

# **NORTHEAST COMMUNITY COLLEGE**

**ADMINISTRATIVE PROCEDURE NUMBER: AP - 5190.0**

**FOR POLICY NUMBER: N/A**

## **GENERAL ADMISSIONS GUIDELINES AND PROCEDURES**

### **1. PROCEDURE SUMMARY STATEMENT**

To establish procedures for student admissions.

### **2. DEFINITIONS**

N/A

### **3. PROCEDURE**

- 3.1 Applications for Admission for degree-seeking students are accepted from students, age 18 and older, or those students who will receive their high school diploma or GED certificate prior to their enrollment start date.
- 3.2 Admission to Northeast Community College (Northeast) does not guarantee admission to all courses or programs of study. Students may be required to take prerequisites and/or academic skills courses before enrolling in certain classes. Program requirements are outlined in program brochures and/or the College Catalog. Northeast may require a person to provide a medical statement from a physician for admission to a specific program or when it is otherwise in the best interest of the student and/or Northeast.
- 3.3 Northeast reserves the right to deny admission or continued enrollment to any student who may create an unreasonable risk of harm to the health, safety, welfare, or prosperity of Northeast, members of the Northeast community, or him/herself.
- 3.4 To receive Title IV funding (financial aid), a student must be qualified to study at the postsecondary level. A student qualifies if he/she has completed one of the following:
  - 3.4.1 A high school diploma.
  - 3.4.2 The recognized equivalent of a high school diploma, such as a general education development or GED certificate (for more information contact the Director of Adult Education).
  - 3.4.3 Completion of home schooling at the secondary level.
- 3.5 The language of instruction at Northeast is English; therefore, students are required to have a certain level of English proficiency in order to be successful. Students whose

native language is not English will be required to provide proof of English proficiency prior to enrolling in Northeast courses at the 1000 level or higher. Students must prove language proficiency in one of the following ways:

- 3.5.1 Submission of official TOEFL (Test of English as a Foreign Language) scores. The student's total score must be a minimum of the passing scores as listed in the College Catalog.
  - 3.5.2 Submission of official IELTS (International English Language Testing System) scores. The student's total score must be a minimum of the passing scores as listed in the College Catalog.
  - 3.5.3 Submission of an official transcript from an accredited U.S. educational institution verifying successful completion of a college English course, at the 1000 level or higher, with a grade of "C" or better.
  - 3.5.4 Successful completion of a college approved placement exam with minimum sub-scores as listed in the College Catalog. A qualified writing sample may be requested.
  - 3.5.5 Submission of official ACT scores with English Reading and Writing sub-scores as listed in the College Catalog. If submitted sub-scores are lower than what is stated in the College Catalog, a college approved placement exam will be administered.
- 3.6 Specific application procedures for degree-seeking, non-degree-seeking, and former Northeast students are outlined below.
- 3.7 Application Procedures
- 3.7.1 Degree Seeking Students
    - 3.7.1.1 Contact the Northeast Admissions Office for an application form. Students may also access the Application for Admission on the Northeast website [www.northeast.edu](http://www.northeast.edu).
    - 3.7.1.2 Complete the Application for Admission in its entirety and return to:  
  
Admissions Office  
Northeast Community College  
P.O. Box 469  
Norfolk, NE 68702-0469
    - 3.7.1.3 Send all official high school, home school, and/or GED transcripts (if applicable) to the Admissions Office. Students who are still in high school should wait to send transcripts until after high school graduation. Previous college transcripts should be sent to the Registrar's Office at the aforementioned address.

3.7.1.4 Complete an orientation/registration session and complete and submit scores for a college approved placement exam. Exceptions must be approved by the Dean of Enrollment Management. Students will receive notification of acceptance to Northeast within two weeks of application submission.

### 3.7.2 Non-Degree Seeking Students

3.7.2.1 Students enrolling in classes for personal enrichment, those not working toward a degree or certificate, are considered non-degree seeking students. Until a student is accepted into a degree-seeking program, no advisor will be assigned, no financial aid will be available, and no degree can be earned. Students are encouraged to request a meeting with an advisor at any time for assistance with educational planning or to become a degree-seeking student.

3.7.2.2 Non-degree seeking students must complete the standard Application for Admission form prior to enrollment. These forms are available in the Admissions Office or on the Northeast website. Mandatory Placement requirements apply to anyone taking math and/or English classes. Guidelines can be found on the Northeast website or by contacting the Northeast Testing Center.

### 3.7.3 Former Students

3.7.3.1 Former Northeast students who have not been enrolled for two or more years must complete a new Application for Admission to be eligible to register for classes. If it has been two or more years since enrollment, students will follow the most current Catalog.

### 3.7.4 Appeals

3.7.4.1 Appeals to the admissions process will be considered by the Dean of Enrollment Management in consultation with the appropriate Academic Dean. All appeals must be submitted in writing.

## 4. APPLICABILITY

N/A

**ISSUE DATE:** 11/25/2014

**EFFECTIVE DATE:** 04/26/2017

**REVISION DATE(S):** 04/10/1975 (item #0888); 09/12/1996 (item #7739); 06/10/1999 (item #8527); 01/10/2002 (item #9058); 02/13/2003 (item #9244); 03/10/2005 (item #9664); 02/19/2009 (item #10398); 06/09/2011 (item #10856); 04/12/2012 (item #11044); 04/11/2013 (item #11230); 05/01/2014; 11/25/2014; 04/26/2017

**PRIOR POLICY/PROCEDURE NUMBER:** 5020.a; 5110.0

**SCHEDULE FOR REVIEW:** 2022

**DIVISIONS/DEPARTMENT RESPONSIBLE FOR REVIEW & UPDATE:** Student Services

**SPONSORING DIVISION/DEPARTMENT:** Student Services

**RELATED PROCEDURES/ REFERENCE:** AP-5190.1

**PROCEDURE KEY WORDS:** admissions