STUDENT SUPPORT POLICIES — SECTION 600

NUMBER: **605**

SUBJECT: REGISTRATION AND TRANSFER OF COURSEWORK POLICY AND PROCEDURE

LAST REVIEWED: 4/24/2014, 8/7/2015, 3/7/2016, 2/4/2017 NO CHANGES, 8/7/17 (NO CHANGES); 2/15/2018; 4/17/2019 (NO CHANGES); 6/11/2020; 3/19/2021; 7/1/2022; 5/10/2023

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605.1 — POLICY

1.1—Registration

MTECH offers a variety of programs for secondary and adult students. Registration for all programs/courses is accomplished at Student Services, or online at www.mtec.edu. Secondary students attending MTECH during the academic school year must be at least 16 years of age, and a junior or senior in high school. Some programs have other age requirements.

1.2—External and Internal Transfers of Coursework

Students may transfer from other institutions of higher education or the military. Internally, students may transfer between programs, and within sections of a program, according to the established MTECH procedure listed in section 3.2.2 below.

605.2 —REGISTRATION PROCEDURE

2.1 — ADULT STUDENTS

Student registration for all programs/courses is conducted in person at an MTECH campus through Student Services or online at www.mtec.edu .

  All students must apply online for enrollment and satisfy the entrance requirements with the testing center, along with any additional programmatic prerequisites. Tuition and fees must be paid, or arrangements for payment made, including proof of sponsorship, at the time of registration.

2.2— SECONDARY STUDENTS

Prior to enrollment at MTECH, secondary students should meet with their high school counselor to ensure the student meets the qualifications for high school graduation, is enrolling into an appropriate

program/course, has the aptitude to succeed in the program/course, and understands requirements of the chosen program/course. Students must add MTECH to their high school schedule; however, this does not register them for any program or course at MTECH.

As prescribed by legislation, tuition is waived for high school students until they, or their high school class, graduates. At this time, the student must pay for any remaining courses left to complete their program and receive a certificate. They will be charged at the current approved Utah System of Higher Education (USHE) tuition rate.

Secondary students are responsible to pay any fees associated with the program. In addition, students may be required to purchase textbooks, uniforms, training materials, test vouchers, etc.

605.3— TRANSFER OF STUDENTS PROCEDURE

3.1—Transfer of Coursework from Other Institutions of Higher Education

3.1.1   MTECH will verify any credits to be accepted from higher education institutions outside of the Utah System of Higher Education (USHE), to assure that the institution is accredited by an agency recognized by the U.S. Department of Education.

3.1.2   **From non-USHE programs**
A student transferring from another nationally accredited campus of higher education, including another technical college, must meet admission requirements of MTECH and of the desired MTECH program. Transfer credit is not applicable in all programs.

3.1.3   **From USHE Schools**
MTECH program instructor(s) will review acquired credits/coursework/competencies earned from other institutions of higher education to determine competencies to be accepted. Students must meet admission requirements of MTECH and of the desired MTECH program. Transfer credit is not applicable in all programs.

1.   Some USHE programs have undergone an alignment process between the Technical Colleges. Aligned programs will allow transfer credit between core courses without the necessity of reviewing competencies.

3.1.4   MTECH will award credit for high school courses that have officially articulated agreements. The student must meet the minimum grade requirement to receive the transfer credit, as outlined in the agreement.

3.1.5   Apprenticeship students who transfer from another Utah Technical College are not required to satisfy entrance requirements with the Testing Center.

3.2—Program/Course Transfer

3.2.1   **Transfers within a program**
Students may transfer from one MTECH Campus and/or section to another while maintaining their enrollment in the same program. Students must be in good standing, meeting the minimum MTECH attendance standard of 85% and progress of 80%, in their program to be approved to transfer. Some programs may have higher requirements. Transfers will be made on a space available basis. A Schedule Change form, available from Student Services, must be approved and signed by both instructors

involved, prior to submission to Student Services. A fee will be assessed for each transfer.

    3.2.2   **Transfers between programs**
All of the same criteria in 3.2.1 (above) apply to transfers between MTECH programs. Additionally, students must satisfy the entrance requirements of the new program, and there is a six month waiting period to transfer to a different program. Some transfers may require an additional payment of fees and/or tuition.

3.3—Challenge Credit

    3.3.1   **Veterans**
Veterans may accelerate through many MTECH programs, due to their competency-based format. Skills and knowledge learned in the military will be evaluated by the program lead(s)/coordinator(s) to determine competencies to be accepted. Records of military training should be provided by the student, where available.

    3.3.2   **Other previous skill training**
Instructor Evaluation: A qualified program lead/coordinator will review the records to determine the assignment of credit for prior learning. A fee may be charged by the College for this service.   Transfer credit is not applicable in all programs.