

CP 4.1.1 Student Admissions

Related Board of Trustee Policy: BP 4.1

Responsible Official VP of Learning and Student Services
Approvals 10/16/09
Revision

Procedure

The College has seven departments:

**Business Technologies Department
College Transfer / General Education Department
Continuing Education Department
Developmental Studies
Health Sciences
Human & Public Services Department
Vocational Department**

How to Enroll in a Curriculum Program

1. Submit an application form, health form, (depending upon program area) and residency statement. **There is no application fee!**
2. Obtain official transcripts of credits from all secondary and post-secondary schools attended. Records should show that the student is a high school graduate or has a state-approved equivalent education.
3. Complete admission and placement tests administered by the College through the Student Enrichment Center. Student suitability for admission to individual programs will be determined by scores on the placement exam and specific program requirements. Applicants scoring below the necessary minimum will be required to enroll in various developmental (remediation) courses to ensure success in their curricula.
4. The Vice-President for Learning and Student Services will review all requests for placement test exemption. Students classified as transfer or special students may be considered for such exemptions, as may those with satisfactory scores on the ACT or SAT, and those who have satisfactorily completed college level English or Algebra with appropriate grades.

Curriculum Admissions

Admission to all departments except the Continuing Education department are coordinated through and conducted in the Student Services Office. For curriculum admissions, an applicant must be a graduate of an accredited high school or must have been awarded a high school equivalency certificate. Exceptions may be made for Concurrent Enrollment, Early College and Huskins Bill students, as well as individuals whose age and maturity make success likely.

Continuing Education Admissions

In general, Continuing Education courses are open for enrollment to persons 18 years of age or older, or those whose high school graduating class has graduated. However, because some specialty and advanced courses may be more difficult and require a greater degree of preparation, potential enrollees should be aware of the nature of the course requirements to determine their possible success in those courses.

To meet admissions requirements for certain specialized courses such as Fire Service, Law Enforcement or Management Development Training, potential students must be employed by or recommended by one of the requesting training agencies.

Special Admissions

Provisional Admission

Students who have applied too late to secure all supporting documents for admission to a particular semester may be admitted as provisional students. In such cases, all requirements for regular admission should be completed within the first semester of attendance.

Students who fail to secure all supporting documents or satisfy requirements for official admission to the College may not be eligible for financial assistance and will not be allowed to enroll the next semester.

Admission of Special Students

A special student is defined as one who is enrolled in curricular credit courses, but who is not working toward a degree or diploma. Special students may register to take courses for which they have met prerequisites, provided that such registration does not pre-empt students enrolled in a degree, diploma, or certificate program.

A student may take a maximum of 15 hours in any one semester while classified as a special student. When a student reaches 20 cumulative hours, he/she will be counseled to declare a major or curriculum preference.

For admission to McDowell Technical Community College, special students need only to complete the application for admission which is available in the Student Services Office. Special students may be asked to submit proof of high school graduation and met certain placement criteria, depending on the courses they wish to enroll in. If they desire to be reclassified as a regular student with intent to pursue and earn a degree, diploma, or certificate at McDowell Technical Community College, they must meet the admission criteria of their chosen program of study.

Visiting Student Status

A visiting student is defined as one who is a student in good standing at another institution of higher education. A visiting student may enroll at MTCC by completing an application and furnishing MTCC with a letter of permission and transcripts from the parent college (college at which the individual is a regular student).

Visiting students may register to take courses for which they have met prerequisites, provided that such registration does not pre-empt students enrolled in degree, diploma, or certificate program.

Foreign Student Admissions

A student wishing to apply for admission as a foreign student (F1-VISA) should first make arrangements through the American Consulate in his/her own country to take the Test of English as a Foreign Language (TOEFL Test). To demonstrate proficiency in the English language, international applicants from non-English speaking countries must score at least 133 on the computer-based test or a 450 on the paper-based test. If the applicant is already in the Marion area, the MTCC placement test may be substituted for the TOEFL requirement. Applicants will not be considered until a satisfactory score is received on this exam.

Educational records, including transcripts, must be translated into the English language by officials from the school(s) from which the applicant graduated. These records must contain course titles, grades and an explanation of the marking system.

