

## **NORTHLAND COMMUNITY AND TECHNICAL COLLEGE**

### **2020P ADMISSIONS PROCEDURE**

#### **Application Form**

Prospective students may apply by completing the online system-wide application or the Northland Post-Secondary Enrollment Options (PSEO) paper application, as applicable. The online application may be found at [www.northlandcollege.edu/admissions/](http://www.northlandcollege.edu/admissions/).

#### **Special Student Status**

Applicants who are not seeking a diploma, certificate or degree from Northland may be allowed to enroll in coursework. Non-degree seeking 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 Northland.

High school transcripts will not be required. College transcripts or assessment scores are necessary if they want to take Northland 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, gender expression, or familial status. 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 must 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 Northland.

#### **Appeals**

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

#### **Financial Holds**

Northland 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. Exceptions will be made for students enrolling in noncredit and closed credit courses offered through Continuing Education and Customized Training (CECT).

#### **Visiting Student Status**

**Students not admitted to Northland.** Northland 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.** Northland 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 Northland's enrollment policy; provided, that the student's total number of enrolled credits at all system colleges and universities does not exceed 22 in any semester.

**Visiting student provisions.**

- Visiting students shall satisfy Northland's course prerequisites.
- Northland 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. A visiting student who has an enrollment hold due to conduct or academic progress reasons at the visiting institution shall complete the appropriate appeals process at the college or university where the hold is located.
- Northland 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.
- Northland shall establish a registration window for visiting students that provides a reasonable opportunity to register for courses.
- Northland may limit enrollment of visiting students in courses that historically have enrollment requests exceeding available seats.

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

Date of Implementation:	7/1/05
Date of Adoption:	7/1/05; 5/4/06
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 02/16/17 Reviewed 03/07/18 Revised 03/22/19 Revised deleted application fee and updated system language 02/14/20 Reviewed 10/07/20 Revised cleaned up Undeclared major language