



# ADMISSION AND REGISTRATION

## ADMISSION PROCESS

Fond du Lac Tribal and Community College, an open door institution, seeks to admit students in a manner designed to ensure the best opportunity for their educational success. The comprehensiveness of the college's academic offerings provides opportunities for training and education to students from a broad range of ability levels and interests.

### General Admission Requirements

Individuals are eligible for admission to Fond du Lac Tribal and Community College if they have graduated from high school or have passed the General Education Development Test (GED.) Students who do not have a GED or high school diploma may qualify for admission under the Ability to Benefit. Ability to Benefit allows students to be assessed by taking the Academic Skills Assessment Program (ASAP.) Achievement of satisfactory scores on the ASAP will allow students to be admitted to the college. Students seeking admission under the Ability to Benefit status must complete the ASAP at a college other than Fond du Lac Tribal and Community College and request the results be sent to the Admissions Office. To be considered for financial aid, students must meet the minimum score (as designated by the college) on each of the three academic tests of the ASAP.

### Admission Procedures

Application for admission is open for the fall and spring semesters, and summer session. Students may apply and register for classes through the first five class days of the fall and spring semesters. Summer session requires admission and registration prior to the first class day. Early application and registration is recommended.

### First-Year Students

Students who wish to register as first-year students must complete a Fond du Lac Tribal and Community College application or the universal Minnesota State Colleges and Universities System Application. Forms may be obtained from the Admissions Office or any Minnesota high school counselor. Application forms are also available online in the prospective students section of the college website, located at [www.fdlcc.edu](http://www.fdlcc.edu).

- After completing the student portion of the application, applicants should contact their high school counseling office and have an official transcript of courses and grades (which includes standardized test results and high school rank information) sent to the Admissions Office at Fond du Lac Tribal and Community College.

- Applicants must pay a \$20 non-refundable application fee.
- Applicants must supply documentation of immunization against mumps, measles, rubella, diphtheria, and tetanus, if born in 1957 or later. An immunization record form is included with the application for admission. Refer to the Proof of Immunization section of this catalog for more information.
- Attend an orientation session prior to attending college classes.

### Transfer Students

Applicants who have attended other postsecondary education institutions are considered for admission as transfer students. Students transferring to Fond du Lac Tribal and Community College from a postsecondary institution need to comply with the college's admission policies and submit the following items before enrolling:

- Complete the universal Minnesota State Colleges and Universities System application or the Fond du Lac Tribal and Community College application.
- Request that official transcripts from each of the secondary and post-secondary institutions attended be sent to Fond du Lac Tribal and Community College.
- Depending on previously completed college courses, transfer students may or may not need to take the ASAP. Transfer students should consult with college counseling staff.
- Pay a \$20 non-refundable application fee.
- Supply documentation (month and year) of immunization against mumps, measles, rubella, diphtheria, and tetanus, if born in 1957 or later.
- Attend an orientation session prior to attending college classes.

### Non-resident Students

Non-resident students (other than Minnesota, Wisconsin, North Dakota, and South Dakota) must complete the preceding steps specified for first-year students, and must also meet one of the following requirements:

- Students must be ranked in the upper two-thirds of their graduating class, and must have earned a diploma.
- Students must be at or above the 34th percentile on a national comparison of composite ACT or SAT scores.

- Under the Ability to Benefit policy, students must have been a member of a class that graduated three or more years prior, and must have had a determination made by Fond du Lac Tribal and Community College staff that the applicant can be expected to benefit by attendance at the college.
- Students must have completed at least fifteen college credits, with an overall grade point average of 2.0 or greater.

- English as a Second Language Program at the University of Minnesota recommendation: “exempt from further ESL—ready for full-time academic load”
- International students must maintain a full-time course of study for every semester they are enrolled.
- Attend an orientation session prior to attending college classes.

## International Students

Qualified international students must complete all of the following steps in order to be accepted for admission to FDLTCC.

I-20 forms authorizing admission into the United States for educational purposes will be issued when all admission requirements are met and applicants have been accepted.