Foreign applicants must submit an official certification that adequate funds are at the applicant's disposal to meet education and living expenses, including transportation, housing, insurance, out-of-state tuition, etc.

The MTCC Application for Admission, high school transcript, college transcripts, TOEFL or MTCC placement test scores and official documentation of financial resources must be received before an admission decision can be made and a U.S. Immigration and Naturalization Service I-20 can be issued.

Foreign applicants must meet all other regular admission requirements as stated in the catalog.

Admission of Minors

"An applicant who is a minor between the age of 16 and 18 may be considered as a person with special needs and admitted to appropriate courses or programs provided:

1. That the minor applicant has left the public schools no less than six calendar months prior to the first day or regular registration of the semester in the institution for which admission is sought: and
2. That the application of such minor is supported by a notarized petition of the minor's parent, legal guardian, or other person or agency having legal custody and control of such minor applicant, which petition certifies the place of residence and date of birth of the minor, the parental or other appropriate legal relationship of the petitioner to the minor applicant, and the date on which the minor applicant left the public schools. The petition must certify the place of residence and date of birth of the minor, the parental or other appropriate legal relationship of the petitioner to the minor applicant, and the date on which the applicant left the public schools. However, all or any part of the six-month waiting period may be waived by the superintendent of the public schools of the administrative unit in which the applicant resides; and
3. That such admission will not pre-empt College facilities and staff to such an extent as to render the College unable to admit all applicants who have graduated from high school or who are 18 years of age or older.

It shall be the policy of the State Board of Education and the Community College System to encourage young people to complete high school before seeking admission to community colleges or technical institutes".

Huskins/Concurrent Enrollment of High School Students

Huskins Bill and concurrent enrollment policies provide opportunities for community colleges and high schools to articulate their programs to effect an uninterrupted educational flow from a high

school into a community college program. Articulated programs enable students to take courses at a community college while enrolled in high school. The objectives to these programs are:

1. To provide a program for selected high school students to participate in college credit educational opportunities not otherwise available.
2. To enhance the motivation and achievement of high school students.
3. To improve the equalization of opportunities among high schools throughout the state by offering college credit courses; and
4. To encourage high school students to utilize post secondary opportunities as a means for pursuing lifelong educational goals.

High school students wishing to enroll at MTCC must first get approval from their high school principal or his/her designee. Additionally, they must submit an MTCC Application for Admission and meet placement test requirements for the program/courses in which they wish to enroll.

The Huskins Bill provides an opportunity for high school students to take classes during the school day which provide college credit and, in some cases, credit toward high school graduation. Students interested in this program should contact officials at their high school for information about enrollment and testing procedures.

Under certain circumstances, public school students who are 16 years of age may be concurrently enrolled in courses at MTCC while enrolled in high school. These students must submit a completed concurrent enrollment form along with their application. Concurrent enrollment forms may be obtained from a student's high school principal or his/her designee, or from the MTCC Student Services Office. These classes are taken after the student's regular high school day has ended.

Enrollment Limitations

Some curriculum programs have maximum student enrollment limitations and/or reserve space for currently enrolled students. Acceptance to most programs except Nursing and BLET will be on a first come, first served basis as evidenced by the receipt of qualified applications and payment of all appropriate fees.

Applicants who do not register and pay at established times may lose their position.

Readmission

Students who have withdrawn in good standing, withdrawn while on probation, or who have been suspended for academic deficiencies should submit their requests for readmission to the Vice President for Learning and Student Services. Consideration of requests for readmission of students who have been withdrawn for these reasons will be made in light of the applicant's ability; evidence of growth and maturity, time elapsed since withdrawing, and other extenuating circumstances. Additional consideration will be given to those who have completed course prerequisites. Enrollment limits and class sequencing will also be considered in evaluating a request for readmission.

Transfer

Transfer From Other Schools

Students who complete course work in another accredited college or university may apply for admission to MTCC. An application must be submitted and must include official transcripts for all institutions previously attended. Transfer applicants must have maintained a "satisfactory conduct" standing in the institution from which they are transferring to be accepted as a student in good standing at MTCC.

Academic work completed at accredited colleges and universities will be accepted at full value for required courses passed with the grade of "C" or better if completed within the last 5 years. Courses taken at other institutions must have essentially the same content, contact hours and difficulty level as MTCC courses.

