

# North Hennepin Community College

## Policy/Procedure Information

**Number:** 3.4.1

**Name:** Admission Procedure

**Author:** Vice President of Student Affairs

**Custodian:** Policy Committee

**Effective Date:** August 22, 2016

**Next Review Date:** AY2021-2022

**Regulatory Authority:**

- MnSCU Board Policy 3.4, [Undergraduate Admissions](#)
  - MnSCU Board Procedure 3.4.1, [Undergraduate Admissions](#)
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## Part 1. Admission Procedure

### Subpart A. Regular Admission

Regular admission is designed for degree or certificate-seeking, eventual transfer, or undecided students. Applicants who complete the following admission steps, will be eligible to take placement tests, complete orientation, and register for classes.

1. Complete and submit the online application for admission. A paper application is available on request.
2. Applicants who have graduated high school or completed their GED within the last 5 years must submit a high school transcript or GED diploma.
3. Applicants who did not graduate from high school or complete the GED may still be admitted if they demonstrate Ability to Benefit. An applicant may demonstrate Ability to Benefit by completing the placement test and achieving passing scores as follows: Reading Comprehension (55), Sentence Skills (60), and Arithmetic (34). A student must attain passing scores on all three tests in order to be admitted to the college. Applicants admitted through Ability to Benefit are not eligible for Title IV/Financial Aid.
4. Submit official transcripts of previous college work. Transcripts from all previous colleges are required. Students with college-level math or English composition completed may be able to submit a placement waiver form instead of taking placement tests. Official transcripts shall be submitted to the Admissions Office from all institutions attended. Official transcripts from MnSCU institutions are received electronically and do not need to be sent in paper form if taken after 1998. Admission to the college does not automatically qualify a student to register for all college-level courses. Some course offerings in both career and transfer programs have special prerequisites and requirements.

### Subpart B. Post-Secondary Enrollment Options (PSEO) Admission

Qualified high school juniors and seniors in Minnesota are eligible to attend North Hennepin Community College through the Post-Secondary Enrollment Options (PSEO) program. PSEO students are eligible to enroll in fall and/or spring semesters. Before each semester of

attendance, students must obtain a Notice of Student Registration form at their high school and submit it to the college at the time of registration.

1. PSEO Application Deadlines
  - a. Fall Semester
    1. Priority deadline - April 15
    2. Final deadline - July 1 (postmarked) or next business day if on weekend
  - b. Spring Semester
    1. Priority deadline - November 1
    2. Final deadline - December 1 (postmarked) or next business day if on weekend

There is no PSEO enrollment during summer session. High school students interested in summer attendance must apply for high school non-PSEO enrollment.

2. PSEO eligibility requirements include:
  - a. 11th & 12th grade
    1. Students must be high school juniors or seniors.
      - a. High School Seniors must rank in the top half (50%) of their high school class or top half nationally on a standardized test.
      - b. High School Juniors must rank in the top third (66%) of their high school class or top third nationally on a standardized test.
      - c. Examples of standardized tests include: ACT, SAT, PLAN, etc.
    2. After the PSEO application is completed and the college has informed student of eligibility, all eligible students must test at college-level Reading on the placement test.
    3. Students must be between 16 and 20 years old to participate in PSEO.
  - b. 10th-12th grade - CTE (Career & Technical Education - one course)
    1. Students must be high school sophomores, juniors, or seniors.
    2. Students must be enrolled in a district or an American Indian Controlled Tribal contract.
    3. Students need to have passed the 8th grade MCA (Minnesota Comprehensive Assessment) reading exam.
3. PSEO funding does not cover:
  - a. Developmental courses (courses numbered below 1000). PSEO students registering for developmental courses may be dropped from these courses and would be responsible for payment of tuition and fees.
  - b. Any course with additional fees. PSEO students are not permitted to enroll in these courses.
4. PSEO restrictions include:
  - a. The Minnesota Department of Education will only cover PSEO expenses billed by the institution(s) to which PSEO students have been admitted.
  - b. PSEO students will be responsible for any tuition, fees, and supplies at any institution(s) to which they are not formally admitted.
  - c. PSEO student are limited to a maximum of 16 credits per semester.

### **Subpart C. Concurrent Enrollment**

Qualified high school students who attend a Minnesota high school that participates in the North Hennepin Community College's Perkins Consortium have the opportunity to enroll in NHCC courses offered at their high schools. A separate application and process is available.

### **Subpart D. Non-PSEO Enrollment for High School Students**

Qualified high school students in Minnesota may be eligible to attend North Hennepin Community College while still in high school. Non-PSEO students are responsible for their own tuition and fees.