- Applicants must complete and sign a Fond du Lac Tribal and Community College application or the universal Minnesota State Colleges and Universities System Application.
- Applicants must send a non-refundable \$20 application fee in U.S. funds.
- Applicants must submit a transcript of grades from their high school. Applicants must have graduated from the equivalent of a United States high school; transcripts should indicate this. It is important that the transcripts be translated into English.
- International student applicants will be required to submit a detailed Financial Statement. Applicants should not rely upon financial aid from Fond du Lac Tribal and Community College or from other employment in the United States as a source of income. As a rule, neither financial aid nor permission to be employed is available. Applicants must submit proof of sufficient funds to cover all costs for an entire academic year.
- English proficiency is required, and documentation supporting proficiency is necessary in order to be accepted. The following measures of English proficiency are acceptable:
  - TOEFL (Test of English as a Foreign Language): score of 500 or more
  - Michigan Test: score of 75 or more
  - ESL Center (such as Hamline University) recommendation: range of 17-20

## Minnesota Postsecondary Enrollment Options Act (PSEO)

The purpose of the Minnesota Postsecondary Enrollment Options Act is to promote rigorous educational pursuits and to provide a wider variety of options for Minnesota’s 11th and 12th grade high school students. The program enables students to seek enrollment in eligible postsecondary institutions for college level courses/programs on a full-time or part-time basis.

Students must be aware that the social and academic atmosphere at colleges may vary greatly from that at high schools. More freedom and less structure in the academic and social setting of a college require maturity and responsibility in order for a student to succeed.

### PSEO Eligibility Requirements

- Students must be classified as high school juniors or seniors and cannot be classified as full-time students in their high schools.
- Twelfth grade students are eligible and may be considered for enrollment if their high school certifies them as being in the upper one-half of their class, or the student has achieved a score at or above the 50th percentile on a nationally standardized, norm-referenced test.
- Eleventh grade students are eligible and may be considered for enrollment if the high school certifies them as being in the upper one-third of their class, or the student has achieved a score at or above the 70th percentile on a nationally standardized, norm-referenced test.
- If the class rank or test score criterion is not met, students may be admitted after receipt of a letter of recommendation from the high school principal or counselor.
- All PSEO students shall be enrolled on the basis of available space and/or other appropriate, defined local standards and procedures.

## PSEO Admission Procedures

- Students should meet with a high school guidance counselor or other high school official to discuss the appropriateness of participating in the PSEO program. Students must make sure they meet the class rank requirements.
- Students must arrange with Fond du Lac Tribal and Community College to complete the Academic Skills Assessment Program (ASAP) to determine college level placement in English, mathematics, and reading.
- Formal application to Fond du Lac Tribal and Community College must be completed, including the required supporting documents such as transcripts, immunization records, Intent to Enroll form, and a signed statement recommending admission from your school (if required). A separate, Minnesota Department of Education PSEO Student Registration form must also be completed.
- Attend an orientation session prior to attending college classes.
- Accepted students will be required to meet Fond du Lac Tribal and Community College's minimum academic progress requirements.
- Students will receive high school credit for successfully completed classes at the 1000 and 2000 level taken at Fond du Lac Tribal and Community College.
- Complete information and program requirements may be obtained by contacting the Admissions Office.

## Advanced Standing

Fond du Lac Tribal and Community College grants college credits and/or advanced placement for the successful mastery of material contained in courses completed at the high school level when those courses are equivalent to college courses. Fond du Lac Tribal and Community College staff will evaluate student records for the Advanced Placement (AP) Program, the International Baccalaureate (IB) Program, and the College-Level Examination (CLEP) Program.

Credit granted through Advanced Placement, International Baccalaureate, and College-Level Examination Programs may be used for partial fulfillment of the liberal education distribution requirements for the Associate of Arts, Associate of Science, and Associate of Applied Science degrees. A maximum of 24 quarter credits or 16 semester credits obtained through advanced standing testing

may be applied toward one of the degree programs at Fond du Lac Tribal and Community College. Students intending to transfer to other institutions should be aware that the receiving institution determines the acceptability of Advanced Placement, International Baccalaureate, and College-Level Examination Program credits; these institutions may have different regulations from those of Fond du Lac Tribal and Community College. Contact the college counseling and advising staff for more information about advanced standing. Fond du Lac Tribal and Community College staff will follow established Minnesota State Colleges and Universities System policy related to advanced standing.

