3.4 Undergraduate Admissions

Part 1. Definitions. The following definitions apply for purposes of this policy.

- **Admission.** Admission means a student's initial entrance into a Minnesota state college or university as a candidate for a certificate, diploma, or degree.
- **College.** College means a system institution authorized to offer certificates, diplomas, and associate degrees.
- **University.** University means a system institution authorized to offer degrees at the associate level and above.
- **Academic or Career Program.** Academic or career program means a major, minor, concentration, or emphasis offered by the college or university.
- **International Student.** International student means a student who is required to be registered under the federal Student and Exchange Visitor Information System (SEVIS).

Part 2. Admissions:

Central Lakes College has an open admissions policy. The college serves students from a variety of educational backgrounds in keeping with its goals of providing a quality, affordable education. Once admitted to CLC, students may enroll in any course or program as long as individual course prerequisites are met and space for effective instruction is available. The college will guide a student’s enrollment based on academic skills assessments, interviews, previous achievement and other criteria as explained in this section.

Students applying for the programs with selective admissions criteria may be required to take additional tests for admissions purposes. Students who do not meet the standards for admissions into a certain program may enroll in developmental courses designed to help them meet program qualifications.

Before registering for credit courses, a student must be admitted to the college. Application for admission can occur anytime during the year. Admissions policies and procedures are explained in section entitled “Admission to CLC”.

**Admission to CLC:**

It is the policy of Central Lakes College to admit students who are able to benefit from the educational offerings of our institution. Admission to CLC does not guarantee admission to a specific program. Fiscal and facilities considerations may limit admission to a particular program.

**Part 3: Central Lakes College Admission Requirements:**

Early application is recommended for best selection of classes at registration.

1. The basic requirement is a high school diploma or General Education Development (GED) certificate.
2. A person who does not have a high school diploma or GED certificate (such as home-schooled students) must meet the federal and CLC “Ability to Benefit” criteria. See “Ability to Benefit” section for details.

3. On-line applications are available at [www.elcmn.edu](http://www.elcmn.edu) Paper versions are available upon request.

4. A high school student may be admitted as a PSEO student on the basis of:
   a. College readiness as decided by the college, and/or
   b. Recommendation by the student’s high school principal or designee.

5. Admission to the Heavy Equipment and Nursing programs require additional criteria. Contact the Admissions Department for details.

6. Heavy Equipment Maintenance & Operation and Diesel and Heavy Equipment Mechanics students are required to take a drug test prior to registration for classes. Acceptance into a program major is on a space available basis.

**Part 4: Policy on recruiter compensation:**
Central Lakes College will not provide any commission, bonus, or other incentive payment based in any part, directly or indirectly, upon success in securing enrollments or the award of financial aid, to any person or entity who is engaged in any student recruitment or admission activity, or in making decisions regarding the awarding of Title IV or HEA program funds.

**Part 5: Statement on commitment to avoid misrepresentation of Central Lakes College to current and prospective students:**
Central Lakes College employees, students will not engage in, nor produce any materials which misrepresent the nature of its educational programs, its financial charges, or employability of its graduates. All Central Lakes college employees and all informational materials produced by Central Lakes College will provide accurate, current, and relevant information to all parties.

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Signature of College President: ___________________________ Date: 06/15/2015