1. NHCC Application for Admission
2. Official High School transcripts
3. Written permission from a high school official stating student's intended coursework at NHCC fits within academic plan and/or progress towards graduation
4. Signature of parent/guardian authorization if student is under the age of 18
5. An applicant may demonstrate Ability to Benefit by completing the assessment test and achieving passing scores as follows: Reading Comprehension (55), Sentence Skills (60), and Arithmetic (34).

### Subpart E. International Admission

Persons of foreign countries interested in studying at NHCC as an F-1 visa international student must complete the International Student Application process.

North Hennepin Community College follows requirements set forth by the United States Department of Homeland Security. Each requirement must be satisfied before admission as an international student is considered.

1. International application deadlines
  - a. Fall Semester:
    1. May 1 (July 1 for F-1 transfer students)
  - b. Spring Semester:
    1. October 1 (December 1 for F-1 transfer students)
2. International Application Procedure
 

Complete and submit the following:

  - a. International Student Application form. Applicants may apply online or download and print the international student application form from the college website ([www.nhcc.edu](http://www.nhcc.edu)).
  - b. F-1 Student Contract form.
  - c. A signed and notarized Financial Certificate listing source(s) of funding.
  - d. An original or certified copy of a recent bank statement indicating availability of sufficient funds to cover the applicant's educational and living expenses for one year. An applicant with a sponsor residing in the U.S. must provide an USCIS Form I-134 Affidavit of Support showing the dollar amount of support. Documents must be no more than two months older than the application.
  - e. Official transcripts from each high school/secondary school, college, university, and ESL program attended. If applicable, transcripts must be translated into English, and authorized by a certified translator. If applicable, official results of the General Certificate Examination (GCE) or West African Examination Council (WAEC) must be submitted along with a scratch card.
    1. Transfer credit evaluations will be completed upon receipt of a course by course evaluation report that is officially stamped, and mailed by the evaluating company. Students must select a NACES approved evaluating company. A list of NACES approved evaluating companies can be found online at <http://www.naces.org>
  - f. Documentation of English proficiency by one of the approved methods detailed in the application
  - g. Transfer students must also submit copies of (a) Form I-94, (b) most recent U.S. Visa, (c) Form I-20 issued by present school, (d) passport and (e) Transfer Eligibility and Status Form. Transfer students should be in good academic standing, (see Part 5) to be accepted at North Hennepin Community College. If a transfer student's GPA does not meet academic policy standards, the student must appeal to the Director of Admission and Outreach for acceptance. The appeal must be approved before an I-20 will be issued.

3. Additional international admission information
  - a. Upon completion and receipt of the above admission items, admitted students will receive an admissions packet which will include an I-20. When arriving in Minnesota students must report to the International Student Advisor within one week of arrival.
  - b. All international students with an F-1 visa must:
    1. Pay all tuition and fees
    2. Be enrolled in at least 12 credits per semester
    3. Purchase the MnSCU international student accident and illness insurance plan prior to registering for classes
    4. Submit documentation of immunization

#### **Subpart F. Nursing Admission**

Applicants to the Associate in Science degree for the Nursing program must satisfy specific admission criteria and special application. Please contact the Admissions and Outreach office for details.

#### **Subpart G. Medical Laboratory Technician Admission**

Applicants to the Associate in Applied Science degree for the Medical Laboratory Technician program must satisfy specific admission criteria and special application. Please contact the Admissions and Outreach office for details. Placement waivers are not applicable to Medical Laboratory Technician Admission.

#### **Subpart H. Paralegal Admission**

Students interested in the paralegal degree and certificate must complete a Paralegal request form. Applicants to the Associate in Science degree for the paralegal program must satisfy specific admission criteria. Please contact the Admissions and Outreach office for details.

## **Part 2. Application Fee**

#### **Subpart A. Application Fee**

The application fee is \$20.00 and is non-refundable.

#### **Subpart B. Application Fee Waiver**

Under certain conditions students may be eligible for a \$20.00 application fee waiver. The President or designee may waive the application fee if the student meets one of the following conditions:

1. Ward of the state
2. Financial hardship
3. Member of Military
4. Military veteran
5. Unemployed
6. Free/Reduced Lunch recipient

For consideration of an application fee waiver, the student must provide documentation of one of the above conditions to the Admissions & Outreach Office.

The President or designee may waive the application fee in other situations including, but not limited to the following:

1. PSEO program (must be admitted to PSEO program; no petition required)

2. Special recruitment initiatives
3. Other, as determined by the President or designee

### **Part 3. Application Deadline**

The application deadline is seven (7) calendar days prior to the start of the semester. This deadline is to ensure students have enough time to complete admissions, placement, orientation, and registration before the start of the semester. Applications received after the application deadline will be processed for the following semester.

