

Process for Determining Student Location

Prospective Students

Location will be determined for a prospective student at the time of initial enrollment in an educational program designed or advertised by the college as leading to professional licensure or state certification.

Step 1:

A program must request location from a prospective student at the time of initial enrollment in a program that leads to professional licensure or state certification.

Step 2:

Each program will ensure that the program admissions application includes an item requiring the student to indicate their location at time of application as well as the state where the student intends to seek employment. If the student plans to seek employment in a state where certification is not recognized, the student will be directed to the Attestation information on the website.

Step 3:

The program must record and document each prospective student's location and additional required data as outlined below, prior to the time of initial enrollment into a program. The data must include the following:

- First name, middle name or initial, and last name of the prospective student
- Application to the program with location and address highlighted
- Copy of acceptance letter

Name and the title of the person who determined the prospective student's location

Step 4:

The data regarding each prospective student's location must be maintained by the School of Health Science or the School of Career-Technical Education (depending on program) in a spreadsheet/table format that is compatible with Microsoft Excel software and made readily available upon request from the Vice President of Instruction.

Current Students

Location will be determined for a current student by way of existing course and program registration processes and via an annual mass email location verification initiative. Students are required to notify the program and the college of a change in location. All current students are expected to verify or update their location during the registration period for each semester. The location address will remain in effect unless and until a currently enrolled student officially notifies the college that their location has changed.

Step 1:

At the beginning of each semester, all current students enrolled in programs leading to licensure will be notified by their adviser to confirm or update their location. If their location has changed, the student must complete a Change of Address Form and submit it to the Office of Admissions. The adviser will make this change to the student's file and counsel the student with regards to licensure acceptance in the student's state. If the student's location has not changed, the adviser will indicate such to the file.

Step 2:

The location data is stored in the college's SIS.

Step 3:

NWCC's Technology Services ensures that a query is available to generate a student location report for each semester. This report will be used to determine if any professional licensure disclosures are warranted based on a student's reported location.

Step 4:

The student location report should then be archived.