Continuing and Distance Education
Application for Admission

Continuing and Distance Education
500 West County Line Road
Tougaloo, Mississippi 39174
Email: gdooley@tougaloo.edu
Phone: 601-977-4468
Fax: 601-977-4503
www.tougaloo.edu
Admissions

The applicant must be out of high school for one year. The applicant would qualify if work obligations prevent taking classes during regular course offerings. A traditional student requires permission from the department chair and dean of the degree program. To apply for admissions, one must submit the following:

1. Application for admission,
2. Application fee is $40.00,
3. An official high school transcript or GED,
4. Official copies of all college transcripts from regionally accredited colleges and universities attended,
5. Immunization records to the Health and Wellness Center, and
6. Evidence of an ACT or a SAT score.

A former Tougaloo college student will not be able to complete degree requirements from a previous enrollment period. However, the courses with a “C” grade or above may transfer. All students must meet the requirements for admission as prescribed by the administrative units of the College (academics, finances, citizenship).

Transfer Credit Hours for Non-traditional Students

A nontraditional student is admitted with up to 64 community college credit hours and a 2.0 cumulative grade point average. A student may transfer credit hours from a 4-year institution with a 2.0 cumulative grade point average in addition to community college hours. The transfer student must complete the final 30 semester credit hours at Tougaloo College and earn a grade of “C” or higher to be eligible for graduation.

Checklist:

☒ Complete Application for Admission
  • Complete the Application for Admission

☒ Submit Official Transcripts
  • Provide official transcripts from each institution of higher education attended. If you are currently enrolled, an official transcript of your final grades must be submitted. Students from a community college may transfer up to 62 hours.

Transcripts:
  • Only official transcripts are accepted and sent directly from the college, university, or high school. Official transcripts are those that include the school’s seal and the signature of the appropriate official in a sealed envelope.

☒ Complete the Application Fee Transmittal Form
  • Attach a $40 non-refundable application fee to the application

☒ Mail all required documents to:
  Director, Continuing and Distance Education
  500 West County Line Road
  Tougaloo, Mississippi 39174
  Email: gdooley@tougaloo.edu
  Phone: 601-977-4468
  Fax: 601-977-4503

☒ Watch for your confirmation
  • You will receive a letter from the Office of Enrollment Services confirming processing of your application.
What is Continuing and Distance Education?

The Continuing and Distance Education (CDE) unit gives nontraditional students the opportunity to complete a college degree by attending classes in the evenings, weekend, and online. Most degree programs are accelerated, permitting students to graduate within 2 years (if transferring 60 or more academic credit hours). These degree programs provide a cohort system with course scheduling primarily on the weekend and online. Programs in the CDE is a:

1. learning community of students **LIKE YOU** with a single purpose of completing a degree.
2. way to **create supporting relationships** with classmates, faculty, and staff.
3. program with **flexible scheduling** to help you complete your degree or certificate faster.
4. means to **prepare** yourself for **promotion and entrepreneurial opportunities**

Nontraditional Students are …

1. unable to attend traditional classes between 8:00 a.m. and 5:00 p.m.
2. have children and work responsibilities that limit attendance in traditional classes.
3. not a recent high school graduates (less than six months).
4. located more than 20 miles from the campus.
5. returning to complete an associate or bachelor degree (more than one year).

**Note:** Although students may select a major in any degree program at the college, primary advisement, registration, and student support services are performed by members of CDE, in consultation with the responsible dean and department chair.

**Program Director:**

Gwendolyn “Gwen” Dooley, Ed.D.
Director, Continuing and Distance Education/Summer School
500 West County Line Road
Tougaloo, Mississippi 39174
Email: gdooley@tougaloo.edu
Phone: 601-977-4468
Fax: 601-977-4503