



ADMISSION AND REGISTRATION

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ADMISSION PROCESS

Fond du Lac Tribal and Community College, an open door institution, seeks to admit students in a manner designed to ensure the best opportunity for their educational success. The comprehensiveness of the college's academic offerings provides opportunities for training and education to students from a broad range of ability levels and interests.

General Admission Requirements

Individuals are eligible for admission to Fond du Lac Tribal and Community College if they have graduated from high school or have passed the General Education Development Test (GED).

Lack of English skills should not be a barrier to admission or participation. In order to eliminate barriers, Fond du Lac Tribal and Community College takes appropriate measures to assess each student's ability to participate and benefit through placement testing and counseling. Based on assessment and counseling, students are then provided with campus services or a referral to community services to be better prepared for successful participation.

Admission Procedures

Application for admission is open for the fall and spring semesters, and summer session. Students may apply and register for classes through the first five class days of the fall and spring semesters, and summer session. Early application and registration is recommended.

First-Year Students

Students who wish to register as first-year students must complete a Fond du Lac Tribal and Community College application or the universal Minnesota State Application. Forms may be obtained from the Admissions Office or on the college website located at www.fdlctcc.edu.

- After completing the application, applicants must provide placement test results (MAC, ACT, SAT) or complete the Accuplacer placement test at Fond du Lac Tribal and Community College.
- After completing the student portion of the application, applicants should contact their high school counseling office and have an official transcript of courses and grades (which includes standardized test results and high school rank information) sent to the Admissions Office at Fond du Lac Tribal and Community College.
- Applicants must pay a \$20 non-refundable application fee.

- Applicants must supply documentation of immunization against mumps, measles, rubella, diphtheria, and tetanus, if born in 1957 or later. An immunization record form is included with the application for admission. Refer to the Proof of Immunization section of this catalog for more information.
- All students are required to attend an orientation session prior to attending college classes.

Transfer Students

Applicants who have attended other postsecondary education institutions are considered for admission as transfer students. Students transferring to Fond du Lac Tribal and Community College from a postsecondary institution need to comply with the college's admission policies and submit the following items before enrolling:

- Complete the universal Minnesota State application online or the Fond du Lac Tribal and Community College application.
- Request that official transcripts from each of the secondary and post-secondary institutions attended be sent to Fond du Lac Tribal and Community College. All transcripts must be official. Allow time for processing.
- Depending on previously completed college courses, transfer students may or may not need to take the Accuplacer placement test. Transfer students should consult with college counseling staff.
- Pay a \$20 non-refundable application fee.
- Supply documentation (month, day and year) of immunization against mumps, measles, rubella, diphtheria, and tetanus, if born in 1957 or later.
- All students are required to attend an orientation session prior to attending college classes.

Non-resident Students

Non-resident students (other than Wisconsin, North Dakota, and South Dakota) must complete the preceding steps specified for first-year students, and must also meet one of the following requirements:

- Students must be ranked in the upper two-thirds of their graduating class, and must have earned a diploma.
- Students must be at or above the 34th percentile on a national comparison of composite ACT or SAT scores.
- Students must have completed at least fifteen college credits, with an overall grade point average of 2.0 or greater.
- All students will be charged the same tuition and fees as Minnesota residents.

International Students

Minnesota State admissions policy states that international students shall be considered for admission if their scholastic preparation is judged to be equivalent to the admissions requirements of the institution to which they are applying.

The decision to admit students is made by each college. Fond du Lac Tribal and Community College is not accepting international students at this time.

Minnesota Postsecondary Enrollment Options Act (PSEO)

The purpose of the Minnesota Postsecondary Enrollment Options Act is to promote rigorous educational pursuits and to provide a wider variety of options for Minnesota's 10th, 11th and 12th grade high school students. The program enables students to seek enrollment in eligible postsecondary institutions for college level courses/programs on a full-time or part-time basis.

Students can get started earning college credits by taking college courses while they are still in high school through Minnesota's PSEO program. This program allows students to take college courses tuition free, saving both time and money on completing a college degree. PSEO courses may also fulfill high school course requirements and count toward a high school diploma.

