

Sheridan Technical College

2023-24 Admissions Checklist- General



Welcome to Sheridan Technical College! Whether you are starting your career, changing careers or recently unemployed, we are confident you will gain the essential skills needed to be successful and we are here to support you every step of the way! Follow the instructions below to complete the admissions process. **Note, prospective students for Child Care Center Operations, Commercial Class "B" Driving, Commercial Vehicle Driving and Health Programs, please complete the program specific admissions process provided at www.sheridantechnicalcollege.edu/getting-started.**

Step 1: Attend Orientation

- The 1-hour orientation is conducted online and on-campus. Orientation provides an overview of the admissions process, services, policies/procedures and program info. A confirmation email will follow immediately after registration. Register for orientation at www.sheridantechnicalcollege.edu/online-orientation-schedule.

Step 2: Submit Documents

- Admissions documents are to be submitted in person. Save time by having the following documents completed prior to your visit (click on the form title below to access). Forms are also conveniently available on campus. ***A counselor/advisor interview is required to finalize the admissions process once basic skills testing or exemption is completed and the following documents are submitted.*** No appointment is necessary; however, please call to confirm the counselor's availability prior to arrival. Refer to page 3 for counselor/advisor contact information and office hours.

1. [Workforce Education Registration Application](#)
2. [Workforce Education Registration Application Addendum](#)
3. [Explanation of Learner Rights and Responsibilities](#)
4. [Florida Residency Affidavit for Tuition Purposes](#)
5. 2 proofs of FL residency (See "[Florida Residency for Tuition Purposes](#)" on the next page for acceptable proof)
6. [Counselor Interview Form](#)
7. High School or GED Transcript (if required by program or applying for basic skills exemption)
8. Valid (not expired) picture ID (i.e. driver's license, passport, etc.)

Click to open each

Step 3: Request Disability Services

- This step is **OPTIONAL**.
- Prospective students who wish to self-identify as having a documented disability may request reasonable accommodations for testing and classroom instruction. For more information regarding the disability services process please visit www.sheridantechnicalcollege.edu/disability-services. Forms are available on campus upon request.

Step 4: Take Basic Skills Test

- Students enrolled in a postsecondary program of 450 hours or more are required to take and pass a basic skills test in order to receive a certificate at the time of program completion. Some students may be exempt from testing. Test accommodations may be available for individuals who self-identify as having a documented disability. Requests for accommodations must be made prior to testing via the Exceptional Education Specialist (see step 3 for disability service request). For information regarding basic skills testing and exemption criteria visit www.sheridantechnicalcollege.edu/basic-skills-prep-guide.
- A counselor/advisor interview is required to finalize the admissions process once basic skills testing is completed. No appointment is necessary; however, please call to confirm the counselor's availability prior to arrival.

Step 5: Apply for Financial Aid

- This step is **OPTIONAL**.
- Prospective students requesting financial assistance must complete the online Free Application for Federal Student Aid (FAFSA) as soon as possible. For more information regarding the financial aid process please visit www.sheridantechnicalcollege.edu/financial-aid and select "Online Financial Aid Process".



The School Board of Broward County, Florida, prohibits any policy or procedure which results in discrimination on the basis of age, color, disability, gender identity, gender expression, genetic information, marital status, national origin, race, religion, sex or sexual orientation. The School Board also provides equal access to the Boy Scouts and other designated youth groups. Individuals who wish to file a discrimination and/or harassment complaint may call the Director, Equal Educational Opportunities/ADA Compliance Department & District's Equity Coordinator/Title IX Coordinator at 754-321- 2150 or Teletype Machine (TTY) 754-321-2158. Individuals with disabilities requesting accommodations under the Americans with Disabilities Act Amendments Act of 2008, (ADAAA) may call Equal Educational Opportunities/ADA Compliance Department at 754-321-2150 or Teletype Machine (TTY) 754-321-2158. www.BrowardSchools.com

Florida Residency for Tuition Purposes

A "Florida resident for tuition purposes" is a person who has, or a dependent person whose parent, legal guardian, or spouse has established and maintained legal residence in Florida for at least twelve months prior to the first day of the term. Those considered non-Florida residents pay tuition at a higher rate. Applicants must complete the Florida Residency Affidavit for Tuition Purposes form and submit required supporting documents. [Guide to Complete Florida Residency Form](#)

Florida Statute 1009.26(12)(a) affords students who attended a Florida secondary school for three consecutive years before graduation—regardless of immigration status (undocumented)—the opportunity to pursue higher education at in-state tuition rates, should they apply for admission within 24 months after graduation. An official Florida high school transcript is required as evidence of attendance and graduation.

