

PROCEDURE

Number: 51-08
Title: Categories of Student Status
Responsibility: Student Services
Original Approval Date:
Last Cabinet Review: 6/3/2025
Last Revision: 6/3/2025

Reference (Policy and/or Procedure)

SBTCE:

FDTC: 50-01 Admissions

Other:

Procedure Description

Procedure

1. New Student

- A. First-Time Freshman: A student who has never attended a college. First-time students may have completed dual-enrollment coursework while attending high school.
- B. First-Time Transfer: A student who is transferring from another college/university.
- C. Dual Enrollment: A high school student who is taking college courses. These students must follow the State Guidelines for dual enrollment.
- D. Visiting Transient: A student taking courses to transfer back to the parent institution. They must submit a visiting transient form completed by the parent institution in which they are enrolled in order to register for FDTC classes. No testing will be required if written permission is provided by the parent institution.

2. Returning Student

- A. Readmit: A student who previously attended FDTC.
- B. Continuing: A student currently enrolled at FDTC who is reenrolling in the same program of study.

3. Special Categories

- A. Undeclared: A student may also enter the college as an “undeclared” student. An undeclared student is one who wishes to take courses for self-improvement or to transfer to another institution, instead of entering a curriculum program. Undeclared students are not eligible for financial aid. An undeclared status student may take up to fifteen (15) credit hours. In order to exceed 15 credit

hours, the student must sign a waiver form. Waiver forms are available in the Registrar's Office. A student with "undeclared" status must meet course prerequisites and admissions requirements.

General Procedures:

1. The student must submit an online application.
2. The student is admitted based on admissions requirements and subsequently assigned an academic advisor for advisement and course selection. The exception would be a "transient" student who is enrolled in classes listed on the transient form.