## Proof of Immunization

Minnesota State Law requires students to be immunized against mumps, measles, rubella, diphtheria, and tetanus if they were born on January 1, 1957, or later in order to be enrolled in postsecondary institutions. The Immunization Law states that no student may remain enrolled in a postsecondary educational institution without documentation of the appropriate immunizations, a statement signed by a physician that the student is medically exempt as outlined in the law, or a notarized statement that the student has not been immunized because of the student's conscientious-held belief. No proof of immunization is needed from:

- Students who have graduated from a Minnesota high school in 1997 or later. (Immunization record will appear on high school transcript.)
- Students who were born before 1956.
- Transfer students from a different postsecondary school, if transcripts or other recorded information from the previous school indicate that the student has met immunization requirements.

## Reciprocity

North Dakota, South Dakota, and Wisconsin residents may attend public institutions in Minnesota on the same basis that Minnesota residents attend these institutions. These students are charged special tuition fees similar to those charged to Minnesota residents. Admission requirements are similar to those for Minnesota residents. Potential out-of-state students interested in attending Minnesota institutions of higher education should contact their high school counselors, or the following respective state offices for reciprocity applications:

**North Dakota University System**

State Capitol Building  
600 E. Boulevard Avenue  
Bismarck, ND 58505-0230

**South Dakota Board of Regents**

Reciprocity Program  
Box 2201  
Brookings, SD 57007-1198

**Wisconsin Higher Education Aids Board**

Reciprocity Program  
Box 7885  
Madison, WI 53707-7885

Minnesota residents interested in obtaining reciprocity applications may find these applications at public higher education institutions throughout Minnesota. Applications are also available by writing to:

**Minnesota State Colleges and Universities**

400 Capitol Square Building  
550 Cedar Street  
St. Paul, MN 55101-2292  
(612) 296-3974

Changes in the application forms for reciprocity occur each year. New forms are typically available during the month of April at the offices indicated above.

**Determination of Residency**

Residence status of students shall be determined at the time of registration. The permanent residence of the student’s parents (or guardian if approved by the chancellor or designee), is considered for students under 21 years of age. For students 21 years of age or older, the student’s permanent residence is considered.

Students may establish eligibility for in-state tuition by demonstrating domicile in Minnesota before the beginning of any semester. Students have the burden of proving domicile for purposes on in-state tuition. Several facts and circumstances will be considered when processing an application for in-state tuition. These facts and circumstances are outlined in MnSCU Board Policy 2.2, Part 2, Subparts B and C, which is listed here.

**State Residency Requirements**

**Part 1. Definition of Domicile.**

A person’s true, fixed and permanent living place. Domicile is the place to which a person intends to return after temporary absences. A person may have only one domicile at a time.

**Part 2. Determination of In-State Tuition.**

**Subpart A. Statute.** Students shall be eligible to pay in-state tuition if they meet the criteria of M.S. 135A.031, subd. 2.

**Subpart B. Demonstrating domicile.** Students may establish eligibility for in-state tuition by demonstrating domicile in Minnesota before the beginning of any semester or quarter. Students have the burden of proving domicile for purposes of in-state tuition.

1. Students who seek to qualify for in-state tuition must first meet the following threshold requirements:
  - a. Students must have resided in Minnesota for at least one calendar year immediately prior to applying for in-state tuition.
  - b. Residence in Minnesota must not be merely for the purpose of attending a college or university.
2. Each of the following additional facts and circumstances will be considered when responding to a petition for in-state tuition. No one of these factors is either necessary or sufficient to support a claim for in-state tuition.
  - a. Continuous presence in Minnesota during period when not enrolled as a student
  - b. Sources for financial support are generated within Minnesota.
  - c. Domicile in Minnesota of family, guardian, or other relatives or persons legally responsible for student.
  - d. Ownership of a home in Minnesota.
  - e. Permanent residence in Minnesota.
3. The following circumstances, standing alone, shall not constitute sufficient evidence of domicile to affect eligibility for in-state tuition under these regulations but may be considered as part of the demonstration of the facts and circumstances listed above:
  - a. Voting or registration for voting.
  - b. The lease of living quarters
  - c. A statement of intention to acquire a domicile in Minnesota.
  - d. Domicile of student’s spouse in Minnesota.
  - e. Automobile registration.
  - f. Other public records, e.g., birth and marriage records.

