

# Pine Technical and Community College Procedure

## 3.PTCC.4.2 Selective Admissions Programs

**Chapter: 3** – Educational Policies

**Date:** 05/01/2026

### **Part 1: Purpose**

To outline procedures for managing applicants to selective admissions programs and to ensure fair, equitable access to programs with limited enrollment. This procedure aims to support maximum program capacity while maintaining consistent and transparent criteria for admission.

### **Part 2: Definitions**

#### **Selective Admissions Programs**

Programs that require a secondary application process in addition to admission to Pine Technical and Community College. These programs have defined criteria used to evaluate applicants for acceptance into core program coursework.

### **Part 3: Procedure**

Admission to Pine Technical and Community College does not guarantee admission to a selective program. Students must meet specific programmatic requirements and complete any required secondary application processes to be considered for admission.

The following programs currently have selective admissions:

- Gunsmithing and Firearms Technology (Diploma, AAS)
- Practical Nursing (Diploma)
- Nursing Mobility (AS)

PTCC reserves the right to add or remove programs from the list of selective admissions programs. Updates will be reflected in this procedure and/or relevant program materials.

### **Part 4. Designated Departments**

The following departments are responsible for managing program-specific admissions processes:

- **Gunsmithing and Firearms Technology** – Admissions Department
- **Practical Nursing** – Academic Affairs Department
- **Nursing Mobility** – Academic Affairs Department

### **Part 5. Program Entrance Requirements**

Each selective program has specific entrance requirements, which may include but are not limited to:

- Minimum cumulative GPA
- Completion of prerequisite/preliminary coursework
- Criminal background check
- Professional or academic references
- Program-specific written application or interview
- Program-specific application checklist confirming program eligibility requirements

Applicants are responsible for reviewing and meeting all program requirements by published deadlines. Detailed criteria and timelines are available through the designated department or program website.

### **Part 6. Program Wait Lists**

In cases where the number of qualified applicants exceeds available program seats, a wait list may be established.

- Wait list management, communication, and admission from the list are handled by the designated department.
- Wait list procedures may vary by program and are subject to change.

### **Related Documents:**

PTCC Policy 3.PTCC.4 Admission to the College

PTCC Procedure 3.PTCC.4.1 Admission to the College

PTCC Procedure 3.PTCC.4.3 Admissions to PTCC Nursing Programs

PTCC Procedure 3.PTCC.4.4 Admissions to PTCC Gunsmithing Program

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*Custodian of Policy: Dean of Outreach and Strategic Partnerships*

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### **Procedure History:**

*Date and Subject of Amendments:*



Pine Technical &  
Community College

*03/24/2026 – Newly developed procedure.*