Acceptable Proof

First Tier

At least one (1) of the two (2) document(s) submitted must include:

1. Florida Voter Registration Card ([Voter Information Lookup](#))
2. Florida Driver's License
3. Florida Identification Card
4. Florida Vehicle Registration
5. Proof of a permanent home in Florida which is occupied as a primary residence by the individual or by the individual's parent if the individual is a dependent child.
6. Proof of a homestead exemption in Florida
7. Transcripts from a Florida high school for multiple years if the Florida high school diploma or high school equivalency diploma was earned within the last 12 months.
8. Proof of Permanent full-time employment in Florida for at least 30 hours per week for a 12 month period.

Second Tier

One (1) of the forms of documentation may include the following:

1. A Florida professional or occupational license
2. Florida Incorporation
3. A document evidencing family ties in Florida
4. Proof of membership in a Florida-based charitable or professional organization.
5. Any other documentation that supports the student's request for resident status, including, but not limited to, utility bills and proof of 12 consecutive months of payments; legal agreement and proof of 12 consecutive months of payments; or an official state, federal, or court document evidencing legal ties to Florida.

Determining Dependency

Individuals meeting any of the following criteria shall be classified as an independent student for tuition purposes:

- You are 24 years of age or older.
- You are married. *(Copy of marriage certificate required.)*
- You have a child, or other dependent, who lives with you and receives more than half their support from you. *(Copy of most recent federal tax return required.)*
- You are a veteran of the U.S. Armed Forces or on active duty. *(Copy of military documents required.)*
- Your parents are deceased and you are, or were until age 18, a ward of the court. *(Copy of Department of Children and Families letter or court documents required.)*

Academic Records

Approved Accrediting Agencies

Sheridan Technical College accepts academic records from educational institutions that are regionally accredited and their subsidiaries. Click [Approved Accrediting Agencies](#) for the approved list. Contact the program counselor/advisor for questions.

High School Diploma/ GED

A high school diploma or GED is required for some Certificate and Applied Technology programs and to obtain federal student aid. When using the high school diploma/GED for basic skills exemption or financial aid, a transcript is required GED transcripts must be requested from [GED.com](#). Be sure to select Sheridan Technical College as the recipient for the transcript.

Foreign Academic Records Evaluation

Prospective students with foreign education records wishing to receive a basic skills exemption, financial aid or admittance to a program that has a diploma requirement will need to get the records evaluated from an active National Association of Credential Evaluation Services member. Request an evaluation of educational records. Just a translation of a foreign transcript is not sufficient. Records must be certified as equivalent to a secondary or postsecondary education in the United States. Translation services may also be required for records in languages other than English. Click the [Approved Foreign Transcript Evaluation Agencies](#) list for approved agencies.

Experiential Credit

Prospective students with work or educational experience related to the program of interest may be eligible for Experiential Performance Awards. This allows students to accelerate the instructional process by applying past experiences toward the competencies taught in each Certificate and Applied Technology Program. Inform the program counselor/advisor if you would like to request experiential credit.

Registration & Payment Options

Prospective students can register after receiving an acceptance letter from the program counselor/advisor. Registration is on a first come, first served basis, so payment is required to reserve your seat in the course. Acceptable forms of payment include cash, Visa or MasterCard. The cardholder must be present for in-person payments.

