North Hennepin Community College
Policies & Procedures

North Hennepin Community College

Procedure Information

Number: 3.4.1

Name: Admission Procedure

Effective Date: December 15, 2020

Next Review Date: AY2025–2026

Regulatory Authority:

- Minnesota State Board Policy 3.4, Undergraduate Admissions
- Minnesota State Board Procedure 3.4.1, Undergraduate Admissions
- Minnesota Department of Education Early/Middle College Program

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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 once a year: Reading Comprehension (236) and Arithmetic (38). A student must attain passing scores on both 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 for credit, selective programs and/or financial aid. Students with college-level math or English composition completed may be able to submit a placement waiver form instead of taking placement tests. Official college transcripts shall be submitted to the Records and Registration Office from all institutions attended. Official transcripts from Minnesota State 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 Minnesota high school juniors or seniors.
            i. High School Seniors must rank in the top half (50%) of their high school class or top half nationally on a standardized test or have an overall G.P.A of 2.75 or higher.
            ii. High School Juniors must rank in the top third (66%) of their high school class or top third nationally on a standardized test or have an overall G.P.A of 2.75 or higher.
            iii. Examples of standardized tests include: ACT, SAT, PLAN, etc.
        2. After the PSEO application is completed and the college has informed the student of eligibility, all eligible students must test at college-level Reading on the Accuplacer placement test. MCA tests cannot be used to waive Accuplacer for PSEO students.
        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 partners with North Hennepin Community College have the opportunity to enroll in NHCC courses offered at their high schools. Concurrent Enrollment requires a separate application, process, and admission requirements.

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. High School Non-PSEO students are responsible for their own tuition, fees, and books.

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. Students under the age of 15 must meet with a college official and their parent/guardian to determine readiness.
6. An applicant may demonstrate Ability to Benefit by completing the assessment test and achieving passing scores as follows: Reading Comprehension (236) and Arithmetic (38).

Subpart E. Early Middle College Students.

Qualified high school students who attend an alternative Minnesota high school program and participate in a sanctioned contract have the opportunity to enroll in specified NHCC courses determined through consultation between the academic dean and faculty. Early Middle College requires a separate application, process and admission requirements. Annual eligibility requirements are available from Admissions, Records and Registration, and Partnerships and Collaboration.

Subpart F. 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 for new F-1 visa applicants (July 1 for F-1 transfer students)

b. Spring Semester:
    1. October 1 for new F-1 visa applicants (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).
    b. F-1 Student Contract form.
    c. A signed and notarized Financial Certificate listing source(s) of funding and completed by the applicant's financial sponsor(s).
    d. A recent bank statement indicating availability of sufficient funds to cover the applicant's educational and living expenses for one year. Documents must be no more than four months old at the time of submission and must be updated if admissions is deferred to a future semester.
    e. Official transcripts from each high school/secondary school, college, university, and English-language program attended. If applicable, transcripts must be translated into English~~,~~ and authorized by a certified translator. If applicable, official results of testing used to indicate completion of secondary education must be submitted.
        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 which can be found online at naces.org
    f. Documentation of English proficiency by one of the approved methods detailed in the international student application or international admission website.
    g. Copy of current passport photo page. Transfer students must also submit copies of (a) Form I-94, (b) Visa page in passport, (c) Form I-20 issued by present school, and (d) SEVIS transfer 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.

3. Additional international admission information
    a. 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 maintain their F-1 visa status and:
        1. Pay all tuition and fees
        2. Be enrolled in at least 12 credits per semester
        3. Purchase the Minnesota State international student accident and illness insurance plan prior to registering for classes
        4. Submit documentation of current immunizations

Subpart G. 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 H. 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.

Subpart I. 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 Admissions Appeals Committee. Appeals for denied admission are to be submitted through the online Transfer Suspension Appeal form. All appeals will be reviewed within 7-10 business days of submission.

Applicants who have their appeal denied may appeal that decision to the Director of Admissions & Registration. Appeals to the Director are submitted in writing to the Information Center in the Educational Services building or by emailing admissions@nhcc.edu.

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. Students on academic suspension from a Minnesota State system school who also have a balance hold, will be automatically denied.

Part 6. Placement for Success.

To promote their academic success, students attending North Hennepin Community College will be required to complete a Minnesota State system-endorsed placement tool in reading 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 EAP 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, MCA or placement test scores from another college may qualify a student for a waiver of the placement test. Accuplacer test scores are considered valid if taken within two years for math and three years for reading, English and EAP. 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 EAP 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.

A student is allowed to retest once a term.. 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. An orientation hold will prevent students from registering until they complete the whole orientation process. Students will receive information about orientation after being admitted to the college and completing the assessment.

Orientation is a two-step process:

1. Online Orientation. For all students to complete before attending a registration session and registering for classes.
2. Registration Session. Students meet with an Academic Advisor for course planning and to register for classes. Orientation hold will be removed after completing Registration Session.

Transfer students who meet the following criteria will be waived from their Registration Session:

- Transcripts have been evaluated by NHCC with at least 6 college-level transfer credits.
- Transfer Grade Point Average (GPA) is a minimum of a 2.0 GPA.
- Student is in "good academic standing" at prior college.
- Student has valid, college-level course placements in Reading (theses can be either from Testing or waivers).

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. Veterans who have questions related to military benefits (GI Bill, etc.) should contact the NHCC Veterans Certifying Official at 763-493-0573.

Part 9. Campus Review.

Review Action	Date(s)
Campus Community Review Period:	October 19–November 6, 2020
Diversity, Equity, and Inclusion Committee Review:	November 10–24, 2020
AFSCME Review:	November 10–December 1, 2020
MAPE Review:	November 10–December 11, 2020
MMA Review:	November 10–December 11, 2020
Shared Governance Council Review:	December 11, 2020
Student Senate Review:	December 3, 2020
President Rolando Garcia Approval:	December 15, 2020
Campus Community Dissemination:	December 15, 2020

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.
- Reviewed Spring 2019; approved by Jesse Mason by proxy for Interim President Jeffery Williamson.
- Revised Fall 2020, aligned Orientation language with current practice.