

ENROLLMENT SERVICES PROCEDURES / POLICIES

Preparation for College

Northwest recommends high school students complete four years of English, three years of mathematics, three years of science, three years of social studies, two years of foreign language, and one year of art.

The areas of study listed above are NOT prerequisites for admission. If your educational background is not in conformity with your educational goals, you may need to spend extra time building your academic skills. The college stands ready to assist you in every way possible should this be the case.

Your Invitation to Visit Campus

Northwest College invites prospective students and their families to visit campus Monday through Friday. Come meet with college personnel in Enrollment Services and Residential Life. Prospective students may also visit with a faculty advisor and tour the campus.

Overnight lodging (space permitting) and meals for one day are available on campus at no cost. We encourage visitors to make arrangements one week in advance through Enrollment Services.

Admission to the College

As a member of the National Association for College Admission Counselors, Northwest College follows the NACAC *Statement of Principles of Good Practice*.

Applicants are encouraged to apply at least two months prior to the semester in which they plan to enroll, however, applications will be accepted anytime prior to the start of a semester. Northwest College reserves the right to deny admission. All applicants must submit an admission application, official transcripts, and proof of measles, mumps and rubella (MMR) immunization for students born after 1956. All applicants are encouraged to submit scores on the American College Test (ACT) or the Scholastic Aptitude Test (SAT). Results are used in admission decisions, academic advisement, and career planning.

Academic transcripts from high school or colleges previously attended should be sent directly to Enrollment

Services. Northwest reserves the right to decline acceptance of transcripts not mailed directly from the originating institution.

WYOMING RESIDENTS

- Northwest College admits Wyoming residents who are graduates of a Wyoming state accredited high school and entering college for the first time.
- Northwest will consider applicants who have graduated from a state accredited high school other than Wyoming and who meet out-of-state admission requirements.
- Wyoming residents who have not graduated from a state accredited high school may be considered for admission if they have successfully completed the General Education Development (GED) examination.

OUT-OF-STATE RESIDENTS

- Northwest will consider out-of-state residents who are graduates of a state accredited high school and who have a 2.0 (C) high school grade point average, and/or an ACT with a minimum composite score of 18 or a minimum SAT score of 840, or show special aptitudes indicating promise of success in college.
- Out-of-state applicants who have not graduated from a state accredited high school may be considered for admission if they have successfully completed the GED with an average score of 50 and submit results of the ACT, or show special aptitudes indicating promise of success in college.
- Northwest College reserves the right to deny admission.

TRANSFER STUDENTS

- Northwest will consider transfer students who present transcripts from all colleges attended and who were in good standing at the last college attended.
- Transfer students with fewer than 15 credit hours of transfer credit must also submit a high school transcript and results of the ACT or the SAT, if available.
- Students whose cumulative grade point average is below 2.0 (C) may be considered for admission in the Academic Success Program.
- Northwest College reserves the right to deny admission.
- Students who wish to transfer to Northwest may have their transcripts evaluated by the Registrar upon request.

- Generally, students who have a cumulative grade point average of 2.0 (C) or above will have "D" grades accepted as well.

INTERNATIONAL STUDENTS

Northwest requires a minimum TOEFL score of 500 for admission. Exceptions to this requirement must be ruled upon by an Enrollment Services Committee. Our international admissions evaluator corresponds with interested students, evaluates applications, and assists international students with the required documents and visas. All international students must purchase a health insurance policy through NWC and are required to reside on campus during their first year of study.

AS SPECIAL STUDENTS

Individuals admitted as special students are limited to no more than two college-level classes per semester. (College-level courses are those generally numbered at the 1000 level or above. See page 23.) Regular Northwest students have preference for access to classes with limited size. Approval for admission is for one semester only; continued enrollment is subject to review by the Director of Enrollment Services.

Northwest will consider the following individuals for admission as special students:

Students under age 18 who are not enrolled in a state accredited high school but can demonstrate college-level ability in one of the following ways:

- an ACT composite score of at least 21 or an SAT score of at least 970,
- or other evaluation by appropriate NWC faculty for enrollment in technical skills courses.