**Subpart C. Exceptions.** Individuals in the following categories shall qualify for in-state tuition rates:

1. Graduate students appointed to graduate assistant positions.
2. Students who qualify under a Board-approved agreement between a governmental subdivision and a college or university.
3. Colleges and universities may adopt a policy to exempt high ability students who are in the top 15 percent of their high school class or who score above the 85th percentile on a nationally-normed, standardized achievement test and who reside in states that do not have reciprocity agreements with Minnesota.
4. Students who qualify under a college or university affirmative action program consistent with law and approved by the Chancellor or designee.
5. Non-immigrant Japanese students who have completed a program of study of at least one academic year at Akita campus and have been recommended by the provost for transfer to a Minnesota state college or university and who retain their legal visa status.
6. Students who are recognized as refugees by the Office of Refugee Resettlement of the U. S. Department of Health and Human Services.
7. Colleges and universities may adopt a policy to exempt non-immigrant international students classified under 8. U.S.C. 1101 (a) (15) (B), (C), (D), (F), (H), (J), and (M).

## Special Students (Non-degree seeking)

Students are considered to be in the special student category if:

1. They attend the college for personal enrichment or license re-certification.
2. They register for seven credits or less and are not working toward a degree or certificate.

Note: According to Federal regulations, students who are not in a financial aid-eligible certificate, diploma, or degree program are not eligible to receive financial aid.

## Extended Day Program

Evening credit classes are scheduled each semester according to the expressed requests of prospective students, appropriate funding, and availability of instructional staff.

## Weekend College Program

A learning community experience is available through the Weekend College program. This innovative program meets alternate weekends, typically Friday evenings and all day on Saturdays. Students work toward completing requirements for an associate of arts degree. New students can begin at one of three entry points during the academic year. All Weekend College students must complete the regular admission process as outlined above for first-time students, or the transfer student process if transferring from another institution.

## Part-Time Students

For academic purposes at Fond du Lac Tribal and Community College, students are considered to be in the part-time student category if they register for seven or fewer credits and are not working toward a degree or certificate. (Note: Financial Aid has a separate definition of part-time students, please refer to that section for more information.)

All part-time students must complete the regular admission process as outlined above for first-time students, or the transfer student process if transferring from another institution.

## Veterans

Veterans, war orphans, and dependents of disabled or deceased veterans have the opportunity to continue their education under the various educational programs administered by the United States Veterans' Administration. Veterans may be entitled to educational benefits passed by the federal and state legislatures and may obtain these benefits while pursuing a course of study at FDLTCC. Veterans enrolled under Public Law 815 must carry twelve credits during each semester of the academic year to be eligible for full-time allotments. Certification of Enrollment forms must be completed by the Records Office staff. All inquiries concerning the ongoing veterans' program should be directed to the Records Office.

## National Guard

Persons enlisted in the Minnesota National Guard may be eligible for educational benefits through the Guard. Such individuals should contact their Commanding Officer for more information and financial assistance registration materials.

## REGISTRATION PROCESS

Students register for classes during the registration period prior to the beginning of each semester and summer session. Each student is encouraged to have their program plan reviewed by their assigned advisor prior to registration. During registration periods, counselors are available to assist students in reviewing their academic backgrounds, interests, and goals, and in making appropriate immediate and long-range plans.

### Registration Procedures

Registration consists of the following:

- Assessment Testing (readiness in reading, English, and mathematics prior to initial registration; incoming students only)
- Program planning and review of the class schedule with counselor
- Registration of the class schedule in the Records Office
- Payment of tuition and fees

### Late Registration

Students may not enroll after the fifth day of classes. Students who enroll after the first day of classes will be required to make up all missed class work.

### Changes in Registration

#### Dropping and Adding a Class

Students are entitled to attend the first class session without obligation. Students may drop or add classes at any time during the first five class days of each semester with no obligation for tuition or fees for the class. Students are obligated for any classes dropped after the first five class days of each semester. If a student is obligated for a dropped class, the amount of the tuition and/or fees for the dropped class may be applied to the cost of an added class for the current term.

If a fee for a dropped class is for the recovery of costs already incurred by the campus, refund of such fees is at the discretion of the president.