Students must be aware that the social and academic atmosphere at colleges may vary greatly from that at high schools. More freedom and less structure in the academic and social setting of a college require maturity and responsibility in order for a student to succeed.

PSEO Eligibility Requirements

- Students must be classified as high school sophomores, juniors or seniors and cannot be classified as full-time students in their high schools.
- Twelfth grade students are eligible and may be considered for enrollment if their high school certifies them as being in the upper one-half of their class, or the student has achieved a score at or above the 50th percentile on a nationally standardized, norm-referenced test, or have at least a 2.5 grade point average.
- Eleventh grade students are eligible and may be considered for enrollment if the high school certifies them as being in the upper one-third of their class, or the student has achieved a score at or above the 70th percentile on a nationally standardized, norm-referenced test, or have at least a 3.0 grade point average.
- Sophomores may enroll in a career or technical education course at Fond du Lac Tribal and Community College if they have attained a passing score or met the eighth grade standard on the eighth grade Minnesota Comprehensive Assessment in reading and meet other course prerequisites

or course enrollment standards established by the college. These standards include but are not limited to assessment test scores, program admission or other requirements.

- If the class rank or test score criterion is not met, students may be admitted after receipt of a letter of recommendation from the high school principal or counselor.
- All PSEO students shall be enrolled on the basis of available space and/or other appropriate, defined local standards and procedures.

PSEO Admission Procedures

- Students should meet with a high school guidance counselor or other high school official to discuss the appropriateness of participating in the PSEO program. Students must make sure they meet the class rank requirements.
- Students must arrange with Fond du Lac Tribal and Community College to complete the Accuplacer placement test to determine college level placement in English, mathematics, and reading or provide either MCA, ACT, or SAT scores, which indicate college-level readiness in Reading, Writing, and Mathematics.
- Formal application to Fond du Lac Tribal and Community College must be completed, including the required supporting documents such as transcripts, immunization records, Intent to Enroll form, and a signed statement recommending admission from your school (if required). A separate, Minnesota Department of Education PSEO Student Registration form must also be completed.
- Attend an orientation session prior to attending college classes.
- Accepted students will be required to meet Fond du Lac Tribal and Community College's minimum academic progress requirements.
- Students will receive high school credit for successfully completed classes at the 1000 and 2000 level taken at Fond du Lac Tribal and Community College.
- Complete information and program requirements may be obtained by contacting the Admissions Office.

College in the High Schools

College in the High Schools (also known as concurrent enrollment) is a partnership program between Fond du Lac Tribal and Community College and participating high schools in Minnesota. The program delivers college-level courses to qualified high school students. College in the High Schools students study the same curriculum as on-campus students at Fond du Lac Tribal and Community College. Students successfully completing a College in the High Schools course receive Fond du Lac Tribal and Community College academic credit.

Credits earned through the College in the High Schools program transfer to other Minnesota colleges and universities. Acceptance of transfer credits by private and out-of-state colleges and universities is always guided by the policies of the postsecondary institution accepting the credits. Fond du Lac Tribal and Community College credits have a successful transfer history.

Students are eligible for admission to the College in the High Schools program (CITS) if they are a high school junior who ranks in the upper one-third of their class or a score at or above the 70th percentile on a nationally standardized, norm-referenced test, or has a 3.0 grade point average; or a senior who ranks in the upper one-half of their class or score at or above the 50th percentile on a nationally standardized, norm-referenced test, or has a 2.5 grade point average.

A high school that wishes to have a college or university offer a PSEO concurrent enrollment course to its students, but cannot generate sufficient enrollment to offer that course only to 11th and 12th grade students who meet the PSEO eligibility requirements may request approval for an exception from the president of the college to allow 9th or 10th grade students who rank in the upper one-tenth of their class or attain a score at or above the 90th percentile on a nationally standardized, norm-referenced test, or have a favorable recommendation from a designated high school official to enroll in that course.

College in the High Schools courses are taught by qualified high school teachers who work with a college-appointed mentor. Teachers must have completed significant postsecondary course work in the field of instruction and demonstrated excellence in teaching high school students. College mentors work with the high school instructors to ensure that the high school course covers the curriculum required by the college. Mentors are required to maintain contact with the high school instructors through site visits, e-mail, and by telephone. High schools participating in the program for the first time visit the college campus to meet with administration, faculty, staff, mentors, and tour the campus.