### **Part 4. Denied Admission**

Applicants who are denied admission may appeal to the Director of Admissions and Outreach and Appeals Committee. Appeals for denied admission are to be submitted to the Information Center or by faxing to 763-424-0929. All appeals will be reviewed within 7-10 business days of submission.

Applicants who have their appeal denied may appeal that decision to Dean of Enrollment. Appeals to the Dean are submitted in writing to room ES45 in the Educational Services building or by faxing to 763-424-0929.

### **Part 5. Suspension and Financial Standing at Other Institutions**

Students on academic suspension from a Minnesota State College or University will not be admitted to North Hennepin Community College during the term of that suspension unless they demonstrate potential for being successful in the particular program to which they apply. Refer to Part 4, Denied Admission, for how to appeal.

Students who have been suspended or expelled for disciplinary reasons from any postsecondary institution will be denied admission to North Hennepin Community College.

Students who have financial holds at another Minnesota State College or University may be admitted to North Hennepin Community College but will not be allowed to enroll in courses until the financial hold has been removed.

### **Part 6. Placement for Success**

To promote their academic success, students attending North Hennepin Community College will be required to complete a Minnesota State Colleges and University (MnSCU) system-endorsed placement tool in reading, English, and mathematics. A student who is identified as being a non-native speaker of English shall be evaluated for college readiness in the area of English language proficiency using the ESOL version of the system-endorsed placement tool. Students requiring disability accommodations should contact the Access Service Office before scheduling to take the placement test.

Placement is required of all students seeking a degree or certificate at NHCC. Students who are not seeking a degree or certificate, but want to take a course that requires English or math, must take the placement test or apply for a Placement Test Waiver. Successful completion of prior college-level coursework, ACT scores, SAT scores, or placement test scores from another college may

qualify a student for a waiver of the placement test. Test scores are considered valid if taken within two years for math and three years for reading, English and ESOL. If students have completed their course placement sequence, are in good academic standing, and have had continuous college enrollment, students will not be required to retest. If they have not had continuous enrollment, students will need to retest after three years.

Students may not enroll in courses above their assessed skill level. Students placing into developmental or ESOL reading courses are required to register for this coursework in their initial semester and continue the course sequence until completion. A student's course registration is subject to cancellation if registration is outside of placement requirements.

Placement test scores may indicate that a student is not ready to start college classes. Students who test Adult Basic Education (ABE) will need to take ABE classes before starting classes at NHCC.

A student is allowed to retest once a term. Retest options apply only to initial course placements. Once coursework in English, reading or ESL has begun, the retest option cannot be used to change course placement. A student may retest in math once coursework has begun. Retest fees apply.

For more information about placement testing refer to NHCC Policy 3.3 and Procedure 3.3.1, Placement for Success.

## **Part 7. Orientation**

Orientation is required for most students enrolling at North Hennepin Community College. Students will receive information about orientation after being admitted to the college and completing the assessment. There are five types of orientation:

1. Standard Orientation. For new and transfer students who test (or are waived) into college level reading courses or ESOL courses.
2. Online Orientation. For students who transfer in 12 or more credits or who are taking all classes online. Academic advising is not a part of online orientation.
3. PSEO Orientation. For students in the PSEO program (including CTE).
4. International Orientation. For F-1 Visa students.

Workshops and student success emails will be provided throughout each semester for an extended orientation providing students with just in time information.

## **Part 8. Veterans**

NHCC is committed to providing a welcoming environment to veterans. Veterans who have questions about the admissions process should contact Admissions and Outreach at 763-424-0724 or [admissions@nhcc.edu](mailto:admissions@nhcc.edu). Veterans who have questions related to military benefits (GI Bill, etc) should contact the NHCC Veterans Certifying Official at 763-493-0573.

<b>Review Action</b>	<b>Date(s)</b>
<b>Campus Community Review Period</b>	<b>March 14-25, 2016</b>
<b>Shared Governance Council Review</b>	<b>May 4, 2016</b>
<b>Labor/Management Meetings Review</b>	<b>April 11-16, 2018</b>
<b>Student Senate Review</b>	<b>April 14, 2016</b>
<b>President Approval</b>	<b>May 9, 2016</b>
<b>Campus Community Dissemination</b>	<b>May 17, 2016</b>

### **History**

- New procedure effective 8/26/2013
- Revised Spring 2014. Included changing assessment language to placement and eliminating the statement that a retest cannot be used to re-place after coursework has been initiated.
- Revised February 2016 to reflect changes required by Federal financial aid. Part 1A.3.