Student Admissions Policy

POLICY: Student Admissions			
POLICY NUMBER:	710.01.01	**CUSTODIAN:**	Student Services Dean
APV'D DATE:	10/26/2021		
EFFECTIVE DATE:	8/11/2020	**REVIEW DATE:**	Oct 2021
REFERENCES: Immunization Policy			

Part 1. Policy Background and Purpose

The purpose of this policy is to ensure the White Earth Tribal and Community College (WETCC) follows procedures 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 designed to be a measure of academic skills in the areas of math, reading, and English. WETCC may use one or a selection of tests to measure these skills.

Part 3. Responsibility

The Student Services Dean ensures staff is following the Admissions Policy.

The Admissions Coordinator assists new students in completing their paperwork as well as ensuring all proper paperwork is in the appropriate academic student file.

The Registrar ensures all required paperwork is complete before a student register 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 admission application form.
2. An official transcript from an accredited or approved high school with the graduation date or the official copy of the General Education Development (GED) examination, If the high school diploma or GED is 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 or English, or both 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.
5. Completed immunization waiver form or immunization record, if needed.
6. Two official forms of identification, one must have the student’s current address.

In certain instances, students may be conditionally admitted pending completionof one of the above requirements at the discretion of the Student Services Dean. However, the student must meet all admission requirements by the end of the semester before the student can register for any more classes.

Degree seeking students must take the Accuplacer to assess the skills necessary to be successful at the college level curriculum. Degree seeking students who score below WETCC’s minimum scores must completeentry level courses in the areas in which they scored low before they can register for college level courses. Waiver students are not required to take the Accuplacer unless they transition to a degreeseeking status.

In some instances, an outside agency or scholarship program may require an Accuplacer to be eligible for a scholarship. Check with the Financial Aid Coordinator for details.

Only individuals who reside in the State of Minnesota are eligible to be admitted to WETCC.