The College in the High Schools Program at Fond du Lac Tribal and Community College is a successful program that attracts schools throughout the state of Minnesota. It is a winning experience for students, high schools, instructors, and Fond du Lac Tribal and Community College for the following reasons:

- There is no direct cost to the high school students for their credits, and they have an opportunity to develop their college-level skills during high school.
- High school instructors have the opportunity to connect with other professionals in their field and receive professional benefits of teaching a college-level course.
- School districts are able to attract and retain students in their districts and keep students at the high school campus.
- Students may eventually work toward a degree at Fond du Lac Tribal and Community College because they have already earned Fond du Lac Tribal and Community College credits.
- International students attending a United States high school through an exchange program or other non-permanent status are not eligible to enroll in College in the High School courses for college credit.

Advanced Standing

Fond du Lac Tribal and Community College grants college credits and/or advanced placement for the successful mastery of material contained in courses completed at the high school level when those courses are equivalent to college courses. Fond du Lac Tribal and Community College staff will evaluate student records for the Advanced Placement (AP) Program, the International Baccalaureate (IB) Program, and the College-Level Examination (CLEP) Program.

Credit granted through Advanced Placement, International Baccalaureate, and College-Level Examination Programs may be used for partial fulfillment of the liberal education distribution requirements for the Associate of Arts, Associate of Science, and Associate of Applied Science degrees. A maximum of 24 quarter credits or 16 semester credits obtained through advanced standing testing may be applied toward one of the degree programs at Fond du Lac Tribal and Community College.

According to Minnesota State guidelines, Fond du Lac Tribal and Community College shall grant college credit to students who earn a score of 50 or higher on CLEP examinations, with the exception of Level 2 foreign-language examinations, for which a minimum score of 60 for German language, 59 for French language, and 63 for Spanish language is required. These scores conform with recommendations made by the American Council on Education and comply with M.S. 120B.131 pertaining to eligible high school students.

Students intending to transfer to other institutions should be aware that the receiving institution determines the acceptability of Advanced Placement, International Baccalaureate, and College-Level Examination Program credits; these institutions may have different regulations from those of Fond du Lac Tribal and Community College. Contact the college counseling and advising staff for more information about advanced standing. Fond du Lac Tribal and Community College staff will follow established Minnesota State policy related to advanced standing.

Proof of Immunization

Minnesota State Law requires students to be immunized against mumps, measles, rubella, diphtheria, and tetanus if they were born on January 1, 1957, or later in order to be enrolled in postsecondary institutions. The Immunization Law states that no student may remain enrolled in a postsecondary educational institution without documentation of the appropriate immunizations, a statement signed by a physician that the student is medically exempt as outlined in the law, or a notarized statement that the student has not been immunized because of the student's conscientious-held belief. No proof of immunization is needed from:

- Students who have graduated from a Minnesota high school in 1997 or later. Immunization record will appear on high school transcript.
- Students who were born before 1956.
- Transfer students from a different postsecondary school, if transcripts or other recorded information from the previous school indicate that the student has met immunization requirements.

Reciprocity and Residency

Residency is no longer needed for admission.

Special Students (Non-degree seeking)

Students are considered to be in the special student category if they attend the college for personal enrichment or license re-certification.

Non-degree or visiting students are all visiting students and are not required to apply for admission. Credits may go towards graduation upon admission to a degree program. Students who complete 16 credits are encouraged to apply to Fond du Lac Tribal and Community College.

Note: According to Federal regulations, students who are not in a financial aid-eligible certificate, diploma, or degree program are not eligible to receive financial aid.

Weekend College Program

A learning community experience is available through the Weekend College program. This innovative program meets alternate weekends, typically Friday evenings and all day on Saturdays. Students work toward completing requirements for an associate of arts degree. New students can begin at one of three entry points during the academic year. All Weekend College students must complete the regular admission process as outlined above for first-time students, or the transfer student process if transferring from another institution.