In order to receive a degree or diploma from MTCC, a student must earn the last 20 semester hours of their program in residence at MTCC with at least a "C" average (see graduation requirements).

Applicants who seek admission with advanced standing at MTCC should make an appointment with an admission counselor to conduct a transcript evaluation. The admissions officer will conduct an official transcript evaluation when the applicant's admission file is complete. Requests for transfer credit should be made prior to the student's first term of enrollment. All transfer credit will be computed by the end of the first semester of the student's initial enrollment. The applicant can inquire in Student Services about all credits which transfer, preferably prior to enrollment.

A transfer student applying too late to complete pre-entrance requirements may be admitted as a provisional student. In such a case, all requirements for regular admission must be completed within the first semester of attendance.

A student on academic probation or suspended status from his/her last college or post-secondary institution may be admitted on a probationary basis and may be subject to academic progress regulations as defined in this catalog.

Transfer of Credits from College Level Examination Program

Credit may be allowed for up to 14 semester hours of college work based on appropriate scores on the CLEP General Examination where appropriate to the student's program of study. CLEP subject examinations are evaluated individually if applicable to the program of study.

Transfer of Credits for Military Experience

McDowell Technical Community College recognizes the unique nature of the military lifestyle and has committed itself to easing the transfer of relevant course credits, providing flexible academic residency requirements and crediting learning from appropriate military training and experience. Veterans of the Armed Forces automatically receive credit for two semester hours of physical education credit. They are eligible to apply for curriculum credit in other areas based on prior education, training and experience. See the Veterans Certifying Official in the Student Services Office for more information on credit for prior military experience.

Transfer Within Curriculums

McDowell Technical Community College will make all reasonable efforts to assist students who transfer from one curriculum to another within the College. Credits earned in one curriculum will transfer to another when appropriate.

A student's cumulative grade point average will be computed only from the credits transferred to the new curriculum. The VP for Learning and Student Services is the primary authority in determining transfer of credits from other schools and within curriculums. When there is doubt about the transfer of a credit, the VP for Learning and Student Services will consult the

appropriate faculty members. If a student wishes to appeal the decision, the transcript will be referred to the Dean of Curriculum Programs, whose decision will be final.

Transfer To Other Schools

The school to which a student wishes to transfer is responsible for deciding which credits from McDowell Technical Community College will be accepted. Most colleges and universities will accept MTCC credit for a course if a grade of "C" or higher is earned. Students planning to transfer to senior institutions should strongly consider enrolling in the MTCC College Transfer or General Education program. Transfer of credits from other areas may be limited. Students should seek the advice of a counselor in these instances.

There are many four-year schools which transfer technical courses from McDowell Technical Community College. Students should contact four-year schools of their choice to determine which courses will transfer.

False Information

Furnishing false data for admission or failure to fully disclose the requested information will be grounds for rejection of an application or dismissal of a student who has already been admitted to the college.

Notification of Acceptance (*Does not apply to nursing students)

Applicants will be notified by mail of their admission status within one to four weeks after their application is received. Placement into a requested program may be determined at a later date. Official notification of acceptance or placement in a program is issued by the Vice-President for Learning and Student Services or his/her designee. Applicants not placed in the program of their choice will be notified of this decision. An admissions interview may be requested prior to placement into any program. An applicant who changes his/her mailing address prior to registration for classes, who desires to apply for a different program, or wishes to enroll in a different semester than the one for which he/she originally applied should notify the Student Service Office immediately.

Placement Information (*Does not apply to nursing students)

Placement into a specific course of study is based upon standards which will help to assure the applicant's success in that course of study. New students seeking a degree, certificate or diploma need to take the COMPASS and/or Asset Placement Test administered by the Student Enrichment Center under the auspices of the Student Services Office. Those who do not yet possess the background required by their course of study may be enrolled in developmental (refresher) courses designed to provide this background.

An individual's educational background, interest, motivation, experience and aptitude will be considered when an application is submitted to the College.

Students may be required to take developmental classes based on their placement test scores. Grades in these classes are used in the calculation of grade point averages, but do not count toward hours required for graduation.