

# Selma University



## OFFICE OF ADMISSION CHECK LIST

Student Name: \_\_\_\_\_ ID# \_\_\_\_\_

### EACH STUDENT FILE SHOULD CONTAIN THE FOLLOWING:

- Application
- GED Test Scores or Official High School Transcripts
- TB Skin Test
- Placement Test Scores or ACT Test Score (Freshmen Student)

\*\* All transfer students MUST have ALL Official transcripts from any previously attended colleges.

Student Admission File complete:  Yes  No

Admission Director: \_\_\_\_\_ Date: \_\_\_\_\_

Registrar: \_\_\_\_\_ Received \_\_\_\_\_ Approved \_\_\_\_\_ Returned to Admission \_\_\_\_\_  
(Date) (Date) (Date)

\*\*The Admission's Director must verify that all newly admitted student records have been received prior to enrollment and submit a list of the same to the Registrar. The Registrar shall sign in acknowledgement of records from the Admission's Director. From that date, the Registrar will have four (4) calendar weeks or twenty (20) work days to review new student records and verify that they are complete. Incomplete records may be returned to the Office of Admissions until they are complete. After this period, the records are the responsibility of the Registrar's Office.