

Student Services Policies and Procedures

Admissions and Registration

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1. Purpose

This document describes the Tooele Applied Technology College (TATC) policy for admissions and registration, including descriptions of types of admissions and registration, student eligibility, and procedures for College admission and registration. The TATC is a non-discriminatory post-secondary institution, and a campus of the Utah College of Applied Technology (UCAT), which offers open entry/open exit competency based programs designed to prepare students for employment in technical occupations in demand and for extended educational programs or degrees in technical areas. Applications are accepted from all eligible applicants regardless of sex, race, religion, national origin or disability.

Student admissions and registration policies and procedures are evaluated annually by Student Services administration and staff to ensure the continued effectiveness and accuracy as they pertain to current technical program requirements. Student Services, in collaboration with program Faculty, review and evaluate academic entry levels to confirm that established entry requirements are accurate and updated. Changes are made through an interdepartmental review and updates or changes are distributed to Faculty and Student Services in a timely manner. Academic skills instruction developed to assist students who are admitted into courses without a High School Diploma or GED is provided through the local school district Adult Education center, along with limited English proficiency instruction. The center offers basic academic skills development, as well as concurrent academic skills instruction to assist students in overcoming language barriers to student success.

2. References

- 2.1. Utah Code 53B-2-106(2)(c) Direction of Instruction, Examination, Admission and Classification of Students
- 2.2. Utah Code 53B-9 Higher Education for Senior Citizens
- 2.3. TATC policy on Accommodations for Students with Disabilities
- 2.4. Board of Regents Policy R 512, Determination of Resident Status
- 2.5. Board of Regents Policy R 513, Tuition Waivers and Reductions
- 2.6. UCAT Data Dictionary
- 2.7. TATC Student Services Policy and Procedures, Student Transfer
- 2.8. UCAT Policy 205, Student Enrollment and Completion Reporting

3. Enrollment Objectives/Definitions

- 3.1. Certificate-Seeking Student: Refers to the post-secondary adult registration service pattern, the purpose of which is to satisfy the requirements for completion of a certificate and subsequent job placement. Students completing a TATC certificate program are eligible to receive a Certificate of Proficiency.
- 3.2. Secondary Student: For tuition purposes, a secondary student is a student who is currently enrolled in grades 7-12 in a Utah public or private school, or who is eligible to enroll in such a school as documented under the following criteria in accordance with R277-419-4.
 - 3.2.1 Regardless of age, the student shall not have previously earned a basic high school diploma, high school certificate of completion, adult education secondary diploma, or high school equivalency diploma (GED).
 - 3.2.2 Except as provided in 3.2.3, the student shall be no more than 17 years old on or before September 1 of the fiscal year in which they are enrolled at the campus.
 - 3.2.3 A student who does not meet the age requirement specified in 204.4.1.2 shall be considered a secondary student if: (a) the student is documented as a retained senior (as specified in R277-419-1K) or as having been enrolled in less than grade 12 during the previous year, and is no more than 19 years old on

or before September 1 of the fiscal year; or (b) the student meets the definition of a student with a disability under UCA 53A-15-301.

3.2.4 Application of this policy shall be limited to determination of student tuition assessment, and shall not be construed to imply admission of a student at a grade level inconsistent with ability to benefit, as determined by campus admission policy.

