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:

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