

Davis Technical College

Admissions and Registration Policy and Procedures

Effective Date: 12/08/2014
President's Council Approval: 12/08/2014

1. **Purpose**

This policy was written to inform students of the College's admissions requirements. The College is open year-round to full and part time secondary and post-secondary students.

2. **References**

- 2.1. Utah Code 53B-2-106(2)(c) Direction of Instruction, Examination, Admission and Classification of Students.
- 2.2. College Accommodations for Students with Disabilities Policy.
- 2.3. College Attendance and Progress Policy.
- 2.4. College Withdrawal Policy.
- 2.5. Utah System of Technical Colleges Tuition and Fee Policy (204)

3. **Definitions**

- 3.1. **Ability to Benefit** - Post-secondary student who has not earned a high school diploma or equivalent and has the ability to benefit from the occupational education offered by the College.
- 3.2. **Concurrent** - Students enrolled in both Skill Development and program courses.
- 3.3. **Defined-Entry/Defined-Exit Scheduling** - Students begin and end courses on designated start/end dates. Students pay for each course when they enroll and may re-enroll and repay for courses they fail to complete.
- 3.4. **Employer and Economic Development (EED)** - Courses available to the general public or customized to meet specific employer needs.
- 3.5. **Enrollment Schedule** - Classification of student enrollment status is based on the number of hours students are enrolled in a regular five-day school week as follows: Full-time - 24 hours or greater Three-quarter time - 18 to 23 hours Half-time - 12 to 17 hours Less-than-half-time - 11 hours or fewer
- 3.6. **High School Transmittal** - A document provided by the high school referring secondary students to the College. Transmittals are typically provided by the high school Career and Technical Education (CTE) Coordinator.

- 3.7. **International Student** - Students who are foreign nationals and are permitted to train in the United States under a specialized visa granted through ICE.
- 3.8. **Lifelong Learner** - An individual enrolled in a technical training program to enhance skills for personal reasons.
- 3.9. **Senior Citizens** - Students who enroll as Lifelong learners, are 62 years old or older and (in accordance with Utah Code 53B, Chapter 9 as described in Regents rule R510 section 6.2) are exempt from tuition.
- 3.10. **Matriculated Student** - Students who are formally admitted and enrolled in the College.
- 3.11. **Occupational Upgrade** - Employed post-secondary students enrolled in a College program for the purpose of upgrading skills, enhancing job opportunities, increasing job security, or receiving training at the request of an employer. Occupational Upgrade students are not required to take admissions testing and are not eligible for federal financial aid.
- 3.12. **Open-Entry/Defined-Exit Scheduling** - Students may enroll in courses at any time. Courses have a defined end date based on the student's individual schedule. Students pay for each course when they enroll and may re-enroll and repay for courses they fail to complete. (Also called Course-Based.)
- 3.13. **Open-Entry/Open-Exit Scheduling** - Students may enroll in courses at any time and take as long as required to meet completion requirements. Students pay monthly tuition and fees and have a defined schedule.
- 3.14. **Pre-Concurrent** - Students enrolled in Skill Development courses prior to enrollment in program courses.
- 3.15. **Resident** - A student who meets the residency requirements (typically one year) as outlined in Regents' Policy R-512. As provided in R-512 4.1.2, the College operates on a non-credit basis and does not classify students by residency. The College observes tuition waiver provisions as outlined in the USBHE rules for Tuition Waivers and Reductions (R513).
- 3.16. **Secondary Student** - Student who meets the following criteria during the fiscal year in which they are enrolled: Is currently enrolled in grades 7-12 in a Utah public or private school /Is not more than 17 years old on or before September 1 or is documented as a retained senior or has been enrolled in less than grade 12 during the previous year and is no more than 19 years old on or before September 1 / Has not previously earned a high school diploma, certificate of high school completion, adult education secondary diploma or a high school equivalency diploma (GED).
- 3.17. **Dual Enrollment Student** - A student who meets the official definition of Secondary Student and is enrolled simultaneously at Davis Technical College and a secondary school. Dual Enrollment students must meet normal admissions requirement.
- 3.18. **Skill Development** - Instruction available to students who do not meet program admission standards for the purpose of improving basic skills that will better ensure student

success in the program. Students may be registered in Skill Development courses on a Concurrent or Pre-concurrent basis.

