1. Tools to Achieve Key Results
   - Partners in Leadership – Amy Thornton
   - Enrollment Management – Denise Vujnovich
   - Achieving the Dream – Denise Meyer
   - RLC Planning – Jennifer Brave
   - Career Pathway Program Development – Roger Stanford

2. Policy Revision
   - E0200 Admission – Denise Vujnovich

Attachment(s)
Western Technical College attracts a diverse student population and is committed to an “open door” policy for admission to the College for all prospective students who meet statutory requirements. The College requires each student to submit application materials before acceptance is granted. Students who are granted advanced-standing status through transfer credit, articulation agreements, or challenge examinations are subject to regular admission procedures. Students who leave the College for a semester two consecutive terms or more must file an application for re-admission and comply with all requirements in effect at that time.

Admission to the College for credit coursework occurs in the following ways:

I. Admission – **At-Large College Admission - Undeclared**

A. Students provided Admission-At-Large Undeclared Admission status may enroll in classes provided space is available and all course prerequisites are met.

B. When Admission At Large students earn 15 credits, they will be contacted by Western admission/counseling staff to evaluate their educational plans.

   1. College Admission – Undeclared At-Large students are not eligible to receive federal, state, or college financial aid.

II. Diploma/Degree Admission

A. Program-Preparatory Admission – Students admitted to the College who intend to pursue a particular program but who do not meet specific course prerequisites.

   1. Students granted Program-Preparatory admission status must develop a program-preparation plan with a Western advisor/counselor. The plan may include counseling, assessment, coursework, job shadowing, goal setting, program advising, and review of past academic record. Individuals who do not meet specific requirements for program admission will be provided support services.

   2. Individuals provided Program-Preparatory status are eligible to apply for financial aid.

B. Program-Ready Admission – Students admitted to the College who intend to pursue a particular program but are placed on a waiting list because of restricted enrollment in the program.

   1. Students provided Program-Ready Admission status must develop a program plan with a Western advisor/counselor. The plan may include counseling, job shadowing, goal setting, course audit, and program advising.

   2. Individuals provided Program-Ready Admission status are eligible to apply for financial aid.

C. Program Admission – Students granted full admission into their chosen program.

   1. Students provided Program Admission status meet requirements for their program. These requirements are identified and monitored by the program-improvement team to increase the likelihood of success.

   2. Individuals provided Program Admission status are eligible to apply for financial aid.
III. Instructional Support Service  Learner Support and Transition Admission

A. Students enrolling in GOAL (Goal Oriented Adult Learning) must take the TABE (Test of Adult Basic Education) and meet with a GOAL Counselor or Extended Campus Regional Learning Center GOAL staff to develop a Personal Education Plan (PEP).

B. Students enrolling in Adult High School credit must bring a high school transcript and meet with the Adult High School Coordinator or Extended Campus Regional Learning Center GOAL staff.

C. ESOL (English for Speakers of Other Language) English Language Learner (ELL) students must take the ESLOA (English of Second Language Oral Assessment) an ELL assessment and meet with the ESOL Coordinator ELL Program Chair or Extended Campus Regional Learning Center GOAL staff.

D. 118.15 High school students, ages 16 and 17, must provide a completed contract from their high school and meet with an ISS a Learner Support Counselor or Extended Campus Regional Learning Center GOAL staff.

IV. International Student Admission

A. International students shall meet all admission requirements set forth above, obtain minimal competency scores established by the College on an English proficiency exam, have appropriate immigration documentation, and provide documentation of sufficient financial backing to complete their education at Western.

B. Enrollment of international students will be on a space available basis unless enrolled under a legal (s.38.14) contract, which provides for completely dedicated courses at full cost recovery.

C. The number of international students enrolled will not cause the College to exceed the agreed upon maximum enrollment in each course.

V. Students Called for Military Service

A. Students called for active service in the armed forces of the United States or who are requested to work for the Federal government during an a national emergency will receive a 100% refund of all tuition and fees (as allowed for under Section 10.08 of Chapter TCS 10, “special circumstances involving unforeseen hardship”).

B. Students called for active service in the armed forces of the United States or who are requested to work for the Federal government during a national emergency will receive priority readmission and service members who perform service whether voluntary or involuntary, for a period of more than 30 consecutive days under a call or order to active duty of more than 30 consecutive days will be promptly readmitted to the institution with the same academic status as long as they meet the following conditions:

1. The institution was given notice of the service member’s absence for service.

2. The cumulative length of absences from the institution by reason of service does not exceed five years.

3. The service member gave notice of his or her intent to return no later than three years after the completion of the period of service (for a service member who is hospitalized
for or convalescing from an illness or injury incurred in or aggravated during the performance of service, notice must be provided no later than 2 years after the end of the period necessary for recovery).


VI. Veterans and Service Members Priority Registration

A. In compliance with Wisconsin Act AB201, Western offers eligible Veterans and Service Members the opportunity to receive priority course enrollment dates assigned by admission status. This priority applies to service members who have served or are currently serving on active duty under honorable conditions in the U.S. armed forces. Priority enrollment does not extend to eligible dependents.

B. Service members interested in priority enrollment must submit eligible documents verifying service member status to Western’s Veteran Services Office. Once initial eligibility for priority registration at Western has been established, students will be assigned a priority enrollment appointment based on their admission status.

Note: This policy will be effective October 1995 for individuals seeking admission to the College for the Fall semester 1996 and thereafter.

Revised December 18, 2001
Revised April 16, 1996
Revised September 19, 1995
Revised April 16, 1991
Revised May 16, 1989
Adopted January 23, 1980

Wisconsin Administrative Code, WTCS 10
Wisconsin Statutes 38.22