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# **WILLISTON STATE COLLEGE**

## **ENROLLMENT SERVICES PROCEDURES**

07/06/2021



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# ACCUPLACER TESTING PROCEDURE

## OVERVIEW AND OBJECTIVE

To have a consistent retesting procedure for all students looking to attend WSC or place into a higher-level English or Math course.

## THE PROCEDURAL OUTLINE

Students will be responsible to fill out a placement test request form found on the Williston State College website. Please follow [www.willistonstate.edu](http://www.willistonstate.edu)>Future Students>Admission>Placement Testing.

If students are testing remotely, they are given 14 days to schedule a time to take the exam once the voucher has been sent. After the 14 days, the voucher will expire, and the student will be responsible for filling out a new request.

If the student would like to retest, they are responsible for filling out another request. Students are allowed to take the ACCUPLACER 3 times per semester. The student must wait 1 week between attempts.

Once the student has attempted the exam 3 times, they must wait for the next semester in order to take the exam again.

# ADMINISTRATIVE APPLICATION WITHDRAWAL

## OVERVIEW AND OBJECTIVE

To have a process in place for the Enrollment Services office in order to clean up data for census reporting purposes. This will ensure the Enrollment Services office will follow the same process.

## THE PROCEDURAL OUTLINE

Two separate reports will be ran for cleanup purposes.

1. NDU Applicant by Admission Status. This report can be found under Main Menu>NDU Applications>NDU Admissions and Recruiting>Report>NDU Applicants by Status. The report will be filtered by the admit type. Students with admit types WAPP, WADM and MATR will be removed. Enrollment Services will then go through the list and administratively withdraw each application.
2. NDU Matriculated, Not Enrolled. This report can be found under Main Menu>NDU Admissions and Recruiting>Report>NDU Matriculated, Not Enrolled. The Enrollment Coordinator or Registrar will need to revoke each student's application on this report. Once each student has been revoked, Enrollment Services will then administratively withdraw each application.

# APPLICATION FEE WAIVER PROCEDURE

## OVERVIEW AND OBJECTIVE

To clearly outline the process for students requesting to have their application fee waived for Williston State College.

## THE PROCEDURAL OUTLINE

Students must work with a designated high school official, such as a counselor, to fill out the NACAC Form that can be found using this link: <https://www.nacacfairs.org/learn/fee-waiver/>

Once the form has been completed, it can be emailed to the Vice President for Academic Affairs.

The form will be sent to the President who will then approve or deny the request.

If approved, the form will be sent to the Financial Services office. The Vice President for Academic Affairs will then email the Admission office and Finance office with their approval.

The Admission office will calculate the fee and the Finance office will apply the waiver.

# APPLICATION FOR ADMISSION DEFEREMENT PROCESS

## OVERVIEW AND OBJECTIVE

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

## THE PROCEDURAL OUTLINE

### Matriculated Student

If the student was accepted or could have been accepted for the term, they are eligible to fill out the enrollment deferment request. This can be requested from the admission office at [wsc.admission@willistonstate.edu](mailto:wsc.admission@willistonstate.edu).

Once Enrollment Services receives the request, a new application will be created in campus connection for the student. Once created, the previous application will be withdrawn, and student information will be updated in Hobsons to reflect the updated term. This process can take up to a week depending on the time of the year.

### Not Matriculated

If the student was not close to being accepted for admission, they will be required to submit a new application for admission. This can be done by logging on to [www.willistonstate.edu/apply](http://www.willistonstate.edu/apply). From here, the student will need to create a new account. All information can be the same except the username must be different. Once the new application has been submitted, Enrollment Services will process the document as normal.

# APPLICATION FOR ADMISSION WITHDRAWAL PROCESS

## OVERVIEW AND OBJECTIVE

To clearly outline the process for students wanting to completely withdraw their application for admission. If a student has decided to not attend Williston State College, they have the option to withdraw their application. This would take the student off of Williston State College's mailing, emailing, texting, and calling lists.

## THE PROCEDURAL OUTLINE

If a student would like to withdraw their application for admission, the student can fill out the application withdrawal form or email [wsc.admission@willistonstate.edu](mailto:wsc.admission@willistonstate.edu).

If the student is currently matriculated, their admission will need to be revoked. Once this has been completed, Enrollment Services will be able to complete the withdrawal request.

# 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. Community members will apply online initially, turn in a copy of their 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](http://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 3<sup>rd</sup> party listed. This will include tuition, fees and any applicable application fees. Once the invoice has been sent, the enrollment forms will be sent to complete.



