

ADMISSION OF STUDENTS

The College is an open door institution. It admits at least four types of students:

1. Degree or Certificate Seeking Students
2. Non-degree Seeking Students - those taking credit courses but not working toward a degree or certificate
3. High School Concurrent Students - high school students (16 years or older) in the College's service area taking credit courses concurrently or through dual credit agreements
4. Non-Credit Students

Each of these groups follows a different admission/enrollment procedure. All students must be sixteen years of age or older unless recommended by their high school principal and approved by the appropriate instructor and the High School Transitions Coordinator.

See following pages for procedure.

Policy included in WWCC catalog

Adopted	April 26, 1984
Revised	May 26, 1988
Revised	December 14, 1989
Revised	March 9, 2006
Reformatted	April 28, 2011
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## ADMISSION OF STUDENTS

The College admits at least four types of students who are sixteen years of age or older. Each of these groups follows a different admission/enrollment procedure.

1. Degree or Certificate Seeking Students
2. Non-degree Seeking Students - those taking credit courses but not working toward a degree or certificate
3. High School Students - high school students in the College's service area taking credit courses concurrently and/or as a part of a dual enrollment program
4. Non-Credit Students

Students must be 16 years of age or older to be admitted. On rare occasion, students under 16 will be admitted to selected courses with recommendation of the student's principal and with the approval of the High School Transitions Coordinator and instructor.

### Degree or Certificate Seeking Students

Persons applying for a degree or certificate program must do the following:

1. Complete an application for admission.
2. Submit official transcripts from the last accredited high school and previous colleges attended. These transcripts become WWCC's property and will not be returned to the student, even if the student decides not to enroll. Students who have been out of high school longer than five years need only submit proof of high school graduation. Students who have not completed high school may enroll conditionally in a degree program and must complete high school equivalency by the time they are half way through the degree program. Students who have been home schooled, or have attended non-accredited high schools, must provide a national equivalency certificate, transcript or take the high school equivalency exam.
3. Whenever possible, submit the American College Test (ACT) scores. Although not required for admission, the test is used for course placement. For students seeking certain scholarships, ACT scores are required. For those planning to transfer to a four-year college or university, it is strongly recommended.
4. Nursing Program: If enrolling in the Nursing program, contact the Nursing department and fill out the program application in addition to the regular WWCC application form. Acceptance into the College does not mean that a student is also accepted into the Nursing program. Information concerning admission to the programs is listed in the College catalog.
5. International students must fulfill additional requirements.
  - a. English Ability  
The College requires students to have a minimum TOEFL (Test of English as a Foreign Language) score of 107. Students below that level may enter the College's English As a Second Language Program.

- b. Financial Responsibility  
Students must establish their financial responsibility by providing a financial statement and commitment equivalent to one full academic year's expenses. These expenses include tuition, fees, books, room, board and health insurance. Not included in this sum are the expenses for the student's personal needs or for transportation. The Admissions office will annually announce the amount required. International students must also pay the application fee as established by the Board of Trustees.
- c. Health  
Students must submit a signed physical and statement of good health from a physician.
- d. Medical Insurance  
All international students must have medical insurance. Proof of international coverage useable in the United States or purchase of the College's insurance is required.
- e. Acceptance  
After the Admissions office has received the information described above, it will notify students about its decision. Students that are accepted will receive an official letter of acceptance and a Certificate of Eligibility (form 1-20) for obtaining a visa.

When these requirements are fulfilled, the College will send the student a letter of acceptance. The College gives conditional acceptance to students who do not have high school or equivalency, or who cannot provide a college transcript because they are currently enrolled at another institution.

Exceptions to admission requirements will be considered by the Director of Admissions.

### Non-degree Seeking Students

Non-degree students are those who take credit courses on a part-time basis but are not working toward a degree or certificate. These students need not apply for admission. They will follow the process for registering for classes.

### High School Students

High school students, age 16 or older, who are enrolled in Wyoming high schools may take college credit courses concurrently or as a part of dual enrollment or jumpstart programs. These students must submit a high school student registration form signed by the appropriate high school official(s), parents, appropriate college officials and meet other eligibility criteria as established by the College and the school district.

Non-Credit Students

These are students taking non-credit courses: either Continuing Education courses for developing vocational skills, Community Service courses for personal enrichment, or Industrial Training courses. These students fill out a non-credit registration form.

Policy Included in WWCC Catalog

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