- 3.3. Ability to Benefit: Adult students who do not have a high school diploma, General Education Diploma (GED), or have completed secondary school through homeschooling as defined by Utah law.
- 3.4. Matriculated Student: Refers to an adult or secondary student who completes at least one third of their training plan curriculum. Matriculated students have made an appreciable effort toward completing a program or course certificate and will be included in program performance measures.
- 3.5. Nonmatriculated Student: Refers to an adult or secondary student who does not complete at least one third of their training plan curriculum. Nonmatriculated students may be exploring career options or have not made an appreciable effort toward completing a course or program certificate. Nonmatriculated students will not be included in program performance measures.
- 3.6. Regular Student: For Title IV purposes, a regular student is an adult, who is enrolled or accepted for enrollment for the purpose of obtaining a certificate offered by TATC, and has a high school diploma, GED or has completed secondary school through homeschooling as defined by Utah law.
- 3.7. Job Re-entry: Refers to an unemployed adult student enrolled in an instructional course for the purpose of upgrading skills to enhance job opportunities.
- 3.8. Occupational Upgrade: Refers to an adult student who is not a Secondary Student or Certificate-Seeking Student, is employed at the time of enrollment, and has indicated intent to upgrade job skills, increase job security, or receive training at the request of an employer.
- 3.9. Personal Interest Student: Refers to a student seeking registration with the objective of fulfilling a personal interest rather than for the purpose of enhancing employability. Such students may enroll in one or more courses, but are not eligible for financial aid.
- 3.10. Senior Citizen Waiver: Senior citizens, 62 years old or older enrolling in accordance with Utah Code Title 53B, Chapter 9, as described in Regents Policy R-510, Section 6.2 are charged the applicable registration/application fee, enrolled on a space available basis only into courses for which they are qualified, and are subject to payment of other specific course fees and related course costs. Students in this category may apply to receive a TATC transcript documenting course completions. They, as other students, are subject to the standards for satisfactory performance.
- 3.11. Basic Skills: Refers to registration of students seeking refresher (remediation) instruction in basic skills areas including basic math, reading comprehension, writing, spelling, or grammar, for the purpose of preparing for entry into a College technical program. Basic skills instruction is offered through TATC's Learning Center. Based on the results of the admissions assessments, students may be registered in a technical program through TATC while they are enrolled in a basic skills program.
- 3.12. State Custom Fit and Other Specialized Corporate Training: Refers to customized training designed to meet specific employer needs. May include an employer-sponsored student (employee) enrolled in customized training or in existing training at the College main campus. Utah State funding may be available for qualified companies that are new, expanding, or that need to upgrade their skilled workforce to remain competitive. Students completing requirements of Custom Fit courses may apply to receive a Recognition of Training certificate. They are not eligible to receive financial aid.
- 3.13. Community Education: Refers to courses offered to the community on a variety of subject areas designed to meet community and business education needs. Community Education courses are not part of College open entry/open exit technical program offerings, and they are not eligible for financial aid. Students who complete Community Education courses may apply to receive a Recognition of Training certificate.

4. Other Definitions

- 4.1. Resident: Because most non-credit applied technology programs are short-term (require less than a year to complete), the Utah College of Applied Technology and other USHE institutions offering non-credit courses

or programs may, at their discretion, implement a policy that does not require residency classification for students enrolled in non-credit courses or programs. The TATC does not require residency classification for students enrolled in non-credit courses or programs.

- 4.2. International Student: Refers to non-immigrant students with United States Citizenship and Immigration Services (USCIS) approved student visa. International students are expected to return to their home country at the conclusion of authorized study. The TATC is not a USCIS approved institution authorized to provide educational services to M-1 visa students.
- 4.3. Transfer Student: Refers to a student applying to the Tooele Applied Technology College in accordance with the TATC Student Transfer Policy.

5. Policy

- 5.1. Students Eligible for Enrollment: Any qualified applicant that meets the requirements for admission and registration and agrees to comply with the rules and regulations of the TATC may enroll in the programs offered by the TATC. The minimum age for enrollment in Business and Information Technology programs is 14. The minimum age for enrollment in Certified Nursing Assistant, Allied Health, Heavy Duty Diesel Technician, Manufacturing Technology and Service Industry programs is 16. The minimum age for enrollment in the Practical Nursing and Commercial Driver's License programs is 18.
 - 5.1.1. Eligible Adult (non-secondary) students must meet the following admission requirements to be admitted into a certificate program and apply for Title IV federal financial aid:
 - Submit proof of U.S. citizenship or as an eligible non-citizen (a regular Utah driver license, CDL or ID card that has been issued on or after January 1, 2010 may provide evidence of both legal/lawful presence and identity)
 - Have a High School diploma, GED, or has completed secondary school through homeschooling as defined by Utah law
 - Is beyond compulsory school attendance in Utah
 - Meet entrance requirements as outlined for each eligible program
 - 5.1.2. Eligible Secondary students are those students who meet the definition in Section 3.2 above. Secondary students who wish to receive high school credit for course work completed at the TATC must be referred by their school district.
- 5.2. Career Guidance: Services are offered at no additional cost to currently enrolled students and applicants to the College. Referral to services is provided by the Student Services Office.
- 5.3. Ability to Benefit Admissions: Adult students are admitted on an ability to benefit (ATB) basis in Certificate of Proficiency level programs. Adult students who do not have a high school diploma, GED, or have completed secondary school through homeschooling as defined by Utah law are given a basic skills test in math and reading comprehension. Students admitted under ATB are not eligible to receive Title IV funds.
- 5.4. Services to Students with Disabilities: Adult students with qualifying disabilities may apply to the College to receive accommodations by consulting with the ADA Coordinator. Documentation, as indicated in the Request for Accommodations application, is required.
- 5.5. Admissions Evaluation: Basic math and reading skills evaluation is one part of the admissions process and provides placement information, which contributes to training plan development. Based on the results of the evaluation, registration into the technical program is designed with or without basic skills upgrades, as required by each College program and documented as part of the admissions criteria.

