

# GENERAL ADMISSION

## Overview

Individuals who plan to earn a certificate, technical diploma, or associate degree at Moraine Park Technical College are required to submit an admission application and receive acceptance into a program of study.

- Follow instructions for How to Apply for Admissions (<https://www.morainepark.edu/admissions/new-student/how-to-apply-for-admissions/>).
  - MPTC maintains an **open enrollment** policy for all prospective students. The College accepts applications for admission on a rolling basis, however, there may be published deadlines for particular terms or programs.
  - High school students may apply for admission beginning **July 1** following the completion of their junior year. Exceptions to this policy may be granted for select programs with extensive waitlists or for official high school academy partnerships.
  - The minimum age for enrolling in an undergraduate-level course is **16 years**.
- If you have questions or need assistance with the admission process, please contact [admissions@morainepark.edu](mailto:admissions@morainepark.edu).

## Policy AP 701: Admissions

Moraine Park Technical College maintains an **open enrollment policy** for all prospective students. Some programs within the school have competency recommendations and course prerequisites. Moraine Park Technical College **accepts applications for admission on a rolling basis**, however, there may be published deadlines for particular terms or programs. High school students may apply for admission after **July 1** following their junior year. The College allows exceptions to this policy for official high school academy programs.

Moraine Park Technical College commits to ethical and impartial treatment of all applicants for admission in compliance with Wisconsin TCS 10. Admissions is a non-competitive process. Applicants who satisfactorily complete admission requirements are accepted to a College program of study. Some programs have a waiting list for clinical or core coursework that is managed post-admissions. Out of state applicants are not accepted to programs with waiting lists as the college cannot guarantee those students will receive a program spot in a timely manner. 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.

Moraine Park Technical College requires that all information provided by any applicant (such as data on the admission application, transcripts, diplomas, and test scores) 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.

Moraine Park reserves the right to:

- request additional information to verify an application or resolve conflicting information;
- put the application process on hold while investigating an alleged fraudulent admission application or related document;

- reject an application for admission if the information provided is false or if the applicant refuses to provide requested information.

Intentional failure to provide correct information may be grounds for revocation of admission.

### Age Limits

The minimum age for undergraduate course enrollment is **16 years of age**. Individuals between the ages of 16 and 18 who have not yet graduated from high school may attend courses that are scheduled outside of regular school hours. A student under 18, still in high school, or who dropped out, will need written permission from their parents and the high school principal in order to take a course that runs during regular school hours. Homeschool students, students in high school contracted or third-party classes, and Start College Now students are excluded from this policy.

Students who are still enrolled in high school may be admitted to certain Moraine Park Technical College programs under Concurrent High School Admission or official High School Academy processes should they meet all applicable requirements.

## Procedure PR 701.01: Admissions

This procedure outlines requirements for admission to programs at Moraine Park Technical College.

### Admission Process for Associate Degrees or Technical Diploma Programs

Applications will be processed upon receiving the following items:

1. Complete admission application to Moraine Park Technical College.
2. \$30 non-refundable, one-time program application fee.
3. Placement test scores (Accuplacer, ACT, SAT, etc.)
4. Official high school and /or post high school transcripts.

Certain programs with a clinical or internship experience may require a criminal background check.

The application process must be completed within a forty-five-day period from the date of application receipt to have the file remain active.

### Application Process for Technical Certificate Programs

- Complete and forward application to Moraine Park Technical College.
- Pay a \$30 non-refundable, one-time program application fee
- Complete any other requirements established by specific programs.

### Acceptance

A person is accepted into a program when the aforementioned steps in the admissions process have been completed and a letter confirming the acceptance is sent to the applicant. Students may have up to two active program acceptances. In the event of a full program enrollment:

- The applicant's name is placed on the program waiting list in accordance with Wisconsin TCS 10 when all admission steps are completed.
- If multiple applicants complete the admission process on the same day, the time the application was received will determine

the sequence of enrollment in the program in accordance with Wisconsin TCS 10.

**Enrollment Term**

When a student is notified that he/she will be admitted for a specified enrollment term, the student is expected to enter in a program for that term. Where extraordinary circumstances prevent a person from enrolling in a program on a specified date, the admission office may defer the student's entry term. The student must inform the college that he/she cannot enroll in that term for the deferral to be processed. Students who do not enroll in courses for their designated term will be inactivated within 30 days of the first day of classes.

**Persons without a Designated Program**

A person desiring to enroll in a course(s), but not wishing to designate a program:

- may do so without completing the admission process, provided they meet any required course prerequisites;
- may enroll in courses during the designated open registration dates on a first-come/first-serve basis determined by course availability.

Enrollment in any undergraduate level course does not accelerate the acceptance of a student into a program.

**Concurrent High School Admission**

Students who are still enrolled in high school may be admitted to certain Moraine Park Technical College programs under Concurrent High School Admission without completing high school should all of the following criteria be met:

- The student is currently enrolled in, or will be starting 12th grade during the first semester of admission at Moraine Park.
- The student is in good standing with their high school and is not otherwise ineligible. Eligibility will be evaluated by high school staff or Admissions (if the student is enrolled in a homeschool).
- The student has the written approval of their local school district and parent/guardian.
- There is space available in the student's academic program of choice. This process applies only to select Associate Degree or Technical Diplomas with 26 credits or more.
- It is the student's intent to take 6 or more college credits each semester, and they intend to earn a degree/technical diploma at Moraine Park.

Students must submit a high school transcript indicating complete grades as of the time of application (no earlier than prior to the end of the first semester of 11th grade) in addition to other admission checklist items (as applicable). Before beginning program courses, students must submit an updated official high school transcript indicating complete grades as of the end 11th grade.

Concurrent High School Admission students are not eligible for financial aid until they have earned a high school credential or equivalent. All course, material, and book/supply fees are the responsibility of the student or high school (as applicable).