| Title: **Admission Policies** | |
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| Originated by: Neil Ross, Dean of Student Services | |
| Signature | Date |
| Approved: | |
| Signature | Date |
| Reviewed: | Revised: 9/2/2024 |

**Policy Statement:**

Manhattan Area Technical College is committed to an "open door" admission policy in accordance with its stated mission and goals. The "open door" policy means that any qualified applicant able to benefit from the curriculum will be served by the College on a first-applied, first-qualified basis except for programs that have competitive requirements. Any exceptions to the policies below will be at the discretion of the Director of Admissions.

**Rationale:** Because MATC must limit class size(s), applications for admission into those classes must be equitably prioritized.

## College Admission Requirements

To be accepted to Manhattan Tech and placed in a program, students must meet the admissions requirements of the College and the requirements established for each program. College requirements are as follows:

1. Complete an application for admission and submit a non-refundable application fee (found online at manhattantech.edu).
2. Provide satisfactory placement test scores or transcripts showing math and English college coursework. Refer to placement testing for more information.
   - Placement scores are valid for three years. To satisfy admission requirements, scores in writing, reading, and math must be valid on the first day of the admitted term.
   - Transcripts indicating proof of college credit level English and math courses (not developmental or transitional courses) will be considered only with grades of "C" or higher.
3. Submit a final, official high school transcript from an accredited or approved institution or an approved official high school equivalency score report prior to admission.

Admission to Manhattan Tech is open to anyone without regard to race, color, ethnicity, creed, religion, age, gender, disability, military status, national origin or ancestry, marital status, pregnancy, actual or perceived sexual orientation, gender identity and expression, status with regard to public assistance, or any other status or condition protected in accordance with federal or state law.

**Selective Admission Requirements**

Admission to Manhattan Tech does not guarantee enrollment in any specific course or program. Courses or programs may have size limitations, prerequisite/co-requisite requirements or other rules regulating enrollment. Additionally, Selective Admissions Programs have a limited number of openings each year

and have specific entry level admission requirements that must be met prior to selection for admission to the program. Students should consult the website link provided for specific programs: https://manhattantech.edu/Selective-Admissions.

**Exceptions**

Admission to Manhattan Area Technical College is granted based on the preceding criteria. In cases where special consideration is needed, the ultimate decision regarding the admission of a student rests with the Director of Admissions or designee.

## Admission Status

Students are classified as one of the following upon applying for admission: First-Time Freshman, Returning Student, Transfer Student, High School Dual Enrollment, Non-Degree Seeking, and Visiting Student.

**First-Time Freshmen Students**

A first-time freshman is a first-time student who has never attended a regionally accredited institution other than as part of a dual enrollment program. Students under this status will need to meet all the college admission requirements described above.

**Returning Students**

A returning student is someone who has previously attended Manhattan Tech, but who has not attended during the most recent semester excluding the summer semester.  Returning students are subject to any curriculum, program, assessment score requirements, and/or catalog changes and may be required to reapply to programs with selective admissions requirements.
Returning students must:
- Re-submit any documentation required for a completed application.
- Meet the admission requirements for the program of application.
- Pay any outstanding balances prior to readmission.

*Nursing students seeking readmittance should refer to the nursing readmission requirements to determine appropriate steps.*

**Transfer Students**

A transfer student is one who has attended another regionally accredited college or university prior to Manhattan Tech. Transfer students are encouraged to submit an official transcript from all previously attended institutions of higher learning so that the College can determine appropriate course placement and degree progress through the awarding of transfer credit.

**High School Dual/Concurrent Enrollment**

High school dual/concurrent enrollment is when a high school student attends Manhattan Tech during their sophomore, junior, or senior years of high school and takes courses for which earns them both college and/or high school credits for each course taken. Admission/Enrollment Guidelines for Concurrent Credit/Dual Credit for High School Students:

- Students must be classified as a sophomore, junior, or senior in high school.

- Students must have a cumulative GPA of 2.0 for Career and Tech courses and 3.0 for general education courses.
- Students must take the ACCUPLACER to enroll in English Composition I and/or College Algebra. To schedule a placement test, visit [www.manhattantech.edu/proctor](www.manhattantech.edu/proctor).
- Students are required to meet any additional requirements by their high school and submit their completed Concurrent Enrollment Form. Students should check with their guidance counselor or the Manhattan Tech website for specific dates/deadlines, enrollment forms, and payment information.

