



## Frequently Asked Questions about the Admission Process

### What are the steps to the New Admission Process?

This information is posted on RSTC's website; however, for a quick review **here are the steps:**

- Apply online at [www.rstc.edu](http://www.rstc.edu)- New students choose FIRST TIME USER ACCOUNT CREATION LINK and follow the directions. Returning applicants will use the USERNAME and PASSWORD/PIN created at the initial application. Complete in entirety and choose program.
- Submit Unexpired Form of Identification.
- Submit all official, sealed high school or GED transcripts to RSTC ADMISSIONS P.O. Box 588, Evergreen, AL 36401 or electronic submission (via Parchment or National Student Clearinghouse, etc.).
- Submit all official, sealed college transcripts to RSTC ADMISSIONS P.O. Box 588, Evergreen, AL 36401 or electronic submission (via Parchment or National Student Clearinghouse, etc).
- Monitor the email on your application for important Admissions information.

### I am a high school student applying to the college but I HAVE NOT GRADUATED. Do I send my high school transcript now?

Graduating Seniors in high school must submit an official, sealed copy of the high school transcript, only after final grades are posted with the graduation date. Partial/In Progress transcripts are not accepted for Admission to the college.

### I have attended more than one college, but took my prerequisites at just one. Do I really need to have all of my official transcripts sent to the Admissions Office?

Yes. Submit **OFFICIAL** college transcripts from **ALL** of the colleges you have attended. Even though one of those colleges may list previous college credits as transferred on another transcript or if you are not sure if the previous courses will apply, you **MUST SUBMIT ALL TRANSCRIPTS FROM THE GRANTING INSTITUTION** to complete your admission profile. **You are solely responsible for obtaining your transcript(s).** Reid State Technical College will not request transcripts on behalf of students. All academic history must be reviewed. We strongly encourage you to start this process prior to the admissions deadline in case there are any delays. An incomplete Admissions application may result in delays to your application process being completed.

**I am currently enrolled at another institution at the time of the deadline. Will my grade be added when I complete the course?** No, we will only accept grades that are on the transcript at the time of the application deadline. If you chose to submit your application prior to the deadline, while enrolled in a course(s) that will be completed by the deadline, it is **YOUR** responsibility to submit an updated transcript with the final grade posted **AND** by the deadline. Any transcript listing currently enrolled courses are considered **IN-PROGRESS**. Reid State Technical College does not accept partial transcripts for **ADMISSIONS** purposes.



**I am currently enrolled at Reid State Technical College as a student. Do I need to reapply to the college to enroll in the Nursing Program or change my major to a different program?**

The answer is **NO**. **Do not reapply** to the school. Apply to the specific program (i.e. Nursing application) or complete an UPDATE RECORDS form to change your major.

**Will I be notified if my application is missing something?**

Once your application has been processed you will receive an email indicating your student number and missing checklist items required for Admission to Reid State Technical College. It is the student's responsibility to ensure that he or she submits a completed application and that all steps of the admission process are followed. Be sure to thoroughly read the **CHECKLIST** that is made available to you. Please understand that NO applicant is exempt from ANY one of the items listed on the checklist.

Also, NOTE that if you do not receive a "Thank you for APPLYING" message at the end of your application, then chances are it was not submitted.

**When will I be notified after I complete an application to the school as to whether or not I am admitted?**

It is our goal to review applications within two weeks of processing and update information in the system. Afterwards, applicants are able to review their Admission status within the SSB Portal (MyRSTC). Under Student Profile, you are able to review such items as your Admission Status, Eligibility to Register for classes, Holds on your account and many other important student information statuses.

Students will receive a status update letter from the college once all Admissions items are complete. Please note that Prospective Nursing students have additional requirements and will need to contact the Nursing Department to update. Admission to Reid State Technical College does not ensure admission to the Nursing program.

**Should I phone the office to speed up the admissions process?**

The Office of Admissions does not address acceptance decisions by phone. Calling the office will not speed up the process. However, students are encouraged to call if they just want to check to see if the office has received all of their paperwork, etc...

**Can I reapply if I do not attend or complete the process?**

Yes. However, you will have to wait until the next application cycle to apply. You will have to follow **ALL** of the same steps. It is the student's responsibility to update the Office of Admissions of previous application(s) documentation submitted.

If you have read this entire Q&A and you still have questions, email [admissions@rstc.edu](mailto:admissions@rstc.edu) or contact us at 251.578.1313 Ext 148.