4. Policy

4.1. College Enrollment

4.1.1. Prior to enrollment, information will be made available to students regarding College Services and the cost of attendance including tuition, fees, textbooks, materials and supplies.

4.1.2. Students must pay the approved Enrollment Fee before being permitted to enroll at the College.

4.1.3. College policies and procedures apply without regard to race, color, ethnic background, national origin, religion, creed, age, disability, veteran status, sexual orientation or preference, or gender.

4.1.4. The minimum age for College enrollment, with the exception of Dual Enrollment, is 18. Any special enrollments, under the age of 18 must be approved by the Director of Student Services.

4.1.5. Due to federal requirements, the Davis Technical College is unable to accept international students.

4.1.6. Students are required to meet legal obligations or restrictions placed on the student by the College, external sponsors, courts or other legal entities (i.e. Protective Orders, Terms of Probation or Parole, etc.) and may not enroll if that enrollment conflicts with such restrictions. Failure to disclose legal obligations to the institution prior to enrollment may result in the student's immediate dismissal.

4.1.7. The College is committed to providing reasonable accommodations to students as described in the Services to Students with Disabilities policy.

4.1.8. The College does not admit students who meet the definition of "ability to benefit" given in paragraph 3.1 of this document.

4.1.9. Admission to the College does not guarantee acceptance into a specific program.

4.1.10. Students enrolling in the College must complete an online College enrollment application (or equivalent if deemed appropriate by College staff).

4.1.10.1. The laws associated with federal income tax credits (such as the American Opportunity Credit and the Lifetime Learning Credit) for students require that all postsecondary institutions report student Social Security Numbers (SSN) or Individual Taxpayer Identification Numbers (ITIN) to the Internal Revenue Service (IRS). This IRS requirement makes it necessary for the College to collect the SSN or ITIN of every student. A student may refuse to disclose his or her SSN to the College for this purpose by completing a W9S form and writing "refuse to provide" on the SSN or ITIN number line, but the IRS is then authorized to fine that student.

4.1.10.2. The student is responsible to ensure that their records at the College contain their name as it appears on their Social Security card or Taxpayer Identification Number card.

4.1.11. Students enrolling in Employer and Community Education courses are considered to be seeking regular College admission and are required to comply with all enrollment policies.

4.1.12. Students with a program or course schedule will be considered to be actively enrolled in the College. Students who do not have a program or course schedule will be considered to have withdrawn from the College.

4.1.13. Vaccination records are not required for general admission to the College. However, program admissions/applications may include designated vaccination requirements.

4.2. **Program Enrollment**

4.2.1. Students enrolling in College programs will be classified according to their stated training and occupational objectives and will be required to select a training plan that is current and active.

4.2.2. Students enrolling in College programs must meet defined program admission and application requirements.

4.2.3. Admission requirements will be used to verify students have entry-level knowledge and skills required to be successful in College programs and may include admission testing.

4.2.3.1. Educational transcripts, third-party examination results or relevant documents related to occupational experience may be used to meet all or part of the program admission testing requirements.

4.2.3.2. Students who do not meet minimum program admission testing standards may take Skill Development courses to improve the skills required to be admitted into the program. In some cases, students may take the courses on a Concurrent basis.

4.2.3.2.1. At the discretion of the College, students who are approved to take Skill Development concurrently may substitute coursework being taken at other institutions so long as such coursework is closely related to the appropriate area of Skill Development and is being taken at the same time the student is in their College program.

4.2.4. Students enrolling in College programs will be required to participate in a new student orientation to understand the purpose, policies and procedures and services available to College students.

4.2.5. Students enrolling in College programs will be assigned a program training plan indicating required and elective courses required for program completion.