Part-Time Students

For academic purposes at Fond du Lac Tribal and Community College, students are considered to be in the part-time student category if they register for seven or fewer credits and are not working toward a degree or certificate. (Note: Financial Aid has a separate definition of part-time students, please refer to that section for more information.)

All part-time students must complete the regular admission process as outlined above for first-time students, or the transfer student process if transferring from another institution.

Veterans

Many education benefits are available to advance the education and skills of veterans and military service members. Spouses and family members may also be eligible for education and training assistance. Certification of Enrollment must be completed by the Records Office staff. All inquiries concerning the ongoing veterans' program should be directed to the Records Office.

Students Suspended from Other Institutions

According to MNSCU policy 3.4.1, Fond du Lac Tribal and Community College may not admit students who have been suspended for academic or disciplinary reasons.

Subpart A. Students Suspended for Academic Reasons. Students on academic suspension from a Minnesota State College or University shall not be admitted to another college or university in the system during the term of that suspension unless they demonstrate potential for being successful in the particular program to which they apply.

Subpart B. Students Suspended for Disciplinary Reasons. Students who have been suspended or expelled for disciplinary reasons from any postsecondary institution may be denied admission to Fond du Lac Tribal and Community College.

REGISTRATION PROCESS

Students register for classes during the registration period prior to the beginning of each semester and summer session. Each student is encouraged to have their program plan reviewed by an advisor or counselor prior to registration.

Registration Procedures

Registration consists of the following:

- Assessment Testing (readiness in reading, English, and mathematics prior to initial registration; incoming students only) or the student can provide Fond du Lac Tribal and Community College with their scores from ACT, MCA, or SAT taken within the time periods outlined below; or 2) the student has passed a freshman composition course or a college level math course with a grade of "C" or higher.
- Program planning and review of the class schedule with counselor or advisor
- Meet with advisor, counselor, or program coordinator to create a class schedule
- Payment of tuition and fees

Late Registration

Students may not enroll after the fifth day of classes. Students who enroll after the first day of classes will be required to make up all missed class work.

Changes in Registration

Dropping and Adding a Class

Students are entitled to attend the first class session without obligation. Students may drop or add classes at any time during the first five class days of each semester with no obligation for tuition or fees for the class. Students are obligated for any classes dropped after the first five class days of each semester. If a student is obligated for a dropped class, the amount of the tuition and/or fees for the dropped class may be applied to the cost of an added class for the current term.

During the summer session, students may drop or add classes at any time during the first five class days with no obligation for tuition or fees for the class.

If a fee for a dropped class is for the recovery of costs already incurred by the campus, refund of such fees is at the discretion of the president.

If students drop a course during the first five class days of the semester, no grade(s) will be recorded on their permanent record. Courses that are not officially dropped through the Records Office will be recorded on the student's permanent record with a grade of F.

All changes in registration must be processed by the Student Records Office.

Withdrawal from a Class

Withdrawals are not permitted following the conclusion of a course. The final date for official course withdrawal is the last day on which students may officially terminate their enrollment in a course, and shall be the date on which eighty percent (80%) of the days in the academic semester have elapsed. For courses not on a standard academic semester schedule, the final date for official course withdrawal shall be established as the date on which eighty percent (80%) of the instructional days for the course have elapsed.

Students who wish to completely withdraw from one or more courses are required to do so officially by completing the proper form in the Records Office.

Assessment Testing

Assessment testing for basic skills in reading, writing, and mathematics will be administered to all students who enroll at Fond du Lac Tribal and Community College. Accuplacer placement test scores, along with high school grades and career goals, are used in the educational planning process involving the student and advisor.

Starting November 1, 2018, Fond du Lac Tribal and Community College made the transition to the Next Generation Accuplacer. Please visit <https://accuplacer.collegeboard.org/educator/next-generation> for information and study material for the Next Generation Accuplacer. Students are encouraged to review subject materials and the practice test in order to be best prepared for Accuplacer testing.