If students drop a course during the first five class days of the semester, no grade(s) will be recorded on their permanent record. Courses that are not officially dropped through the Records Office will be recorded on the student's permanent record with a grade of F.

All changes in registration must be processed by the Student Records Office.

### Withdrawal from a Class

If students withdraw from one or more courses after the first five class days of each semester, but no later than the 60th day of the semester, a W (withdrawal) will be recorded. Withdrawals are not permitted following the conclusion of a course.

Students who wish to completely withdraw from one or more courses are required to do so officially by completing the proper form in the Student Records Office.

### Academic Skills Assessment Program

Assessment testing for basic skills in reading, writing, and mathematics will be administered to all students who enroll for eight or more credits at Fond du Lac Tribal and Community College. The Academic Skills Assessment Program (ASAP) scores, along with high school grades and career goals, are used in the educational planning process involving the student and advisor.

Upon completion of the ASAP and an evaluation of high school transcripts, students are assigned an advisor who will provide guidance toward appropriate curricular program placement. All students are encouraged to meet with their advisors throughout their academic career at Fond du Lac Tribal and Community College to receive information and guidance in college selection, transfer, and career choices.

The wide variety of programs, courses, and other opportunities at Fond du Lac Tribal and Community College reflect the diversity of students' backgrounds, interests, and aspirations. Counselors are available to assist students in initial college orientation and in review of progress. Educational planning services are available to both full-time and part-time students.

## Developmental Education

Fond du Lac Tribal and Community College is an open door institution. This philosophy allows all individuals, regardless of prior academic preparations, the opportunity to advance their education and become lifelong learners.

If ASAP scores indicate a student needs pre-college course work to ensure success at Fond du Lac Tribal and Community College, the student will be required to register for one or more of the developmental courses offered in the areas of English, mathematics, reading, and study skills. Students will still need to meet all prerequisite courses for English and Math courses. These courses are designed for students to acquire the basic skills and competencies necessary for successful college work. Coursework in reading, math, English, or study skills that is numbered below 1000 is considered to be developmental coursework that leads to college-level work.

Developmental courses offered at Fond du Lac Tribal and Community College are not intended for transfer. Credits earned in these courses will not meet distribution or elective requirements for graduation.

## Orientation

Students enrolling in eight or more credits are required to attend an orientation session after completion of the ASAP. Valuable information is provided to enable students to make appropriate choices in their academic, transfer, and career planning process. Financial aid information sessions and college tours are available upon request to interested students. The schedule of orientation sessions is posted prior to the start of a new semester.

## Payment of Fees

Tuition and fees are paid for each grading period. Registration is complete only after a student has paid tuition and fees in full. Tuition is due and payable at the time of registration or before the first day of the grading period. Students who have not paid or made arrangements to pay tuition prior to the first day of the grading period may be required to pay late fees.

## COLLEGE COSTS

### Schedule of Fees

The schedule for fees is established by the Minnesota State Colleges and Universities Board of Trustees and is subject to change each year.

### Application Fee

An application fee of \$20 is charged to each credit-seeking applicant. The application fee is non-refundable.

### Tuition

Tuition for a semester is based upon the number of credit hours a student takes. Tuition charges per credit are the same for day, evening, or summer session courses. Auditing courses requires the same payment as courses taken for credit. Tuition is subject to change. At the time of this printing, tuition for 2003–2004 has been set by the Minnesota State Colleges and Universities Board of Trustees. Tuition fees are as follows: resident—\$98.22 per credit; nonresident—\$196.44 per credit.

### Special Fees

- **Technology Fee:** An \$8.00 per credit fee is charged to advance the technological status of the campus. This includes acquisition of computer hardware, software and other equipment to enhance student learning.
- **Parking Fee:** Students are charged \$1.00 per credit for standard upkeep and maintenance of parking facilities.
- **Student Life Fee:** Students are charged \$4.75 per credit each semester.
- **Minnesota Community College Student Association:** A \$0.28 per credit fee is charged each semester.
- **Music Fee:** Students who enroll for individual music instruction for credit (applied music) are presently charged \$100 per credit. This fee is in addition to the regular tuition.
- **Physical Education Fees:** Special course fees may be required (e.g. Bowling, Golf, Skiing, Swimming.) Please check class schedule for information.

