

Procedures for Policy 2211

The following receipt and processing procedures will be followed.

1. College Identification Codes & Transcripts Submission

The college shall establish a single code with external agencies that identifies the college as a single entity, whenever possible. This shall include, but is not limited to the establishment of a single CEEB code with The College Board/SAT and ACT.

Additionally, the college shall request and communicate to all individuals and external agencies, including high schools and institutions of higher education that SAT/ACT scores and high school transcripts shall be submitted to the Office of the College Registrar as follows:

Tidewater Community College
Attn: Office of the College Registrar
1700 College Crescent, Suite 115
Virginia Beach, VA 23453

2. Receipt of SAT/ACT Scores or High School Transcripts

High school transcripts and SAT/ACT scores are not required for admission to Tidewater Community College. Students interested in attending TCC will occasionally have their SAT/ACT scores and/or high school transcripts sent to TCC.

When SAT/ACT scores or high school transcripts are received at a campus location, the documents shall be sent via campus mail to the Office of the College Registrar within 48 hours of receipt.

Upon receipt of the SAT/ACT test scores or high school transcripts, the Office of the College Registrar shall verify the application status of the prospective students through the Student Information System (SIS). Below are steps that shall be taken by Office of the College Registrar in processing SAT/ACT test scores and high school transcripts based on whether the prospective student has applied for admission.

2.1. Receipt from “Applied for Admission” Prospective Students

- Once the prospective student’s application status has been verified as “applied for admission,” the Office of the College Registrar’s staff will write the SIS ID number on the high school transcript or SAT/ACT score report.
- Scores from the SAT/ACT report will be entered into the prospective student’s SIS record.
- The SAT/ACT score report and/or high school transcript will be scanned into the college’s secure document management system (DMS) become part of the student’s SIS record.
- Once the SAT/ACT score reports or high school transcripts are scanned into the DMS, the paper documents will be destroyed in accordance with college practices.

2.2. Receipt from “Not Applied for Admission” Prospective Students

- Once the prospective student’s application status has been verified as “not applied for admission,” the document is classified as “NOF” NOT ON FILE and scanned into the DMS. The Office of the College Registrar will review monthly to determine if the student has applied and link student records with SAT/ACT scores or high school transcripts.
- Once the SAT/ACT scores or high school transcripts are scanned into the DMS, the paper documents will be destroyed in accordance with college practices.

2.3. Filing and Discarding SAT/ACT Scores or High School Transcripts

- SAT/ACT scores and high school transcripts received by the college for individuals who do not complete an application for admission will be kept on file within the DMS for two academic years and will be destroyed in accordance with the relevant Library of Virginia retention schedules.
- On a monthly basis, Office of the College Registrar staff will check the application for admission status of individuals whose SAT/ACT scores or high school transcripts have been received and entered into the DMS. If the Office of the College Registrar staff is able to verify that the individual has submitted an application for admission, then their test scores shall be entered into SIS as outlined in section 4.2.1 of this policy and the high school transcript and/or SAT/ACT score report shall be attached to the individual’s file in the DMS.