

ADMISSIONS POLICY and PROCESS

Admissions Criteria

For specific program admissions information, please see the individual program section of this catalog. Students requiring accommodations during the application process should discuss their needs with the admission office.

Practical Nurse candidates refer to Practical Nurse Program Section for specific admissions process.

Equal Education Opportunity

Chapter 282 of the Acts of 1993, General Laws Chapter 76, Section 5 now includes the following provision: Southeastern Regional Technical Institute hereby provides notice that it does not discriminate in admission or employment in any of its educational programs or activities on the basis of race, color, sex, gender identify, religion, national origin, age, sexual orientation, disability, or housing status. Enforcement of this law advances efforts to ensure that all students can attend school in a safe, supportive environment that is conducive to serious learning. This law makes it clear that all aspects of public school education must be fully open and available to members of both sexes and minority groups. No school may exclude a student from any course, activity, service or resource available in that public school on account of race, color, sex, gender identity, religion, national origin or sexual orientation of such student.

Eligibility

- Candidates from in-district communities and out-of-district communities are eligible to apply to all of our programs. This information is available on the Southeastern Technical Institute website at www.stitech.edu.
- Applicants must be a U.S. citizen or a permanent resident.
- High School Students who meet the STI dual enrollment requirements
- Proof of high school graduation with an official transcript, or official GED (scores included) or Official HiSET (scores needed). Certified translations must be provided for transcripts supplied in a language other than English and equivalency to U.S. education must be provided. An average of C or better in high school is preferred with consideration for trends demonstrating improvement and motivation.

Application Process

1. Candidates interested in applying for admissions must complete the following:
 - a. Obtain an application by downloading the package from the website at www.stitech.edu or by contacting the STI Office at 508.230.1297
 - b. Submit the completed application form and the \$20.00 testing fee (non-refundable).

2. Upon receipt of the application and testing fee the candidate will be contacted to schedule an Accuplacer® Admissions Examination. Accuplacer® Admissions Examinations are a computer based examination. At the beginning of the testing process, candidates will be introduced to the Accuplacer® software, and they will be required to answer demographic questions before they begin the actual test.
 - Admissions examinations are given at Southeastern Technical Institute 250 Foundry Street, South Easton, MA 02375.
 - Please arrive 15 minutes prior to your exam time to check in and make sure that you have a picture ID with you.
 - Candidates should allow approximately 90 minutes for the testing process, but no more than 3 hours will be allowed to complete the exam.
 - Once a candidate has registered, they may not leave the building until testing has been completed.
 - Late arrivals will not be permitted to take the exam.
 - Applicants that are late or miss a scheduled exam forfeit the testing fee. Testing fees are non-refundable.
 - Test scores are acceptable for one academic year.
 - Candidates will only be allowed to test a maximum of three times in any one given section of the Accuplacer® Admissions Exam during an academic year.

3. The applicant must meet a minimum adjusted individual score in all three sections of the Accuplacer® Admissions Exam as identified below to continue with the selective admissions process.

Content Selection	Adjusted Individual Score
Reading Comprehension	60
Arithmetic	32
Sentence Structure	65

Information about the test and sample test questions can be found at <https://accuplacer.collegeboard.org/>. Alternative testing arrangements that are reasonable in the context of this examination and supported by documentation may be provided, upon request, to candidates that would not be able to take the test under standard conditions. Candidates that may be eligible for alternative testing arrangements are candidates with physical disabilities (e.g., visual impairments, motor disabilities, illness, or injury) or cognitive disabilities (e.g., learning disabilities).

You may make a request for alternative testing arrangements when you register for the STI admissions examination. The SSTI Director will review your request and determine on a case-by-case basis whether to grant requested alternative testing arrangements. In some cases, the supporting documentation may not be sufficient to make a determination or may not support

the requested accommodation. In such cases, you will need to submit additional documentation.

4. All candidates will be contacted by phone or email regarding their testing scores;
 - Candidates passing all three (3) sections of the Accuplacer® Admissions Examination will go on to the next step of the application process.
 - Candidates that pass two (2) sections of the Accuplacer® Admissions Examination will be allowed to re-test in the section that they did not pass for free on the next available test date.
 - Candidates that passed less than two (2) sections of the Accuplacer® Admissions Examination will be allowed to re-test, but they will be required to pay \$20.00 to retake the examination.
 - Candidates will only be allowed to take the Accuplacer® Admissions Examination three times per year.
5. Candidates meeting the minimum adjusted score on all three (3) sections of the Accuplacer® Admissions Examination will be asked to submit:
 - Proof of high school graduation with an official transcript, or official GED (scores included) or Official HiSET (scores needed). Certified translations and equivalency to U.S. education must be provided for transcripts supplied in a language other than English.
 - Candidates will also be asked to submit one (1) Confidential Reference Form (included in your package).
6. Upon receiving the above-listed documentation, an interview with the Program Director or a designee will be scheduled.
7. Applications that remain incomplete for more than 60 days will be removed from the admissions pool and will receive no further consideration.

Selection Process

All applicants for the Southeastern Technical Institutes Post-Secondary Programs are evaluated using the selection criteria outlined in the admission policy. All completed applications are reviewed and will receive a response.

Candidates are reviewed and evaluated using the following criteria:

Accuplacer® Admissions Examination Scores	Maximum of 24 points
Academic Records	Maximum of 4 points
Written Responses	Maximum of 6 points
Interview Responses	Maximum of 32 points
One (1) Confidential Reference Form	Required – 0 points
Work / Life Experience	Maximum of 4 points

All candidates will be notified of the admission decision by mail. Candidates may be accepted, not accepted, or deferred. Candidates whose applications are deferred will be reviewed on or about one month before the start of the program.

Once a program reaches capacity, a wait list will be established. The wait list will include any candidates that have not been accepted but have received deferred status. Once a program has reached capacity, applications will still be processed. Acceptable candidates, however, will be placed on the wait list. The wait list is valid for the current academic year.

Acceptance Process

Upon receipt of the acceptance letter, the candidate must complete the following:

- Signed enrollment agreement and pay a \$200 seat deposit within ten (10) business days.
- If program acceptance is within twenty days of the beginning of a program, candidates will have 5 business days to complete and sign their enrollment agreement and to pay their seat deposit. A candidate that fails to sign their enrollment agreement or pay their seat deposit within the allotted period may have their acceptance rescinded.
- Satisfactory C.O.R.I. (Criminal Offense Record Information). All students entering and continuing in a program are subject to CORI review.
- Health Criteria: Immunizations are required by the Department of Public Health. STI's immunization requirements are in accordance with College Immunization Chapter 76, Section 15C and clinical agency requirements. See individual program sections for specific health criteria for final acceptance into the program.
- Proof of In-District Residence Form: Form must be completed, signed, and stamped by the school district member city or town within one month after the start of the program. Tuition is calculated based on the information provided on the Proof of In-District Residence Form.
- Proof of Health Insurance Form (with copy of insurance card, front and back)
- Educational Purpose Form (with copy of license front and back)
- Emergency Contact Form

Accepted students who choose not to complete the admissions process and wish to apply in the future, must begin the application process again. Applications are valid for the current academic year only.