Evaluation of basic math and reading skills is made through review of secondary or post-secondary transcripts demonstrating the student has received a grade of C or better, or by completion of an academic assessment test.
- 5.6. Admissions Exceptions:

The following can be evaluated to determine if any portion of the admissions evaluation may be waived:

 - 5.6.1. Transcripts documenting successful completion of an Associate's degree or higher credential. Documented transferable skills obtained through relevant employment experience attested to by sponsorship of the applicant by their employer. If it is determined that the student is not

progressing due to inadequate basic skills, he/she will be referred to the Learning Center for basic skills instruction.

Admissions exceptions are granted to the following student populations:

- 5.6.2** High school students may not be required to complete admissions evaluations but are, based upon the district's or parent's referral, to have the designated entry levels for the targeted technical program. If it is determined that the student is not progressing due to inadequate basic skills, he/she will be referred back to the district, or to the parent in the case of home schooled students for basic skills instruction.
 - 5.6.3.** Certain programs may require academic assessment tests (both secondary and adult students) unless a transcript is provided showing successful completion of an Associate's degree or higher credential. Information for each program with this admissions exception is clearly stated on all program information material.
 - 5.6.4.** Certified Nursing Assistant (CNA), Clinical Medical Assisting, Medical Billing and Coding, Medical Office Laboratory Technician and Phlebotomy Technician program applicants are required to provide documentation of a satisfactory Background Check and drug screen, evidence of immunizations including Hepatitis B series, Influenza, MMR or titer, current (within 12 months) TB test and/or X-ray, PPD, Varicella or titer and TDaP.
 - 5.6.5.** Commercial Driver's License (CDL) program applicants are required to provide documentation of a satisfactory Background Check, 9-panel drug screen, Dept. of Transportation (DOT) physical card for a 12-month period and a satisfactory motor vehicle record.
 - 5.6.6.** Practical Nursing (PN) program applicants are required to complete three prerequisite general education courses (11 semester credit hours) with a grade of B- or higher. These courses include Human Anatomy, Human Physiology and Human Development. PN program applicants are required to submit a current CPR certification card, fingerprint cards, documentation of a satisfactory BCI Background Check including Sex Offender Check, a negative 10-panel drug screen and provide evidence of immunizations including Hepatitis B series, Influenza, MMR or titer, current (within 12 months) TB test and/or X-ray, PPD, Varicella or titer and TDaP. Program applicants follow a competitive process. Once the application period is closed, applicants will be scored on a point system used to select program students based on residency, prior degrees, experience (work/volunteer) reference letters, interview, and attendance to the TATC PN Information Session.
- 5.7.** The effectiveness of the procedures used in admitting students by exception will be regularly evaluated.
- 5.8.** Satisfactory Progress: The College standard for satisfactory progress requires certificate seeking students in open entry/open exit programs maintain acceptable levels of cumulative progress toward the attainment of course and/or program competencies. Satisfactory progress is required to be at a minimum 67% or higher by a calculation of enrolled hours against competency hours completed.

In order for financial aid recipients to maintain eligibility for financial aid, students must comply with the satisfactory progress standard. Failure to meet any of the standard requirements may result in denial of federal financial aid at TATC. If a student fails to meet these eligibility standards, an automatic WARNING status is enforced.

Student progress is reviewed on a monthly basis by program faculty. Students who do not maintain satisfactory progress will initially receive assistance and advising from their instructor. In the event that student progress does not improve as a result of faculty intervention, the student will be referred to the VP of Student Services or designee. Possible factors contributing to the lack of student progress will be addressed, and strategies for improvement will be discussed with the student. Students who continue to demonstrate a lack of satisfactory progress after appropriate intervention may be subject to probation, disciplinary action or termination following a review with their instructor and the VP of Student Services or

designee. Students who do not maintain satisfactory progress may be ineligible to receive scholarship benefits, as determined by the College Student Services staff in accordance with College requirements.

