

# Trenholm *State*

H. Councill Trenholm State Technical College

334.420.4200  
[www.TrenholmState.edu](http://www.TrenholmState.edu)

**Sam Munnerlyn, President**

P.O. Box 10048  
Montgomery, AL 36108

PATTERSON CAMPUS  
3920 Troy Highway  
Montgomery, AL 36116

TRENHOLM CAMPUS  
1225 Air Base Boulevard  
Montgomery, AL 36108

## Admissions Information & Application

Convenience | Affordability | Small Class Sizes | Quality Education

**Get Skills. Get a Job!**



# ADMISSIONS INFORMATION

## Admission Requirements for Associate Degree, Certificate and Specialized Training Certificates within Degree Programs:

Students are enrolled on unconditional admission status if all admission requirements have been met and all required documents have been received or conditional admission status if additional documents are required.

- >> Admissions application
- >> Official high school transcript or Official GED certificate/scores and/or other college/university transcripts
- >> Proof of Alabama residency
- >> COMPASS Assessment
- >> Other documents (as required for specific programs)

## Admission Requirements for Specialized Training Certificates within Non-Degree Programs:

Students who do not have a high school diploma or GED may be admitted to pursue this award, provided they meet the prerequisites below and all other admission requirements listed above.

- >> Must be at least 16 years of age
- >> Must not have been enrolled in secondary education for at least one calendar year
- >> Must pass the Ability-to-Benefit test for the college

## Admission Requirements for International Students:

Prior to being issued an I-20 form, international students must present the following items to Trenholm State Technical College:

- >> An official translated copy of the student's high school transcript (and college transcript(s), if applicable);
- >> Official transcript showing a minimum of 500 on the Test of English as a Foreign Language (TOEFL);
- >> Signed, notarized statement declaring that they will be fully responsible for their financial obligations while attending college;
- >> Documentation demonstrating adequate health and life insurance which must be maintained during all periods of enrollment; and
- >> College application for admission.

Students from a country where English is the native language or students who have successfully completed a college-level English course may be exempt from the TOEFL requirement. A student who wishes to transfer from another college or university in the United States must submit a transfer clearance form/letter from the institution where the student was last enrolled.

## Payment of Tuition and Fees:

Tuition and fees for a full-time student average between \$1,080.00 - \$1,620.00 per term. Payment is required at the time of registration. The cost of books and supplies is additional. The college accepts cash, VISA, and MasterCard (the person whose name appears on the credit card must be present to make payment). The class schedules of students who have not paid will be voided daily.

**Tuition Rate:** \$139.00 per credit hour

**Online Tuition Rate:** \$139.00 per credit hour

**Out-of-State Rate:** 2.0 times that of In-State tuition rate.

## Priority Dates for Financial Aid:

Fall Semester.....	June 2nd
Spring Semester.....	November 3rd
Summer Term.....	March 6th

## Financial Aid Application Process:

To apply for financial aid, the applicant must complete the Free Application for Federal Student Aid (FAFSA) and submit it to the Central Processor. The FAFSA form is available either on line at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) from local high school counselors, public libraries or the Office of Financial Aid on either campus. **The College's Federal School Code is 005734.**

**If you are eligible to receive student financial aid, you must have completed an Admissions Application and have in the Office of Admissions and Records either an official high school or GED transcript. Additionally, official transcripts from previously attended postsecondary institutions must be on file in the Office of Admissions and Records prior to the semester in which you enroll.**

## COMPASS Assessment:

First time college students are required to take the COMPASS Assessment. The COMPASS Assessment is designed to ensure proper course placement in math, English, and Reading and to verify that new students have the skills necessary to succeed in courses required for their chosen major. The COMPASS Assessment is free of charge to incoming students, and scores are valid for three years from the date of the original or re-test assessment. The COMPASS Assessment is administered on the computer and takes approximately two hours to complete. After completing the COMPASS Assessment, new students will be assigned an academic advisor who will assist with registration.

Prospective Nursing students are required to take the COMPASS Assessment. For more information contact the Office of Admissions and Records.

## Testing Process:

1. Prior to testing, an Application for Admission must be on file in the Admissions Office.
2. Visit the Admissions Office - Bldg. C (Patterson Campus) or Bldg. F (Trenholm Campus)  
Students will receive a handout with assessment information and sample questions. This handout is also available on our Website (under New Student Information--Learning Enhancement Center link). Reviewing this handout will greatly increase your chance of doing your best on the assessment.
3. A photo ID will be required before taking the assessment.
4. COMPASS results will be provided at the end of each assessment session.

