

Policy Title: Special/Non Degree Student Admission Policy
Policy Status: New
Posted: 1st Hearing:
Final Hearing:
Approval Body: CMN Board of Directors
Date Effective: Immediately
Next Review Date:
Author: Admissions and Enrollment Manager
Contact: Student Services Admissions Office

Purpose:

The objective of this admission policy is to institute guiding principles for admitting students who do not wish to pursue a degree at the College of Menominee Nation (CMN).

Supporting Research and Analysis:

CMN is an open enrollment institution and admits students in a manner that best meets the student's educational needs. CMN offers individuals the ability to enroll in courses to enhance skills for job advancement or self-enrichment. CMN does not discriminate against applicants applying for admission and admits students of any race, color, national or ethnic origin, sex, age or disability.

Scope:

This policy is to define the admission procedure for Special/Non-Degree seeking students that do not wish to obtain a formal degree and/or are participants of a Youth Program. Special/Non-degree seeking students are officially admitted to CMN, but are not eligible for Federal or State Aid.

Policy Statement:

The College of Menominee Nation offers a variety of courses that require all students that are not interested in seeking a formal degree/certificate to complete the Standard Special/Non-Degree admission process. These set of individuals will adhere to CMN's Special/Non-Degree seeking admission procedures. In the event a Special/Non-Degree seeking student wish-es to seek a formal degree/certificate, he/she will be required to meet with Admissions Office to complete the Standard Degree/Certificate admission process.

Eligibility:

Individuals are eligible for admission into CMN if they are a current high school, General Education Diploma (GED), or High School Equivalency Diploma (HSED) student or have graduated from an accredited high school, completed a (GED) or (HSED). Home school applicants are considered on an individual basis and on coursework completed, placement test scores and additional information as requested by the Admissions Office. Students who are not high school graduates will need special permission from the Chief Academic Officer.

All prospective students seeking admission into CMN are first required to complete the Standard Special/Non-Degree admission procedure and be accepted into CMN. Prospective students seeking admission into CMN must adhere to the Admission Policy and the admission procedure(s) for this entry type.

Policy status

New

Legal Review

N/A

Posted

N/A

Approval Body

N/A

Procedures Title: Special/Non-Degree Student Admission Procedure

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Author: Admissions and Enrollment Manager

Contact: Student Services Admissions Office

Title of Parent Policy: Special/Non-Degree Student Admission Policy

Definition:

Special/Non-Degree:

A Special/Non-Degree seeking status is a student who is not interested in enrolling in a degree/certificate program.

High School Learn and Earn Program Student:

Learn and Earn program is a grant funded by the State of Wisconsin that allows high school juniors and seniors to enroll in college and are eligible take 3 credits of coursework per semester.

High School Youth Options Program Student:

In accordance with Wisconsin State Laws as regulated by the State Department of Public Instruction (DPI) and the Youth Options Program, high school students may take courses for credit or audit at CMN before graduation with written approval from their high school principal. The coursework should meet the graduation requirements of his/her high school.

Special/Non-Degree Student Admission Procedure:

The following steps will provide guidance on how to complete the Standard Special/Non-Degree admission process.

The following documents may be required as a support to the Special/Non-Degree Seeking Student enrollment process:

- Submit official high school, HSED, GED, or Home School transcript
- Submit College Transcript
- Take Accuplacer Placement Test

Special/Non-Degree Student:

- Step 1. **Complete and Submit Admission Application**
- Step 2. **Submit Certificate of Indian Blood (CIB) or Certificate of Degree of Indian Blood (CDIB) *(If applicable)***
- Step 3. **Submit Payment Contract**
Declare if he/she is self-pay or has other funding and submit payment contract to the Bursar Office.
- Undocumented Students are ineligible for Federal and State Aid

Youth Option Program Student:

- Step 1. **Complete and Submit Admission Application**
- Step 2. **Submit Certificate of Indian Blood (CIB) or Certificate of Degree of Indian Blood (CDIB) *(If applicable)***
- Step 3. **Request Official General Education Transcript**
1. High School Transcript
2. Home School Transcript

CMN will allow the submission of an **unofficial** transcript up to the 1st class of the second semester. It is the prospective student's responsibility to request his/her General Education transcript be sent to the Admissions Office.

- Step 5. **Submit or Schedule your Accuplacer Placement Test**
High School students are required to take the Accuplacer Placement Test. Students with low scores will be prohibited from taking certain classes that have prerequisites. **CMN does not require the ACT or SAT.**
- Step 6. Obtain written recommendation from the high school principal.

Step 7. Submit completed Wisconsin DPI Youth Options Form available in high school Guidance Office.

Step 8 **Submit Payment Contract**

Declare if he/she is self-pay or has other funding and submit payment contract to the Bursar Office.

- Special/Non-Degree students are ineligible for Federal and State Aid

Learn and Earn Program Student:

Step 1. **Complete and Submit Admission Application**

Step 2. **Submit Certificate of Indian Blood (CIB) or Certificate of Degree of Indian Blood (CDIB) (*If applicable*)**

Step 3. **Request Official General Education Transcript**

1. High School Transcript
2. Home School Transcript

CMN will allow the submission of an **unofficial** transcript up to the 1st class of the second semester. It is the prospective student's responsibility to request his/her General Education transcript be sent to the Admissions Office.

Step 5. **Submit or Schedule your Accuplacer Placement Test**

High School students are required to take the Accuplacer Placement Test. Students with low scores will be prohibited from taking certain classes that have prerequisites. **CMN does not require the ACT or SAT.**

Step 6. **Submit Payment Contract**

Declare if he/she is self-pay or has other funding and submit payment contract to the Bursar Office.

- Special/Non-Degree students are ineligible for Federal and State Aid