

Williston State College

Admission Procedures Book

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PERMANENT RESIDENT ADMISSION

OVERVIEW AND OBJECTIVE

To establish consistent admission application requirements for permanent residents.

THE OPPORTUNITY

This procedure will allow permanent residents to receive consistent admission application requirements for permanent residents. Operational Audit may also require such documentation.

THE SOLUTION

Permanent Resident Admission procedure requires a photocopy of the front and back of a permanent resident card. If a student is pending status approval, a form 797-C with permanent residency approval status will be required. A copy of the front and back of the permanent resident card shall be presented upon approval.

PROCEDURAL OUTLINE

Applicants who hold permanent residency in the United States will be required to submit a photocopy of the front and back of their permanent resident card or submit a form 797-C with permanent residency approval status prior to admission at Williston State College. A copy of the front and back of the permanent resident card shall be presented upon approval. This requirement will be listed on a student's checklist within Campus Connections, and no student claiming permanent residency will be matriculated without this documentation.

Approved June 15, 2015

CONDITIONAL ACCEPTANCE

OVERVIEW AND OBJECTIVE

To allow students to enroll in courses prior to receiving their official high school/GED/college transcripts, with documentation these papers are on their way. If the paperwork is not received by the end of the fourth week of semester classes, admission will be revoked and students will be responsible for all fees incurred.

THE OPPORTUNITY

Accessibility to register in courses earlier for students waiting on transcripts to complete their admission file. This will allow recent high school graduates to register shortly after graduation and prior to the receipt of their official high school transcripts. It also allows more time for students who are late to the admission process for the semester.

THE SOLUTION

Conditional acceptance procedure, allowing students to enroll prior to the receipt of transcripts, but with assurance transcripts will be received within a reasonable amount of time.

PROCEDURAL OUTLINE

Applicants may be considered for a conditional acceptance on a case-by-case basis, as determined by the Director for Enrollment Services. Conditional acceptance may occur after receipt of all documents, but pending receipt of their official high school/GED and/or college transcript. Documentation of transcript(s) being sent must be received prior to conditional acceptance. If the final transcript is not received by the end of the fourth week of classes, the student will be administratively withdrawn from classes, and responsible for all charges incurred. If the official final transcript arrives prior to the end of the fourth week of classes and the application file is complete, the applicant will be reviewed for official acceptance to Williston State College.

Approved March 19, 2014

DEFERRED ACTION APPLICANTS

OVERVIEW AND OBJECTIVE

To clearly outline admission requirements for prospective students who are Deferred Action for Childhood Arrivals (DACA).

THE OPPORTUNITY

Higher education accessibility to students who have been approved for Deferred Action for Childhood Arrivals (DACA).

THE SOLUTION

Students who have been approved for Deferred Action of Childhood Arrivals (DACA) are required to present their approved form I-797 Notice of Action to the Director for Enrollment Services. Prospective students will not be considered for admission without an approved, unexpired I-797 Notice of Action.

Admission files will then require the \$35 application fee, Official High School Transcript (if applicable), Official College Transcript(s) (if applicable), Official placement scores (if applicable), and documentation of 2 MMR vaccinations (if applicable). Students secondary and post-secondary credentials earned outside of the US will be required to submit evaluated transcripts in accordance with NDUS Procedure 402.9.

Prospective students who are not US Citizens, permanent residents, or do hold a current Visa will not be eligible for admission into Williston State College without proper documentation of the Form I-797 "Notice of Action."

THE PROCEDURAL OUTLINE

On June 15, 2012, the Secretary of Homeland Security announced that certain people who came to the United States as children and meet several guidelines may request consideration of deferred action for a period of two years, subject to renewal. They are also eligible for work authorization. Deferred action is a use of prosecutorial discretion to defer removal action against an individual for a certain period of time. Deferred action does not provide lawful status.

Students who have been approved for Deferred Action of Childhood Arrivals (DACA) are required to present their approved form I-797 Notice of Action to the Director for Enrollment Services. Prospective students will not be considered for admission without an approved, unexpired I-797 Notice of Action. Form I-797 is required to be renewed with USCIS every two years; renewed I-797 forms must be presented to the Director for Enrollment Services upon each renewal.

Approved July 13, 2015

TEST SCORE EXPIRATION

OVERVIEW AND OBJECTIVE

To clearly outline the duration of time a placement score is able to be used for admission purposes.

