

DIN: 3000-1-01
Title of Policy: Admissions

Policy

Individuals may enroll in the College on a space-available basis, without regard to race, color, creed, gender, national origin, marital status, sexual preference, limited English proficiency, age, religion, disability, or status with regard to public assistance. The College will admit individuals in an equitable manner, as evidenced by the College’s Affirmative Action Policy. Enrollment capacity in all program majors will be determined by the Academic Dean based on input from the program faculty. Acceptance to the College does not guarantee admission to a specific program or to college-level courses.

Applicants should have graduated from high school or successfully completed the GED examination. Applicants lacking this background may be considered for admission and should contact the Counseling/Co-Curricular Services Office for details.

In accordance with MnSCU procedure 3.4.1, Undergraduate Admissions, individuals on academic suspension from a college or university in the MnSCU system shall not be admitted during the term of that suspension unless they demonstrate potential for being successful in the particular program to which they apply. Individuals not accepted for admission to the College may file a written appeal with the Dean of Academic and Co-Curricular Affairs. (NOTE: If, subsequent to admission, the college discovers through transcript review or other means that an admitted learner is currently on academic suspension from a MnSCU institution, that learner’s registration will be cancelled and college admission revoked unless the learner can demonstrate potential for being successful in the particular program to which he/she applied.)

An application may be obtained from any of the technical college campuses in the state, at most high schools, and on-line at the College’s web site. Applicants must provide a completed application, \$20 application fee, and high school diploma or transcript (or GED). High school transcripts may be waived if the applicant has an AA, AS, AAS degree or higher. The Dean may choose to waive the application fee under certain circumstances. Learners admitted under the PSEO program will not be charged the application fee while enrolled through PSEO. **NOTE:** While college transcripts are not needed for admission to NTC, **they are needed for financial aid and credit transfer** purposes.

Admitted learners must take the Accuplacer assessment (or receive a waiver—see NTC [Policy 3100-1-01 College Readiness Assessment](#) for requirements) before they are able to register for classes. Scores on the assessment have no bearing on whether or not the applicant is admitted to the college but are used for accurate course placement. (See NTC [Form 3100-4-01](#) for scores.)

Applicants will be given admission priority for programs based on the order in which they complete the admission process (including the taking of the Accuplacer assessment).

Purpose

To provide for fair and equitable admissions.

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Approved: Dr. Quistgaard	Date: 5-18-04	Check here if policy should appear in campus handbook:	<input checked="" type="checkbox"/>

Responsibility

The table below describes responsibilities for this policy:

Group/Individual	Responsibility
Applicant	Submit all required documents and fees for admission.
Enrollment Clerk	Receive required documents. Track order of receipt of application materials. Send acceptance letter.

Supporting References

Listed below are college document(s) that support this policy:

[Policy 3100-1-01](#) College Readiness Assessment

[3100-4-01](#) College Readiness Score Chart

Compliance References:

Listed below are references to compliance requirements (e.g. MnSCU policy, federal regulations).

[MnSCU Policy 3.4](#) Admissions

[MnSCU Procedure 3.4.1](#) Undergraduate Admissions

[MnSCU Policy 3.3](#) College Readiness Assessment

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