

# NORTHWOOD TECHNICAL COLLEGE



## ADMINISTRATIVE PROCEDURE: J-210A

### TITLE: [Admissions](#)

#### CROSS-REFERENCE(S):

J-210 (Administrative Policy – Admissions)

J-106 (Administrative Policy – Technical College Attendance in lieu of High School)

The following admission procedures have been approved by the Wisconsin Technical College System and Northwood Technical College (College). The procedures reflect a policy and philosophy which support an approach to admissions under which every eligible individual who desires and has the ability to acquire knowledge and skills be provided that opportunity.

Procedures governing the admission of students required to attend school under compulsory attendance, and various statutory conditions under which individuals under the age of 18 may be enrolled, are outlined under Administrative Policy J-106.

#### I. GENERAL PROCEDURES

- A. Northwood Technical College provides post-secondary programs designed to serve high school graduates, HSED/GED holders, non high school graduates who demonstrate an ability to benefit from instruction, or those applicants under 18 years of age who are not required to attend high school under compulsory school laws and who also demonstrate an ability to benefit from the instruction.
- B. Northwood Technical College has a single application process which applies to all residence categories. Acceptance priority is based on criteria listed in Section IV of this procedure.
- C. Northwood Technical College may limit the number of applications accepted, or the time period during which applications are accepted, for each program provided that the limits are equally applied to all residence categories.
- D. Program admission criteria are directed toward admitting applicants who have a reasonable probability of fulfilling academic requirements.
- E. Program admission requirements will be clearly and objectively stated in appropriate college publications and on the college Web site.
- F. Students accepted into programs will be given preference for class registration over students who have not declared a program when space limitations exist.

#### II. ADMISSION REQUIREMENTS

- A. The development and implementation of program admission requirements is a shared responsibility of Academic Affairs and Student Services.
- B. Academic Affairs will establish the academic prerequisites for programs and courses. These prerequisites will be stated in appropriate college publications and on the college website.
- C. Student Services and Academic Affairs will determine and approve skill testing/assessment instruments utilized for measuring the academic prerequisites of programs, probability of success, and level of acceptance into a program.

- D. Entrance assessment is recognized as only one element of evaluation in the admissions process which includes examination of previous experience, review of transcripts, and counseling, as a combination of systematic efforts to determine readiness and to facilitate access into appropriate programs. Use of assessment tools is part of the process of evaluation designed to identify potential academic deficiencies and support students in the successful achievement of educational goals.
- E. Student Services will administer the College's admissions process.

### III. APPLICATION TIME LINE

- A. Applicants will be admitted to programs when all admission requirements are completed, and in accordance with program acceptance priority provisions outlined in section IV of this procedure.
- B. Applications will be received either in person, through the mail, fax, or online with the non-refundable application fee at the Student Services office serving the location of intended enrollment.
- C. Persons submitting applications to more than one College campus are required to fulfill all application requirements. Students will pay the application fee only once but cannot apply to the same program at more than one campus.

### IV. PRIORITY OF PROGRAM ACCEPTANCE

- A. Applicants are accepted into programs in conformance with the following Wisconsin Administrative Code, Chapter TCS 10 – Residency, Admissions, and Fee Refund, and Wisconsin Indianhead Technical College policies governing residency and admissions.
  - 1. Applications
    - a. Northwood Technical College shall have a single application process in accordance with Administrative Code, Chapter TCS 10, which applies to all residence categories.
    - b. Northwood Technical College may limit the number of applications accepted or limit the time period during which applications are accepted and apply these limits equally to all residence categories of applicants.
  - 2. District Residents
    - a. District residents who apply on or before the following dates shall have admission priority:
      - i. For programs commencing any time during the fall semester, the preceding January 1.
      - ii. For programs commencing any time during the spring semester, the preceding May 1.
      - iii. For programs commencing any time during the summer semester, the preceding October 1.

- b. After the dates specified in IV A. 2. a. of this procedure, district residents shall have priority equal to non-district state residents for admission to programs.

3. Non-District State Residents

After the dates specified above for district resident priority, non-district state residents and district residents shall have equal priority for admission to programs.

Students covered by interstate reciprocity agreements fall into this category.

4. Non-State Residents

Non-state residents shall be admitted to district programs on a space available basis after applications from district and non-district state residents have been processed.

5. Waiting Lists

Waiting Lists are comprised of program applicants who meet all admission requirements as defined by the College but are not admitted because of limited program capacities.