THE OPPORTUNITY

Up-to-date placement scores will be most beneficial for students, as it will most appropriately place them in the proper math and English courses. Students with scores more than five years old may not excel in those courses if their skills have not been recently assessed.

THE SOLUTION

Placement scores shall have an expiration to ensure students are placed appropriately into the proper math and English courses.

ACT scores and SAT scores must be received by the admission office within 5 years of the testing date.

Compass scores and Accuplacer scores must be received by the admission office within 3 years of the testing date.

Scores older than the outline listed above will not be valid considered valid for admission purposes. Students will need to take another approved test for admission into Williston State College.

THE PROCEDURAL OUTLINE

Placement scores will be considered “expired”, or not valid for admission purposes, if they exceed the time limits listed above. Expiration date on scores will be based on the date scores were received for a student’s admission file.

Approved July 13, 2015

READMIT APPLICATION PROCESS

OVERVIEW AND OBJECTIVE

To clearly outline the process for returning students who have previously attended WSC and are returning after a leave of absence of at least one full term, excluding summer.

THE OPPORTUNITY

Ensures the Enrollment Services office has all required admission paperwork. Particularly if there have been changes since previous attendance. This can include contact information, colleges attended, placement scores, criminal history and residency.

THE SOLUTION

Student must re-apply for admission by filling out a new electronic online application. A new account will need to be created in order to begin a new application. Since the student has previously attended, the \$35 application fee will not be required for readmission purposes.

If a student has attended another college, those transcripts will be required for admission. New placement scores may also be required if those requirements were not completed during previous attendance.

THE PROCEDURAL OUTLINE

Enrollment Services will process the application for admission and check for previous admission documents. If a student has attended another institution during their time away from Williston State College, the student must submit all official college transcripts to the Enrollment Services office.

Enrollment Services also ensures all previous coursework at Williston State College has been converted into PeopleSoft. If previous coursework has not been converted, Enrollment Services will then check the imaging systems for previous transcripts. The transcript will be given to the registrar's office. The registrar will convert the previous credits into PeopleSoft.

Once all proper documentation has been received, Enrollment Services will matriculate the student's file. If an error occurs, the Enrollment Services office will work with the registrar in order to fix the issue. After the student's application has been matriculated, a new advisor will be assigned. At this point, the student will be officially eligible to register for courses.

EARLY ENTRY STUDENT ADMISSION AND ENROLLMENT PROCESS

OVERVIEW AND OBJECTIVE

To clearly outline the process for high school students who are academically ready to take advanced college courses while still working towards a high school diploma. When high school administrators also count these courses for high school credit, students may additionally earn high school graduation credit.

THE OPPORTUNITY

Allows high school students to attend high school while simultaneously allowing a successful start to earn a post-secondary education. This program can also shorten the time required to complete a certificate, associate, or bachelor degree programs. It is possible to complete the first year of required undergraduate courses during two high school years.

THE SOLUTION

Early Entry students will need to fill out the online application for admission. The student will be required to select their student type as Early Entry and their major/program as non-degree seeking.

Early Entry students will be required to submit the application for admission, \$35 application fee, documentation of two MMR vaccinations (only required if the student is enrolled in a course on Williston State College's campus) and the Early Entry enrollment form. Placement scores will be required if a student is looking at enrolling into a math or English course.

THE PROCEDURAL OUTLINE

The designated Enrollment Services Associate will work with the Director for Extended Learning on Early Entry outreach.

The Enrollment Services office will process Early Entry applications for admission. Once the student's file is officially complete, Enrollment Services will matriculate their application and assign the Director for Extended Learning as the advisor.

The designated Enrollment Services Associate will collect all Early Entry paperwork including the Early Entry Enrollment form. The designated Enrollment Services Associate will also enroll all Early Entry students into their course(s).

COLLABORATIVE STUDENT ENROLLMENT PROCESS

OVERVIEW AND OBJECTIVE

To clearly outline the collaborative student registration process as the home and provider campus. The home campus is defined as the institution a student is receiving their degree from. The provider campus is the campus the student is taking a course but not earning a degree.

THE OPPORTUNITY

Allows a student attending one NDUS institution to take courses through another NDUS institution. The collaborative process allows Williston State College to combine credit from more than one NDUS institution for the purpose of financial aid. This would be only for courses added through the seventh business day from the start of the term.