## Special Assistance:

H. Council Trenholm State Technical College provides reasonable accommodations for environmental and program accessibility for persons defined as disabled in Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Anyone who desires information about accessibility or services should contact the Admissions Office at (334) 420-4310. A Telecommunication Device for the Deaf (TDD) is available for hearing-impaired individuals and may be accessed through the Office of Admissions & Records.

## Accreditation:

H. Council Trenholm State Technical College is accredited by the Commission of the Council on Occupational Education (41 Perimeter Center East, NE- Suite 640, Atlanta, GA 30346).

## For More Information:

If you would like more information on any program, visit the Office of Admissions & Records between the hours of 7:30 am and 5:30 pm Monday - Thursday and 7:30 am to 11:30 am on Friday or call (334) 420-4300.



# Application for Admission

**Social Security Number:**

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**Application Date:**

Month		Day		Year	

**Program of Study:** \_\_\_\_\_

**Term of Enrollment:**

Year \_\_\_\_\_

Fall    Spring    Summer

**Award Option:**

- Associate Degree  
 Certificate  
 Specialized Training Certificate  
 Not Seeking an Award

**Educational Objective:**

- Degree Seeking  
 Employment Enhancement  
 Personal Enrichment  
 Skills Enhancement

Please Print

**Name:** First \_\_\_\_\_ Middle \_\_\_\_\_  
Last \_\_\_\_\_ Maiden \_\_\_\_\_

**Address:** \_\_\_\_\_ Apartment # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ County \_\_\_\_\_

Home Phone (\_\_\_\_\_) \_\_\_\_\_ Cell Phone (\_\_\_\_\_) \_\_\_\_\_ E-mail Address \_\_\_\_\_

**Citizenship:** Are you a citizen of the **United States**?    Yes    No   Country \_\_\_\_\_

**Residency:** Are you a legal resident of the **State of Alabama**?    Yes    No   State \_\_\_\_\_

**Date of Birth:**

Month		Day		Year	

**Place of Birth:** City \_\_\_\_\_  
State \_\_\_\_\_ County \_\_\_\_\_

**If you are under age 18, complete this section.**

**Guardian Information:** Name \_\_\_\_\_ Telephone (\_\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Gender:**    Male    Female

**Ethnic Origin:** (check all that apply)    White/Caucasian    Black/African American    Asian/Pacific Islander    Hispanic  
 American Indian/Alaskan Native    Other    Prefer not to respond

**Veteran Status:** Are you a U.S. Veteran?    Yes    No   If yes, will you be receiving Veteran's Educational Benefits?    Yes    No

**Americans with Disabilities Act:**

Do you have a disability that will require special accommodations or modifications while you are enrolled?    Yes    No

If yes, contact the ADA Officer at (334) 420-4310.

*The information requested above is used for reporting purposes only and does not affect your admission to TrenholmTech. You are not required to provide this information.*

**Emergency Contact:** Name \_\_\_\_\_ Telephone (\_\_\_\_\_) \_\_\_\_\_

**High School Education:** (check one)

- High School Diploma - Year \_\_\_\_\_
- High School Certificate - Year \_\_\_\_\_
- AL Occupational Diploma - Year \_\_\_\_\_
- TECHPREP Student -  Yes  No
- GED - Year \_\_\_\_\_
- No Diploma or GED - Last Grade Completed \_\_\_\_\_

**Male Students 18-26 years old.**  
 Are you registered with the U.S. Selective Service System -  Yes  No

**High School:** \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

**List all universities, colleges, and postsecondary community, junior & technical colleges previously attended. You must report all institutions attended and request official transcripts from each.**

Name of College	City/State	Did you Graduate?	Award Earned	Dates of Attendance	On Academic Suspension from this college?