Satisfactory progress requirements for other (non-open entry/exit) College programs are established and communicated to students in each course or program disclosure information. Students who receive funding through a sponsoring agency must meet that agency's requirements for continued sponsorship, which may include an attendance requirement. Secondary students are required to meet the attendance requirements of the referring district.

6. Admissions and Registration Procedures

- 6.1.** Applications for admissions are accepted through the Student Services Office. Student Services staff, located at the front desk, provide general information regarding admissions and registration processes, as well as information about TATC programs. Funding information, service options through local school district Adult Education, financial assistance and assessment information is also provided. Applicants completing required admissions assessments complete the registration process, which includes plan development and class scheduling, in the Student Services Office.
- 6.2.** The Student Services Office also provides services, which include the following:
 - Providing program information, including tuition and program costs
 - Evaluating assessment tests or transcripts to determine program placement
 - Evaluating documentation provided by the applicant's employer to determine eligibility for waiver of assessment requirements
 - Reviewing College standards for satisfactory performance
 - Development of College training plan and daily class schedules
 - Providing information on funding options
 - Providing assistance with scholarship and financial aid applications
 - Providing additional information and referral to the Learning Center
 - Assessment services to meet admissions requirements, which include:
 - Basic math computation and applied math assessment
 - Basic reading comprehension assessment
 - Referrals to the Assistant Manager of Student Services or designee for advisement services, which include:
 - Career Guidance Counseling
 - ADA related services and support
 - Support for students referred by State Division of Rehabilitation
 - Referrals to local community agencies
 - Referrals to TATC placement staff for services, which include:
 - Career library resources
 - Labor market information
 - Resume and cover letter writing and job interview coaching
 - Employment referrals and direct placement for program completers
- 6.3.** Transfer students are accepted and enrolled in accordance with the TATC Student Transfer policy.

7. Re-registration

Re-registration is available through Student Services and requires payment of the re-enrollment fee if the student re-enrolls within a year of his/her date of last withdrawal. Program completer's re-registration fee is waived if they return within one-year of his/her completion date to enroll in a new course or program. Re-registration beyond the one-year period requires a re-payment of the College registration fee (see the College fee schedule for specific fee listings). Research of the student's record to determine if holds or restrictions must be addressed is part of the standard process of re-enrollment. Holds placed on student's record require a review, and resolution must be reached before the student is allowed to re-enroll.

- 7.1. Re-Admission: Students who have been dismissed may apply to be re-admitted for failing to maintain Satisfactory Progress, or who have been absent for 10 consecutive scheduled days (10-day-drop). Students dismissed for delinquent tuition may reinstate after they have cleared their account of all outstanding balances. Students who have been withdrawn three times for being absent for 10 consecutive scheduled days or delinquent tuition three times may reinstate after waiting a period of 30-days. Students dismissed for disciplinary actions may apply to be re-admitted after waiting a period of six months and meeting with the Assistant Manager of Student Services. The Assistant Manager will review their application, and if approved to be re-admitted, will review conditions for reinstatement.
- 7.2. Certificate seeking students re-registering after the beginning of the new program year (July 1st) may resume the program of the prior year unless the date of re-registration occurs six months after the start of the new fiscal year programs. In that case, re-registrants must enroll in the new-year program.
- 7.3. If the student re-registers into a program other than the one he/she withdrew from, Student Services staff will review the student's record to determine if the student's current admissions evaluation meets the admissions criteria of the new program. At that time, additional assessments may be required before re-registration is completed.
- 7.4. Students re-registering into the College after an absence of more than six months may be required to re-establish competencies in previously completed course work, based on the evaluation of the appropriate program instructor.

8. Withdrawals - Official

- 8.1. Students seeking to withdraw from the College must do so officially by completing the TATC Exit Form available in Student Services. Withdrawal can be made in person, electronically through email or over the phone with student services personnel. Student services staff will verify that all applicable tuition and fees have been paid, and will notify the student if there is a balance on their account. Withdrawal is effective at the end of the school day on which the student applied to withdraw.
- 8.2. Students are responsible for the accuracy of information provided on the withdrawal forms, and all forms completed for the student record, as verified by the student's signature shown on TATC forms.

9. Withdrawals - Unofficial

- 9.1. An unofficial withdrawal occurs when a student is absent (non-attendance) from school for ten (10) consecutive scheduled days (no more than 14 calendar days) with no contact and will be withdrawn in accordance with Utah College of Applied Technology regulations. Students withdrawn due to consecutive absences are assessed tuition charges incurred during the period of absence up to the date of withdrawal.