

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 Residence Life. With advance notice, 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 and official transcripts. All applicants are encouraged to submit scores on the American College Test (ACT) or the Scholastic Aptitude Test (SAT) or take the COMPASS Placement Test. Results are used in 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.

ALL STUDENTS

- Immunization Record — Any student born after 1956 must provide proof of immunity to Measles/Mumps/Rubella (MMR) to attend NWC. Students who fail to provide proof of immunizations will have a hold put on their account and may be withdrawn from their classes.

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 admit current Wyoming residents who have graduated from an accredited high school from any other U.S. state.
- 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, or provide the Home School Transcript Evaluation Form.

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, have successfully completed the GED, 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 official transcripts from all colleges attended.
- Transfer students with fewer than 15 credit hours of transfer credit must also submit a high school transcript or take the COMPASS Placement tests.
- 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 must have their transcripts evaluated by the Registrar.

- Generally, students who have a cumulative grade point average of 2.0 (C) or above will have courses with "D" grades accepted as well, except in courses with a minimal grade requirement.
- Courses are transferred but not the letter grade.

HOME SCHOOLED STUDENTS

Students, 16 years of age or older, who have been home schooled are required to fill out and send in the Home School Transcript Evaluation Form along with their ACT/SAT scores. Students who have not taken the ACT/SAT are required to take the COMPASS Placement Exam.

INTERNATIONAL STUDENTS

Northwest requires a minimum TOEFL score of 477 paper-based for admission. Beginning September 2005, students must have a minimum TOEFL score of 153 paper-based or 53 computer-based. Exceptions to this requirement must be ruled upon by Enrollment Services. 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.

CONCURRENT HIGH SCHOOL ENROLLMENT

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 30.) 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 satisfactory completion of previous coursework.

- 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.
- Area high school students below the junior level who demonstrate excep-

tional 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.

AS SPECIAL ADMITS

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

- ▶ Students under age 18 who are not enrolled in a state accredited high school, who have a release from high school, and can demonstrate college-level ability in one of the following ways:
 - have successfully completed the GED,
 - take the COMPASS Placement test,
 - or other evaluation by appropriate NWC faculty for enrollment in technical skills courses.

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

Family Educational Rights and Privacy Act of 1974

The Family Educational Rights and Privacy Act of 1974 (FERPA) governs the College’s collection, retention, and dissemination of information about students.

Students’ basic rights under the law and the College’s procedures for compliance follow:

- ▶ Northwest College defines “directory information” as: name, local address and telephone listing, e-mail address, photography and video, permanent address, date of birth, major field of study, previous schools attended, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, and degrees and awards received.
- ▶ Northwest College may disclose directory information unless a student requests a restriction of disclosure. Such requests must be made to the Registrar by the last day of registration for any given academic term.
- ▶ Students may examine or obtain a copy of their Northwest College

transcripts in the Office of Enrollment Services during regular office hours.

- ▶ Students who wish to examine records other than transcripts must file a written request to the Vice President for Student Affairs specifying the records the student wishes to examine. Requests to examine records are generally honored as soon as an appointment with the appropriate office can be arranged. The College must honor the request within 45 days.
- ▶ Students may request that their records be amended to eliminate information the students believe to be inaccurate, misleading, or a violation of their rights, and are entitled to a hearing to challenge the contents of their records if a request for amendment is denied.
- ▶ Any materials placed in a student’s file before January 1, 1975, under assurance of confidentiality, shall continue to be held in confidence.
- ▶ The College may not release or disclose any personally identifiable information to any individual (including parents, spouse, or other students) or organization except as follows:
 - Disclosure is authorized in writing by the student. When the College releases or discloses information to third parties pursuant to a student’s written authorization, it is done on the condition that the third party to whom the information or record is released or disclosed will not, in turn, release or disclose it to anyone else without the express written consent of the student.
 - Disclosure is to College officers or employees who need to know so as to accomplish legitimate purposes related to their functions.
 - Disclosure is to officials of other schools in which a student intends to enroll.
 - Disclosure is to parents of dependent students. Dependency status, for the purpose of this policy statement, is defined by Internal Revenue Service guidelines. Documentation must be provided prior to release of information.
 - Disclosure is to specified representatives of governmental agencies, educational organizations or other entities as described by federal regulations or otherwise required by state or federal law. Custodians of records should obtain interpretations whenever third

parties request personally identifiable information.

- Disclosure is in connection with a student’s application for, or receipt of, financial aid.
- Disclosure is in compliance with a conduct order or subpoena. The staff member receiving such order, shall, if possible, immediately notify the student concerned in writing prior to compliance with such order or subpoena.
- Disclosure is to parents of students under the age of 21 who are found to be in violation of alcohol and/or drug policies.
- Information from College records may be released to appropriate persons in connection with an emergency if the knowledge of such information is necessary to protect the health or safety of a student or other persons.
- ▶ Northwest College’s guidelines for implementing FERPA are maintained by the Vice President for Student Affairs. Students should address questions, concerns, or problems to the Vice President for Student Affairs Office.
- ▶ Students may file formal complaints regarding alleged failure of the College to comply with FERPA with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-4605.

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 score of 550 or below, may 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 Student Success Center.

On-Campus Living Requirement

See page 17 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 whenever 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

- Students whose parents or guardians received a degree or certificate from any Wyoming Community College may qualify for resident tuition rates. 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 have Dual Admissions with Montana State University in Bozeman and Billings.

A student entering through dual admissions is simultaneously admitted to Northwest College and Montana State University—Bozeman or —Billings. 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 Scholarship

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. The scholarship value is approximately \$2,000.