

## **Garnet Career Center Admissions Procedure**

Entrance requirements vary by program. All adults must present a high school diploma, GED, or TASC (or a sealed transcript if the diploma, GED, or TASC report is not available). Individual programs may have more specific documentation requirements. Other requirements may include pre-entrance testing, physical exams, driver's license, etc. Any student that falsifies or omits required information on required documents is subject to immediate termination. Garnet reserves the right to refuse admission to any applicant. Diploma, transcript, and/or GED/TASC report must be from a public or accredited private entity.

### **FULL-TIME PROGRAM ADMISSIONS PROCEDURE:**

All students applying for admission to the career and technical programs are required to complete and submit the following forms and credentials to the counselor:

1. Admission Application (Application Fees are non-refundable) and Program Application, if applicable.
2. High school transcript/proof of diploma, GED, or TASC transcript from an accredited school or agency approved by the West Virginia Department of Education. PN students MUST provide transcript.
3. Student must be 18 years old prior to start of program or prior to clinical rotations and/or on-the-job training or automotive shop hands-on training (driver's license or photo ID showing proof of age required). Automotive Technology requires a copy of student driver's license.
4. Copy of Medical insurance or signed Insurance Waiver
5. Meet additional requirements unique to specific program.

Applications for admission and program brochures are available in the school office. Exceptions to these policies are prohibited.

### **FULL-TIME/PART-TIME STUDENTS:**

There are two types of adult students enrolled in programs at Garnet: Full-time and part-time students. Full-time students are those students who are scheduled to attend twenty-four or more hours per week in a full-time program and are working toward a certificate in that program with the intention of completing all hours required for the certificate. A part-time student is one who has enrolled for less than sixteen hours per week. Part-time students will receive a Garnet Certificate of Completion and a transcript from the school showing the hours attended. Part-time students will be considered for state funded financial aid based upon a FAFSA application and twelve hours of attendance per week. Some departments may permit students who are not interested in taking the entire curriculum to enroll in departmental approved training modules.