

Williston State College

Admission Procedures Book

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APPLICATION FOR ADMISSION DEFERMENT PROCESS

OVERVIEW AND OBJECTIVE

To clearly outline the process for students wanting to defer 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.

THE PROCEDURAL OUTLINE

The request will be sent to the general admission email. Enrollment Services will defer the student's application to the requested term.

If the student is currently matriculated, Enrollment Services will need to email the registrar and ask for the student's admission to be revoked. Once this has been completed, Enrollment Services will defer the application and re-matriculate the student's file.

Approved July 19, 2018

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, texting, 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.

THE PROCEDURAL OUTLINE

The request will be sent to the general admission email. Enrollment Services will withdraw the student's application.

If the student is currently matriculated, Enrollment Services will need to email the registrar and ask for the student's admission to be revoked. Once this has been completed, Enrollment Services will be able to complete the withdrawal request.

Approved July 19, 2018

BAND ENROLLMENT PROCESS

OVERVIEW AND OBJECTIVE

To clearly outline the process for community members wanting to enroll in athletic band, city band, and/or orchestra on campus.

THE OPPORTUNITY

Allows community members to take part in Williston State College's music program.

THE SOLUTION

Community members will apply online initially, turn in immunization record and fill out the required enrollment form.

THE PROCEDURAL OUTLINE

Students new to the course will need to fill out the online application at www.willistonstate.edu/apply. Students are not required to pay the \$35 application fee, as the WSC Foundation will cover this. Students will also be required to submit a copy of their immunization record showing documentation of two MMR vaccinations and meningococcal vaccine (only if student is 21 or under). The immunization compliance form can take place of this as well. Students will then fill out the band enrollment form, which can be requested from the Enrollment Services office.

Students that have taken athletic band, city band, and/or orchestra before will just be required to fill out the band enrollment form.

The enrollment form will be turned in to the Enrollment Service office. Enrollment Services will then check through the student's file to ensure all steps have been completed for enrollment. If the student has completed all the necessary steps, the form will be routed to the registrar's office for enrollment.

Once the registrar receives an enrollment form, the student will be enrolled in the band course indicated on the form. Upon successful enrollment, the form will be routed to the finance office.

Once census has passed, the finance office will invoice the WSC Foundation. This will include tuition, fees and any applicable application fees. Once the invoice has been sent, the enrollment forms will be sent to complete.

Approved September 24, 2018

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 at <http://www.willistonstate.edu/Future-Students/Registration/Collaborative-Student-Registration.html>.

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-WSC's collaborative representative will receive the enrollment form. The collaborative contact checks residency, enrollment at WSC, holds and pre-requisites as needed. If the student meets all requirements, the form is then sent to the collaborative representative at the requested provider campus. The provider campus will enroll the student and send confirmation to the student and WSC's collaborative representative upon completion. This information is then added to the Collaborative Student Page for financial aid purposes.

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. The collaborative representative will then process the request and be assigned as the student's advisor. Once the student is enrolled, a confirmation email will be sent to the student and the home campus.

Approved July 19, 2018

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 <http://www.willistonstate.edu/Future-Students/Registration/Collaborative-Student-Registration.html>.

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 forward the request to the 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 update the information under the Collaborative Student Page.

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

Approved July 19, 2018

CONDITIONAL ACCEPTANCE-IMMUNIZATIONS

OVERVIEW AND OBJECTIVE

To allow students to enroll in courses prior to their vaccination appointment. Financial aid will not be dispersed on a student's account until the final transcript has been received.

THE OPPORTUNITY

Accessibility to register in courses earlier for students waiting on their vaccination appointment.

THE SOLUTION

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

PROCEDURAL OUTLINE

Applicants will qualify for conditional acceptance once all other admission paperwork, including a copy of the appointment card, has been received. A Conditional Acceptance hold will be placed on the student's account preventing financial aid from dispersing. Once the student has received the vaccination, and updated immunization record must be sent to Enrollment Services. The Conditional Acceptance hold will be removed and the student will be officially accepted to Williston State College.

Approved July 19, 2018

CONDITIONAL ACCEPTANCE-INTERNATIONAL COLLEGE TRANSCRIPTS PENDING VERIFICATION

OVERVIEW AND OBJECTIVE

To allow students to enroll in courses while waiting on their international college transcript evaluation verification. This will not include international high school evaluations. Financial aid will not be dispersed on a student's account until the final transcript has been received.

THE OPPORTUNITY

Accessibility to register in courses while waiting on the final verification of their college transcript evaluation to come through.

THE SOLUTION

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

PROCEDURAL OUTLINE

Applicants will qualify for conditional acceptance once all other admission paperwork, including an official evaluation with pending verification status, has been received. A Conditional Acceptance hold will be placed on the student's account preventing financial aid from dispersing. An Admission File hold will also be placed which will prevent the student from adding or dropping courses. 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. Once the final transcript has arrived, the Conditional Acceptance and Admission File hold will be removed and the student will be officially accepted to Williston State College.

