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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 procedures are evaluated annually by Student Services 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 admitted on an ability to benefit basis is provided through local school district Adult Education centers and ESL for Technology Programs for students with limited English proficiency, which 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

## 3. Enrollment Objectives/Definitions

- 3.1. Preparatory: Refers to the post-secondary adult registration service pattern, the purpose of which is to satisfy the requirements for completion of a certificate or degree and subsequent job placement. Students completing a TATC certificate program are eligible to receive a Certificate of Proficiency. Students completing an approved Associate of Applied Technology (AAT) degree program are eligible to receive a UCAT degree through June 30, 2012.
- 3.2. Secondary: Refers to a student that is enrolled in grades 7-12 in whatever kind of school the grade levels exist (UAC R277-705-1.H), or who is under the age of 19, or who meets the definition of a disabled student under UCA 53A-15-301 (*Education programs for students with disabilities – Supervision by the State Board of Education – Enforcement*). Secondary students as defined in this policy do not pay tuition or registration fees; however, these students are subject to student fees assessed by the TATC monthly or at term intervals. Secondary students are not eligible to receive financial aid.
- 3.3. Ability to Benefit Students: Adult students who have not graduated from high school or obtained a general education diploma (GED) and who are admitted into technical programs.
- 3.4. Degree: Refers to the Associate of Applied Technology Degree (AAT) that is available in approved program areas through June 30, 2009. Effective July 1, 2009, UCAT institutions will no longer offer degree programs; therefore students enrolled in the AAT program prior to June 30, 2009 will be taught out and will need to complete the program

no later than June 30, 2012. An adult completer of the UCAT AAT program is eligible to receive a UCAT degree through June 30, 2012. High school students interested in AAT programs may pursue technical program requirements for AAT programs as secondary students, but may not enroll in AAT degree programs until they have received their high school diploma. High school students may take general education courses required for the AAT degree through their high school AP and Concurrent Enrollment Programs.

- 3.5. Occupational Upgrade: Refers to an adult student enrolled in an instructional program for the purpose of upgrading skills, enhancing job opportunities, increasing job security, or to receive training at the request of an employer. Unemployed persons are not classified as upgrade students. Admissions testing requirements are not required in most cases in an Upgrade enrollment. Students completing a partial program are eligible to receive a College transcript.
- 3.6. Lifelong Learning: 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. Lifelong learners who are 62 years and older are eligible to register without regular tuition charges in accordance with Utah Code Title 53B, Chapter 9, as described in Regents Policy R-510, Section 6.2.
- 3.7. Senior Citizen Waiver: Senior citizens 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.
- 3.8. 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 TCSD's Adult Education program. 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.
- 3.9. Satellite: Refers to registration of high school students in classes offered by the TATC, located at local high schools. These classes are taught by TATC faculty and deliver College curriculum in accordance with the standards for secondary student admissions and registration (see item 3.2).
- 3.10. 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.
- 3.11. 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. They must register as non-residents and are assessed non-resident tuition rates during the entire period of enrollment. The TATC is not, at the present time, a USCIS approved institution, authorized to provide educational services to M-1 visa students. International student applicants to Utah College of Applied Technology (UCAT) campuses must apply to attend at the Davis Applied Technology College, the only UCAT campus currently authorized to provide services to international students. Applicants are instructed to contact the College Student Services office and the Designated School Official (DSO).

- 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. Eligible Students: Any qualified applicant that meets the requirements for admission and registration and agrees to comply with the rules and regulations of the TATC Campus may enroll in the programs offered by the TATC.
- 5.1.1. 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.
- 5.1.2. High school students are not required to complete admission assessments but are, based upon the district'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 for basic skills instruction.
- 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: Students admitted on an ability to benefit basis are uniformly required to complete admission assessments to determine if they have the academic skills necessary for success in targeted technical programs, as described in this policy. The College standards for satisfactory progress are applied to students admitted on an ability to benefit basis. The College student information management system maintains a daily record of student progress, which is accessible to the students via their instructor or Student Services staff. Students may consult with their instructor to review and evaluate their ongoing program performance. Program faculty members track student progress in order to assist students in achieving training program goals.
- 5.4. Admission procedures are evaluated annually through Student Services to ensure the effectiveness of these procedures as applied to ability to benefit students and other students admitted to College programs. (See Purpose section, above.)
- 5.5. 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.
- 5.6. Admissions Assessment: Basic math and reading skills assessment is a part of the admissions process and provides placement information which contributes to training plan development. Based on the results of assessment, 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. Post secondary transcripts can be evaluated to determine if any portion of the admissions requirements may be waived. Documented transferable skills obtained through relevant employment experience may also be evaluated for this purpose.
- 5.7. Satisfactory Progress: The College standard for satisfactory progress requires 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. Student progress is reviewed on an ongoing 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 and Instruction 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 and Instruction 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:
- a) Providing program information, including tuition and program costs
  - b) Evaluation of transcripts to determine eligibility for waiver of assessment requirements
  - c) Assessment services to meet admissions requirements, which include:
    - Basic math assessment
    - Basic reading comprehension
  - d) Review of results of admissions assessments for various program offerings
  - e) Development of College training plan and daily class schedules
  - f) Review of College standards for satisfactory performance
  - g) Referrals to the VP of Student Services and Instruction or designee for advisement services, which include:
    - Career Guidance Counseling
    - ADA related services and support
    - Counseling support for students referred by State Division of Rehabilitation
    - Counseling and referrals to local community agencies
    - Review of College standards for satisfactory performance
  - h) Referrals to TATC placement staff for services, which include:
    - Career library resources
    - Labor market information
    - Resume writing and job interview coaching
    - Employment referrals and direct placement for program completers
  - i) Referrals to DATC advisors for International Student Admissions
  - j) Assistance with scholarship applications
  - k) Providing additional information and referral to school district Adult Education programs and funding options
  - l) Assistance to students desiring a change in training plan with referral to the VP of Student Services and Instruction or designee for advisement services, if appropriate
- 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 a \$20 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 application 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.** Preparatory students re-registering after the beginning of the new program year (July 1<sup>st</sup>) 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.
- 7.2.** 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 assessment record meets the admissions criteria of the new program. At that time, additional assessments may be required before re-registration is completed.
- 7.3.** 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**

- 8.1.** Students seeking to withdraw from the College must do so officially by completing the TATC Withdrawal Form available in Student Services. Withdrawal can be made in person, electronically 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.
- 8.3.** If students are absent for ten (10) consecutive scheduled days from classes, they shall 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.