



3.4 Undergraduate Admissions Policy

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.** A college is a system of institutions authorized to offer certificates, diplomas, and associate degrees.
- **University.** A university is a system institution authorized to offer degrees at the associate level and above.
- **Academic or Career Program.** An academic or career program refers to a major, minor, concentration, or emphasis offered by a college or university.
- **International Student.** An international student is a student who must be registered in 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 diverse educational backgrounds, in line with its goal of providing a high-quality, affordable education. Once admitted to CLC, students may enroll in any course or program, provided they meet the individual course prerequisites 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 to programs with selective admissions criteria may be required to take additional tests for admission. Students who do not meet the admission standards for a program may enroll in developmental courses to help them meet the program's requirements.

Before registering for credit courses, a student must be admitted to the college. Applications for admission can be submitted at any time during the year. Admissions policies and procedures are explained in the section entitled "Admission to CLC."

Admission to CLC:

It is the policy of Central Lakes College to admit students who can benefit from our institution's educational offerings. 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 the best selection of classes at registration.

1. The basic requirement is a high school diploma or General Educational 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 the "Ability to Benefit" section for details.
3. [Online applications](http://www.clcmn.edu) are available at www.clcmn.edu. Paper versions are available upon request.
4. A high school student may be admitted as a PSEO student based on:
 - 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 requires additional criteria. Contact the Admissions Department for details.
6. Students in the Heavy Equipment Operation & Maintenance and Diesel Equipment Technician programs are required to take a drug test before 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 and students will not engage in, nor produce any materials that misrepresent the nature of its educational programs, its financial charges, or the employability of its graduates. All Central Lakes College employees and all informational materials produced by the college will provide accurate, current, and relevant information to all parties.

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