

PROGRAM WAITLISTS

Overview

If you were admitted to a Waitlisted Program (<https://www.morainepark.edu/admissions/waitlists/>), you may begin taking general education courses. Once you meet academic preparedness criteria, your place on the waitlist will determine when you can begin taking core courses.

Policy AP 705: Program Waitlist

Moraine Park Technical College is committed to ensuring transparent, consistent, and fair access to undergraduate programs with limited capacity.

The College will establish a program waiting list when there are capacity limitations and/or the program has established academic preparedness criteria based upon accreditation and/or student success data. All program waiting lists will be managed by Student Services and will be administered in accordance with Wisconsin Technical College System.

Moraine Park will also utilize course waitlists and/or application windows to ensure equity in program access. Management decisions for programs with limited capacity will be made in consultation between Student Services and Academics.

Procedure PR 705.01: Program Waiting List Management

This procedure describes how program waiting lists are managed to determine which students begin core courses, following guidelines established with Wisconsin TCS 10.07.

The Wisconsin Technical College System has established the following terms for student status on the waiting list.

1. **Admitted: Pre-Core.** The student is admitted to the program and on the waiting list for available space in core courses. The student has met all admissions requirements but not the academic preparedness criteria.
2. **Admitted: Core Ready.** The student is admitted to the program and on the waiting list for available space in core courses and has completed all admissions requirements and academic preparedness criteria, if applicable.
3. **Admitted: Core Active.** The student is admitted to the program and should be enrolled in core courses.

Process

Students in a waiting list program are admitted as Pre-Core students for programs with academic preparedness criteria or Core Ready students for programs without academic preparedness criteria and added to the waiting list upon completing the steps in the Admissions Policy AP 701. This is considered their waiting list date. When students have completed the academic preparedness criteria, they will appear as core-ready on the waiting list report. Core-Ready students have priority over all other admitted students in subsequent terms, based on waiting list date and residency status.

As spots become available within the program, core-ready students from the waiting list are notified and allowed to enroll in the program courses. Following TCS 10.07, district residents who apply on or before

the following dates shall have waiting list priority: For the fall semester, the preceding January 1; for the spring semester, the preceding May 1; and for the summer semester, the preceding October 1. After these dates, non-district state residents have equal waiting list priority. Out-of-state residents are offered remaining spaces. In the event of a tie, the College will determine priority based on the application timestamp.

For each entry term that a pre-core student is on the waiting list but not able to be enrolled in the program due to not meeting the academic preparedness, the College will notify the student via their Moraine Park Technical College student email of what criteria are still unmet.

For each entry term that a core-ready student is on the waiting list but not able to be enrolled in the program due to capacity issues, the College will notify the student via their Moraine Park Technical College student email to let them know the next core entry term.

If a student is core-ready, but wants to defer for any reason, they can defer and maintain their spot on the waiting list. Students who have 18 months or three or more terms of inactivity and have not deferred will have their records inactivated.

Academic Preparedness Requirements

Academic preparedness requirements must only include the minimum of what is outlined under state licensure and accreditation requirement and/or what is needed to help a student prepare for the program curriculum.

Academic preparedness criteria are established and reviewed annually by the academic areas.