

## **NORTHLAND COMMUNITY AND TECHNICAL COLLEGE**

### **2020P ADMISSIONS PROCEDURE**

#### **Application Fee and Form**

Northland Community and Technical College (NCTC) charges an admission application fee of \$20.00 and may process a prospective student's application pending payment of the application fee, but shall not communicate an admission decision to the applicant until the fee has been paid or waived.

- NCTC shall not charge an application fee to a student who has previously been admitted to, or has been enrolled at NCTC.
- NCTC also shall not charge an application fee to a student who has attended a Distance Minnesota partner college and is enrolling in an online Northland program.
- Post Secondary Enrollment Option (PSEO) students shall not be charged an admission application fee. The student will be charged the application fee at the time they apply for admission as a regular student.
- NCTC shall refund the application fee to students who are denied enrollment due to program size limitations or program closure and wish to cancel the admissions process.
- NCTC shall waive the application fee for applicants who are currently deployed overseas in the military.

Prospective students may apply by using the online application form, by completing the system-wide application, or the NCTC paper application. Contact the College if a paper application is desired or download and print it from the website. The online application may be found at [www.northlandcollege.edu](http://www.northlandcollege.edu)

#### **Special Student Status**

Applicants who are not seeking a diploma, certificate or degree from Northland may be allowed to enroll in coursework as special students indicated as "undeclared" or "non-degree seeking" students in the student reporting system (ISRS). Non-degree seeking or undeclared students are individuals whose goal is to take a limited number of courses for the purposes of personal or professional enrichment and who have no intent of accumulating credits toward a certificate, diploma, or degree. Undeclared and non-degree seeking students are not eligible for financial aid from NCTC.

Undeclared and non-degree seeking students will be required to pay an application fee. High school transcripts will not be required. College transcripts or assessment scores are necessary if they want to take NCTC courses that have prerequisites that they have satisfied at another college. The out of state reciprocity process must be completed, if applicable. Students registered for more than one on-campus class for a full semester must submit an immunization form indicating immunizations received as per policy 2068 Immunization Record Requirement.

#### **Admission to a Program**

Prospective students may apply to the College, without regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, gender identity, or gender expression, or familial status or membership or activity in a local commission as defined by law. Academic, fiscal and facilities considerations may limit admission to particular programs or the institution.

Admission to the College does not guarantee admission to a specific program.

### **Students Suspended from other Institutions**

Students on academic suspension from a college or university 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. The process for demonstrating potential for being successful is the Student Appeal process. Students who have been suspended or expelled for disciplinary reasons from any postsecondary institution may be denied admission to NCTC.

### **Appeals**

Individuals who are denied admission on the basis of the published requirements in policy 2020 Admissions and Procedure 2020P Admissions, may file a Student Appeal Form with the campus registrar's office. Appeals of denial of enrollment based on financial holds shall not be accepted.

### **Financial Holds**

NCTC may admit a student who has a financial hold at another college or university, but shall not allow the student to enroll in courses until the financial hold has been removed.

### **Visiting Student Status**

**Students not admitted to NCTC.** NCTC may allow a student who is not currently admitted as a student to enroll for the maximum number of credits allowed by its enrollment policy in any semester without submitting an application for admission.

**Students admitted to a system college or university.** NCTC shall allow a student who has been admitted at another system college or university to enroll as a visiting student. A visiting student shall not be required to submit an application for admission, and is not a candidate for a degree, diploma or certificate. A visiting student may enroll for the maximum number of credits allowed by NCTC's enrollment policy; provided, that the student's total number of enrolled credits at all system colleges and universities shall not exceed 22 in any semester.

### **Visiting student provisions.**

- Visiting students shall satisfy NCTC's course prerequisites.
- NCTC may deny enrollment as a visiting student to any student who has an enrollment hold due to conduct, or satisfactory academic progress reasons at any system college or university.
- NCTC shall deny enrollment as a visiting student to any student who has an enrollment hold due to outstanding financial obligations at any other system college or university.
- NCTC shall establish a registration window for visiting students that provides a reasonable opportunity to register for courses.
- NCTC may limit enrollment of visiting students in courses that historically have enrollment requests exceeding available seats.

**Related Document:** MnSCU Procedure 3.4.1 Undergraduate Admissions, Minnesota Statute 135A.14

Date of Implementation:	7/1/05
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Date & Subject of Revisions:	9/27/06 – capitalization corrections; 6/6/07 – Added PSEO language, refund to students, waive fee for military currently deployed 3/3/08- heading added 12/16/08 Reviewed 03/09/10 Revised 03/26/10 Revised System amended language

06/21/10 Revised per system procedure  
12/02/10 Revised student appeal form name  
07/07/11 Revised  
02/29/12 Revised  
02/12/13 Revised  
03/04/14 Revised  
02/03/15 Reviewed  
02/16/16 Revised