Area high school students below the junior level who demonstrate exceptional ability through public school course work (cumulative GPA of 3.5 or better). A letter of permission from the high school guidance counselor or principal and a copy of the current high school transcript are required.

Junior and senior students enrolled in a state accredited high school with a cumulative GPA of at least a 2.7. A letter of permission from the high school guidance

counselor or principal and a copy of the current high school transcript are required.

Appeals arising from denial of admission will be referred to the Student Appeals Board.

Academic Success Program

Northwest College wants to provide an opportunity for all students to succeed. Students admitted to NWC who have a combined ACT score of 16 or below, a high school GPA of 2.0 or below, or a GED diploma enter the Academic Success Program. Scores on placement tests will determine if a student is required to take developmental courses in reading, mathematics, and English. These courses do not count toward graduation. Students taking more than one of these courses may need an extra semester or possibly an extra year to complete a degree program. For further information, contact the Tutor Coordinator in the Student Success Office.

On-Campus Living Requirement

See page 14 for a complete explanation of the campus residency requirement.

Residency Classification

The following regulations govern the classification of students as resident or nonresident for the purpose of tuition charges at Northwest College.

A student previously classified as a nonresident may be reclassified after meeting the established residency criteria. **The request must be received 15 days prior to the start of classes of the term in which reclassification is sought.** A student classified as a resident by one Wyoming community college is considered a resident at all community colleges in Wyoming.

CLASSIFICATION PROCEDURES

- Residence classification shall be made for each student at the time the application for admission is accepted and when-

ever a student has not been in attendance for more than one semester.

- Only individuals or their legal dependents who are U.S. citizens or in an emigrant status may qualify for residency.
- Community college districts may require applicants to supply information to document residency status.

RESIDENCE

Any of the following may be used by a student and would result in an individual being classified or reclassified as a Wyoming resident for tuition purposes:

- A graduate of a Wyoming high school or GED recipient who enrolls in a Wyoming community college within 12 months of high school graduation.
- An individual who can provide written verification that he/she has lived in Wyoming continuously for one year prior to enrolling.
- A legal dependent under the age of 24, or a spouse of a resident of the State of Wyoming who qualifies as a resident based upon this policy.
- A legal dependent under the age of 24 of a Wyoming community college graduate.
- A student who marries a Wyoming resident shall be granted resident classification at the beginning of the next term following the marriage.
- An individual on active duty in Wyoming with the United States Armed Forces, Wyoming National Guard, or Reserves and his/her legal dependents.
- An individual who can provide written verification from an employer that he/she will be employed full-time for an anticipated period of not less than seven (7) months.
- Persons temporarily absent from the state due to military service, attendance at educational institutions, or other types of documented temporary absences, will not have their resident status voided by such absence.

EXCEPTIONS

In accordance with W.S. 21-17-105, an individual who does not reside in Wyoming may be considered a resident for tuition purposes if he/she meets all of the following criteria:

- Has been employed in Wyoming for at least seven months, and such employment is the applicant's principal means of support.
- Pays Wyoming property taxes.
- Resides in a state with a similar law.

- Is willing to submit an affidavit to the above.

Transfer Agreements/ Dual Admissions

NWC has transfer agreements with regional four-year colleges and universities. We also have Dual Admissions with Montana State University in Bozeman and Billings, and the University of Wyoming.

A student entering through dual admissions is simultaneously admitted to Northwest College and Montana State University-Bozeman or -Billings, or the University of Wyoming. The program is designed to allow students to begin planning their four-year degree programs more effectively while attending Northwest College.

Check with the Enrollment Services Office for information about specific requirements for Dual Admissions and application procedures.

WUE Tuition Discount

WUE is an acronym for the Western Undergraduate Exchange Program, a voluntary organization of western states. Under this agreement, students residing in the states of Montana, Alaska, Arizona, California, Colorado, Idaho, Nevada, New Mexico, North Dakota, Oregon, South Dakota, Utah, and Washington may attend Northwest College at 150% of Wyoming tuition, rather than the out-of-state rate. Currently, tuition rates will also be calculated at 150% of Wyoming tuition for Nebraska residents.