

**ADMISSIONS,
REGISTRATION,
& RECORDS**

Vance-Granville Community College maintains an “open door” admissions policy. Placement of students in certain academic curriculum programs of instruction is selective and all students are required to be high school or High School Equivalency (HSE) graduates. The College serves all individuals who can benefit from instruction, regardless of race, creed, sex, age, religion, national origin, disability or other non-relevant factors.

Admission to a specific program of study is based upon guidelines developed to help the student determine his/her chances of success in that career field. Before the student is admitted to any curriculum degree, diploma, or certificate program, placement testing and academic advising are required. Students who are uncertain about a program of study are referred to the Career Center for assistance. When placement test scores or other evidence indicate a lack of readiness to pursue a specific curriculum, the student will be placed in developmental courses or may be encouraged to reevaluate occupational and/or educational goals.

Students entering all programs are required to be high school or HSE graduates. Exceptions to this rule require review by the appropriate department and division dean with a recommendation for approval/disapproval to the Vice President of Academic Affairs.

General Admissions Procedures

1. Submit a completed Application for Admission at <http://www.vgcc.edu/application>.
2. Complete NC residency determination at RDS (<http://www.NCresidency.org>).
3. Submit official transcripts of secondary education (high school). Students entering a program of study have up to one semester of attendance to submit their official secondary transcript. No financial aid will be awarded until all admissions requirements are met, including receipt of all secondary education transcripts. (Students who have graduated from institutions outside the United States must document completion of a nationally recognized secondary school diploma.)
Submit official post-secondary (college) transcripts if:
 - a. You desire to have your post-secondary transcript(s) evaluated for possible transfer credit. (See *Transfer Admissions* section);
 - b. You plan to use Veteran’s Educational benefits. The Veteran’s Administration requires that an official copy of all post-secondary transcripts be on file with the College;
 - c. You plan to participate in Athletics at the College.
4. Take placement test unless exempt by college credit or Multiple Measures for Placement Policy. (See *Student Assessment and Placement Testing* section.)
5. Attend New Student Orientation.
6. Meet with an Academic and Career Coach.

Note #1: *Students who have an associate degree or higher from an accredited college or university are not required to submit high school transcripts. An official College or University transcript is required to document the degree earned. (Exception: Students who plan to use Veteran’s Educational benefits, and students who plan to participate in Athletics at the College must submit high school transcripts.)*

Note #2: *An official transcript is one that is mailed directly from the previous high school, college or university to Vance-Granville Community College, is submitted by the applicant in an officially sealed envelope from the educational institution, or is submitted electronically from the educational institution.*

Selective Admissions

Selective admissions are used for programs of study that have limited openings. In addition to the standard procedures required of all applicants, students seeking enrollment in Associate Degree Nursing, Associate Degree Nursing LPN to ADN Transition, BLET, Cosmetology Instructor, Medical Assisting, Pharmacy Technology, Practical Nursing, Radiography and RIBN must meet specific departmental requirements. For selection to specific programs of study, students should direct inquiries to the Admissions/Records Office.

Selective Admissions Procedures

1. Applicants must qualify on placement examinations as prescribed by the program of study.
2. Applicants must meet secondary school or post-secondary course requirements as established for specific programs of study.
3. After all admissions requirements have been met by the applicant, official admission is contingent upon proof of satisfactory physical health as required by regulatory agencies.
4. Final selection will be determined by the number of openings in the program of study and by the applicant's evaluation and ranking.
5. Successful clinical placement requires a "clean" criminal background check conducted and reviewed by the clinical site.

Transfer Admissions

The student who has successfully completed courses at other post-secondary institutions must adhere to the same procedures as an incoming freshman. The student is responsible for submitting an application for admission and official transcripts of previous educational experience as stated under the *General Admissions Procedures* section. (An official transcript is one that is mailed directly from the previous high school, college or university to Vance-Granville Community College, is submitted by the applicant in an officially sealed envelope from the educational institution, or is submitted electronically from the educational institution.)

