MOUNTAINLAND TECHNICAL COLLEGE

PROCEDURE

ADMISSIONS AND ENROLLMENT PROCEDURE

STUDENT SUPPORT | 600.604

Last Evaluation

1/2/2024

Executive Staff Approval

2/20/2024

1. **Procedure Statement**

   Mountainland Technical College (MTECH) requires students to take an entrance assessment to ensure they have the necessary reading comprehension and math skills necessary for success in their program. Testing may be waived due to prior education, military service, or other test scores.

2. **Definitions**

   Entrance Assessment - A test taken at an MTECH testing center that determines whether a student has the required reading comprehension and math skills needed for success in a course or program. A student must pass at required levels before they can register for a program or a course that requires the assessment.

   Waiver - A qualification that can take the place of entrance assessment testing. This could include a transcript demonstrating previous education, certifications, or ACT/SAT scores.

   Dual Enrollment - Simultaneous enrollment in secondary education and MTECH.

   Ability to Benefit - Ability to Benefit (ATB) allows a student without a high school diploma or equivalency to receive Title IV student financial aid to pay for postsecondary education and training if they are enrolled in a career pathway program.

3. **Admissions and Enrollment**

   3.1   A high school diploma or General Educational Development (GED) is not an entrance requirement for most programs. MTECH complies with the U.S. Department of Education ruling of 2012, which does not allow students

without a high school diploma or GED to receive Federal Financial Aid.

3.2   MTECH does not accept "Ability to Benefit" students.

3.2.1   Verifying High School Graduation or Equivalency: During the onboarding process, the Financial Aid Office applies a series of checks to ensure that a student applying for Federal Financial Aid has proof of high school graduation or equivalent.

3.2.1.1   If the high school **and** high school code are on the student aid report, MTECH allows the student to self-certify using that information.

3.2.1.2   If the student has a GED, MTECH requests a copy of the GED.

3.2.1.3   If the student was homeschooled, MTECH requests a signed and dated list of the classes that were taken and passed that are equivalent to a high school education.

3.2.1.4   If the student graduated from a foreign high school, MTECH requires a copy of the diploma and high school transcript. Transcripts in a language other than English require an official translation using a certified translation service.

3.2.2   In the event MTECH has reason to believe a high school diploma is not valid, or was not obtained from an entity that provides secondary school education, MTECH will conduct additional research to determine if the diploma is valid. Red flags that will prompt additional research are:

3.2.2.1   No apparent state legal authority for high school or G.E.D.

3.2.2.2   Limited curriculum/instructors.

3.2.2.3   High school diploma given for a fee within a short period of time.

3.2.2.4   High school diploma date/place not consistent.

3.2.2.5   High school diplomas/transcripts/GED's that were issued by a school that bears a non-traditional name that does not end in "high school", such as "academy", or "center".

3.2.2.6   High school diplomas/transcripts/GED's that were purchased and/or completed online.

3.2.2.7   High school diplomas/GED's that have names and/or dates that have been written on the diploma, and those where "white out" corrections have been made.

3.2.3   Should any of the above red flags exist, MTECH will conduct additional research to include:

3.2.3.1   Checking the National Center for Education Statistics (NCES) website for information relative to the validity of the school, and if the school in fact provides secondary school education. If MTECH is unable to obtain the required information, MTECH will contact the state the school is located in an attempt to obtain the appropriate documentation.

3.2.3.2   Determining if the school has previously been identified as a high school diploma mill, via internet research and existing lists the school maintains.

3.2.3.3   Determining if the diploma or transcript was purchased online with little work expected by the student, or if it was earned via brick and mortar traditional high school.

3.2.4   Ultimately, if MTECH is not reasonably certain a high school diploma or G.E.D. is valid, it will not be accepted. MTECH's decision relative to the validity of a particular high school diploma or G.E.D. is final and not subject to appeal.

3.3   Students must meet defined program admission and enrollment requirements.

3.3.1   The entrance assessment or waiver will be used to verify students have entry-level knowledge and skills required to be successful in College programs.

3.3.2   For some programs, educational transcripts, third-party examination results or relevant documents related to occupational experience may be used to meet part of the program admission requirements.

3.3.3   For students who do not meet minimum program admission testing standards, the MTECH testing center guides students in

addressing areas of academic challenge and offers support by providing direction to relevant study materials.

    3.3.4   Students enrolling in their first course of a non-term program must meet with an Academic Counselor to receive an orientation explaining pre-registration information, the outline of the program, and the requirements necessary for program completion.

3.4   Students may be required to complete additional programmatic prerequisites and should check the individual program webpages for a list of all required prerequisites at mtec.edu/programs/.

3.5   <u>Dual Enrollment</u>- Students who are dual enrolled must be at least 16 years of age and a junior in high school. Some programs are for high school seniors (at least 17 years old) or adults only. Students are responsible to meet with their high school counselor to coordinate enrollment in programs or courses at the College.

    3.5.1   Registration of high school students requires:

        3.5.1.1   Selection of the MTECH program or course for the student's high school schedule (consultation with a high school counselor is recommended).

        3.5.1.2   Application to MTECH through the student portal.

        3.5.1.3   Entrance Assessment or waiver approved through the testing center.

        3.5.1.4   Completion of individual programmatic prerequisites.

        3.5.1.5   Registration and payment for the MTECH course. The student is not registered until all of these steps are complete.

3.6   As part of the enrollment process, students are required to complete a new student orientation to understand the purpose, policies, procedures, and services available to College students.

4. COLLEGE RE-ENROLLMENT

4.1   Students seeking re-enrollment in College programs must meet with an Academic Counselor to discuss the process of re-enrollment in accordance with the relevant policies and eligibility for re-enrollment.

    4.1.1   Students who withdraw from their program will be allowed to re-enroll if there is space available, a full payment of fees and tuition is made at the time of re-enrollment, and any outstanding financial

obligations and applicable waiting period requirements have been met.

4.1.2 Students may transfer from one program to another, provided space is available. See Registration and Transfer Policy 600.605.

4.1.3 Students withdrawn by the College for academic or attendance discipline must file an appeal for re-enrollment at https://mtec.edu/petition-for-policy-variance/.

4.1.3.1 If a student's appeal is granted, they may re-enroll at MTECH if conditions of 4.1.1 are met (exceptions may be approved as part of the appeal)

4.1.3.2 If the student desires to enroll in a different program, they must follow the same steps as above.

4.1.3.3 The student must meet with the instructor to make a plan to help them stay in good academic standing. Failure to do so will lead to dismissal and future appeals for re-enrollment will not be allowed.

4.2 Students desiring to appeal any of the above procedures may do so by submitting a Request for Policy Variance to the Appeals Committee. This form is available online at https://mtec.edu/petition-for-policy-variance/.

5. Evaluation History

Last Evaluation	Executive Staff Approval	Board Approval	Employee Evaluation
		6/16/2004	
	4/24/2014		
		8/19/2015	
9/3/2016	9/6/2016	3/16/2016	9/7/2016
		10/19/2017	
8/17/2017	4/17/2017	8/16/2017	5/4/2017
7/3/2018	7/6/2018		
4/29/2019	4/29/2019	5/15/2019	5/2/2019
4/15/2020	4/27/2020	5/20/2020	
7/26/2021	8/2/2021	8/18/2021	11/4/2021
6/6/2022	6/13/2022	8/17/2022	9/12/2022	staff
5/8/2023	5/8/2023	5/17/2023	
1/2/2024	1/8/2024		
1/16/2024	2/20/2024		