Additional Resources

[Community Resource List](#)

[Student Catalog](#)

[Career Center Flyer](#)

[Veterans Assistance](#)

[CareerSource Broward ITA List](#)

[STC Website](#)

[BC Articulation](#)

[International Students](#)

Counselor/Advisor Contact & Office Hours

Counselor/Advisor	Programs	Orientation	Office Hours
Dorie Copeland Dorie.Copeland@browardschools.com 754.321.5459	Accounting Operations Administrative Office Specialist Business Management & Analysis Computer Systems & Information Technology Legal Administrative Specialist Medical Administrative Specialist Network Support Services Network Systems Administration Web Development	<i>Online</i> Wednesdays 9:00 a.m. – 10:00 a.m. <i>On-Campus (Dates vary)</i> Tuesday 4:00 p.m. – 5:00 p.m.	M, W, TH, F 8:00 a.m.- 3:30 p.m. T 9:30 a.m.- 5:30 p.m. *Unavailable during orientation
Jessica Clark-Flournoy Jessica.Clark@browardschools.com 754.321.5445	Barbering Child Care Center Operations Cosmetology Early Childhood Education Facials Specialty Professional Culinary Arts & Hospitality	<i>Online</i> Tuesdays 9:00 a.m. – 10:00 a.m. <i>On-Campus (Dates vary)</i> Monday 4:00 p.m. – 5:00 p.m.	T, W, TH, F 7:30 a.m.-3:00 p.m. M 9:30 a.m. - 5:30 p.m. *Unavailable during orientation
Victor Calderon Victor.Calderon@browardschools.com 754.321.5443	Electrocardiograph Technician (EKG) Medical Assisting Medical Coder-Biller – ATD Patient Care Technician Pharmacy Technician – ATD Phlebotomy Practical Nursing Surgical Technology	<i>Online</i> Mondays 9:00 a.m. – 10:00 a.m. <i>On-Campus (Dates vary)</i> Thursday 4:00 p.m. – 5:00 p.m.	M, T, W, F 8:30 a.m.- 4:00 p.m. TH 9:30 a.m. - 5:30 p.m. *Unavailable during orientation
Joni McLaurine Joni.McLaurine@browardschools.com 754.321.5457	Adv. Auto: <i>GM/ Ford/ MCAP/ Nissan-Infiniti</i> Automotive Collision Technology Technician Automotive Maintenance & Light Repair Automotive Service Technology Building Trades & Construction Design Techn. Electricity Heating, Ventilation, Air-Cond./Refrigeration Plumbing	<i>Online</i> Thursdays 9:00 a.m. – 10:00 a.m. <i>On-Campus (Dates vary)</i> Wednesday 4:00 p.m. – 5:00 p.m.	M, T, TH, F 8:30 a.m.- 4:00 p.m. W 9:30 a.m. - 5:30 p.m. *Unavailable during orientation
June Armstrong June.Armstrong@browardschools.com 754.321.3903	Adv. Auto: Audi Commercial Class “B” Driving Commercial Vehicle Driving Diesel Systems Technician	<i>Online</i> Wednesdays 11:00 a.m. – 12:00 p.m. <i>On-Campus (Dates vary)</i> Tuesday 4:00 p.m. – 5:00 p.m.	M, W, TH, F 8:00 a.m.- 4:00 p.m. T 9:30 a.m.- 5:30 p.m. *Unavailable during orientation

Financial Aid Advisor

Financial Aid Advisor	Programs
Sabine Baur Sabine.Baur@browardschools.com 754.321.5506	Electrocardiograph Technician - Medical Assisting - Medical Coder/Biller ATD - Patient Care Assistant - Patient Care Technician - Pharmacy Technician ATD - Phlebotomy - Practical Nursing - Surgical Technology Commercial Class “B” Driving - Commercial Vehicle Driving - Diesel Systems Technician
April Norris April.Norris@browardschools.com 754.321.5558	Adv. Auto: Audi/ <i>GM/Ford/MCAP/Nissan-Infiniti</i> - Automotive Collision Technology Tech. - Auto. Maintenance & Light Repair - Automotive Service Technology Building Trades & Construction Design Tech. - Electricity - Heating, Ventilation, Air-Cond./Refrigeration – Plumbing
Erin Hurst Erin.Hurst@browardschools.com 754.321.5564	Barbering - Cosmetology - Early Childhood Education - Facials Specialty - Professional Culinary Arts & Hospitality Accounting Operations - Administrative Office Specialist - Business Management & Analysis - Computer Systems & Information Tech. - Legal Administrative Specialist - Medical Administrative Specialist - Network Support Services - Network Systems Administration - Web Development

