

Sheridan Technical College

Office of Student Affairs

Online Admissions Checklist



Step 1
Attend
Orientation

Step 2
Request Applicant
Account

Step 3
Apply for
Financial Aid

Step 4
Request Disability
Services

Step 5
Complete & Upload
Documents

Step 6
Counselor
Interview

Welcome to Sheridan Technical College! Even during this unprecedented time, our student-centered philosophy remains the foundation of STC's mission. 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 online admissions process. Please note, prospective students who are not exempt from the basic skills requirement are traditionally tested prior to enrolling. However, due to school closures in response to the COVID-19 pandemic, all on-campus testing has been postponed. For this reason, the testing portion of the admissions process is postponed until on-campus services are resumed. Read the "Testing & Basic Skills" section on page two for details.

Some programs require additional steps to complete the admissions process. Program prerequisites may vary, so read this document in its entirety before starting the admissions process. Please note, most forms are fillable with an electronic or digital signature option, so printing is optional. Forms must be signed. Simply typing a signature is not permitted. Scan printed documents with a desk-top or phone app scanner. Refer to step 5 (Complete & Upload Documents) for instructions on signing forms, uploading documents and free scanner apps.

Admissions Process- General Steps for All Programs

Step 1: Attend Orientation	Program orientations are currently being conducted online via counselor/advisor led video conferencing. The purpose of orientation is to introduce prospective students to the admissions process, support services and school policies/procedures. Click "View Now" to view the online orientation schedule and to register. View Now >>
Step 2: Request Applicant Account	After completing the online orientation, prospective students will need to request an applicant account to securely submit documents for admissions, financial aid, disability services, etc. Once the request is submitted, your account details will be emailed to you within 2 school days. The password to access this page will be provided at the completion of orientation. Click "View Now" to access the request form. View Now >>
Step 3: Apply for Financial Aid (OPTIONAL)	Prospective students requesting financial assistance must complete the online Free Application for Federal Student Aid (FAFSA) as soon as possible. <u>This step is optional</u> , so move to step 4 if you don't require financial assistance. This step can be completed simultaneously with the admissions process. Click "View Now" for instructions. View Now >>
Step 4: Request Disability Services (OPTIONAL)	Prospective students who wish to self-identify as having a documented disability may request reasonable accommodations for testing and classroom instruction. <u>This step is optional</u> , so move to step 5 if you don't require disability services. Click "View Now" for instructions. View Now >>
Step 5: Complete & Upload Documents	This step provides instructions on signing forms, uploading documents and free scanner app resources. All required documents will need to be uploaded to your applicant account (Focus Portal) in order for the Office of Student Affairs staff to process your request for admissions, financial aid or disability services. Most forms are fillable with an electronic or digital signature option, so printing is optional. Forms must be signed. Simply typing a signature is not permitted. Once documents are uploaded, contact appropriate staff to review submitted documents. Click "View Now" for instructions. View Now >>
Step 6: Counselor Interview	The counselor interview is designed to finalize the admissions process. The program counselor/advisor will review your submitted documents and assist you with questions/concerns. Once you have uploaded all of your completed admissions documents into your applicant account (Focus Portal), please contact your program counselor/advisor. Click "View Now" for the list of contacts. View Now >>

Additional Program Requirements

Some programs require additional steps/requirements to complete the admissions process. Please see below for details.

Program	Additional Admissions Requirement	Documents & Resources
Advanced Automotive: (Audi, Ford, GM, MOPAR, Nissan/Infiniti)	<ul style="list-style-type: none"> Secure Employment at Dealership High School Diploma or GED 	Contact counselor/advisor for instructions: Joni McLaurine: Ford, GM, MOPAR, Nissan/Infiniti June Armstrong: Audi
Child Care Center Operations	<ul style="list-style-type: none"> Click link for admissions details. https://www.sheridantechicalcollege.edu/child-care-center-operations/ 	N/A
Class "B" Driving Commercial Vehicle Driving	<ul style="list-style-type: none"> Class A or B Permit 7 or 3 Year Driving Record DOT Physical 	CVD Online Admissions Checklist
Early Childhood Education	<ul style="list-style-type: none"> High School Diploma or GED 	N/A
Electrocardiograph Technology Medical Assisting Patient Care Technician Pharmacy Technician- ATD Practical Nursing Surgical Technology	<ul style="list-style-type: none"> TEAS Test (Practical Nursing ONLY) High School Diploma FDLE Background Screening Clearance Drug Screening Clearance Immunizations Physical Health/Accident Insurance High School Diploma or GED <i>**Pharmacy Technician-ATD, Practical Nursing, Surgical Technology <u>only</u>**</i> 	<div style="background-color: #f2f2f2; padding: 2px;">Instructions & Policies</div> Health & PN Online Admissions Checklist Complio Student Order Instructions BTC Drug Screening Policy <div style="background-color: #f2f2f2; padding: 2px;">Upload to Complio Account</div> Immunization Record Form Memorial TB Attestation Form Physical Exam Form <div style="background-color: #f2f2f2; padding: 2px;">TEAS Remote Testing</div> TEAS- How to Create an ATI Account TEAS- Remote Testing Instructions
Medical Coder/Biller- ATD	<ul style="list-style-type: none"> High School Diploma or GED 	N/A

