

# Admission Requirements

Hill College maintains an open admission policy and constantly works to provide programs beneficial to all students.

Applications for admission and other documents necessary for admission should be addressed to the Office of Enrollment Management. Students may be admitted to Hill College by any one of the following methods:

**1. HIGH SCHOOL GRADUATE:** Graduates of accredited high schools will be admitted upon completion of an Application for Admission and presentation of an official transcript. Hill College defines an accredited high school as a Texas public high school authorized through the Texas Education Agency, the Texas Private School Accreditation Commission, the Southern Association of Colleges and Schools, or if located in a state other than Texas, by that state's comparable agencies and/or regional accrediting association. Graduates from a non-accredited high school may be admitted under items three or four below.

**2. COLLEGE TRANSFERS:** An individual who is a transfer from another college must be eligible for readmission to the institution in which the student last enrolled. Transfer students must meet the academic requirements of Hill College. Only credits from regionally accredited institutions will be accepted.

**3. GENERAL EDUCATION DEVELOPMENT TEST:** A person who is at least 18 years of age but who has not graduated from high school will be admitted if their high school class has graduated, and they have passed the General Education Development Test (GED).

**4. INDIVIDUAL APPROVAL:** (18 years of age or older) A person who is at least 18 years of age and who did not graduate from high school, or an individual who graduated from a high school program not recognized by the Texas Education Agency, Texas Private School Accreditation Commission, or the Southern Association of Colleges and Schools, or an individual who graduated from a home school program may be considered for admission by Individual Approval. A request for admission by Individual Approval should be submitted to the Office of Enrollment Management. Placement testing may be required; the student's ability to benefit from the college's curricular offerings may be considered. Individuals graduating from an unaccredited high school or home school must submit a notarized transcript or listing of studies. Other limitations and conditions of admission may be established by the college.

**5. EARLY ADMISSIONS OF HIGH SCHOOL STUDENTS:** Students who are currently attending high school may apply for the Early Admission Program at Hill College by completing an Application for Admission, submitting a letter of recommendation from their high school principal, and a current copy of their high school transcript. Other admission requirements apply: See Specialized Admission—Early

Admission Program in the Hill College Catalog. For additional information, interested individuals should contact the Office of Enrollment Management.

**6. READMISSION:** A Hill College student who has not attended the previous long semester (fall or spring) must apply for readmission through the Office of Enrollment Management or by filling out an application online. If the student has attended another college since his/her previous enrollment at Hill College, a current official transcript of all college credits is required.

**7. INTERNATIONAL STUDENTS:** Hill College is authorized under federal law to enroll non-immigrant students seeking higher education in an academic field. International students seeking admission should submit the following:

- a. Application for Admission. The application should be submitted at least 60 days prior to the beginning of classes for any given semester, either in person or on-line.
- b. An official transcript of the last four years of secondary school. The official transcript must be an original with a certified English translation attached. The transcript must show each course completed and the grade earned as well as the date of graduation.
- c. An official transcript from each college or university attended. The official transcript must be an original with a certified English translation attached. The transcript must show each course completed and the grade earned.
- d. Proof of English proficiency is required, i.e., students applying for admission from English speaking countries, proof of ESL instruction, or TOEFL scores (go to [www.hillcollege.edu](http://www.hillcollege.edu) for current TOEFL requirements).

*For more information regarding TOEFL, go to [www.toefl.org](http://www.toefl.org) or write to:*

Test of English as a Foreign Language  
Testing Service  
P. O. Box 899  
Princeton, New Jersey 08540, U.S.A.

- e. Statement of financial support. This should include sponsor letters and proof of finances including bank statements.
- f. Two letters of reference or recommendation from individuals who have known them for at least one year.
- g. A \$200 deposit (including a \$50 non-refundable application processing fee) must be made before an I-20 will be issued. The deposit will be applied toward the health insurance premium for the first semester at Hill College. The student is responsible for payment of additional premiums at the time of registration. Health insurance must be maintained while on a Hill College I-20. The deposit may be applied toward tuition if proof of health insurance is provided. \$150 of the deposit is refundable in the event of visa denial. Proof of visa denial and request of refund must be made within 90 days of visa denial.

- h. All international students are required to live on campus during their first semester at Hill College. Any exception must be approved by the Director of Student Life or Dean of Students. A housing application and a \$50 non-refundable resident hall room fee must be made prior to an I-20 being issued.
- i. All items must be on file 60 days prior to the beginning of classes. An I-20 will not be issued until each of the items requested above is on file in the Office of Enrollment Management.
- j. Students should be prepared to pay for and take a placement test prior to registration. Tuition, fees, and health insurance must be paid at the time of registration.

8. Applicants not eligible for enrollment under one of the methods listed above should contact the Associate Dean of Enrollment Management. The Associate Dean of Enrollment Management may refer the applicant to the Admissions Committee for further review.

