

# Student Admissions Policy

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<b>POLICY:</b> Student Admissions			
<b>POLICY NUMBER:</b>	710.01	<b>CUSTODIAN:</b>	Academic Dean
<b>APV'D DATE:</b>	8/11/2020	<b>REVIEW DATE:</b>	August 2020
<b>EFFECTIVE DATE:</b>	8/11/2020		
<b>REFERENCES:</b> Immunization Policy			

## Part 1. Policy Background and Purpose

The purpose of this policy is to ensure the White Earth Tribal and Community College (WETCC) procedures are followed in a universal manner in the admittance process of students.

## Part 2. Definitions

Official Transcript – A transcript bearing the original seal and signature of the official in charge of records from an accredited educational institution.

Accuplacer- The Accuplacer is an adaptive, multiple choice and essay test that is designed to be a measure of academic skills in the areas of math, reading and English. WETCC may use one or a selection of the tests.

## Part 3. Responsibility

The Associate Dean of Student Services is responsible for ensuring staff are following the Admissions Policy.

The Admissions Coordinator is responsible to assist new students in completing their paperwork as well as ensuring all proper paperwork is in their academic student file.

The Registrar is responsible to ensure all required paperwork is complete before a student registers for classes.

## Part 4. Policy

WETCC admits students in a manner that ensures the best opportunity for educational success, while at the same time honoring the Seven Anishinaabe Values upon which it was founded.

The college reserves the right to evaluate special cases, and to refuse admission to applicants if such refusal is in the best interest of the college. Students that have been denied admission can appeal the decision to the WETCC President. Appeal decisions of the President are final.

All students must have the following documents on file:

1. A completed and signed application form for admission to WETCC.
2. An official transcript from an accredited or approved high school with the date of graduation or the official copy of the General Education Development (GED) examination which verifies completion of the five test areas, the scores, and the date of completion. If the high school diploma or GED are not available WETCC will accept official college transcripts on behalf of a transferring student.
3. A student must complete the Accuplacer placement test in appropriate areas unless they are a transfer student that has already passed college level Math and/or English with a “D” or better. PSEO students admitted to WETCC with good academic standing are not required to take the Accuplacer.
4. Proof (copy of Tribal ID card or verification from Tribal Enrollment Office) of Tribal enrollment or a descendant of a federally recognized Tribe, if applicable; and
5. Completed immunization waiver form or immunization record, if needed.
6. Two official forms of identification.

In certain instances, students may be admitted on a conditional basis pending completion of one of the above requirements at the discretion of the Associate Dean of Student Services. However, all admission requirements must be met by the end of the semester or a student will not be able to register for the following semester.

Degree seeking students must take the Accuplacer to project that students have or will develop the skills necessary to be successful with a college level curriculum. Degree seeking students who do not score above WETCC established minimums must complete entry level courses before registering for college level courses in those content areas. Waiver students are not required to take the Accuplacer unless they transition to a degree seeking status.

In some instances, an outside agency or scholarship program may require an Accuplacer in order to be awarded a scholarship, check with Financial Aid Coordinator for details.