STUDENT SUPPORT – SECTION 600

BRIDGERLAND
TECHNICAL COLLEGE

NUMBER: 604
SUBJECT: ADMISSIONS, ENROLLMENT, & REGISTRATION
APPROVAL DATE OF LAST REVISION: AUGUST 15, 2005; MARCH 2, 2009; JANUARY 24, 2011; NOVEMBER 23, 2015; NOVEMBER 21, 2016; JUNE 19, 2017, JANUARY 22, 2018
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604.1 – PURPOSE

Bridgerland Technical College (BTECH) offers a variety of programs/courses for post-secondary, secondary, and short-term students. Students must adhere to the requirements as outlined in this policy to admit, enroll, and register for programs/courses.

604.2 – DEFINITIONS

Admissions: The first stage in the process of attending the College. Students must fill out the online Admissions Form and submit the form. This step is only used to set a student up in the database and to ensure student's records are not duplicated.

Enrollment: Upon processing of the admissions form, certificate-seeking students will receive additional pre-enrollment information. Once all program pre-enrollment requirements (e.g., programmatic assessment) are met, students will visit with a Student Services representative to establish a program start date, hours of attendance, and payment options. Enrollment for secondary students seeking training at the College is completed after authorization from the students' high school is received.

Post-Secondary, Certificate-Seeking: Training offered for students who have graduated from high school and who are seeking certificate-level credential(s).

Registration: The process in which a student becomes an active participant in a course. Tuition and fees are generated at the time of registration and can be accomplished either online or in person.

Secondary: Career training offered for students currently enrolled in high school.

Short-Term: Supplemental mission related training offered to meet student and employer needs for career or continuing education, but also allow students to expand their knowledge in subjects of interest.

Job Upgrade: A student who registers for course(s) that are part of an accredited program that are designed to enhance existing knowledge and skills necessary for career advancement. Students must be employed in a related field.

604.3 – POLICY

Any student who is at least 16 years old, who states a career and/or technical objective and has a high school diploma or its recognized equivalent (e.g. GED), is eligible to enroll in a certificate program following the procedures below; however, some programs/courses may have additional age or industry-related requirements. Most post-secondary certificate programs/courses at the College will operate on an open-entry/open-exit basis and most secondary courses will operate on an open-entry basis. This means, students may enroll at any time during the year, on a space-available basis. In addition to post-secondary and secondary programs/courses, students may choose to enroll in short-term courses that are generally offered during the four calendar quarters each year.

College admissions and/or course registration can be accomplished either online or in person at the Logan and Brigham City campuses.

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604.4 – PROCEDURES

604.4.1 – POST-SECONDARY, CERTIFICATE-SEEKING

To be enrolled in a Post-Secondary, Certificate-Seeking program, a student must:

1. have a high school diploma or its recognized equivalent (e.g. GED)*
2. complete an Admissions Form, either online or in person
3. complete additional requirements (academic assessments) of the chosen program if applicable
   a. Some programs may allow students to waive the academic assessments with an ACT (with a minimum score of 17) or SAT (with a minimum score of 1,210) within four years of date of enrollment
   b. Secondary students who successfully complete two trimesters or one semester with a B grade or higher may waive the academic assessments. For this to apply, the student must enroll in the post-secondary certificate program attended during high school within one year of secondary graduation.
4. be invited to participate in student orientation
5. meet with a Student Services representative to enroll in the chosen certificate program, choose a designated start date (typically the first Monday of each month as outlined in the public calendar), and make arrangements for payment
6. register for courses either online or in person as directed by the program faculty; as each course is completed, students will continue registering for the next course(s) until all required courses are completed

Students receiving financial aid will need to provide evidence of sponsorship at the time of registration.

*Potential students who do <u>not</u> have a high school diploma or its recognized equivalent may:

1. take and pass the GED test, which is available at the College *OR*
2. enroll in the Academic Learning GED Preparation Course and take and pass the GED test.

604.4.2 – SECONDARY

Prior to enrollment at the College, a secondary student should receive counseling at their high school to ensure the student is enrolling in an appropriate program, has the aptitude to succeed in the program, and understands the requirements of their program of choice.

To be enrolled for high school courses, a student must:
1. complete the online High School Admissions Form
2. visit with their high school counselor about attending; students must be at least 16 years of age and authorized to attend by their counselor or their designee*
   The enrollment will be generated by the Student Services Office at the College for the beginning of each trimester/semester with information provided by their high school counselor

Students are required to follow the program rules established by their instructor as well as the general rules outlined on the College Web site.

Registration for secondary students during a regular school day is performed at the students' high school. Secondary students seeking short-term training outside of a regular school day must first follow the Secondary admissions procedures outlined in this policy and then register in person at the Logan or Brigham City campus.

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Secondary students that are residents of the State of Utah may attend tuition free. Some courses have fees that students are responsible to pay.

*Exceptions for secondary students younger than age 16 may be granted with the written permission from the CTE Director, high school counselor, and/or successful completion of the College programmatic assessment(s).

604.4.3 – SHORT-TERM

To be enrolled as a student seeking short-term courses, a student must:

1. complete the Admissions Form, either online or in person, in Student Services
2. choose course(s) and complete online registration
3. pay all tuition and fees at the time of registration
4. pay a late fee if registering after the first day of class

Registration is conducted four times per year for short-term courses. A brochure is mailed to every mailing address in the College service region and available on the Web site with a schedule of programs and courses offered with costs and times. Tuition and fees for short-term courses are to be paid, or arrangements for payment made, prior to students attending the courses.

604.4.4 – Job Upgrade

To be enrolled as a student seeking Job Upgrade training, a student must:

1. complete the Admissions Form, either online or in person, in Student Services
2. provide documentation of employment and that current employment is related to program of study
3. pay all tuition and fees at the time of registration

Enrollment as a job upgrade student is on a space available basis. Courses taken will be determined through advisement with program instructional staff.