Dawson Community College maintains an open admissions policy for those who are 16 years or older. Dawson Community College does not discriminate on the basis of creed, race, religion, gender, national origin, age, disability, veteran status, genetic information, pregnancy status, marital status, gender identity or expression, or sexual orientation with respect to access, employment, programs, or services. The College is in compliance with Executive Order 11246; Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972; Title IX regulation Implementing Educational Amendments of 1972; Section 504, Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990; the 1991 Civil Rights Act; the Age Discrimination in Employment Act of 1967, as amended; the Vietnam Era Veterans’ Readjustment Assistance Act of 1974; Title 49, the Montana Human Rights Act; and all other federal, state, and college rules, laws, regulations and policies. Inquiries or complaints concerning these matters should be brought to the attention of John Bole, Director of Student Learning and Engagement, Title IX Coordinator. Telephone: (406) 377-9416. Email: jbole@dawson.edu. Office: 117 Library. Mailing Address: John Bole, Title IX Coordinator, 300 College Drive, Glendive, MT 59330.

Applications should be submitted at least two weeks prior to the semester seeking to enroll, with the exception of International students. International Students must apply by May 1 for the fall semester and all required documents must be on file by July 1; August 1 for the spring semester and all required documents on file by mid-term of fall semester. Dates are in place to provide ample time for issuing and receipt of the I-20, Certificate of Eligibility for non-immigrant F1 student status.

Anyone, 16 years of age or older must be admitted per the following Banner admit codes and student types, per Montana Office of Commissioner of Higher Education (OCHE) definitions.

Admit Code:
- **EA** – Early Admit; a student concurrently enrolled in high school and in a college course.
- **FR** – First-time, Traditional; a first-time college student entering college within three years of high school graduation. Include students who received a GED and are under the age of 21. Also include students who enter with advanced standing (college credits earned before graduation from high school).
- **FN** – First-time, Nontraditional; a first-time college student entering college more than three years after high school graduation or from the date when they would have graduated from high school.
- **TR** – Transfer, regular; a student who has previously attended another post-secondary institution (or DCC as a non-degree) after high school graduation or GED completion, and has earned 12 or more credits.
- **TL** – Transfer,
- ND – Non-Degree; a student taking courses but not seeking a degree or certificate, or financial aid. This includes students enrolling via distance learning whose home institution is located elsewhere.
- RA-Re-admit; a student who was admitted to the institution, left the institution, and now must be re-admitted in order to enroll

**Student Type:**
- C – Continuing; students who enrolled at the institution in the previous fall or spring semester (students enrolled in summer term who return in the fall are also considered ‘continuing’, unless they are/were admitted as ‘new’ students in the summer, in that case they are coded as new students in the subsequent fall term, see IPEDS definition).
- D – Non-Degree; a student taking courses but not seeking a degree or certificate, or financial aid.
- E – Continuing Education; students enrolled solely in ‘continue education’ courses (non-state supported courses/programs).
- H – Early Start/Dual Enrollment; both are students who are concurrently enrolled in high school and in a college course. Dual Enrollment however, receives both college and high school credit per high school policy.
- N – New First Time; students entering the institution for the first time.
- R – Returning; students who left the institution for a semester or more and now are returning.
- S – Special; a student concurrently enrolled in high school and college course.
- T – Transfer; a student who is entering and has earned 12 or more credits.
- X – Transient; a student concurrently enrolled in another institution and whose home institution is located elsewhere.

**Non-Matriculated**
Applications and components of those who did not matriculate during the intended semester, are kept on file for one year and then destroyed; after such time has elapsed applicants will be required to reapply and resubmit all components including the $30 fee.

**Degree Seeking Student**
Any applicant who graduates from an accredited high school, homeschool, who holds a GED certificate, or anyone who can establish the “Ability to Benefit”.