For additional information refer to [www.manttantech.edu/concurrent](www.manttantech.edu/concurrent). High school students wishing to enroll in courses held on campus at Manhattan Tech or online who are not obtaining Dual Credit will follow standard entrance specifications. Refer to General Admission Requirements for those provisions.

*Please note: these guidelines also apply to homeschooled students receiving dual credit. Courses that a student fails or withdraws from while enrolled as a high school student may affect a student's GPA or their ability to qualify for financial aid after graduating from high school.*

**Non-Degree Seeking Student**

A student enrolled at Manhattan Tech with the intention of completing credit-bearing coursework but is not seeking to earn a credential or degree. Non-degree seeking students are not required to pay an application fee. To become a non-degree seeking student, applicants must complete the non-degree seeking (NDS) application for admission. The college may request official transcripts or test scores to meet pre-requisite requirements. For enrollment in subsequent terms students may complete another NDS application or meet with an academic advisor. Non-degree seeking students are ineligible for certain types of financial assistance.

**Visiting Student**

An applicant who is currently attending another college or university but plans to attend Manhattan Tech for one semester/session only and to return to their home institution for the following semester. To become a visiting student, applicants must complete the non-degree seeking application for admission. Visiting students are not required to pay an application fee. The college may request official transcripts to meet pre-requisite requirements. To receive transfer credit at students' respective institution, students must complete the "Request a Manhattan Tech Transcript" process. Visiting students are ineligible for certain types of financial assistance.

# Information for International & Undocumented Students

Manhattan Area Technical College is NOT a Student and Exchange Visitor Program (SEVP) certified institution and does NOT participate in the Student and Exchange Visitor Information System (SEVIS), or the F, J or M visas programs. We are not an I-20 institution.

Any Manhattan Tech student who is not a U.S. Citizen or Lawful Permanent Resident is considered to be an international student. To avoid immigration status violations, you should make sure your status allows you to study in the U.S. You can check here: [Nonimmigrants: Who Can Study?](Nonimmigrants: Who Can Study?)

**International Transcripts & Information**

It is the responsibility of the student to have their international high school or collegiate transcript evaluated by an authorized International Transcript Credential Evaluation service for Manhattan Tech to accept and process the transcript. Students are responsible for all costs for this service.
Authorized International Transcript Credential Evaluation Centers include but are not limited to:

- Center for Educational Documentation, Inc. Telephone: (512) 687-3885 Fax: (512) 692-9677 Email: info@cedevaluations.com Website: http://www.cedevaluations.com
- Academic Credentials Evaluations Institute, Inc. Toll Free: (800) 234-1597 (USA only) Telephone: (310) 275-3530 Fax: (310) 275-3528 Website: http://www.acei1.com
- World Education Services Telephone: (212) 966-6311 Fax: (212) 739-6100 Website: http://www.wes.org
- Educational Credential Evaluators, Inc. Telephone: (414) 289-3400 Fax: (414) 289-3411 Email: eval@ece.org Website: https://www.ece.org
- Global Credential Evaluators, Inc. Telephone: (800) 707-0979 Fax: (979) 690-6342 Website: http://www.gceus.com

Manhattan Tech does not have an International Student Office and does not process I-20 Forms for F-1 or M-1 Type 3 Student Visas.

**Undocumented Postsecondary Students**

Non-U.S. citizens without proper documentation are not eligible for federal financial aid. Undocumented non-U.S. citizens are eligible to apply for admission to Manhattan Tech if they meet the following Kansas state requirements:

1. Provide records that they attended an accredited Kansas high school for three or more years and graduated from an accredited Kansas high school or obtained a GED diploma in Kansas.
2. File an affidavit with Manhattan Tech stating that they have filed an application to legalize their immigration status or filed for US citizenship or that their parents have filed such an application. Affidavits are available in the Student Services office.
3. Fulfill all college and program requirements for admission before admission is granted.

**Undocumented High School Students**

Undocumented, non-citizen high school juniors and seniors may enroll in Manhattan Tech programs that accept secondary students if they are attending and are lawfully enrolled in a Kansas high school and fulfill all other college entrance requirements.

**English Proficiency Requirement**

We recognize that individuals come from diverse backgrounds and have varying levels of English proficiency. This requirement seeks to provide equitable opportunities for students to succeed academically while also allowing them to pursue technical program courses.
If your first language is not English or if you graduated from a non-English speaking school, applicants must provide evidence of English proficiency by meeting one of the standards below.