According to Minnesota State policy, the Accuplacer assessment is required for all new community college students unless: 1) the student can provide Fond du Lac Tribal and Community College with their scores from ACT, MCA, or SAT taken within the time periods outlined below; or 2) the student has passed a freshman composition course or a college level math course with a grade of "C" or higher. A student who places into a developmental education course as a result of their Accuplacer scores has the opportunity to retake the Accuplacer. Contact the testing coordinator to schedule a re-test.

Upon completion of the Accuplacer placement test and an evaluation of high school transcripts, students can meet with an advisor, counselor, or program coordinator who will provide guidance toward appropriate course selection. All students are encouraged to meet with an advisor, counselor, or program coordinator throughout their academic career at Fond du Lac Tribal and Community College to receive information and guidance in college selection, transfer, and career choices.

The wide variety of programs, courses, and other opportunities at Fond du Lac Tribal and Community College reflect the diversity of students' backgrounds, interests, and aspirations. Counselors are available to assist students in initial college orientation and in review of progress. Educational planning services are available to both full-time and part-time students.

Developmental Education

Fond du Lac Tribal and Community College is an open door institution. This philosophy allows all individuals, regardless of prior academic preparations, the opportunity to advance their education and become lifelong learners.

If Accuplacer or ACT scores indicate a student needs pre-college course work to ensure success at Fond du Lac Tribal and Community College, the student will be required to register for one or more of the developmental courses offered in the areas of English, mathematics, reading, and study skills. Students will still need to meet all prerequisite courses for English and Math courses. These courses are designed for students to acquire the basic skills and competencies necessary for successful college work. Coursework in reading, math, English, or study skills that is numbered below 1000 is considered to be developmental coursework that leads to college-level work.

Developmental courses offered at Fond du Lac Tribal and Community College are not intended for transfer. Credits earned in these courses will not meet distribution or elective requirements for graduation.

Orientation

All new and transfer students are required to attend a new student orientation session after completion of the Accuplacer. Valuable information is provided to enable students to make appropriate choices in their academic, transfer, and career planning process. Financial aid information sessions and college tours are available upon request to interested students. The schedule of orientation sessions is mailed to students prior to the start of a new semester.

COLLEGE COSTS

Schedule of Fees

The schedule for fees is established by the Minnesota State Colleges and Universities Board of Trustees and is subject to change each year.

Application Fee

An application fee of \$20 is charged to each credit-seeking applicant. The application fee is non-refundable.

Tuition

Tuition for a semester is based upon the number of credit hours a student takes. Tuition charges per credit are the same for day, evening, or summer session courses. Auditing courses requires the same payment as courses taken for credit. Tuition is subject to change. Please see the college website for the current tuition and fees cost.

Special Fees

- **Technology Fee:** An \$8.00 per credit fee is charged to advance the technological status of the campus. This includes acquisition of computer hardware, software and other equipment to enhance student learning.
- **Parking Fee:** Students are charged \$1.00 per credit for standard upkeep and maintenance of parking facilities.
- **Student Life Fee:** Students are charged \$7.00 per credit each semester.
- **Minnesota Community College Student Association:** A \$0.31 per credit fee is charged each semester.

Fond du Lac Tribal and Community College reserves the right to establish additional special fees-as necessary.

Estimate of Costs

Based on the preceding information, students may compute tuition and fees for the semester and the year. Books and supplies are additional, and costs vary for each student each semester. This may vary depending on academic program and credit loads.

Senior Citizen Fee

Senior citizens aged 62 and above enrolled for credit will be charged an administrative fee of \$15.00 per credit, in lieu of the standard per credit tuition charge. Senior citizens may audit a class at a charge of \$15.00 per credit (no credit is earned) if space is available after all tuition-paying students have been accommodated.

Tuition Rates for Students from Reciprocity States

Under the Minnesota-Wisconsin/Minnesota-North Dakota/Minnesota-South Dakota Public Higher Education Reciprocity Agreement, students from Wisconsin, North Dakota, or South Dakota may attend Fond du Lac Tribal and Community College at a reciprocity tuition rate. Wisconsin, North Dakota, or South Dakota residents must apply for reciprocity tuition rates by submitting a Tuition Reciprocity Application to their respective coordinating council for higher education. Students who do not complete the application process prior to registration may be required to pay non-resident tuition.