A complete application includes the following components:
- Completed application, submitted (mail, delivered, web) to the Admission Office OR the MUS Request for Transmittal (i.e. Single Application) in the case of a transfer student from a unit of the Montana University System.
- $30 one-time non-refundable application fee; International students must pay by providing the DCC Admissions Office with a valid credit card (Visa or Master Card) number and expiration date. Fee is waived for those who submit the MUS Request for Transmittal or move from the non-degree status to degree seeking status.
- Official high school transcripts from an accredited high school or homeschool, with graduation date posted, must bear the official school seal and signature, and be sent directly to the Dawson Community College Office of Admissions or an official GED transcript. Homeschooled graduates must also provide documentation stating compliance with the state law in which their home school was located (i.e. Letter from the County Superintendent of Schools, State Superintendent of Public Instruction, etc. on letterhead) or a state issued diploma (homeschool website can be used as a resource for individual state information [http://www.hslda.org/laws/default.asp](http://www.hslda.org/laws/default.asp)). Non-accredited high school graduates may meet Ability to Benefit. International student transcripts not in English must be accompanied by an official translation from an outside source such as [www.edupass.org](http://www.edupass.org). Transcripts submitted cannot be released or duplicated, as they remain the property of the
Ability to Benefit students must either take and pass a federally approved test or satisfactorily complete 6 semester hours (as a non-degree student) applicable to an eligible DCC degree or certificate. Approved tests, scores, and criteria for administration of such tests are found on the U.S. Department of Education website. COMPASS information can be found at http://www.act.org/products/higher-education-act-compass/.

- The completion of either the American College Test (ACT) or the Scholastic Achievement Test (SAT), sent from the company to the Dawson Community College Office of Admissions, either of which are recommended for recent high school graduates (within one year of graduation) with ACT being the preferred test. Students who have not tested prior to the semester seeking to enroll will have this requirement waived, as no residual exam will be administered. Score reports submitted cannot be released or duplicated, as they remain the property of the originating company.

- Official transcripts from each previously attended college, if applicable, must be sent directly to the Dawson Community College Office of Admissions. International student transcripts not in English must be accompanied by an official translation from an outside source such as www.edupass.org. Transcripts submitted cannot be released or duplicated, as they remain the property of the originating institution.

- COMPASS Assessment scores. If not administered in the DCC ASC, scores must be sent to the DCC Admissions Office from the administering agency/college. International students may have the I-20 issued if this is the only component remaining for full admittance; they will be required to take upon arrival on campus.

- Students born after December 31, 1956, taking six (6) or more credits OR enrolled in a certificate/degree/transfer program must submit proof of TWO vaccinations against measles (rubella) and TWO against rubella (German measles), or be granted an exemption. Immunizations must have been after 12 months of age, the second no earlier than 28 days after administration of the first dose. No measles vaccination given before 1967 is valid and no rubella vaccination given before 1969 is valid. Immunizations must be documented by a physician, registered nurse, or school official; or submit blood draw (titer test) results proving immunity for BOTH measles and rubella; or submit documentation of having contracted measles and rubella. Documentation by a physician is required including date of illness; or documentation for a medical or religious exemption; or show proof of age, if born prior to January 1, 1957. In addition to the two MMR vaccinations, International Students must also show a physician validated immunization record for diphtheria, tetanus, and skin testing for tuberculosis. A person qualifies for a medical exemption when he files a bona fide statement signed by a physician licensed to practice medicine within the United States verifying that the physical condition of the person seeking to attend school makes the required immunization unsafe and indicated the specific nature and probable duration of the condition. The exemption shall not extend beyond the period of the condition which contraindicates immunization. A person qualifies for a religious exemption when a person files a notarized affidavit on a form approved by the Montana Department of Health that immunization is contrary to the religious tenets and practices of the signer. Such evidence must be submitted before students will be permitted to register for courses. Per state law, they may attend one semester without; they are placed on hold making them ineligible to register for a subsequent semester with the hold being removed when documentation is provided. Students enrolling less than half-time for distance delivery will be placed on hold and revisited each semester in the event they should enroll for 6 credits which are not delivered via distance.