Upon receipt, official transcripts from accredited, post-secondary institutions will be evaluated by the Registrar's Office in accordance with the following statements:

1. Transfer credit may not exceed 75 percent of the total credit hours required to complete the desired program of study.
2. All credit to be transferred must be equivalent in credit hours and content to course offerings at Vance-Granville Community College.
3. No grade lower than a "C" will be transferred.
4. Applicants to the selective admissions Health Sciences programs must have completed BIO-prefix classes within **10 years** prior to date of enrollment in the selective program. The transfer of all MED-NUR-, PHM-, and RAD-prefix classes are subject to time restrictions determined by each department as outlined in the program-specific admissions documentation.
5. The transfer of all CCT-, CIS-, CSC-, CTI-, CTS-, DBA-, NET-, NOS-, OST-, SEC-, SGD-, and WEB-prefix classes completed more than **5 years** prior to a student's enrollment in any Computer Education and Office Administration related programs of study are subject to approval by the Academic Dean due to the rapid technological changes in those areas of study.

6. The transfer of Cosmetology (COS) hours and performances is limited to the State Board mandated 5 year expiration rule and the passing of a State board required entrance exam. Cosmetology hours expire 5 years from the date of enrollment at which time they become void or invalid and will no longer be eligible for transfer.
7. Transfer credit will not influence the student's quality point average or grade point average, and will not be evaluated in graduation honors or awards. Transfer credit is recorded on the VGCC transcript with a grade of "TR."
8. Students with questions regarding transfer credit should contact the Registrar's Office. Students have a right to appeal transfer credit decisions to the appropriate Academic Dean by submitting a transfer credit appeal request form to the Registrar's Office.

Reverse Transfer

Students who transfer from Vance-Granville Community College to an accredited four-year institution prior to completing their associate degree, may transfer credit from the four-year institution back to VGCC for review of degree completion.

To be eligible for reverse transfer consideration, a student must follow the same transfer credit requirements as outlined in the Transfer Admissions section of the catalog, including submitting official college transcripts.

Official transcripts may be sent to the VGCC Records Office by mail at PO Box 917 Henderson, NC 27536 or sent electronically to records@vgcc.edu. Students who submit their transcripts for reverse transfer consideration should contact the Registrar's Office to ensure the transcript is evaluated accordingly.

For more information on the reverse transfer program, please visit <http://www.northcarolina.edu/reversetransfer>.

Readmission Procedures

A student who previously attended VGCC but was not enrolled during the previous 18 months must submit a new application for admission to the Admissions/Records office and may need to update residency classification at RDS. Applicants must complete the regular admissions requirements as stated under the *General Admissions Procedures* section including New Student Orientation.

A former student will not be readmitted until all former and current indebted obligations to any program or activity under the administrative jurisdiction of the College have been satisfied.

Students seeking readmission into Health Sciences programs must meet additional requirements. Students may contact the Health Sciences Admissions Coordinator for details concerning these requirements.

Quarter Credits

Credits earned at Vance-Granville Community College under the quarter system (prior to the fall of 1997) were converted to semester hours and are reflected on the student's college transcript. In order to count towards a current program of study, the course(s) taken under the quarter system must be equivalent in credit hours and content to an existing VGCC semester credit course(s).

Previous courses taken under the quarter system that meet this criteria may be reviewed by the appropriate program head or department chair to ensure they meet the academic requirements of the discipline and current industry standards. If all requirements are met, the program head or department chair should submit a Course Substitution form for approval of academic credit.

ADMISSIONS UNDER SPECIAL CONDITIONS

Admission of Undocumented Immigrants: As of July 2010, undocumented immigrant students are admissible to North Carolina Community Colleges with the following limitations: 1) Community Colleges shall only admit an undocumented immigrant if he or she attended and graduated from a United States public high school, private high school or home school that operates in compliance with State or local law. 2) Any undocumented immigrant student is required to pay the out-of-state tuition rate regardless of the number of years he or she has resided in the state. 3) Additionally, undocumented immigrant students are not permitted to have registration priority over students who are lawfully present in the United States. Consequently, undocumented immigrant students are not permitted to register until the conclusion of the last published registration period.

In order to comply with these regulations, undocumented immigrant students should follow the same admission and residency classification procedures as all other students, but will not be allowed to register for classes through WebAdvisor or during any early registration period. Instead all students classified as undocumented immigrants should bring their completed registration forms to the Registrar to be held until the end of registration. After the close of registration, undocumented immigrant students will be registered into any available classes. This procedure is in keeping with the State Board of Community Colleges Code 1D SBCCC 400.2.

Special Credit Students: Students not seeking a certificate, diploma, or associate degree may enroll as a special credit student for a maximum of twelve (12) semester hours of credit. Students enrolled in this status are not required to take the placement test for enrollment into curriculum courses that do not have prerequisites and do not have to meet the transcript requirements for curriculum programs. Special credit students must take the placement test in order to enroll into courses which have prerequisite requirements.