**List any Career Technical Centers, Area Vocational Centers or Vocational Technical Schools previously attended.**

Name of Center/School	City/State	Did you Graduate?	Career Area	Dates of Attendance

**Employment Information:**

**Employment Status:**

- Full-time
- Part-time
- Unemployed

**Employed in a field related to your program of study?**

- Yes
- No

Employer/Company Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Your Occupation \_\_\_\_\_ Employer Phone (\_\_\_\_\_) \_\_\_\_\_

**Admission Status:** (check all that apply)

- First-time TrenholmTech Student (never enrolled at this college)
- Transfer (previously enrolled at another college/university)
- Transient (special admission from another college)
- Dual Enrollment/Dual Credit for High School Students (special permission required)
- Previously Enrolled at Trenholm Tech - Year \_\_\_\_\_

**How did you hear about TrenholmTech?** (check one)

- Radio Commercial
- Direct Mail Insert
- Billboard
- Friend/Family Member
- Information Mailed to You
- Campus Visit
- Technical Careers EXPO
- Visit to your high school/career tech center by College personnel
- TV Commercial
- Web Site
- Phone Book
- Employer
- High School Counselor
- Agency (Rehab, WIA, etc)
- ACT

I understand that withholding required information requested on this application or giving false information could make me ineligible for admission to, or continuation at H. Council Trenholm State Technical College. I agree to abide by the rules, policies, and regulations of the college as stated in the college catalog. I attest that the information given is accurate and complete to the best of my knowledge.

\_\_\_\_\_  
 Applicant's Signature

**Equal Opportunity in Education and Employment**

*It is the official policy of the Alabama Department of Postsecondary Education and H. Council Trenholm State Technical College that no person shall, on the grounds of race, color, disability, sex, religion, creed, national origin or age be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment.*



The information you supply in this section of the admissions application is strictly voluntary and will be kept completely confidential. The responses you provide will be used for research purposes and will not be individually listed on any report. If however, any question requests information you do not wish to provide feel free to omit it.

**Special Population Status (check all that apply):**

1. Is English your second language?  Yes  No

2. Are you a single parent or a single pregnant woman?  Yes  No

3. Displaced Homemaker:

A. Did you work primarily without pay to care for a home and family?  Yes  No

OR

Were you dependent on an income from another family member who is no longer providing that support?  Yes  No

OR

B. Is your youngest dependent child age 16 or older?  Yes  No

AND

Does he/she receive Family Assistance Program benefits?  Yes  No

C. Are you unemployed or underemployed and experiencing difficulty in obtaining or upgrading employment?  Yes  No

4. Did your mother and/or father or primary care giver graduate from a four-year college?  Yes  No

<p><b>TRIO Participation:</b></p> <p>Have you previously participated in any of the following TRIO Programs? (check all that apply)</p> <p><input type="checkbox"/> Educational Talent Search</p> <p><input type="checkbox"/> Upward Bound</p> <p><input type="checkbox"/> Student Support Services</p> <p><input type="checkbox"/> Veterans—Upward Bound</p>	<p><b>Public Assistance:</b></p> <p>Are you currently receiving public assistance from any of the following sources? (check all that apply)</p> <p><input type="checkbox"/> AFDC</p> <p><input type="checkbox"/> Food Stamps Only</p> <p><input type="checkbox"/> SSI Only</p> <p><input type="checkbox"/> AFDC and Food Stamps</p> <p><input type="checkbox"/> None of the above</p>	<p><b>Transportation:</b></p> <p>How do you plan to get to and from college?</p> <p><input type="checkbox"/> Walk</p> <p><input type="checkbox"/> Drive my own vehicle</p> <p><input type="checkbox"/> Carpool</p> <p><input type="checkbox"/> City bus</p> <p><input type="checkbox"/> Other: _____</p>
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<p><b>Child Care:</b></p> <p>Are you interested in enrolling a child or children 3-5 years old in the Head Start Program on the Trenholm Campus?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>	<p><b>Family Members:</b></p> <p>What is the size of your family?</p> <p><input type="checkbox"/> 1</p> <p><input type="checkbox"/> 2</p> <p><input type="checkbox"/> 3</p> <p><input type="checkbox"/> 4</p> <p><input type="checkbox"/> 5</p>	<p><b>Dependency Status:</b></p> <p><input type="checkbox"/> Independent</p> <p><input type="checkbox"/> Dependent living with parents</p> <p><input type="checkbox"/> Dependent living away from parents</p>	<p><b>Income Status:</b></p> <p><input type="checkbox"/> \$0 - 12,885</p> <p><input type="checkbox"/> \$12,886 - 17,415</p> <p><input type="checkbox"/> \$17,416 - 21,945</p> <p><input type="checkbox"/> \$21,946 - 26,475</p> <p><input type="checkbox"/> \$26,476 - 31,005</p> <p><input type="checkbox"/> \$31,006 - 35,535</p> <p><input type="checkbox"/> \$35,536 - 40,065</p> <p><input type="checkbox"/> \$40,066 - 44,575</p>
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