- a. Waiting lists shall be maintained.
- b. District and non-district state residents who are not admitted because of program capacity limitations shall be notified of their non-admission in writing and of the option to be included on a waiting list. Applicants must inform the district, in writing, that they wish to exercise the option. Those exercising the option shall be placed on a waiting list for the next available program admission.
- c. Notwithstanding IV A. 2. (district priority) waiting list applicants shall have priority over all other applicants for admission in subsequent terms and shall be admitted in the order of their original completed application for admission. Completed application means receipt of all required documents and fees. Applicants not exercising the option to be placed on a waiting list at the time they are first informed of the option and who later apply for admission, shall be placed on the roster or waiting list with admission priority determined by the date of such placement.
- d. Special Circumstances  
The College Board may adopt a policy to reserve a reasonable number of program spaces to accommodate admission for students in special circumstances. Factors which may be considered for special circumstance admissions include, but are not limited to, hardship, school-to-work program participation, special need, and enrollment diversity. District special circumstances' policies are subject to state board review and approval.

e. Active Duty/Service Special Circumstances

If a student who is a member of a national guard or a member of a reserve unit of the U.S. armed forces withdraws from school, because he or she is called into state active duty or into active service with the U.S. armed forces for at least 30 days, the district board shall reenroll the student beginning in the semester following his or her discharge from active duty or the next succeeding semester, whichever the student prefers, and, at the student's request, do one of the following for all courses from which the student had to withdraw:

- i. Reimburse the student all tuition and fees paid for all of the courses.
- ii. Grant the student an incomplete in all of the courses and permit the student to complete the courses, within 6 months after leaving state services or active without paying additional tuition or fees.

*Reference: Wisconsin Statute §38.12 (13).*

f. Joint Programs

If a program is jointly sponsored by two or more districts, the participating districts may agree on the number of students from each sponsoring district who are to be treated as district residents by the district in which the program is offered.

g. Reciprocity Agreements

Students who apply for district admission under §39.42, Wisconsin Statutes. interstate reciprocity agreements shall be considered for program admission based on the residence category stated in the reciprocity agreement. By the terms of Minnesota and Gogebic County of Michigan agreements, those applicants are in-state non-district students.

B. Processing

1. Admission to programs starting in the first semester will be processed on or after the first Monday of October of the preceding year and continue until first semester enrollment. (See Section IV A.2. for admission priorities in effect.)
2. Admission to programs starting in the second semester will be processed on or after the first Monday of February of the previous year and continue until second semester enrollment.
3. Admission to programs starting in June (summer term) will be processed on or after the First Monday of July of the previous year and continue under summer enrollment.

C. Applicants are accepted into programs on the basis of having satisfied all program admission requirements.

D. If an applicant is offered a position for program admission and declines acceptance, the applicant will be removed from the waiting list. A new application for program admission will be required. Applicants may be accepted on the waiting list at only one College campus.

## V. ADMISSIONS PROCESS

Applicants may be accepted into a program when all criteria for admissions have been completed.

1. Submission of a completed college application form.
2. Submission of non-refundable application fee.
3. Completion of all admissions assessments. Satisfactory scores will be required before admission to the program of choice is granted.
4. Documentation/transcripts from high school or GED/HSED, and post-secondary institutions (colleges and universities) previously attended required for admission to certain programs and for credit transfer credit for prior learning.
5. Completion of an interview with a Northwood Tech counselor. The interview involves review of the assessment, educational history, life experiences, the student's program choice, and career goals.
6. Fulfillment of any specific supplemental requirements as identified for individual programs.

## VI. STUDENT CLASSIFICATION

- A. A declared student is a student who is accepted into a specific program of study. Declared students must complete all college admission requirements for program entry and will receive a letter from the campus Student Services office confirming acceptance into a program. Priority for enrollment in class will be as follows:
  1. Declared program students;
  2. Declared students with pre-program status;
  3. Undeclared students.
- B. An undeclared student is a student pursuing technical or associate degree level courses who has not been accepted into a program of study with a specific enrollment intent. A student will remain classified as an undeclared student until the individual applies, completes college admission requirements, and receives a letter confirming acceptance into a program.
- C. Students carrying a course load of twelve or more credits are classified as full-time students. Students enrolled for less than 12 credits are classified as less than full-time students regardless of their declared or undeclared classification. For summer session, 6 credits is full time; less than 6 credits is considered part-time.

## VII. VALIDITY OF A HIGH SCHOOL DIPLOMA

If there is reason to question the validity of a student's high school completion, the Registrar will evaluate the submitted documentation for authenticity. The Registrar will confirm that the high school does not appear on the Secretary of Education's published list of schools that issue invalid high school diplomas. Further evaluation will include contacting the secondary school for

documentation that confirms the validity of the student's diploma, and/or receiving documentation from the relevant department or agency in the state in which the secondary school is located that the secondary school is recognized as a provider of secondary school education. This confirmation documentation will be maintained with the student's record.

**Questions regarding this procedure should be directed to Student Affairs.**

Procedure Adopted: December 21, 1982

Procedure Revised:	May 16, 1991	February 7, 1994	February 6, 1995
	July 1, 1997	January 1, 2000	November 12, 2001
	April 3, 2007	August 28, 2007	September 18, 2024

Procedure Reviewed: June 2, 2021



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PRESIDENT  
NORTHWOOD TECHNICAL COLLEGE