*Examination*

Meet the minimum scores as defined by Manhattan Tech using the TOEFL (http://www.ets.org/toefl) or IELTS (http://www.ielts.org)

| | TOEFL | IELTS |
|---|---|---|

| Reading | 19 | 6.5 |
|---|---|---|
| Writing | 20 | 5.5 |
| Listening | 20 | 6.5 |
| Speaking | 20 | 6.5 |
| *Note: The College recognizes there are a variety of valid English proficiency tests, such as, TABE CLAS-E, which will be evaluated on an individual basis. Results should be sent to the Admissions office.* | | |

*Prior Education*

- Completion of a high school diploma, GED, or its equivalent from an accredited U.S. high school or a secondary school in a country where English is the language of instruction.
- A grade of "C" or better in an intermediate ESL or college-level English course taken at an accredited English-speaking post-secondary institution.
- Graduation from a regionally accredited English-speaking post-secondary institution.

**Note:** *Students who do not meet the above standards are encouraged to meet with our admissions office to explore available options for English as a Second Language (ESL) services on our campus, as well as potential dual enrollment opportunities. Special circumstances that fall outside the requirements can be submitted using the English Proficiency Waiver Request Form. The admissions team will review these exceptions along with your detailed explanation and respond within 5-7 business days regarding the waiver decision.*

## Placement Testing

Students must qualify to enroll in: Writing and Math through meeting college placement multi-measures assessment criteria. College placement assessments are given at various times throughout the school year and can be scheduled through the Teaching & Learning Center online at www.manhattantech.edu/proctor. Students taking assessment testing for the first time will incur no cost for the exam if they are seeking enrollment at Manhattan Tech. Anyone retesting for Manhattan Tech will be charged $10.00 per assessment. Placement in English and Math courses is determined by completion of college placement assessment, ACCUPLACER. Students who have ACT scores within three years of their Manhattan Tech enrollment date may use those scores in conjunction with their placement test in the evaluation process to determine placement in general education courses. An official copy of those scores must be sent to Manhattan Tech to be considered. To schedule a placement test, visit: www.manhattantech.edu/ACCUPLACER.

Equivalent courses transferred into Manhattan Tech may satisfy the required English and Math placement assessments. Students must have earned a grade of "C" or higher from an accredited institution, and an official transcript must be sent to Manhattan Tech to be considered. Additional information for other course credit options can be found in the Student Resources section.

## Acceptance into Manhattan Tech Programs

After completing admission requirements, applicants will receive notification of acceptance into their program of study via email and mail at the address provided on the application. Students should reference programs of study for specific admission criteria. Acceptance is contingent upon the applicant's completion of admission and program requirements, as well as attendance at program orientation. Students who do not attend program orientation risk forfeiting their spot, and seat deposit (if applicable), in their selected program to a student on the stand-by list, who attended program orientation.

Applicants to the nursing program should be aware that certain criminal convictions could deny or restrict access to a Kansas nursing license. Specific information about these convictions is identified in Kansas law (KSA 65-1120). Please contact the Kansas State Board of Nursing (785.296.4325) with any questions. Manhattan Tech reserves the right to alter or cancel courses and or programs. This could occur anytime during the pre or post acceptance process and/or during any school term.

An admission decision is considered official upon notification to the student. Manhattan Tech may rescind an admission decision for any of the following reasons:
- Inaccurate information submitted in the application process.
- High school transcripts not submitted, as required.
- Any other required documentation not submitted.
- Significant changes in qualifications after admission is offered, for example, if a student's disciplinary or criminal background changes.

## Additional Requirements and Notices

### Special Licensing Requirements

Students will need to meet additional admission requirements for technical diplomas and associate degrees connected to state or national licensing or governed by specific state regulations. Call admissions for additional details.

### Social Security Numbers

Each entering student is to provide a social security number upon enrollment. No student may receive financial aid from any federally funded program or be employed by the College without a Social Security Number on file. Social Security Numbers are used for required measures per compliance and identification for tax document purposes only. New students to Manhattan Tech are assigned a computer-generated student ID number that appears on their student ID card.

### Tuberculosis Screening Questionnaire

Tuberculosis, also known as TB, is a bacterial infection that attacks the lungs and, sometimes, other parts of the body. It spreads when someone infected with the disease coughs or sneezes and the bacteria is inhaled by someone nearby. Manhattan Tech requires ALL students to complete a Tuberculosis Screening Questionnaire, per Kansas Statute KSA 2009 Supp. 65-129, to aid in prevention and control of Tuberculosis as required by the State of Kansas Department of Health & Environment.