Approved July 19, 2018

CONDITIONAL ACCEPTANCE-LATE APPLICANTS

OVERVIEW AND OBJECTIVE

To allow students to enroll in courses prior to receiving their official high school/GED/college transcript, or placement scores. 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 due to enrollment deadlines at the beginning of the semester. This will allow late applicants to register prior to the last day to enroll for the semester.

THE SOLUTION

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

PROCEDURAL OUTLINE

Applicants will qualify for conditional acceptance on a case-by-case basis, as determined by Enrollment Services. Students are required to fill out the Conditional Acceptance form, which can be requested from the Enrollment Service office. Other documentation will be required depending on the paperwork needed. Placement scores will require a confirmation email stating they have been ordered. High school/GED/college transcripts will require a confirmation email stating they have been officially sent. Conditional Acceptance hold, prevents financial aid to disperse, and an Admission File hold, prevents the adding and dropping of courses, will be placed on the student's account. Conditional acceptance may occur after receipt of all documents, but pending receipt of their official high school/GED and/or college transcript. 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. Once the final official admission paperwork has arrived, the Conditional Acceptance hold and Admission File hold will be removed and the student will be officially accepted to Williston State College.

Approved July 19, 2018

CONDITIONAL ACCEPTANCE-WORK IN PROGRESS HIGH SCHOOL AND COLLEGE TRANSCRIPTS

OVERVIEW AND OBJECTIVE

To allow students to enroll in courses prior to receiving their final official high school and/or college transcripts. Financial aid will not be dispersed on a student's account until the final transcript has been received.

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 prior to the receipt of their final official high school transcript. It also allows students currently enrolled at another institution to enroll while waiting for final grades to be posted.

THE SOLUTION

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

PROCEDURAL OUTLINE

Applicants will qualify for conditional acceptance once all other admission paperwork, including an official work in progress high school and/or college transcript, has been received. A Conditional Acceptance hold will be placed on the student's account preventing financial aid from dispersing. Conditional acceptance may occur after receipt of all documents, but pending receipt of their official high school/GED and/or college transcript. 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. Once the final transcript has arrived, the Conditional Acceptance hold will be removed and the student will be officially accepted to Williston State College.

Approved July 19, 2018

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 not 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 Form 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 19, 2018

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

Enrollment Services will process the application for admission.

The designated Early Entry representative will work with high schools in order to complete students' admission files. Once a student has met all of the requirements, the Early Entry representative will process the enrollment request and be assigned as the advisor.

Approved July 19, 2018

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 form can be found at <http://www.willistonstate.edu/Future-Students/Early-Entry/Student-Toolbox.html>.

THE PROCEDURAL OUTLINE

The form will be directly emailed to the Early Entry email. Once the form is received, the Early Entry representative will drop/withdraw the student according to the date the form was submitted.

Once the student has been dropped/withdrawn, the form will be routed to the Student Finance-Early Entry queue. Student Finance will then adjust the account as needed.

If a student would like to appeal, the student must work with the Vice President for Academic Affairs.

Approved July 19, 2018

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 July 19, 2018

INTERNATIONAL FINANCIAL DOCUMENTATION

OVERVIEW AND OBJECTIVE

To establish consistent I-20 financial documentation requirements for international student applicants. International student applicants are defined as those who hold citizenship in a country outside of the United States and need to be issued an I-20 for admission to enter and study in the United States.

THE OPPORTUNITY

This procedure will allow international student applicants to receive consistent financial documentation requirements to be issued an I-20. This will also allow WSC to remain compliant with the Student and Exchange Visitor Program (SEVIS) used to issue the Form I-20. SEVIS requires verification that international students studying in the United States have sufficient funds available for self-support for at least one academic year of study. Operational Audit may also require such documentation.

THE SOLUTION

International Student Admission procedure requires a fully completed Certificate of Finance Form and proof of sufficient funds for each international student applicant. The proof of sufficient funds must be through the means detailed in the Official I-20 Financial Documentation Guidelines, which include bank accounts, student loans, and external/internal scholarships.

PROCEDURAL OUTLINE

International Student Admission procedure requires a fully completed Certificate of Finance Form and proof of sufficient liquid funds for each international student applicant as per the Official I-20 Financial Documentation Guidelines (detailed below). Sufficient funds are defined as liquid funds equivalent to or greater than the Estimated Academic Year Expenses detailed on the Certificate of Finance Form. Documentation of funds provided must be dated from within the last 6 months (however, it is highly preferred the documentation be from within the last 3 months).

Below are the types of documents WSC will accept as proof of funds for issuing a Form I-20. Please note WSC requires both an official bank letter **and** 6 months of previous bank statements for any bank account being used to show financial support of the student.