THE SOLUTION

Home Campus-A student must be enrolled in at least one degree credit course at WSC before enrolling in a collaborative course including the summer semester. A student must be in good academic and financial standing. Students are required to fill out the collaborative enrollment request form found under the Collaborative Student page on www.willistonstate.edu.

Provider Campus-Students wishing to enroll into a class collaboratively at Williston State College must work with their home campus in order to enroll.

THE PROCEDURAL OUTLINE

Home Campus-Once WSC's collaborative representative receives the collaborative request form, the student's information will be checked to make sure everything is correct. The collaborative contact will also check to make sure the student has met all requirements. If so, the form will be sent to the designated collaborative contact of the NDUS institution the student has requested to enroll into. Once the provider campus enrolls the student, an email will be sent to the student and WSC's collaborative representative. This representative will also input this information into Peoplesoft under NDU Applications>NDU Campus Community>Use>NDU Collaborative Student Info. The student's name, academic institution, academic career and term will be entered in to begin a new page. Application date and application sent date will need to be filled on. Under Provider Institution Course Information, the class number will need to be entered. Enrollment Status will need to be changed to "Enrolled". This allows the student to show up on all collaborative reports.

Provider Campus-A request will be sent to WSC's collaborative representative. The collaborative contact will check over the form to make sure all requirements have been met. A manual application will be created in Peoplesoft. Once the application has been matriculated, the Director for Extended Learning will be assigned as the advisor. The collaborative representative will then enroll the student into the requested course(s). Once enrolled, an email will be sent to the student and the designated collaborative representative at the student's home campus.

EARLY ENTRY STUDENT DROP/WITHDRAWAL PROCESS

OVERVIEW AND OBJECTIVE

To clearly outline the drop/withdrawal process for high school students who are currently enrolled in college courses.

THE OPPORTUNITY

Allows Early Entry students the option to drop/withdraw from courses. Early Entry students will be dropped/withdrawn according to WSC's dates and deadlines. A student can receive permission to have this backdated if needed.

THE SOLUTION

Early Entry students will need to fill out the Early Entry Drop/Withdrawal form with the high school early entry administrator. The student will need to sign off on the form as well as the administrator.

THE PROCEDURAL OUTLINE

The form will be turned in to the designated Enrollment Services Associate. Once the form is received, the student will be dropped/withdrawn according to the date the form was signed off on.

If the student is wanting to drop just one course, the Enrollment Services Associate will complete this under Records and Enrollment>Enroll Students>Enrollment Request. Under here, the Enrollment Services Associate will click on the drop down box and select drop. From there, the course will be selected and fully dropped.

If the student is wanting to withdraw from all courses, the Enrollment Services Associate will complete this under Records and Enrollment>Student Term Information>Term History. The Enrollment Services Associate will need to select the term withdrawal tab. Withdrawal or Cancellation will be selected. The withdrawal date will be filled in under Withdrawal/Cancel Date and Last Date of Attendance. All negative service indicators will need to be removed for a successful withdrawal. Once these are removed, the Enrollment Service Associate will select Post Term Withdrawal and Calculate Tuition and Fees. This will complete the withdrawal.

Once the student has been dropped/withdrawn, the form will be turned over to the Student Finance Associate. This will allow the finance office to ensure the student's bill is correct. The form will then be turned into the registrar for filing.

If a student would like to backdate their withdrawal, the student must work with the Vice President for Academic Affairs. If the student's request is approved, the student would follow the steps listed above.

COLLABORATIVE STUDENT DROP/WITHDRAWAL PROCESS

OVERVIEW AND OBJECTIVE

To clearly outline the process for collaborative students needing to drop/withdraw from courses.

THE OPPORTUNITY

Allows collaborative students the option to drop/withdraw from collaborative courses. Collaborative students must follow the NDUS's institution's dates and deadlines.

THE SOLUTION

Home Campus

If WSC is the student's home campus, the student must fill out the collaborative drop/withdrawal form. This form can be found at www.willistonstate.edu. The student will need to click on classes and then collaborative student. The form will be located towards the bottom of the page.

Provider Campus

If WSC is the student's provider campus, the student must work with the home campus in order to drop/withdraw from courses.

THE PROCEDURAL OUTLINE

Home Campus

Once the collaborative drop/withdrawal form has been submitted, WSC's collaborative representative will receive this. The request will be forwarded on to the student's provider campus. Once the drop/withdrawal has been processed, the provider institution's collaborative representative will email the student and WSC's collaborative representative. Once confirmation has been received, WSC's collaborative representative will make this change under NDU Applications>NDU Campus Community>Use>NDU Collaborative Student Info. Under Enrollment Status, this will need to be changed to either drop or withdrawal. After this change, the save button will need to be selected.

