

<b>DEPARTMENT POLICY:</b>	Admissions
<b>RESPONSIBLE UNIT:</b>	Student Services
<b>ACCOUNTABLE MANAGER:</b>	Director of Enrollment Management
<b>OWNER:</b>	Associate Vice President-Student Services
<b>ADOPTED:</b>	1/11/2021

## Scope:

This department policy applies to all students applying to Technical Diploma or associate Degree programs with admissions requirements at Fox Valley Technical College (FVTC).

## Department Policy Statement:

Fox Valley Technical College maintains an open enrollment policy for all prospective students. Some programs do have competency requirements (skills assessment/testing/GPA, etc.), high school credential and course prerequisites. FVTC accepts applications for admission on a rolling basis; however, there may be documents deadlines listed via [www.fvtc.edu/apply](http://www.fvtc.edu/apply) for particular terms or programs. High school students may apply for admission the summer following their junior year.

Fox Valley Technical College commits to ethical and impartial treatment of all applicants for admission. It is the responsibility of the student to complete the application procedure so that all admission requirements can be met. Admission is first-come, first served based on those who complete their admissions requirements for each specific program. All students who satisfactorily complete admission requirements will be accepted to the program in which they applied. Some programs have a petition process for clinical or core coursework that is managed post-admissions.

No weight is given in the admissions process to age, gender, race, ethnicity or first language origin. No College employee will offer or accept any reward or remuneration from a secondary school, college, university, agency, organization, or individual for recruitment or admission of students.

FVTC requires that all information provided by any applicant be accurate and complete. The signature (or electronic signature) section of the application attests to the accuracy and completeness of all questions on the application. Intentional failure to provide correct information may be grounds for revocation of admission.

Applications will not be processed for students who owe past due balances and have service indicators on their accounts that prevent registration. Students who owe money should contact the Student Finance Office and satisfy the balance owed before applying to a program.

## High School Transcripts and Testing:

As part of the Admissions Process for specific programs at FVTC, a student must submit their official high school transcript (or GED/HSED completion). The student is responsible for requesting the transcript directly from the high school. Transcripts must be received prior to being accepted, awarded financial aid, and starting classes. Final high school transcripts are required for financial aid to be disbursed.

Official high school transcripts are those that meet one of the following definitions:

- 1) Received electronically through Parchment or Credentials Solutions. (Parchment transcripts are considered official when downloaded directly from the Parchment Exchange website. They may or may not be signed).
- 2) Official paper copy-sent through US Postal Mail or dropped off in person. (An official transcript must be printed within the last year and from the institution in a sealed envelope marked "official.")
- 3) Document emailed directly from a high school official. (Student-emailed transcripts or emails sent by other third party will not be accepted as official).
- 4) In progress transcripts will be validated after completion of high school if student provides in progress transcript for admissions purposes.

Students who are applying to the College and have previously earned an Associate Degree or Bachelor Degree may submit an official college transcript in lieu of the skills assessment currently required.

## International High School Transcripts

High school transcripts in a language other than English must also be official and must be accompanied by a verbatim English translation. A listing of translation services is maintained by the College's Admissions office.

## GED/HSED

Students who have earned or are in progress of completing a GED or HSED must submit verification directly from DPI unless completed at FVTC. Students are required to test GED 2014 for waiver of skills assessment.

## Students Who Have Not Completed High School

Staff should contact Admissions if they have a student in this situation. Generally, a student will need proof of their high school completion for admission and financial aid purposes; however the FVTC Adult Basic Education (ABE) area will be involved to determine Ability to Benefit options for the student. ATB testing or earning six credits applicable to a degree or technical diploma may satisfy the academic qualifications for receiving Title IV funds, depending on factors that are discussed between ABE and the Financial Aid office.