Testing & Basic Skills

Basic Skills Test Requirement	<p>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 vocational certificate at the time of program completion. The CASAS Goals (Reading/Math) and TABE (Language) computer-based tests assess students in the areas of reading, math and language. Some students may be exempt from testing, so please refer to the Basic Skills Exemption/Exit Criteria below for details. 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.</p> <p>Traditionally, prospective students who are not exempt from the basic skills requirement are tested prior to enrolling. Due to school closures in response to the COVID-19 pandemic, all on-campus testing has been postponed. For this reason, the testing portion of the admissions process is postponed until on-campus services are resumed. Students will be required to test immediately thereafter in efforts to allow ample time to meet basic skills prior to program completion. There is a \$15.00 testing fee and a valid picture ID is required. The Basic Skills Acknowledgement must be completed for programs that are 450 hours or more. Please note, the basic skills requirement must be fulfilled in order to be considered a program completer and participate in graduation.</p>
Basic Skills Exemption/Completion Criteria	<p><i>You may be exempt from testing if you:</i></p> <ul style="list-style-type: none"> Entered 9th grade in a Florida public school in the 2003-2004 school year, or any year thereafter, and earned a Florida standard high school diploma <i>(official high school transcript required);</i> Possess a college degree at the Associate in Applied Science (AAS) level or higher from an accepted accredited college or university <i>(official diploma or transcript required);</i> Demonstrate readiness on the 2014 GED® <i>(official transcript required);</i> Demonstrate readiness on the ACCUPLACER, PERT, ACT or SAT <i>(official test results required. Valid up to 2 years prior to the start of program);</i> Active duty member of any branch of the United States Armed Services <i>(paper order or ID card required);</i> Pass a state or national industry certification or licensure examination that is identified in State Board of Education rules and aligned to the CTE program in which the student is enrolled <i>(official test results required);</i> or Enrolled in an apprenticeship program that is registered with FLDOE.
Test Preparation	<p>Click TABE 11/12 Language</p> <p>Click CASAS Goals Reading & Math</p>

Florida Residency for Tuition Purposes

Florida Residency for Tuition Purposes refers to whether the applicant is an in-state Florida resident or an out-of-state resident, and this classification determines tuition cost. A Florida “resident for tuition purposes” is a person who has, or a dependent person whose parent or legal guardian has, established and maintained legal residency in Florida for at least twelve (12) consecutive months preceding the first day of classes of the term for which Florida residency is sought. Tuition for out-of-state students is calculated at a higher rate. Applicants must complete the Florida Residency Affidavit for Tuition Purposes form and submit required supporting documents (see below for the form and approved documents).

Effective July 1, 2014, House Bill 851 affords students who attended a Florida secondary school for three consecutive years before graduation—regardless of immigration status—the opportunity to pursue higher education at in-state tuition rates, should they apply for admission within 24 months after graduation.

If the applicant is deemed a Florida non-resident, he/she may appeal the residency classification decision. The institutional appeal process requires applicants to submit a Florida Residency Classification Appeal form, supporting documentation, and a signed Release of Information form to the program counselor/advisor within 10 school days of the denial. The decision of the Residency Appeal Committee will be rendered to the applicant within 30 school days in writing and is final for the term.

Acceptable Proof

First Tier

At least one (1) of the two (2) forms of documentation submitted must include the following:

1. Florida Voter Registration Card
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.

Required Form

[Florida Residency Affidavit for Tuition Purposes](#)

Resources

[Guide to Complete Florida Residency Form](#)
[DACA Students: House Bill 851](#)
[Voter Information Lookup](#)

Academic Records

High School Diploma

A high school diploma or GED is required for some Certificate and Applied Technology programs and to obtain federal student aid. STC accepts diplomas from regionally accredited educational institutions. Click [Approved Accrediting Agencies](#) for the list.

GED

Prospective students who wish to provide GED records for admissions, basic skills exemption or financial aid must request their GED transcript from GED.com. Be sure to select Sheridan Technical College as the recipient for the transcript. Individuals who obtained their GED out-of-state, must upload the official GED transcript to the appropriate folder listed on step 5.

Foreign Academic Records Evaluation

Prospective students with foreign diplomas, degrees or transcripts wishing to receive a basic skills exemption, financial aid or admittance to a program that has a diploma requirement will need to get the foreign records evaluated. Sheridan Technical College accepts evaluation reports from any active National Association of Credential Evaluation Services (<https://www.naces.org/members>) certified member. Students must request an evaluation of educational records. Please note, just a translation of a foreign transcript is not sufficient. Educational records must be certified as being the equivalent to a secondary and/or postsecondary education in the United States. Translation services may also be required for documents in a language other than English. Click the [Approved Foreign Transcript Evaluation Agencies](#) list for approved agencies.

Experiential Credit

Prospective students with related 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.

Registration & Payment Options

Due to school closures in response to the COVID-19 pandemic, some program start dates may be delayed. Registration is on a first come, first served basis. Contact the program counselor/advisor for start dates and payment options.

Additional Resources

[Community Resource List](#)
[CareerSource Broward ITA List](#)

[Student Catalog](#)
[STC Website](#)

[Career Center Flyer](#)
[BC Articulation](#)

[Veterans Assistance](#)
[International Students](#)