

## Procedure 3.2504

### Acceptance Letter Procedure

Once applicants have completed an application to the College, they will receive an acceptance letter in the mail. This letter congratulates the student on being accepted, details the items missing from their application, gives email login instructions, directs them on the process for obtaining transfer credit, and provides them with their student identification number.

### References

**Legal References:** G.S. 115D-1; 115D-5; 115D-20; SBCC Adoption 1/21/2011; Amended 6/1/2012

**SACSCOC References:** 4.8.1; 4.8.2; 4.8.3

**Cross References:** [Academic Support Services Policy](#)

### History

**Senior Staff Review/Approval Dates:** 8/24/2015

**Board of Trustees Review/Approval Dates:** 8/7/2012

**Implementation Dates:** *Enter date(s) here*