

Elizabethtown Community & Technical College Admission Guidelines

Statement of Purpose

All applicants meeting the appropriate academic requirements and technical standards shall be considered equally for admission to the college or any program regardless of race, color, religion, gender, marital status, national origin, age, sexual orientation, or mental/physical disability.

Freshman

To register for ECTC classes a student is considered a first time freshman when the individual has no previous college coursework. If student has dual credit/dual enrolled/SEEK credits earned prior to high school graduation, they are considered a first-time freshman at ECTC.

Requirements:

- A first-time freshman who has a high school graduation date that falls within the same year of their beginning college enrollment may be allowed to register and enroll in courses (accordingly with the College Placement Policy) for one term and must submit all required admission documents prior to any subsequent enrollment. (Transcripts of dual credit courses and/or Advanced Placement transcripts is highly recommended to help insure proper academic advising).
- A first-time freshman who graduated in years prior to their beginning college enrollment year must submit all required admission documents prior to first time enrollment.
- Required admissions documents include:
 - Final high school transcripts/GED scores
 - Official college transcripts for colleges attended prior to enrolling in ECTC.
 - Placement test scores to verify pre-requisite completion courses.

Transfer Student

A student is considered a transfer applicant at ECTC when the individual has earned any college credits after high school graduation or previously attended KCTCS but last school attended was outside of KCTCS.

Requirements:

- Official college transcripts and Joint Service Transcripts (JST) from all previously attended colleges.
- Placement test scores may be required to verify pre-requisite completion for certain courses.

Readmit Student

A student is considered a readmit applicant at ECTC when the individual has attended KCTCS previously but has not attended any other college since enrolled at KCTCS.

Prior to enrollment, students must submit the following requirements:

- Final high school transcript if enrolled conditionally at time of previous admission to the college and never submitted required transcript.
- Official college transcripts from all previously attended colleges (including college courses taken while enrolled in high school), if not submitted at time of previous admission to ECTC.
- Placement test scores may be required to verify pre-requisite completion for certain courses.

Visiting Student

A student is considered to be visiting when the individual plans to attend ECTC as non-degree seeking and transfers their ECTC credit towards their degree at their home institution.

Prior to enrollment, students must submit the following requirements:

- A letter of good standing from the home institution indicating the student is eligible to return to home institution and also indicate the course work to be taken during the visiting semester.
- Placement test scores and/or an unofficial transcript from the previous institution(s) may be required to verify pre-requisite completion for certain ECTC courses.
- Visiting students must check with their home college to participate in financial aid programs.
- Visiting students must check with their home college to participate in VA certifying eligibility determination.

Non-Degree Student

A student is considered non-degree when the individual plans to only take a class or classes and has no intention of earning a certificate, diploma or degree at ECTC.

Prior to enrollment, students must submit the following requirements:

- Placement test scores or unofficial college transcripts may be required only to verify pre-requisite completion for certain ECTC courses.

Non-degree students are not eligible to participate in financial aid or VA educational programs

Original date: Fall 2017

Revise date:

Review date: Annually