Provider Campus

Once the proper paperwork has been filled out with the student's home campus, the information will be forwarded on to WSC's collaborative contact. If the student would like to drop one course, this will be done under Records and Enrollment>Enroll Students>Enrollment Request. If the student is withdrawing from all courses, this will be done in Records and Enrollment>Student Term Information>Term History.

Once the paperwork has been processed, WSC's collaborative contact will send confirmation to the student and the home campus collaborative representative.

APPLICATION FOR ADMISSION DEFERMENT PROCESS

OVERVIEW AND OBJECTIVE

To clearly outline the process for students wanting to push their enrollment to a future semester.

THE OPPORTUNITY

When a student is unable to attend the semester originally applied for, an application for admission can be deferred to a future semester. A student isn't required to re-apply for the next semester as long as the application has been deferred. An application can only be deferred once. After this, the student must re-apply for admission.

THE SOLUTION

Students wanting to defer an application to a future semester will need to fill out the Student Application Deferment Form. This form can be found at www.willistonstate.edu. The student will click on Future Students>Admission>Enrollment & Records Forms.

THE PROCEDURAL OUTLINE

The request will be sent to the general admission email. An Enrollment Associate will defer the student's application under Student Admissions>Application Maintenance>Maintain Applications. The Application Program Data tab will need to be selected. The Enrollment Associate will then add a row. The Admit Term will need to be changed to the semester the student would like to start. Under Program Action, it needs to be changed to defer. It will then need to be saved.

If the student is currently matriculated, the Enrollment Associate will need to email the registrar and ask for the student's admission to be revoked. Once this has been completed, the Enrollment Service Associate can go under maintain applications. Correct History will need to be selected before anything is done. Once selected, the admission revocation row and matriculation row will need to be deleted. Once deleted, a row will be added for the deferment. The Enrollment Service Associate is able to matriculate the file again once this has been completed.

APPLICATION FOR ADMISSION WITHDRAWAL PROCESS

OVERVIEW AND OBJECTIVE

To clearly outline the process for students wanting to completely withdraw their application for admission.

THE OPPORTUNITY

If a student has changed their mind about attending Williston State College, a student may withdraw an application. This would take the student off of WSC's mailing, emailing and calling lists.

THE SOLUTION

If a student would like to withdraw an application for admission, the student will need to fill out the Student Application Withdrawal Form. This form can be found at www.willistonstate.edu. The student will click on Future Students>Admission>Enrollment & Records Forms.

THE PROCEDURAL OUTLINE

The request will be sent to the general admission email. An Enrollment Associate will withdraw the student's application under Student Admissions>Application Maintenance>Maintain Applications. The Application Program Data tab will need to be selected. The Enrollment Associate will then add a row. Under Program Action, it needs to be changed to applicant withdrawal. It will then need to be saved.

If the student is currently matriculated, the Enrollment Associate will need to email the registrar and ask for the student's admission to be revoked. Once this has been completed, the Enrollment Service Associate can go under maintain applications. Correct History will need to be selected before anything is done. Once selected, the admission revocation row and matriculation row will need to be deleted. Once deleted, a row will be added for the applicant withdrawal.

HOMESCHOOL TRANSCRIPT ACCEPTANCE

OVERVIEW AND OBJECTIVE

To clearly outline requirements for homeschool transcripts to be considered official.

THE OPPORTUNITY

Allows for a clearly articulated procedure when reviewing homeschool transcripts.

THE SOLUTION

Incoming students who were homeschooled throughout high school will be required to submit a transcript that follows a specific outline.

THE PROCEDURAL OUTLINE

In order to be considered official, the following items are required of homeschool transcripts:

- Student Name
- Registered address associated with homeschool facility
- Semester-by-semester or year-by-year listing of all courses take and grades received in each course
- Date of graduation, complete with month, day, and year.
- Parent or homeschool supervisor signature
- Sealed envelope with parent or homeschool supervisor signature over the seal

Enrollment Services reserves the right to verify homeschool with the appropriate school district superintendent office. North Dakota Century Code Chapter 15.1-23 on Home Education states that the parent intending to supervise the home education is required to report this at least fourteen days before beginning home education with the superintendent of the child's school district of residence.

Approved March 23, 2017.