

Greater Altoona Career & Technology Center

CONTINUING EDUCATION PROGRAM

ADMISSIONS POLICY AND PROCEDURE

Admissions

The Continuing Education Office has an open door admissions policy limited only by the following:

A student must be a high school graduate or the equivalent, and be able to benefit from instruction. An adult who does not have a high school diploma or the equivalent may be admitted as a “special student”. Students admitted in “special student” status will be required to provide proof of academic ability within 90 school calendar days from first day of classes. The Coordinator of Continuing Education has the right to extend the 90-day requirement up to 120-days, if extenuating circumstances exist.

Acceptance to several programs of study is based upon the applicants meeting the requirements (including necessary academic skills and prerequisites) of the specific program of study. The school reserves the right to deny admission or readmission to any student if, in the opinion of school authorities, his/her admission is not in the best interest of the student or the school.

Students experiencing difficulty with their choice of training should make a preliminary appointment to speak with the adult counselor. Counseling services are available to individuals to assist them in making decisions regarding their education.

Admissions Procedure

To be considered for admission prospective students must submit the following material to the GACTC, Continuing Education Office, 1500 Fourth Avenue, Altoona, PA 16602.

1. Application should be obtained from the Continuing Education Office. After it is completed, it should be returned by mail or in person, along with the \$10.00 application fee.
2. Applicants will be scheduled for a reading and math test. These tests are a requirement of all individuals applying for entrance into full-time programs. Individuals must score above the ninth grade level on both tests to be considered eligible for admission. Medical Assistant applicants should score above the tenth grade level on both tests. If this test has already been taken through WIA, please indicate the date taken and enclose with the application. A high school transcript may be submitted in place of the test for individuals who have graduated within the past two years.
3. In an effort to provide the most effective and safe learning environment, all prospective students applying for admission to continuing education program offerings at the GACTC will be required to pass a Pennsylvania State Criminal Background Check. The background check form is included in the application packet. The applicant must complete the background check form and submit, at the time of application submission, with a \$10.00 processing fee. Anyone not residing in the state of Pennsylvania for the past two years will be required to get an ‘FBI Clearance’ through the PA COGENT SYSTEM—a cost of roughly \$40.00. The Office of Continuing Education will inform all applicants concerning the status of their criminal background check results. The GACTC reserves the right to deny entrance to adult educational programs based on the results of the criminal background check. Additionally, all applicants seeking admission into one of the postsecondary programs of study at the GACTC must obtain a Pennsylvania Child Abuse Clearance—the paperwork for both the **criminal record check** and the **child abuse clearance** will be mailed out to students with the application packet.

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4. Each applicant will be interviewed by the Adult Counselor and will have his/her application reviewed. If further evaluation is necessary, the applicant will be scheduled for vocational evaluation at the career and technology center. The results are used for guidance purposes to help the individual applicants in selection and placement in a particular course.
5. If the interview, test, and evaluation results are adequate for admission, an acceptance letter will be mailed to the applicant.
6. A \$100 registration fee is due at the time of enrollment. This fee is nonrefundable and nontransferable and guarantees the student's place in class. The deadline for paying the fee is stated in the acceptance letter. Accepted students may be asked for a copy of their high school diploma, high school transcript or GED prior to beginning classes. Accepted Medical Assistant students must submit a completed health form.
7. Tuition must be paid according to the explanation within the acceptance letter. Failure to pay the tuition by the due date will cause the student's application to be inactivated immediately. If the student is being sponsored by an agency or special program, a letter must be sent to the Continuing Education Office stating such sponsorship.

Advanced Placement

The school does not participate in the Advanced Placement Program. This program gives students the opportunity to earn college credit while in high school. There are no comparable courses with those offered at the GACTC.

Transfer of Credit

Appropriate credit is given for comparable previous training. A student wishing to transfer from another school is required to furnish a transcript of grades and a financial aid transcript from the school attended. Transfer students must have a 2.0 Q.P.A. ("C" average) or comparable.

Previous Work Experience

Previous work experience may be evaluated if the student can demonstrate knowledge and skills taught in certain required courses. This generally is measured by challenge written exams or demonstrations of skills required for course completion. Students will be considered on a case by case basis. Courses will be evaluated by the Director of Continuing Education and credits will be granted for courses similar in content and character. A "C" grade, or better in each course transferred is required. At least 60% of the courses required for graduation must be completed at the GACTC. A course for which no credit or grade is given at the previous institution cannot be transferred. Developmental, review or remedial courses are not transferrable.