4.2.6. Program training plans will be valid for a three year period, including the initial (partial) academic year.

4.2.6.1. After the end of the third academic year, students must move to an available program

training plan and are bound to the requirements of that plan for graduation.

4.2.6.2. Students who wish to change their training plan voluntarily prior to the three year period may do so by completing a Training Plan Update Request form and meeting with Student Services personnel.

4.2.6.3. Financially sponsored students who wish to update training plans must have written confirmation of approval from the sponsor before updating a training plan.

4.2.6.4. By professional judgment and with approval from the Vice President for Instruction, exceptions to this rule will be made on a case-by-case basis. Documentation of the exception will be placed in the student's file, and a reasonable timeline for teach-out will be agreed upon by the primary program instructor and/or the program director, and the student.

4.3. **Student Dual-Enrollment**

4.3.1. Dual Enrolled Students must be 16 years of age or older and in the 11th grade or better and prove their classification by providing current high school student identification, a high school transmittal, a report card or a letter from the sponsoring high school.

4.3.1.1. Officials from the sponsoring school may request that the College waive some or all of the admissions testing for students. The College will consider such requests on a case-by-case basis and take the action it deems appropriate in each case.

4.3.1.2. Any changes to schedule or training program for Dual Enrolled students attending during regular school hours require documentation of the change from the student's current high school. Such documentation may include entries in the Transmittal system or written documents from school officials.

4.3.1.3. It is the responsibility of the student to notify the College of any change in their status.

4.3.1.4. Students who are under 16 or not yet in the 11th grade will be considered for admission on a case-by-case basis and must show how enrollment at the College will support their overall education plan.

4.3.1.4.1. Students denied such requests may grieve through the normal grievance process.

4.4. **College Re-enrollment**

4.4.1. Students who take a program Leave of Absence and return by the stated return date may resume the program upon return. Students who do not return by the stated return date are considered withdrawn from the College and must complete standard re-enrollment requirements.

4.4.2. Students who withdraw from the College and then re-enroll within one year must pay a re-enrollment fee. Students who re-enroll after one year must pay the standard College enrollment fee. Students withdrawn due to consecutive absences will also be assessed tuition charges incurred during the period of absence through the date of withdrawal.

4.4.3. The College will evaluate student records for students who return to the College after withdrawal to determine if holds or restrictions exist. Any issues must be resolved prior to re-

enrollment.

4.4.4. The College will verify that students who re-enroll meet current program admission requirements and students who withdraw from a program with an application must re-apply to the program.

4.4.5. Students re-enrolling after the beginning of the new program year (July 1) may resume the same training plan they were under when they left provided space is available and the date of re-registration occurs less six months after the start of the new fiscal year. In that case, re-registrants must enroll in the most current program.

4.5. Students re-enrolling following disciplinary action or suspension may be required to meet certain readmissions conditions including behavioral contracts or mandatory training (i.e. anger management or other behavioral interventions) or such other stipulations as are appropriate to the infraction and may need to demonstrate to Student Service personnel that he/she understands and will abide by the Student Code of Conduct.

5. Procedures

5.1. Students seeking enrollment at the College must provide basic demographic information to the College via the College Application process.

5.1.1. Students must pay the established admissions fee for their circumstances and demonstrate that they meet the admissions requirements via assessment or documentation of accepted alternative tests such as the ACT, SAT, or TABE.

5.1.1.1. Dual enrolled students must provide appropriate documentation as outlined in this policy.

5.1.1.2. Students who cannot meet the admissions requirements may be referred for Skill Development courses at Davis Technical College or asked to enroll at other institutions/agencies until such time as they can meet the admissions requirements

5.1.2. After demonstrating that they have met the admissions requirements, students meet with an enrollment specialist who will assist by advising the student of the application process for their particular program (if necessary), creating the appropriate records in the student information system, and referring the student the required orientation(s).

5.2. Students seeking re-enrollment in College programs must present themselves in Student Services to meet with a member of the staff who will guide them through the process of re-enrollment in accordance with the relevant policies.