



## Black River Technical College Transfer Policy

### Admission Procedures

- Complete an application form and necessary paperwork required by BRTC. No one will be allowed to register for classes until all required documents have been submitted and approved.
- Provide a copy of current driver's license.
- Submit an official academic transcript of high school grades, GED scores and/or college work, if appropriate.
- Transcripts must be mailed directly from the transferring institution.
- Submit ACT, SAT, or ASSET scores or proof of compliance with state remediation laws if the applicant has less than 30 earned credit hours at an accredited college or university.
- Submit a high school transcript if the applicant has less than 18 earned credit hours at an accredited college or university.
- Provide proof of immunization against measles and rubella for students with 30 or more earned credit hours born before January 1, 1957. Proof of immunization against measles and rubella and an MMR booster, with at least a 30 day interval between vaccines, is required for those students born on or after January 1, 1957 and freshman students (0-29 earned credit hours), regardless of age, health regulations require that immunization be completed and documentation must indicate the month and year of immunization. This is mandatory for all students enrolled at BRTC. ***EXCEPTION: Immunization is not mandatory for a student taking courses for enrichment, unless the student is enrolled full-time or has completed 17 credit hours.***
- All first-time entering and transfer students are required to attend Student Orientation.

Students who have completed at least 18 earned credit hours with a cumulative GPA of 2.00 on a scale of 4.00 at a regionally accredited college will be admitted to BRTC unconditionally. Work from all institutions attended will be evaluated separately in computing the GPA for admission. Students with less than a 2.00 GPA from the last institution attended will be considered for conditional admission and placed on academic probation. Students entering BRTC for the first time as a transfer student must attend Student Orientation. Transfer credits from other institutions will be listed on the BRTC transcript, but will not be calculated in the GPA. Transfer credits must be "C" or better to be accepted by BRTC. Transfer applicants should send the following documents to the Office of the Registrar, Post Office Box 468, Pocahontas, AR 72455.

- Completed application and official transcripts from each college or university previously attended. Students enrolled at other colleges in the period immediately preceding the semester that they wish to attend BRTC should submit partial transcripts.