## **Admission Procedures For New Students**

The procedures for entering Hill College are as follows:

1. Complete and return to the Office of Enrollment Management the following forms:  
(Forms are available from the Office of Enrollment Management or online at [www.hillcollege.edu](http://www.hillcollege.edu))
  - a. A completed Application for Admission.
  - b. If you are going to live on campus, a completed housing application and room reservation fee are required. (All international students are required to live on campus.)
2. Submit all required official transcripts. If you are a first-time college student, request your official high school transcript be sent to the Office of Enrollment Management at Hill College. If you are a transfer student, request each college attended to send a complete official transcript of credits directly to the Office of Enrollment Management at Hill College. (If not a high school graduate, send the GED scores.)
3. Request any scores on the THEA or Alternative test, American College Testing Program (ACT), or Scholastic Aptitude Test (SAT) be forwarded to Hill College.

# **Adding and Dropping Courses**

Any changes in a student's class schedule after registration and prior to the census date of the semester is accomplished by the official Add/Drop Form obtained from the Counseling Center. Students must pay a \$10.00 change-of-schedule fee to the Business Office if they wish to add or drop a course during this period of time. No course(s) may be added after the date designated by the school calendar as the last date to add a course.

A student may withdraw from a course with a grade of "W" any time after the census date for the semester, on or before the end of the 12th week of a long semester or on or before the last day to drop a class of a term as designated in the college calendar. The request for permission to drop a course is initiated by the student by procuring a drop card from the Counseling Center. Other steps in the drop process to be taken by the student will be explained when the drop card is issued. A student who discontinues class attendance and does not officially drop the course on or before the last day to drop will receive a performance grade for the course.

Section 51.907 of the Texas Education Code, enacted by the State of Texas during spring 2007, applies to students who enroll in a public institution of higher education as a first-time freshman in fall 2007 or later. Based on this law, Hill College may not permit a student to drop more than six courses during their undergraduate career, including courses taken at another Texas public institution of higher education. Any course that the student drops is counted towards the six-course limit if "1) the student was able to drop the course without receiving a grade or incurring an academic penalty; 2) the student's transcript indicates or will indicate that the student was enrolled in the course; and 3) the student is not dropping the course in order to withdraw from the institution." For more information, contact the Counseling Center or the Office of Enrollment Management.

In compliance with Hill College policies as prescribed in the Student Services Initiative, a student who is enrolled in a developmental course may not drop his/her only developmental course unless the student completely withdraws from the college.

International students and students receiving financial aid or veterans' assistance should see the appropriate college official before dropping or withdrawing from any class. Any student who is considering dropping a course is encouraged to contact his/her instructor prior to initiating a drop or withdrawal.

## **Withdrawal from College**

When a student finds it necessary to withdraw from school before the end of the semester, he or she should obtain a withdrawal form from the Counseling Center. Full instructions for withdrawing from college will be given at the time the withdrawal form is picked up. Students may also withdraw from the college by sending a written request for such action to the Office of Enrollment Management. The request must include the student's signature, the student's current address, social security number, phone number, and course names and numbers of the courses for which the student is currently enrolled. The date postmarked on the envelope will be the official withdrawal date. Students who withdraw after the census date for the semester and on or before the end of the 12th week of a long semester or on or before the last day to drop a class of a term as designated in the college calendar will be assigned a grade of "W". A student who discontinues class attendance and does not officially withdraw before the last day to drop a class will receive a performance grade for the course.

## **Support Services for Students with Disabilities**

Hill College is aware of and deeply concerned with the unique challenges that face the disabled student. The college is committed to reducing and/or eliminating the barriers that these students encounter. The Office of Student Services through the Counseling Center coordinates the physical and academic support services for any student who has special needs because of a temporary or permanent disability. The Counseling Center works closely with the Texas Rehabilitation Commission, Texas Commission for the Blind, and other related federal agencies, or any other organizations that provide service and aid to the disabled in order to provide the fullest range of services possible.

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990 prohibit discrimination in the recruitment, admission, and treatment of students. Students with qualified and documented disabilities may request accommodations which will enable them to participate in and benefit from educational programs and activities. Students requesting accommodations must provide appropriate documentation of the disability (as appropriate), complete an application for support services, and must schedule and participate in an interview with a Hill College counselor in order to review the request for accommodation, determine appropriate services and/or accommodations, and plan their educational program.

Successful accommodations often require advanced planning. Students must make early contact with the Counseling Center in order to identify needs and to ensure that services will be available in an effective and timely manner.

## **Applying for Graduation**

Students who may qualify for a degree or certificate at the end of the spring, summer or fall semester must complete an Application for Graduation by April 1 for spring award, July 15 for summer award, and November 1 for fall award. Students who apply and qualify for graduation will have the degree or certificate posted to a transcript after the completion of the semester. Any student who is awarded a degree or certificate in the summer or fall is invited to attend the commencement ceremony the following spring.