Fond du Lac Tribal and Community College reserves the right to establish additional special fees for certain courses, as necessary.

## Estimate of Costs

Based on the preceding information, students may compute tuition and fees for the semester and the year. Books and supplies are additional, and costs vary for each student each semester. This may vary depending on academic program and credit loads.

## Senior Citizen Fee

Senior citizens aged 62 and above enrolled for credit will be charged an administrative fee of \$15.00 per credit, in lieu of the standard per credit tuition charge. Senior citizens may audit a class at a charge of \$15.00 per credit (no credit is earned) if space is available after all tuition-paying students have been accommodated.

## Tuition Rates for Students from Reciprocity States

Under the Minnesota-Wisconsin/Minnesota-North Dakota/Minnesota-South Dakota Public Higher Education Reciprocity Agreement, students from Wisconsin, North Dakota, or South Dakota may attend Fond du Lac Tribal and Community College at a reciprocity tuition rate. Wisconsin, North Dakota, or South Dakota residents must apply for reciprocity tuition rates by submitting a Tuition Reciprocity Application to their respective coordinating council for higher education. Students who do not complete the application process prior to registration may be required to pay non-resident tuition.

Reciprocity forms are available at the Admissions Office and Records Office.

## Payment of Fees

Tuition and fees are paid each semester. Registration is complete only after a student has paid tuition and fees in full. Tuition is due and payable at the time of registration or before the first day of the semester. Students who have not paid or made arrangements to pay tuition prior to the first day of the semester may be required to pay late fees.

## Refunds for Withdrawal

### Total Withdrawal

Tuition refunds for students who totally withdraw from all classes will be in accordance with the following schedule. This schedule does not apply to students who are subject to the requirements of federal regulations. Financial aid recipients should refer to the refund and repayment policy in the Financial Aid Section of this catalog..

### Fall and Spring Semesters and other special terms at least 10 weeks in length:

Withdrawal Period	Refund
• 1st through 5th class day of term	100%
• 6th through 10th class day of the term	75%
• 11th through 15th class day of the term	50%
• 16th through 20th class day of the term	25%
• after 20th class day of the term	None

### Summer Session and other special terms at least three weeks but less than ten weeks in length:

Withdrawal Period	Refund
• 1st through 5th class day of term	100%
• 6th through 10th class day of the term	50%
• after 10th class day of the term	None

### Special terms less than three weeks in length:

Withdrawal Period	Refund
• 1st day of term	100%
• 2nd class day of the term	50%
• after 2nd class day of the term	None

### Partial Withdrawal

Refunds are not given for students who drop a portion of their total credit load or for those who exchange classes for courses which give fewer semester hours of credit.

If a student's course schedule is reduced for the convenience of Fond du Lac Tribal and Community College, as in the cancellation of classes for insufficient enrollment, the tuition shall be adjusted without penalty.

## **Refunds in Cases of Death, Serious Illness, or Injury**

A full refund of tuition and fees shall be made in the case of death or injury/illness requiring extensive hospital and/or convalescent care, which prohibits return to classes within the calendar semester. Doctor's statements will be required before a refund will be granted. All refunds will adhere to Department of Education Financial Aid regulations.

## **Credits and Refunds When Entering the Armed Forces**

The granting of credits and refunds to a student who is enrolled at Fond du Lac Tribal and Community College and leaves to join the armed forces of the United States shall be handled as follows:

- If the student leaves prior to the time when three-fourths of the session has elapsed, a full refund of tuition and special fees will be made; no credit will be granted.
- If the student leaves during the last one-fourth of the session, the student shall receive full credit for the courses in which they are enrolled, if satisfactory academic progress is being made. If granted full credit in all courses, no refund of tuition and special fees will be made.
- If the student leaves during the last one-fourth of the session and if credit is granted in some courses and not others, refund of tuition and special fees will be proportional to the amount of credit not granted.

## **Withholding Diplomas and Transcripts of Credits**

The college will withhold the issuance of diplomas and transcripts to students until all money due to the college has been paid, with the exception of loans scheduled to mature at a future date. Students with unpaid college financial obligations may not be permitted to register for subsequent semesters until obligations have been met or other arrangements have been made.