1. Official Bank Letter (checking, savings account, bank loan, etc.)
 - a. Must include the following:
 - Issued on official Bank Letterhead
 - Date letter was issued (not more than 6 months old)
 - Account Holder Name
 - Account Type (Ex. checking, savings, educational/bank loan)
 - Date Account was opened
 - Account Balance (must be listed in USD)
 - Signature/stamp from a bank representative
2. Bank Statements
 - a. Must include the following:
 - Previous 6 months of bank statements for the account

- Statement Date
 - Account Holder Name
 - Account Type
 - Type of Currency
 - Current Account Balance should be converted to USD and match account balance on Bank Letter
3. External Scholarship Award Letter or Student Loan Approval Letter
 - a. Must include the following:
 - Scholarship/Loan Name
 - Date of the award availability
 - Recipient's full name
 - Amount of scholarship or student loan
 - List of fees/expenses for which the award can be used (Ex. only tuition, school-related expenses, etc.)
 - Signature/stamp from scholarship organization/representative or loan agency
 4. WSC Scholarships
 - a. Athletic Awards
 - Please ask your coach to send your Athletic Award directly to WSC Enrollment Services
 - b. Academic Awards
 - Please confirm with WSC Enrollment Services/Financial Aid regarding any WSC scholarships/waivers

Unofficial documentation that will ***not*** be accepted includes:

Investment statements, retirement statements, IRA accounts, life insurance statements, solvency certificates, tax returns, non-liquid assets (such as property, jewelry, a business, etc.), account statements from another F-1 student, paycheck stubs, proof of employment letters, or any unsigned/unstamped bank letters or scholarship awards.

I-20 financial documentation will be reviewed by Enrollment Services to determine they are authentic, have sufficient funds, and meet all necessary requirements. Enrollment Services has the right to use their discretion on documentation that does not meet every requirement if they deem it still suffices as proof of sufficient funds. Enrollment Services also has the right to deny any financial documentation they deem unsatisfactory and/or questionable for any reason.

The I-20 financial documentation requirements will be listed on a student's checklist within Campus Connection and included on the International Admissions Checklist on the WSC website. No international student will be issued a Form I-20 without adequate approved financial documentation.

Approved September 24, 2018

NON-DEGREE AND DEGREE SEEKING ADMISSION CHANGES

OVERVIEW AND OBJECTIVE

To establish the process of switching from non-degree seeking to degree seeking and/or degree seeking to non-degree seeking.

THE OPPORTUNITY

This procedure will make the process clear on what steps will need to be taken to change to a non-degree or degree-seeking student.

THE SOLUTION

Students will be required to follow specific instructions in order to make the change to non-degree or degree seeking.

PROCEDURAL OUTLINE

Non-degree to degree seeking:

Students will be required to submit a new application for admission in order to become a degree-seeking student. In order to submit a new application, a new account must be created. Enrollment Services will adjust the admission checklist as needed. All admission paperwork to be a degree-seeking student must be submitted to Enrollment Services. A new advisor will be assigned and the student can officially enroll.

Degree to non-degree seeking:

Students will be required to send an email to Enrollment Services stating they would like to become non-degree seeking for the term instead of degree seeking. Enrollment Services will save this email to the student's file and make the change in the system. If the student meets the non-degree seeking requirements, they will be assigned an advisor and be ready to enroll for the term.

Approved July 24, 2018

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. Operational Audit may also require such documentation.

THE SOLUTION

Permanent Resident Admission procedure requires a photocopy of the front and back of a U.S. permanent resident card. If a student is pending status approval, the Form I797-C, Notice of Action, with permanent residency approval status will be required. A copy of the front and back of the permanent resident card will be required to 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 the Form I797-C, Notice of Action, with permanent residency approval status prior to admission at Williston State College. A copy of the front and back of the permanent resident card will be required to be presented upon approval. This requirement will be listed on a student's checklist within Campus Connection, and no student claiming permanent residency will be matriculated without this documentation.

Approved July 19, 2018

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. A new criminal background check will also be required if the student marked yes again to any of the safety and security questions.

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 sent to the transcript evaluate queue in Perceptive Content. 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. The student will be officially eligible to register for courses.

Approved July 19, 2018

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.

Other placement scores that are accepted by Williston State College must be received by the admission office within 3 years of the testing date.

Scores older than the outline listed above will not be 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 19, 2018

WITHDRAWAL/SEMESTER OFF ADMISSION PROCESS

OVERVIEW AND OBJECTIVE

To clearly outline the steps a student needs to take in order to re-enroll after either withdrawing or taking a semester off.

THE OPPORTUNITY

Clearly outlining the process a student must follow will help with re-enrolling for a future term.

THE SOLUTION

Having clear instructions for students to follow will help avoid any confusion. It will also allow for a smoother enrollment process for the student.

THE PROCEDURAL OUTLINE

Withdrawing from semester:

If a student fully withdraws from a semester (excluding summer) a new application must be submitted. This will allow Enrollment Services to term activate the student for a future semester. To submit a new application, a student must create a new account. If the student has attended another institution, official transcripts must be submitted to Enrollment Services.

Semester off:

If a student decides to take a semester off, a new application will be required for admission purposes, which excludes summer. To submit a new application, a new account must be created. If the student has attended another institution, official transcripts must be submitted to Enrollment Services.

Approved July 24, 2018