Students classified as “special credit students” are ineligible to receive most types of financial aid. Students who plan to take more than twelve (12) semester hours of credit must take the placement test, complete the regular admission requirements, and declare an academic program of study.

Career and College Promise (CCP): Career and College Promise Programs offer structured opportunities for qualified high school students to pursue one of three pathways. A brief description of each pathway is listed below. For more detailed information and application procedures please visit the High School Students website at <http://www.vgcc.edu/HighSchoolStudents/index>.

1. **College Transfer (CT) Pathway.** The College Transfer Pathway is designed for high school juniors and seniors who wish to begin study toward an Associate degree and a baccalaureate degree. The transfer pathways are a structured set of courses in the Comprehensive Articulation Agreement (CAA) between the University of North Carolina (UNC) and the North Carolina Community College System, leading to completion of the Associate in Arts or Associate in Science degree. All courses in which the student earns a grade of "C" or better will transfer to the UNC universities upon the student's acceptance. These courses may also count as high school credit at the discretion of the high school administration.

2. **Career Technical Education (CTE) Pathway.** The Career Technical Education Pathway is designed for high school juniors and seniors who wish to begin the pathway towards completion of a credential prior to graduating high school. Students can choose one of many approved areas of study in which they can pursue courses that can lead to certification or licensure, and increased employment opportunities. These courses may also count as high school credit at the discretion of the high school administration. Freshmen and sophomores may participate in certain CTE pathways as designated by the College.

3. **Cooperative Innovative High School Program.** VGCC Cooperative Innovative High School Programs take the form of Early College High Schools and are located on or near the college’s campuses. Students enrolled in these programs can concurrently obtain a high school diploma and begin or complete an associate degree program or earn up to two years of college credit within five years. The application process to apply to one of these schools begins in middle school and is conducted by the Local Education Agency (LEA). To obtain additional information about our early college high school partnerships please visit our website. Application information and procedures can be obtained through your servicing LEA.

INTERNATIONAL STUDENT ADMISSIONS

International students are admitted in accordance with federal US Immigration and Customs Enforcement (USICE) regulations that govern non-immigrant student visa (F-1) status. Vance-Granville Community College is authorized by the USCIS to issue I-20 Forms to qualified international applicants for associate degree programs. In summary, before being admitted, an international student must:

1. Submit an online Application for Admission;
2. Present official TOEFL, SAT or ACT scores that document academic English ability, or acceptable scores in English, Reading and Mathematics on the college placement test battery. (This option is only available to international applicants who are already in the U.S. on another valid non-immigrant visa type);
3. Submit official secondary and/or high school and college or university transcripts (if applicable). Transcripts must be submitted with the application for admission in sealed envelopes or mailed directly to VGCC from the overseas institution, and must be translated to English if necessary;
4. Submit an Affidavit of Support completed by the applicant’s sponsor and accompanied by an original bank letter or statement that certifies the availability of sufficient funds to cover all expenses, food, housing, and transportation.
5. Submit a one semester tuition deposit (approximately \$3,500 to \$4,000.)

All admissions requirements must be met before the College can issue an I-20 Form to an international applicant.

International students are considered out-of-state for tuition purposes as long as they hold a non-immigrant visa, and are not eligible for state or federal financial aid. International students are required to study on a full-time basis (at least 12 hours) every fall and spring semester, and are not eligible for employment except under limited circumstances. All necessary forms and additional details regarding the application process for international applicants are available on the VGCC web site at: www.vgcc.edu/admissionsoffice/international_students.

STUDENT ASSESSMENT AND PLACEMENT TESTING

The purpose of placement testing is to assess students' English, reading and math college readiness skills. The NC DAP test will be administered to students who do not meet the placement criteria included in the Multiple Measures for Placement policy. (See Waiver of Placement Testing/ Multiple Measures of Placement Policy at <http://testing.vgcc.edu>.) Special credit students may be exempt from placement testing in some instances based on exemptions listed under the *Admissions Under Special Conditions* section. A returning student who has not been at VGCC during the past five calendar years and who has not successfully completed any General Education course numbered 111 or higher must retake the placement test and enroll in courses as indicated by his or her scores.

Placement test scores will be used for the purpose of academic advising and appropriate course placement, including remediation if needed, as indicated by the placement test results. Students are strongly encouraged to prepare for the placement test. Study resources are available on the Testing Center website at <http://testing.vgcc.edu>. Students who lack basic academic skills necessary to be successful in college course work as indicated by the results of the placement test will be given an opportunity to remediate academic deficiencies through developmental courses. Students who place at the Adult Basic Skills level in reading, writing, or math will not be allowed to enroll in any curriculum courses, including developmental courses, until additional assessment and remediation have been completed.

