number, and brief bio.
 - c. The Program Assistant should make parking arrangement with the Physical Plant department, if necessary.
 - d. If the prospective student wishes to speak to a Financial Aid representative, the Program Assistant will contact the Financial Aid Office to arrange a meeting with a Financial Aid counselor during the campus visit.

Above procedures can be found under the Student Inquiry Process section of the SCD Admissions Procedures Manual.