Additional Support Services

Exceptional Education Specialist	Veterans Certifying Official	International Student Advisor
Ervean Shannon-Goff Ervean.Shannon-Goff@browardschools.com 754.321.5447	Joanne Santana Joanne.Santana@browardschools.com 954.614.1608	Vera Fernandez Vera.Alvarez@browardschools.com 754.321.5737

Program Information

****Click the program name for more information****

Program	Hours	Length (Full-time)	Campus
Accounting Operations	900	9 MONTHS	Main Campus- Hollywood
Administrative Office Specialist	1050	10 MONTHS	Main Campus- Hollywood
Advanced Auto Tech – Audi Exclusive	2400	24 MONTHS	West Campus- Pembroke Pines
Advanced Auto Tech – Chrysler MCAP	2400	24 MONTHS	Main Campus- Hollywood
Advanced Auto Tech – Ford ASSET	2400	24 MONTHS	Main Campus- Hollywood
Advanced Auto Tech – GM ASEP	2400	24 MONTHS	Main Campus- Hollywood
Advanced Auto Tech – Nissan/Infiniti	2400	24 MONTHS	Main Campus- Hollywood
Automotive Collision Repair & Refinishing	1400	12 MONTHS	Main Campus- Hollywood
Automotive Maintenance & Light Repair	600	6 MONTHS	Main Campus- Hollywood
Automotive Service Technology	1800	18 MONTHS	Main Campus- Hollywood
Barbering	900	9 MONTHS	Main Campus- Hollywood
Building Trades & Constr. Design Tech.	900	9 MONTHS	Main Campus- Hollywood
Business Management and Analysis	900	9 MONTHS	Main Campus- Hollywood
Child Care Center Operations	45	8 WEEKS	Main Campus- Hollywood
Commercial “Class B” Driving	150	5-6 WEEKS	West Campus- Pembroke Pines
Commercial Vehicle Driving - Class A	320	9-10 WEEKS	West Campus- Pembroke Pines
Computer Systems & Information Technology	900	9 MONTHS	Main Campus- Hollywood
Cosmetology	1200	12 MONTHS	Main Campus- Hollywood
Diesel Systems Technician	1800	18 MONTHS	West Campus- Pembroke Pines
Early Childhood Education	600	6 MONTHS	Main Campus- Hollywood
Electricity	1200	12 MONTHS	Main Campus- Hollywood
Electrocardiograph Technician	465	5.5 MONTHS	Main Campus- Hollywood
Facials Specialty	220	8 WEEKS	Main Campus- Hollywood
Heating Ventilation, Air-Cond./Refrigeration	1350	12 MONTHS	Main Campus- Hollywood
Legal Administrative Specialist	1050	10 MONTHS	Main Campus- Hollywood
Medical Administrative Specialist	1050	10 MONTHS	Main Campus- Hollywood
Medical Assisting	1300	12 MONTHS	Main Campus- Hollywood
Medical Coder/Biller - ATD	1110	11 MONTHS	Main Campus- Hollywood
Network Support Services	1050	10 MONTHS	Main Campus- Hollywood
Network Systems Administration	1050	10 MONTHS	Main Campus- Hollywood
Patient Care Technician	600	6 MONTHS	Main Campus- Hollywood
Pharmacy Technician	1050	10 MONTHS	Main Campus- Hollywood
Phlebotomy	165	15 WEEKS	Main Campus- Hollywood
Plumbing	1080	10 MONTHS	Main Campus- Hollywood
Practical Nursing	1350	12 MONTHS	Main Campus- Hollywood
Professional Culinary Arts & Hospitality	1200	12 MONTHS	Main Campus- Hollywood
Surgical Technology	1330	12 MONTHS	Main Campus- Hollywood
Web Development	1050	10 MONTHS	Main Campus- Hollywood

Sheridan Technical College (Main)
 5400 Sheridan Street
 Hollywood, FL 33021
 754.321.5400

www.SheridanTechnicalCollege.edu

Sheridan Technical College (West)
 20251 Stirling Road
 Pembroke Pines, FL 33332
 754.321.3900