



NUMBER: 604

SUBJECT: ADMISSIONS, ENROLLMENT, & REGISTRATION

EFFECTIVE DATE: JULY 1, 2016

APPROVAL DATE OF LAST REVISION: AUGUST 15, 2005; MARCH 2, 2009; JANUARY 24, 2011

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### **604.1 — PURPOSE**

Bridgerland Applied Technology College (BATC) offers a variety of programs/courses for post-secondary, secondary, and short-term students. Students must adhere to the requirements as outlined in this policy to admit, enroll, and register for BATC programs/courses.

### **604.2 — DEFINITIONS**

**Admissions:** The first stage in the process of attending BATC. Students must fill out the online Admissions Form, verify high school or GED completion (certificate-seeking students), and submit the form. This step is only used to set a student up in the BATC database and to ensure student's records are not duplicated.

**Enrollment:** Upon processing of the admissions form, certificate-seeking students will receive additional pre-enrollment information. Once all program pre-enrollment requirements (e.g., programmatic testing) are met, students will visit with a Student Services representative to establish a program start date, hours of attendance, and payment options. Enrollment for secondary students seeking training at BATC is completed after authorization from the students' high school is received.

**Post-Secondary, Certificate-Seeking:** Training offered for students who have graduated from high school and who are seeking certificate-level credential(s).

**Registration:** The process in which a student becomes an active participant in a course. Tuition and fees are generated at the time of registration and can be accomplished either online or in person.

**Secondary:** Career exploration training offered for students currently enrolled in high school.

**Short-Term:** Supplemental training offered to meet student and employer needs for career or occupational education, but also allow students to expand their knowledge in subjects of interest.

### **604.3 — POLICY**

Any student who is at least 16 years old, who states a career and/or technical objective and has a high school diploma or GED, is eligible to enroll in a BATC certificate program following the BATC procedures below; however, some programs/courses may have additional age or industry-related requirements. Most post-secondary certificate programs/courses at Bridgerland Applied Technology College (BATC) will operate on an open-entry/open-exit basis and most BATC secondary courses will operate on an open-entry basis. This means, students may enroll at any time during the year, on a space-available basis. In addition to post-secondary and secondary programs/courses, students may choose to enroll in short-term courses that are generally offered during the four calendar quarters each year.

~~Any student who is at least 16 years old, who states a technical objective, and can benefit from training is eligible to enroll in a program. Most secondary and adult preparatory programs at Bridgerland Applied Technology College (BATC) will operate on an open-entry/open-exit enrollment basis. Students may enroll at any time during the year, on a space-available basis. BATC also operates short-term, occupational upgrade courses that are generally offered in ten (10) week increments during four (4) payment periods per year. (Payment periods follow the calendar quarters.)~~

College admissions and/or course registration can be accomplished either online or in person at the Logan and Brigham City campuses.

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**604.4 — PROCEDURES****604.4.1 — POST-SECONDARY, CERTIFICATE-SEEKING**

To be ~~admitted and enrolled in a one-of-the preparatory~~ BATC Post-Secondary, Certificate-Seeking program at BATC, a student must:

1. have a high school diploma or GED\*
2. ~~complete an Admissions Form, either online or in person~~
3. complete additional requirements (diagnostic admissions exams) of the chosen program if applicable
  - a. Some programs may allow students to waive the diagnostic admission exams with an ACT (with a minimum score of 17) or SAT (with a minimum score of 1,210) within four years of date of enrollment
4. ~~be invited to participate in BATC's student orientation~~
5. ~~meet with a Student Services representative to enroll in the chosen certificate program, choose a designated start date (typically the first Monday of each month as outlined in BATC's public calendar), and make arrangements for payment~~
6. ~~register for courses either online or in person as directed by the program faculty; as each course is completed, students will continue registering for the next course(s) until all required courses are completed~~

Students receiving financial aid will need to provide evidence of sponsorship at the time of registration.

\*Potential students who do not have a high school diploma or GED may:

1. take and pass the GED test, which is available at BATC **OR**
2. enroll in BATC's Academic Learning GED Preparation Course and take and pass the GED test.

**604.4.1.1 — CAREER EXPLORATION**

Enrollment for career exploration is encouraged and provides opportunity for students to explore potential occupations. New students are considered career exploration students until they have successfully completed 90 calendar days in the program for which they are enrolled. After 90 days students are matriculated and considered accountably enrolled for reporting purposes.

**604.4.2 — SECONDARY**

Prior to enrollment at BATC, a secondary student should receive counseling at his or her high school to ensure the student is enrolling in an appropriate program, has the aptitude to succeed in the program, and understands the requirements of his or her program of choice. The following admission/enrollment procedures were developed by the Bear River Region Career and Technical Education Directors:

To be enrolled for BATC high school courses, a student must:

1. complete the online High School Admissions Form
2. visit with his or her high school counselor about attending BATC; students must be at least 16 years of age and authorized to attend by their counselor or his/her designee\*

*The enrollment form will be generated by the Student Services Office at BATC for the beginning of each trimester/semester with information provided by his or her high school counselor*
3. check in with Student Services on the first day of class to obtain an Enrollment Form



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Students are required to follow the program rules established by their instructor as well as the general rules outlined in the BATC Student Handbook.

Registration for secondary students during a regular school day is performed at the students' high school. Secondary students seeking short-term training outside of a regular school day must first follow the Secondary admissions procedures outlined in this policy and then register in person at the Logan or Brigham City campus.

Secondary students that are residents of the State of Utah may attend BATC tuition free. Some courses have fees that students are responsible to pay.

\*Exceptions for secondary students younger than age 16 may be granted with the written permission from the CTE Director, high school counselor, and/or successful completion of BATC's programmatic assessment(s).

#### **604.4.3—SHORT-TERM**

To be enrolled as a student seeking BATC short-term courses to one of the short-term ~~course~~ programs at BATC, a student must:

1. complete the Admissions Form, either online or in person, at any BATC Student Services Office
2. choose course(s) and complete online registration a registration form during the designated registration periods.
3. pay all tuition and fees at the time of registration
4. pay a late fee if registering after the first ~~day~~ week of class

Registration is conducted four times per year for ~~short-term these defined entry/defined exit~~ courses. A brochure is mailed to every mailing address in the BATC service region and available on BATC's Web site with a schedule of programs and courses offered with costs and times. Tuition and fees for ~~short-term occupational upgrade programs~~ courses are to be paid, or arrangements for payment made, prior to students attending the ~~programs~~ courses.