



Administrative

Policy Type:	Admissions Policy
Policy Number:	2814
Date Adopted:	12/05/2013
Version:	4.0
Reviewed Cycle:	
Date Last Reviewed:	1/15/2020
Office Responsible:	Associate Dean, Enrollment Management
Reviewing Committee:	Academic Council
Related Policies:	Mandatory Assessment, International Student Admission
Related Laws:	NA

Policy Summary:

Jackson College welcomes applicants with a variety of goals in mind from individuals taking courses while enrolled as a high school student or as a guest from another college or university; those pursuing a certificate or degree program or wanting to transfer credits to a four year college of university; and students who have a personal interest in learning a new skill or subject area.

Scope:

Applicants for admission to Jackson College

Policy Statement:

To be admitted to JC for college-credit courses, students must meet these standards:

- Complete the appropriate admission application available online at the Jackson College website.
- Participate in a mandatory new student orientation and adhere to requirements as outlined in Jackson College's Mandatory Assessment Policy (1027). Personal Interest students and college/university Guest Students are not required to complete new student orientation.
- Some JC programs require a second application process. Admission to JC does not guarantee admission to a specific program of study

Some types of criminal convictions may preclude or delay eligibility to enter certain programs and/or occupations. It is the responsibility of the student to research hiring restrictions of occupations.

Special Admission standards are used for the following:

- International students must complete the International Student Admission process and meet eligibility requirements as outlined in the International Student Admissions policy (3003).
- Dual-Enrolled and High School Guest: Students still attending high school may attend college courses with the written permission of a parent or legal guardian and the school principal by using the [high school dual enrollment form](#). All students still in high school need to have a completed dual enrollment form to attend classes even if the high school is not funding the classes or accepting the academic credit.
- College Guest Students: Guest students are permitted to register provided the student completes Michigan Uniform Undergraduate Guest Application and completes Add/Drop form for the requested course.



Change Log:

<u>Date Of Change</u>	<u>Description of Change</u>	<u>Responsible Party</u>
12/05/2012	Initial Release	R. Klee
10/28/2013	Removed Official State ID from Admissions	D. Vainner
6/19/16	Biennial Review	K. Cuzydlo
1/13/2020	Updates to policy	J. Hand