In addition to the above components, before an I-20 Certificate of Eligibility for non-immigrant F1 student status can be issued, International Students must submit the following:

- Applicants whose native language is not English are required to submit official results on the Test of English as a Foreign Language (TOEFL) exam. The minimum score accepted is 500
on the paper-based test, 173 on the computer-based test, and 61 on the internet-based test. More information about this test may be obtained from The Educational Testing Service, P.O. Box 899, Princeton, New Jersey, 08540 U.S.A. or on the featuring websites, www.ets.org and www.toefl.org. Score reports submitted cannot be released or duplicated, as they remain the property of the originating company.

- A completed DCC Source of Support form with accompanying financial documentation, which certifies that funding, is available to cover all estimated expenses for one calendar year. This documentation should consist of an original bank or employer’s letter on official letterhead. Photocopies of financial documentation are not acceptable.
- Completed Student Housing application. All International students, who are under the age of 21 and/or who have earned less than 30 semester credit hours of previous college coursework are required to live on campus the first year they attend DCC.
- $150 housing deposit. Payment must be made by providing the DCC Admissions Office with a valid credit card (Visa or Master Card) number and expiration date.

**Non Degree Student**

Students that are not seeking a degree or certificate, and do not seek financial aid.

A complete application includes the following components:

- Completed non-degree application submitted (mail, delivered, web) to the Admission Office, prior to or at the time of registration.
- Immunization records if taking 6 credits (see Degree Seeking components).
- COMPASS Assessment scores or transfer transcript showing ability in math and English if registering for course(s) with pre-requisites. If not administered in the DCC ASC, scores must be sent to the DCC Admissions Office from the administering agency/college, prior to registration.

**Early Start Student**

Area high school students, at least 16 years of age and are at Junior or Senior status, may enroll in DCC courses. The charge will be one-half the regular per credit hour rate on tuition only, with a limit of 10 credits per semester at this rate (11 or above are charged at full tuition as well as full fees). These students pay the full amount for fees, books and materials. The reduced rate does not apply to: DCC/CCConline, Ed2go, directed/independent study, or any other course not on the normal tuition/fee rate schedule.

A complete application includes the following components:

- Completed early start application submitted (mail, delivered, web) to the Admission Office, prior to or at the time of registration.
- Immunization records if taking 6 credits (see Degree Seeking components).
- COMPASS Assessment scores if registering for course(s) with pre-requisites. If not administered in the DCC ASC, scores must be sent to the DCC Admissions Office from the administering agency/college.
- Letter of approval from High School Principal if enrolling in a day course.

**Re-Admit Student**

Students who are:

- Former/previous applicants who were accepted for attendance at DCC, but chose to move his/her application forward to the next semester.
- Former/previous degree-seeking DCC students who have NOT attended classes at DCC for six (6) months or more;
- Former/previous degree-seeking students who attended another college or university since last enrolling at DCC;
- Former/previous student who has recently graduated from DCC;
• Former/previous degree-seeking DCC students who were suspended from DCC for academic or disciplinary reasons (regardless of length of time elapsed since last enrolling at DCC). In addition to completing appropriate documentation, suspended students must attach a carefully prepared “plan” outlining: (a) how the student will improve his/her academic performance if readmitted; and (b) the student's education and career goals, including detailed plans for goal attainment.

A complete application includes the following components:
• Completed Re-Admittance application submitted (mail, delivered, web) to the Admission Office.
• Official transcripts from each college attended after last enrolled at DCC; must be sent directly to the Dawson Community College Office of Admissions. International student transcripts not in English must be accompanied by an official translation from an outside source such as www.edupass.org. Transcripts submitted cannot be released or duplicated, as they remain the property of the originating institution.
• Any component listed under ‘degree seeking’ not previously provided.

SCOPE These procedures apply to Dawson Community College.