

WESTERN NEBRASKA COMMUNITY COLLEGE

Administrative Procedure

TITLE:	General Admission Requirements for Students
DIVISION:	Student Services
CATEGORY:	Admissions, Registration, and Student Records
REFERENCE:	BP-210 Philosophy, Role, Mission, Vision, and Values BP-501 Standards of Satisfactory Academic Progress PP-501 Standards of Satisfactory Academic Progress BP-513 International Students Policy PP-513 International Students Procedure BP-520 Admission, Continued Enrollment and Re-Enrollment of Students BP-521 Residency PP-521 Residency Guidelines and Procedures BP-720 Discrimination, Harassment, and Retaliation Prohibited Policy 500.4150.86 Scholastic Probation and Suspension
NUMBER:	AP-520
DATE OF REVIEW:	August 31, 2021
APPROVAL:	John Marrin, Interim President

This procedure establishes requirements for student admission to WNCC and applies to all prospective and current students.

Definitions

Appeals: Since WNCC is an open enrollment institution, all students are admitted to the college. There are some programs in which students must apply for acceptance. Appeals to the admissions process will be considered by the Admissions Director in consultation with the appropriate Dean of Instruction and/or Program Director. All appeals must be submitted in writing.

Degree Seeking Students: Individuals with the goal of pursuing coursework leading to a certificate, two-year degree, or eventual transfer of their credits to another degree-granting college or university. Students with a degree-seeking status may be eligible for financial aid at WNCC.

Non-Degree Seeking Students: 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 or degree. Non-degree seeking students should refer to the WNCC catalog for specific registration information.

Prerequisite: Knowledge that must be attained prior to enrolling in certain courses, which may be advanced coursework.

Former Students: Students previously enrolled at WNCC students who have not been enrolled for 12 months or longer.

Procedure

As per Board policy, WNCC is an equal opportunity institution. The College prohibits discrimination in its practices, programs, and activities. All students wishing to enroll in degree- or non-degree seeking coursework, who meet the minimum age limit and other admission requirements, as listed below, shall be considered for acceptance to WNCC regardless of race, color, religion, national origin, sex or gender, age, disability, marital status, military veteran status, sexual orientation, gender expression/identity, or political affiliation. The College is committed to maintaining an environment free from discrimination, sexual or other forms of harassment, and retaliation.

General Admission Requirements for All Students

Minimum Age

It is the policy of the Board to admit students who are high school graduates or the equivalent, have reached legal age, or are emancipated and have reached 17 years of age or older. In addition, those who are at least 16 years of age and approved to take CollegeNow! (dual credit) courses or enrolled in GED courses and able to benefit from a program or course of study offered at the College will also be allowed to enroll. The College President or designee may grant a waiver of the minimum age based on extenuating circumstances unique to WNCC's role and mission.

Additional Requirements

In addition to the minimum age requirements, students must:

- Submit an application for admission.
- (It is highly recommended) Submit an official transcript from an approved or accredited high school or home school or present an authorized transcript reflecting passing scores on the General Education Development/Diploma (GED) test. In the absence of a high school transcript, the student may submit ACCUPLACER®, ACT, or SAT scores completed within the past three years.

Should a concern arise regarding the validity of a high school student's completion, the Admissions Director or Registrar will confirm with the high school the status of the student's completion of the validating document. Should there be concerns about a questionable high school transcript received from a secondary school, the Registrar will conduct the appropriate research to determine if the submitting institution is accredited. The Registrar will make the final decision regarding the validity of the transcript.

- Submit official transcripts from all colleges previously attended.
- Meet course and/or program prerequisite requirements defined in the current *College Catalog*. NOTE: Acceptance to WNCC does not guarantee admission to all majors as specific programs may have prerequisites designed to facilitate successful completion.
- Complete the ACCUPLACER® basic skills assessment, or provide ACT or SAT scores unless exempt by:
 - an earned college degree from an accredited institution of higher education, or

- successful completion of English Composition, Reading Techniques, and/or College Algebra (or a higher-level math course).
- Receive information on meningococcal disease, if the student will reside in on-campus housing. The student's parent or guardian shall also receive this information.

International Students

International (non-U.S. citizens) students must meet the requirements for admission as established in Board Policy BP-513 and Administrative Procedure AP-513 (International Students).

Denial of Admission

The Vice President of Student Services & IT or designee may deny the admission, continued enrollment, or re-enrollment of:

- any individual whose personal history and background indicates that his or her presence at the College would endanger the health, safety, welfare, or property of the College community or interfere with the orderly and effective performance of the WNCC's functions; and/or
- any individual who has misrepresented his/her credentials or background.

Persons who seek enrollment must be given timely notification of a denial of admission. Appeals for a denial of Admission must be submitted in writing to the College President.

Student Classification

Students are classified by academic year and admission status according to the following definitions:

Academic Year

- *Freshman*: Successful completion of fewer than 30 college-level semester credit hours.
- *Sophomore*: Successful completion of 30 or more college-level semester credit hours.
- *Unclassified*: Awarded a degree at the associate-level or above.

Admission Status

- *First-Time Any College*: Attending WNCC for the first time after earning a high school diploma or GED.
- *Continuing Student*: Attended WNCC within the past 12 months.
- *Previously Attended Student*: Not attended WNCC within the past 12 months and re-entering the College.
- *Transfer Student*: Some prior college or university experience.

Residency

Students are classified as either a resident, border state resident, or non-resident of Nebraska for tuition purposes at the time of admission.

The initial tuition classification decision is made by the Registrar's Office for the semester in which the student is admitted. The classification is based on the information provided on the application for admission. Failure to answer all questions could lead to a non-resident classification. After the tuition classification is determined, it remains unchanged in the absence of further action and evidence to the

contrary. The standards for residency and appeal processes are established in Administrative Procedure AP-521 (Residency Guidelines and Procedures).

Continued Enrollment for Students

WNCC students are expected to abide by all WNCC rules and regulations in order to maintain continued enrollment status. Students must also demonstrate satisfactory progress toward the completion of a diploma, certificate, or degree. Students are considered to be making progress if they have a WNCC grade point average of 2.0 or higher. (WNCC Policy 500.4150.86 – Authority for Suspension or Probation)

Students receiving federal financial aid must meet the requirements for Satisfactory Academic Progress (SAP), as defined by Title IV, Federal Financial Aid. Students failing to meet the federal standards may be subject to disciplinary procedures, as defined by the Administrative Procedure AP-501(Standards of Satisfactory Academic Progress). Students who fail to maintain satisfactory academic progress may receive:

- a warning
- suspension of all federal financial aid, which may prohibit the student from continued enrollment.

Re-Enrollment of Students

Students who have been separated from the College for 12 months or longer will be classified as previously attended or re-admitted/re-enrolled. Former WNCC students who have not been enrolled for 12 months or longer must complete a new application for admission and meet current admission standards to be eligible to register for classes. If it has been 12 months or longer since last enrollment, students will follow the *College Catalog* in place at the time of re-entry.

Revising this Procedure

This Administrative Procedure supersedes any prior WNCC policy, procedure, guideline, or handbook on this subject matter.

WNCC reserves the right to revise this procedure, as necessary, and for the changes to become effective immediately.

Original Adoption Date: August 31, 2021
Revision Date:
Sponsoring Division: Student Services & IT