Students may test and retest once prior to the start of courses in which they are enrolling. The higher score will be used for placement. There is a minimum wait of ten days between the first and second administration of the test to ensure time for review.

Students who have not enrolled in a developmental English, reading, or math class within twelve months of testing may test and retest prior to the semester in which they are enrolling. The most recent scores (or the higher of the most recent test-retest scores) will be used for placement. Any additional testing beyond the initial test-retest will require special approval from the Director of Academic and Career Assessment or the Dean of Enrollment & Outreach. Placement test scores are valid for five years.

Diagnostic tests may be administered by the instructor to ensure correct placement. If scores on the diagnostic tests are sufficient to warrant retesting, then eligible candidates will be referred to the Testing Center for retesting using the College's official placement test. Students scoring high enough on the College placement test will be given an opportunity to advance to an appropriate course depending upon meeting patterns and availability. Retesting will only be allowed during the drop/add period of the term.

WAIVER OF PLACEMENT TESTING/ MULTIPLE MEASURES FOR PLACEMENT POLICY

The placement test may be waived under the following circumstances:

1. Transfer students who have successfully completed transferable college or university-level courses in English and/or mathematics from an accredited post-secondary institution.
2. Applicants who meet the Multiple Measures for Placement Policy. See Testing Center website for complete details: <http://testing.vgcc.edu>.
3. Applicants who have taken placement tests within five years at another NC Community College may transfer those scores to VGCC.

TESTING SCHEDULE

The placement test is periodically scheduled throughout each academic term. Placement testing sessions are available at all campuses during a variety of times to accommodate students. Placement testing appointments may be scheduled after an Application for Admission is received by the College. Applicants who may need special accommodations should contact the Counselor/Advisor for Disability Services prior to their scheduled test date. For more information, including how to prepare for placement testing, please visit the Testing Center website at <http://testing.vgcc.edu>. A valid photo ID is required for all testing.

Note: No food, drinks, or children are allowed in the Testing Center.

RESIDENCE STATUS FOR TUITION PURPOSES

In 2013 the NC General Assembly legislatively directed UNC General Administration (GA), the NC Community College System (NCCCS), the NC State Education Assistance Authority (SEAA) and the NC Independent Colleges and Universities (NCICU) to create a centralized, uniform process for determining residency for tuition purposes and for administration of state financial aid. This centralized process is known as the Residency Determination Service (RDS). In order for a student to receive the benefits of in-state tuition a residency determination from RDS is required as part of admission starting in February 2017.

Determining Residency Status

The specific requirements for establishing residency for tuition classification purposes are prescribed by state law. A North Carolina resident for tuition purposes is a person, or a dependent person (dependent according to IRS tax code), whose parent or legal guardian has established and maintained legal residence in North Carolina for at least 12 months. Residence in North Carolina must be legitimate and be a permanent situation rather than just for the purpose of maintaining a residence prior to enrollment at an institution of higher education.

Under North Carolina law, to qualify for in-state tuition, you must show that:

- You have established your legal residence (domicile) in North Carolina
- You have maintained that domicile for at least twelve (12) consecutive months before the beginning of the academic term or semester
- You have a residentiary presence in the state
- You intend to make North Carolina your permanent home indefinitely (rather than being in North Carolina solely to attend college)

Other persons not meeting the 12-month legal residence requirement may be classified as North Carolina residents for tuition purposes only if they fall within one of the limited categories authorized by the North Carolina Legislature. All other persons are ineligible for classification as a North Carolina "resident for tuition purposes" and will be charged out-of-state tuition. To learn more about residency and complete a determination go to www.NCresidency.org or contact RDS at: 844-896-2411 (phone), 919-835-2427 (fax)

What to Expect When Using RDS

Applicants can complete the RDS process before, during, or after completing the admissions application. You will only have to complete the process once, no matter how many NC college or university admissions applications you complete. You will complete an online interview and may

be asked to provide documentation afterward. Required information will include identification numbers for you and/or your parents, such as you might provide for the Free Application for Federal Student Aid (FAFSA).

REGISTRATION

Registration is the process of enrolling in a schedule of courses or a program at the beginning of each term or at other specified times. Enrollment in a course is determined by proper registration and subsequent payment for that course.