Payment of Fees

Tuition and fees are billed for each grading period. 15 days prior to the start of the term is the financial commitment date. Students must, at a minimum, complete one of three options by the financial commitment date to secure their place in their classes. 1) Completed the FAFSA application and received an award letter. 2) Paid either a 15% or \$300 (if 15% is greater than \$300) down payment along with an approved

Administrative Deferment Request. 3) Have an approved tuition waiver, third party billing authorization, or scholarship notice on file with the business office. A student who has not completed one of these three requirements by the financial commitment date may be dropped from all classes for non-payment.

Refunds for Withdrawal

Total Withdrawal

Tuition refunds for students who totally withdraw from all classes will be in accordance with the following schedule. This schedule does not apply to students who are subject to the requirements of federal and/or state regulations. Financial aid recipients should refer to the refund and repayment policy in the Financial Aid Section of this catalog.

Fall and Spring Semesters and other special terms at least 10 weeks in length:

Withdrawal Period	Refund
• 1st through 5th class day of term	100%
• 6th through 10th class day of the term	75%
• 11th through 15th class day of the term	50%
• 16th through 20th class day of the term	25%
• after 20th class day of the term	None

Summer Session and other special terms at least three weeks but less than ten weeks in length:

Withdrawal Period	Refund
• 1st through 5th class day of term	100%
• 6th through 10th class day of the term	50%
• after 10th class day of the term	None

Special terms less than three weeks in length:

Withdrawal Period	Refund
• 1st day of term	100%
• 2nd class day of the term	50%
• after 2nd class day of the term	None

Partial Withdrawal

Refunds are not given for students who drop a portion of their total credit load or for those who exchange classes for courses which give fewer semester hours of credit.

If a student's course schedule is reduced for the convenience of Fond du Lac Tribal and Community College, as in the cancellation of classes for insufficient enrollment, the tuition shall be adjusted without penalty.

Refunds in Cases of Death, Serious Illness, or Injury

A full refund of tuition and fees shall be made in the case of death or injury/illness requiring extensive hospital and/or convalescent care, which prohibits return to classes within the calendar semester. Doctor's statements will be required before a refund will be granted. All refunds will adhere to Department of Education Financial Aid regulations.

Credits and Refunds When Entering the Armed Forces

The granting of credits and refunds to a student who is enrolled at Fond du Lac Tribal and Community College and leaves to join the armed forces of the United States shall be handled as follows:

- If the student leaves prior to the time when three-fourths of the session has elapsed, a full refund of tuition and special fees will be made; no credit will be granted.
- If the student leaves during the last one-fourth of the session, the student shall receive full credit for the courses in which they are enrolled, if satisfactory academic progress is being made. If granted full credit in all courses, no refund of tuition and special fees will be made.
- If the student leaves during the last one-fourth of the session and if credit is granted in some courses and not others, refund of tuition and special fees will be proportional to the amount of credit not granted.

Withholding Diplomas and Transcripts of Credits

The college will withhold the issuance of diplomas and transcripts to students until all money due to the college has been paid, with the exception of loans scheduled to mature at a future date. Students with unpaid college financial obligations may not be permitted to register for subsequent semesters until obligations have been met or other arrangements have been made.

Waivers

Any waiver for amounts obligated by students after the drop/add date will go through the college's Petition Committee and if denied may be appealed to the president.

The president may waive amounts due to the college for the following reasons:

- Employee benefit provided by a bargaining agreement
- Death of a student
- Medical reasons
- College error
- Employment related condition
- Significant personal circumstances
- Student leader stipends

- Course conditions (A course condition exists when the location or timing of the course results in the student not being able to use the services intended by a fee.)
- Resident hall fees
- Natural disasters or other situations beyond the control of the campus

Any waivers for amounts obligated will go through the college's petition committee and if denied may be appealed to the president. The college must document the reason for all waivers. Fond du Lac Tribal and Community College consults with students to develop and implement policy guidelines regarding waivers.

The president may waive amounts due to the college for individual institutional waivers as approved by the Board. The college cannot waive the MSUSA or MSCSA student association fee.

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