# 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. This 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 PROCEDURAL OUTLINE

**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>.

WSC's collaborative representative will receive the enrollment form through Perceptive Content. 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's WSC email. The collaborative enrollment form is then routed back to the home campus. This information is then added to the NDU Collaborative Student Info page for financial aid purposes.

**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 collaborative student enrollment form will be routed to Williston State College from the home campus. 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's school email. The form will then be routed back to the home campus and stamped completed.

# COLLABORATIVE STUDENT DROP/WITHDRAWAL PROCESS

## OVERVIEW AND OBJECTIVE

To clearly outline the process for collaborative students needing to drop/withdraw from courses. This allows collaborative students the option to drop/withdraw from collaborative courses. Collaborative students must follow their institution's dates and deadlines.

## THE PROCEDURAL OUTLINE

**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>.

Once the collaborative drop/withdrawal form has been submitted, WSC's collaborative representative will route the request to the provider campus. Once the drop/withdrawal has been processed, the provider institution's collaborative representative will email the student's Williston State College email. The request will then be routed back to Williston State College to update under the NDU Collaborative Student Info page.

**Provider Campus-** Students needing to drop/withdraw from collaborative coursework with Williston State College must work with their home campus in order to drop/withdraw.

The collaborative student enrollment form will be routed to Williston State College from the home campus. The collaborative representative from Williston State College will process the request. Once complete, the collaborative contact will email the student's school email to confirm the request has been processed. The form will then be stamped and routed back to the home campus.

# 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 an updated copy of the student's immunization record has been received.

## THE 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, an 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.

# **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 or be eligible to enroll for the next semester until the final transcript has been received.

## **THE 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. Once the final transcript has arrived, the Conditional Acceptance hold will be removed, and the student will be officially accepted to Williston State College.

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# CONDITIONAL ACCEPTANCE-LATE APPLICANTS

## OVERVIEW AND OBJECTIVE

To allow students to enroll in courses prior to receiving their official high school/GED/college transcripts or placement scores.

## THE 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.

A Conditional Acceptance hold will be placed on the student's account which will prevent financial aid from dispersing. If the documents are not received by 5<sup>th</sup> week of school, an Admission File hold will be placed on the account to prevent adding or dropping.

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.

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# 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. This will allow recent high school graduates to register prior to receiving their final official high school transcript. It also will allow students currently enrolled at another institution to enroll while waiting for final grades to be posted.

## THE 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. Financial aid will not be dispersed on a student's account until the final transcript has been received.

Once the final transcript has arrived, the Conditional Acceptance hold will be removed and the student will be officially accepted to Williston State College.

# DEFERRED ACTION APPLICANTS

## OVERVIEW AND OBJECTIVE

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

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.

# 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.

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 PROCEDURAL OUTLINE

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 and updated meningococcal vaccination (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.

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.



# 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. Early Entry students will be dropped/withdrawn to Williston State College's dates and deadlines.

## THE PROCEDURAL OUTLINE

Early Entry students will need to fill out the Early Entry Drop/Withdrawal form. The form can be found at <http://www.willistonstate.edu/Future-Students/Early-Entry/Student-Toolbox.html>.

The form will be directly emailed to the Early Entry email. Once the form has been 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 submit this request by email to the Vice President for Academic Affairs. The Vice President for Academic Affairs will then approve or deny the request.

# HOMESCHOOL TRANSCRIPT ACCEPTANCE

## OVERVIEW AND OBJECTIVE

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

## 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.

# IMMUNIZATION REQUIREMENTS

## OVERVIEW AND OBJECTIVE

To clearly outline requirements for immunization requirements under NDUS Procedure 506.1 Immunizations and SBHE Policy 506.1 Immunizations.

## THE PROCEDURAL OUTLINE

Enrollment Services requires a documentation of 2 MMR vaccinations. Students 21 and under are also required to submit documentation of one dose of the meningococcal conjugate vaccine at the age 16 or older. This must be submitted prior to acceptance.

Documentation of immunity means one of the following:

- Evidence of two doses of measles, mumps, and rubella (MMR) vaccination no less than 28 days apart from a licensed provider or authorized representative of a state or local department. Evidence of at least one dose of the meningococcal conjugate vaccine at the age 16 or older
- Proof of a positive serologic test for measles, mumps, and rubella
- Proof of date of birth prior to 1957

This document can be turned in to the Enrollment Services department via e-mail, fax, by mail or delivered in person. If a student has a current appointment scheduled, conditional acceptance may be an option. Please review “Conditional Acceptance-Immunizations” to see how to qualify.

