

Student Services

Admission of Transfer Students

Normally, transfer students who are eligible for reenrollment at the last college of attendance are also eligible for admission to Germanna Community College. Transfer students who are ineligible to return to a particular curriculum in a previous college generally may not be allowed to enroll in the same curriculum in the community college until one semester elapses or until an approved program at the college is completed. The admissions committee of the college shall decide on each case and can impose special conditions for the admittance of such students. Students transferring from another college or university should consult the Admissions and Records Office for an evaluation of transfer credit in order to determine their standing before registering for classes. Official transfer credit evaluations will be completed when all official transcripts and a Request for Evaluation of Transfer Credit form are received by the Admissions and Records Office. Coursework transferred to Germanna Community College must represent collegiate coursework applicable to the student's curriculum, with course content and level of instruction resulting in student competencies at least equivalent to those of students enrolled in Germanna's curricula. Collegiate coursework from regionally accredited institutions typically meets the above criteria. No credit will be given for courses with grades lower than "C." Grade point averages from prior institutions will not be transferred. Transfer students may be advised to repeat courses if it would clearly be advantageous to their curriculum advancement. For more information about transfer credit and advanced standing, please refer to "Transfer Credit and Advanced Standing" found in the Academic Information section of this catalog or contact the Registrar.



Maggie Snyder

Admission of High School and Home School Students

Based on the guidelines developed and approved by the State Department of Education and the Virginia Community College System, Germanna Community College provides opportunities for qualified high school junior and senior level students to enroll in traditional credit courses at the College. Although the enrollment of high school students has the potential to enrich their academic program, it is not meant to substitute for their traditional high school or home school experience. Therefore, Germanna has developed the following admission and registration procedures to assist them in meeting their educational goals.

High School Students must:

- Complete a GCC Application for Admission and application for Virginia Domicile (for students requesting in-state tuition rate).
- Provide documentation of attainment of eleventh grade level or above.
- Provide a completed High School Student Permission to Enroll form signed by a high school counselor or principal.
- Demonstrate that they possess specific prerequisite skills by taking Germanna's placement tests or submitting ACT or SAT scores. All students who take the placement tests are required to take the reading and writing tests. Students wishing to register for a class in mathematics must also complete the mathematics placement test.
- Submit all required documentation to a counselor in Student Services at Germanna prior to admission. Following counselor assessment and approval, high school students will be eligible for admission to the College, receive academic advising, and register for classes. Prospective students may be required to meet with the Dean of Student Services prior to admission.
- See the College counselor prior to each subsequent registration for course approval.

Home School Students must:

- Complete a GCC Application for Admission and application for Virginia Domicile (for students requesting in-state tuition rate).
- Provide documentation of attainment of eleventh grade level or above, such as the Stanford 10 achievement test.
- Provide a current copy of a signed home school agreement between the appropriate school system and the authorizing parent or guardian.
- Provide a written recommendation from the home school teacher or tutor.

- Demonstrate that they possess specific prerequisite skills by taking Germanna's placement tests or submitting ACT or SAT scores. All students who take the placement tests are required to take the reading and writing tests. Students wishing to register for a class in mathematics must also complete the mathematics placement test.
- Submit all required documentation to a counselor in Student Services at Germanna prior to admission. Following counselor assessment and approval, home school students will be eligible for admission to the College, receive academic advising, and register for classes. Prospective students may be required to meet with the Dean of Student Services prior to admission.
- See the College counselor prior to each subsequent registration for course approval. The College reserves the right to evaluate special cases and to refuse admission to an applicant when such action is in the best interest of the College and/or the applicant. The College also reserves the right to limit the number and type of courses a student may take if they do not possess a high school diploma or equivalent. High school/home school students are not permitted to enroll in developmental studies courses at the College, as this level of instruction should be available in the high school or home school program. Because Germanna strives to maintain a mature academic environment, high school/home school students admitted under the special provisions will be subject to all rules, policies, procedures, and standards of conduct described in the Germanna Community College Catalog & Student Handbook.

High School Dual Enrollment

Germanna Community College, through the Virginia Plan for Dual Enrollment, offers qualified students in participating regional high schools an opportunity to earn both high school and college credit by taking Germanna Community College courses at their high school. Students interested in the dual enrollment program should contact their high school guidance office, or visit the Counseling Center's web site on Germanna's home page for additional information.

Germanna Tech Prep

Tech Prep is a secondary/postsecondary career path linked to business, industry, labor, government, and the community that leads to further education and employment. The Germanna Tech Prep Consortium, representing the counties of Caroline, Culpeper, King George, Madison, Orange, Spotsylvania, Stafford, and the City of Fredericksburg, is working to provide comprehensive career development paths that comprise coherent sequences of courses designed for five career clusters: information system technology; business and marketing; engineering technology, automotive technology, and health, human, and public services. Tech Prep integrates academic and occupational- technical education and provides a seamless transition from secondary

to post secondary educational opportunities and employment. Additional information about Tech Prep is available through Germanna's Tech Prep office at (540) 423-9126.

Admission of International Students

It is the policy of the College to admit qualified foreign students already residing in the service area. Germanna Community College admits applicants who are immigrants residing in Virginia who have graduated from a Virginia high school with a high school diploma or equivalent, even if they are not able to document their legal presence. Applicants who are undocumented will pay tuition at the out-of-state rate. For further information, contact the Admissions and Records Office.

In addition to the general admission requirements of the College, all international student applicants must meet the admission and enrollment requirements established by the Department of Homeland Security. All students applying for admission under an F-1 visa can obtain the necessary forms and instructions on how to apply for an I-20 from the Admissions and Records office.

Admission of Registered Sex Offender

The purpose of this policy is to address the admission of registered sex offenders. Section 23-2.2:1 of the code of Virginia requires that the VCCS send enrollment information to the Virginia State Police concerning applicants to institutions of higher education. This information is transmitted electronically and compared against the Virginia Criminal Information Network and National Crime Information Center Convicted Sexual Offender Registry. Language on the web application informs applicants that their information is being transmitted to the State Police. In the event that the State Police determine that an applicant to Germanna Community College is listed on the Sex Offender Registry, the State Police will notify Germanna Community College via the local Sheriff. The College will be notified as to the prospective student's name and the charge for which the prospective student was convicted.

Registered sex offenders applying for admission to Germanna Community College will be required to meet with the Dean of Student Services and the Safety and Security Manager before being approved for admission. Students identified as sex offenders after having attended classes will be required to meet with the Dean of Student Services and the Safety and Security Manager within 10 working days after such notification. The Dean of Student Services, working with advice from the Safety and Security Manager will make an admission decision after meeting with the applicant. In accordance with its published admissions policy, the College reserves the right to evaluate and document special cases and to refuse admission to applicants if such refusal is considered to be in the best interest of the College. Students may be denied admission if there is reason to believe that they present a danger to themselves, other students, faculty members and/or staff.