New Students

For registration purposes, “new students” are defined as those students who are enrolling at VGCC for the first time. New students should:

1. Complete an Application for Admission and apply for financial aid as early as possible (2 to 3 months before the start of classes);
2. Complete residency classification as explained in previous section;
3. Complete placement testing as defined under Student Assessment and Placement Testing;
4. Attend New Student Orientation;
5. Schedule an appointment to meet with their academic advisor;
6. Register on the designated registration dates;
7. Obtain a student I.D. and parking permit; and
8. Complete the registration process by paying tuition and fees.

Returning Students

For registration purposes “returning students” are defined as those students who are currently enrolled or who have been previously enrolled during the last year in the same academic program. Returning students may be eligible for priority registration and are encouraged to preregister with their academic advisor for the following term as soon as notification is given. Returning students need to follow steps 4 through 7 listed above (under New Students section.) Students must reapply for financial aid every year by March or April to ensure that funding is in place in time for registration.

Change of Academic Program

There are times when a student’s aptitude and interests may be better served by a change of academic program. A student who is considering a change from one program to another must meet with an Academic and Career Coach or Advisor to explore the possibilities and implications of such a change, and complete a Change of Academic Program form. Students should consider carefully before changing their academic program, and are discouraged from changing more than once per year. Academic program changes received after the published census date of each semester or term will not take affect until the next academic semester or term. The College reserves the right to evaluate academic program changes on a case by case basis.

Veterans should consult with the Veterans’ Officer before making a change; the Department of Veterans Affairs will not pay for some types of training.

Note: *Federal financial aid regulations require that all hours taken in all programs will be counted toward the maximum allowed for payment. (See the Financial Information section for a complete explanation.)*

Readmission of Students

A student who previously attended Vance-Granville Community College but was not enrolled during the previous three years must reactivate

an application with the Admissions/Records Office. If the applicant was enrolled in another college during the interval, he/she should request that college to send an official transcript of academic work to the Admissions/Records Office if transfer credit is expected. Students need to complete steps 1 through 7 listed above (under *New Students* section).

Drop and Add

Courses may be added during the registration dates and published drop/add dates at the beginning of each term. To add or drop classes, a student must follow the steps below or complete the procedure through WebAdvisor:

1. Obtain a Drop/Add Form from the Admissions/Records Office or Student Success Center and fill it out completely;
2. Have academic advisor or counselor approve the change and sign the form;
3. Sign the form and return it to the Admissions/Records Office or satellite campus office for updating registration;
4. If adding, take the form to the Business Office/Cashier for tuition payment, or pay through WebAdvisor.
5. If adding, attend next scheduled class meeting. Due to varied departmental attendance requirements, classes missed prior to registration may count as absences.

Note: *Adding or dropping a class may affect the financial aid award.*

Request for W Grade after the 75% Point

A student can petition in writing for a "W" Grade to the Vice President of Employee and Student Services after the 75% point of a term, if mitigating circumstances warrant. Approval can only be granted with permission of the instructor, academic dean, Vice President of Academic Affairs and Vice President of Employee and Student Services. The burden of explanation and documentation of mitigating circumstances lies with the student. Students should obtain the appropriate form from the Vice President of Employee and Student Services or Campus Deans.

Class Cancellation Policy

Vance-Granville Community College reserves the right to cancel any class due to low registration and/or attendance.

Withdrawal from a Course(s)

Withdrawal from a course(s) takes place after the refund period or census date of the term and on or before the 75% point of the term, and will be recorded as a "W" grade on the student's permanent transcript. A withdrawal will only be processed if the student or faculty initiates and properly completes the withdrawal process by the required deadline.

All withdrawals must be reviewed by the student's advisor, academic and career coach, program head, department chair or academic dean.

There is no academic penalty for a "W" grade; however, for federal financial aid purposes, "W" grades may count as hours attempted but not earned. Any student who is receiving Veteran's benefits should check with the Veterans' Officer prior to withdrawing from any course since benefits will not be paid for a "W" grade.

Note #1: *If a course is dropped before the first day of the semester or term, students will receive a 100% refund. If the course is dropped on or after the first day of the semester or term, but before the census date, students are eligible for a 75% refund of tuition, but will owe 25% of the tuition and 100% of fees.*

Note #2: *Students are advised that all signatures required to complete a Change of Registration form must be obtained by the student. Students must realize that instructors are not available at all times and gathering signatures on the final day of the withdrawal process may not be possible. Deadlines are enforced.*

Auditing Courses

A student may elect to audit a course or courses by checking the appropriate column on the Registration form. This option may only be selected during the official registration or drop/add period of each term. Those students who audit must meet the prerequisites of the course, receive no credit and do not have to take any examinations; otherwise, participation in class is on the same basis as a credit student. The fee for auditing is the same as the fee for credit.