**NDUS Benefited Employees:** Although NDUS benefited employees are exempt from policies and procedures, WSC requires employees to fill out our Immunization Exemption Request Form. This can be found at <http://willistonstate.edu/admissions/Admission-Forms/>. Employees will indicate they are a NDUS benefited employee.

Online only students are exempt from this requirement.

Students that claim to be exempt from the immunization requirement must complete WSC’s Immunization Exemption Request Form. This form can be found on <http://willistonstate.edu/admissions/Admission-Forms/>. Students that request exemption may be excluded from all campus activities, including classes, in the event that the North Dakota Department of Health declares the existences of a measles, mumps, rubella or meningitis outbreak at Williston State College. This exclusion shall remain in effect for such times as determined by the North Dakota Department of Health.

The immunizations will be entered into the Health and Immunization section in campus connection. Enrollment Services will run NDU Immunization Report to review immunizations for all current students each semester to ensure this requirement has been met. This will assist with making sure online only students have not switched to on campus courses. If an online only student has enrolled in any on campus courses, an admission file hold will be placed on the student’s account until this document has been provided. This hold will prevent the student from adding or dropping courses. Once the document has been received, the hold will be removed.

# 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.

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 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

\*If your Registered Education Savings Plan, RESP account, is not through a bank, the letter is not required. An example would be if your RESP account is through an investment company.

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.

# 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 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.

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# PERMANENT RESIDENT ADMISSION

## OVERVIEW AND OBJECTIVE

To establish consistent admission application requirements for permanent residents. Operational Audit may also require such documentation.

## THE 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.

Applicants that are pending approval for permanent residency will be required to submit their Form I797-C, Notice of Action, with their permanent residency application pending status. Applicants will then be conditionally accepted if Enrollment Services have received all other documents. Enrollment Services will then place a conditional acceptance hold on applicant's account with a note stating, "I797-C Form has been received. Pending Approval Status". Enrollment Services will follow up with applicant each semester regarding approval status. Hold will then be removed once photocopy of the front and back of their permanent resident card has been received. Employment Authorizations will not be accepted.

# READMIT APPLICATION PROCESS

## OVERVIEW AND OBJECTIVE

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

## THE PROCEDURAL OUTLINE

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.

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.

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.

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.



# REVIEWING RESIDENCY

## OVERVIEW AND OBJECTIVE

To clearly outline how residency is coded once a student has applied for admission to Williston State College.

## THE PROCEDURAL OUTLINE

Enrollment Services selects residency based off the answers the student provides on their application for admission. This will depend on the state listed which is compared to the address listed on the application.

To be considered a North Dakota Resident, a student must meet one of the following:

- Custodial Parent is a North Dakota Resident
- Student is a Legal Resident (lived in North Dakota for 12 consecutive months)
- North Dakota High School Grad
- Military Status
- Spouse/Dep Active Duty Military
- Spouse/Dep NDUS Employee
- NDUS Employee
- North Dakota Res 3 of past 6 years

If a student indicates they are a North Dakota Resident but do not meet any of the above requirements, the student will be listed as non-resident. If the student does list their previous residency, Enrollment Services will code residency based off this information.

Students listing Montana, South Dakota, Manitoba, and Saskatchewan will be coded as Contiguous.

Students listing Alaska, Arizona, California, Colorado, Hawaii, Idaho, Nevada, New Mexico, Oregon, Utah, Washington, and Wyoming will be coded as Western Exchange (WE).

Students listing Kansas, Michigan, Minnesota (until reciprocity is proven), Missouri, Nebraska, Illinois, Indiana, and Wisconsin will be coded as Midwestern Higher Education Compact (MHEC).

International students including other Canadian Provinces will be coded as International. Once a student from a Canadian Province, outside of SK and MB, has been accepted the student will be added to the "Other Canadian Provinces" student group.

Collaborative students are coded based off the information the home campus provides on the collaborative registration form. The home campus will provide how the student should be coded, city, state, and zip. If the student is a North Dakota resident, the home campus will also provide how the student meets the requirement. If the student already has their residency coded due to past attendance, the residency will not be changed.

# TEST SCORE EXPIRATION

## OVERVIEW AND OBJECTIVE

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

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.

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.

# 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 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.