Note: *No federal or state financial aid or veterans' benefits are payable for audit courses.*

Collection of Social Security Numbers

Vance-Granville Community College is legally authorized to collect student social security numbers in order to comply with certain federal and state reporting requirements, and to meet the business imperatives of the College. Effective fall semester 2007, the college no longer uses student social security numbers as the primary method for student identification, but rather uses a unique computer generated ID number. Questions concerning the use of social security numbers should be directed to the Vice President of Employee and Student Services or the Registrar.

Course Load

A student's normal load will be from 12 to 16 credit hours per term. Students enrolled for 12 or more credit hours will be considered full-time students. Students who wish to carry credit hour loads of more than 21 hours per term must obtain the written approval of their academic advisor and Academic Dean.

Course Substitution

Under extenuating circumstances, a student may apply to his/her advisor for approval of a course substitution. A course substitution requires final approval by the appropriate Academic Dean and the Vice President of Academic Affairs. The completed Course Substitution form will be received by the Registrar's Office and kept in the student's file. A student in technical or vocational programs may take higher level courses than those required for graduation in his/her curriculum in the following areas: math, English, humanities, science, or social sciences, if prerequisites have been met.

Release of Information

Written approval of the student is required before a transcript or any information from his/her official record may be released. Exceptions to the above include:

1. The Admissions/Records Office and Registrar's Office may release information from official records to faculty and staff members of Vance-Granville Community College whose responsibilities require this information.
2. The Admissions/Records Office and Registrar's Office may honor appropriate requests for directory-type information from student records. VGCC defines the following as directory:
 - Name
 - Address
 - Dates of Enrollment
 - Program of Study
 - Degrees and awards received
 - E-mail addresses
 - Participation in sanctioned campus activities or athletics

3. The Solomon Amendment requires by federal law that the college release the following information, in addition to directory information, to military recruiters when requested:

- Date of Birth
- Telephone Number

Each student has the right to inspect or review the educational records maintained by the College that are directly related to that student. Educational records include admission documents, registration documents, grades, and other supporting documents maintained by the College. Educational records also include tests, assignments, and grade calculations maintained by faculty.

All requests to inspect and review educational records shall be made by the student in writing to the Registrar with the exception of requests for tests, assignments, and grade calculations for specific courses. Those requests shall be made to the appropriate academic or campus dean. The College will comply within a reasonable time period not to exceed forty-five days after the request is made. It should be noted that some records such as tests, assignments, and grade calculations maintained by the faculty are only kept for a limited time and are not maintained permanently. Students may also request in writing to the Registrar to amend their educational record if they feel the record is in error. Such request will be reviewed by the Registrar and Vice President of Employee and Student Services, who will render a decision.

Students may file a written complaint with the Family Policy Compliance Office regarding an alleged violation by the College to comply with requirements of FERPA. The Office's address is Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., S.W., Washington, DC 20202.

Release of Information: Family Educational Rights & Privacy Act (FERPA)

Vance-Granville Community College, in compliance with the Family Educational Rights and Privacy Act of 1974, releases no personal, identifiable information about students without the written approval from the student. Exceptions to this practice are those types of information defined by law as "directory information."

The directory information may be published or made available without the consent of the student. However, any student not wishing any of these types of information released may request in writing to the Registrar's Office that it not be released.

Student Records

An official record of all the student's courses, credits, grades, official transcripts, and other relevant documentation is kept in the Admissions/Records Office. Each student should maintain a record of courses, credits, and grades each term and periodically check to see that his/her records agree with that of the College.

Transcript Request

When an official request is made by the student in writing or through WebAdvisor, transcripts of the student's record will be sent to other colleges, universities, employers, and to the student. A Transcript Request form should be completed through WebAdvisor or submitted to the Admissions/Records Office a minimum of three business days prior to the time a student wants his/her transcript mailed. *A fee of \$5.00 will be charged for each official transcript requested by the student.*

In order to assure that transcripts will not be mailed until a student has discharged all obligations to the College, the student must complete a Transcript Request form (available in the Admissions/Records Office or at http://www.vgcc.edu/admissionoffice/transcript_request). Transcripts received by VGCC from other secondary or post-secondary institutions cannot be released to the student.