

Manhattan Area Technical College
Institutional Guideline Manual

Policy No. 5.1.1

Title: Admission Policies	
Originated by: Neil Ross, Director of Admissions Signature	Date
Approved: Signature	Date
Reviewed:	Revised:

Policy Statement:

Manhattan Area Technical College is committed to an "open door" admission policy in accordance with its stated mission and goals. The "open door" policy means that any qualified applicant able to benefit from the curriculum will be served by the College on a first-applied, first-qualified basis with the exception of programs that have competitive requirements. Any exceptions of the policies below will be at the discretion of the Director of Admissions.

Rationale: Because MATC must limit class size(s), applications for admission into those classes must be equitably prioritized.

General Admission Requirements

Students who want to attend a Manhattan Tech academic program must submit the materials below to be considered for admission:

1. Application and \$40 USD application fee for admission-The application can be found online at Manhattan Tech's website. Application is valid for three (3) consecutive years after which point a new application and application fee is required.
2. Student MUST provide Manhattan Tech an official transcript verifying graduation from an accredited high school, registered home-school, or a General Education Development (GED®) diploma, unless covered under Specific Admissions Qualifications.
3. Students must provide the college with all post-secondary institution transcripts.
4. All students seeking admittance will be required to meet college placement assessment criteria.

Due to the limited class sizes and admission requirements applicants are conditionally accepted to Manhattan Tech. Admittance into a program is on a first-applied basis for all programs except Advanced Biotechnology, Medical Laboratory Technology, Practical Nursing, Associate Degree Nursing, and Dental Hygiene.

Acceptance into MATC Programs

Applicants will receive notification of acceptance into their program of study via mail at the address provided on the application after the completion of admission requirements. Students should reference the program of study for specific admission criteria. Acceptance is conditional, contingent upon the applicant's completion of admission and program requirements as well as attendance at New Student

Enrollment/Orientation. If a student does not attend New Student Enrollment/Orientation, then he/she will forfeit his/her spot in the program to a student on the stand-by list that attended New Student Enrollment/Orientation.

Applicants to the nursing program should be aware that certain criminal convictions would deny or restrict access to a Kansas nursing license. Specific information about these convictions is identified in Kansas law (KSA 65-1120). Please check with the Manhattan Area Technical College Director of Nursing & Allied Health (785.320.4507) or the Kansas State Board of Nursing (785.296.4325) if you have questions.

High School Students / Concurrent Enrollment

Students may receive concurrent high school/college credit, which can be applied toward a Manhattan Area Technical College technical certificate/degree following the student's high school graduation. (Part-time enrollments will be considered if program space is available.) Through SB155 (K.S.A. 72-4489), high school students receive a tuition waiver for technical tiered courses. See a counselor/advisor for more information.

MATC's Concurrent Program provides high school students the opportunity to enroll in college courses taught at the high school. The student would receive both high school and MATC college credit for the course. MATC courses taught at the high school follow the same course outline, outcomes, and competencies as the courses offered on campus.

Admission Guidelines for Concurrent Credit/Dual Credit for High School Students:

1. Interested students should consult with their guidance counselor to determine course interest and eligibility.
2. High school sophomores, juniors, and seniors are eligible.
3. If the student is a sophomore, he/she must obtain the PRINCIPAL'S signature on his/her enrollment form.
4. The high school student must meet placement score requirements for general education courses.
5. The student may enroll as a freshman if he or she is classified as gifted. A copy of the Individual Education Program (IEP) and enrollment form must be turned into MATC.
6. If interested in enrolling please refer to the website www.manhattantech.edu.

Please note these guidelines apply to homeschooled students as well receiving dual credit.

High school students who wish to enroll in courses held on campus at MATC or online that are not obtaining Dual Credit will follow standard entrance specifications. Refer to General Admission Requirements for those provisions.

International Students

Manhattan Area Technical College is not authorized by the U.S. Department of Justice, Bureau of Citizenship and Immigration Services to accept students seeking admission through a foreign student visa. Any student fitting the above criteria should consult with the Director of Admissions to see if they are eligible for enrollment at Manhattan Area Technical College.

Special Entrance Requirements for Undocumented Non-United States Citizens

Non-United States citizens are defined as applicants who do not possess a lawful U.S. immigration status. Additionally, undocumented students are not eligible for federal financial aid/assistance. To be eligible to apply for admission to Manhattan Tech the applicant must meet the following qualifications for the state of Kansas:

1. Provide records that they have attended an accredited Kansas high school for three or more years and graduated from an accredited Kansas high school or obtained a GED diploma in Kansas.
2. File an affidavit with Manhattan Tech stating that they have filed an application to legalize their immigration status or filed for US citizenship or that their parents have filed such an application. Affidavits are available by meeting with the Director of Admissions.

In addition to meeting the state of Kansas special entrance requirements, undocumented non-U.S. citizens must meet all college entrance requirements.

Entrance Assessments

Students must qualify to enroll in: Writing (English Composition I, English Composition II, or Technical Writing) and Math (Technical Math I, Technical Math II, Beginning, Intermediate, and College Algebra) through meeting college placement assessment criteria. College placement assessments are given at various times throughout the school year and can be scheduled by contacting Manhattan Area Technical College. Students taking assessment testing for the first time will incur no cost for the exam, as long as they are seeking enrollment at Manhattan Tech. Anyone retesting for Manhattan Tech will be charged \$10.00 USD per assessment. Placement in English and Math courses are determined by completion of college placement assessment criteria. Students who have undergone placement assessment testing or ACT testing within three years of their Manhattan Area Technical College enrollment date may use those scores as part of the evaluation process to determine their placement in general education courses. An official copy of those scores must be sent to Manhattan Tech to be considered.

Equivalent courses transferred in to Manhattan Tech may satisfy the English and Math placement assessments. Students must have earned a grade of C or higher from an accredited institution, and an official transcript must be sent to Manhattan Tech to be considered. *Additional information for Other Course Credit Options is available on page 13.*

TOEFL Testing

All students who are applying for the Practical Nursing or Associate Degree Nursing whose primary language is not English must demonstrate English language proficiency before they can enroll for the first time at Manhattan Area Technical College. Applicants can show English competency by completing the testing explained below. The cost incurred is the sole responsibility of the individual. The test used to measure English proficiency as set by the Kansas Board of Nursing, is the Test of English as a Foreign Language (TOEFL). Each area must meet the minimum requirements in the categories listed below:

- Writing: 20
- Speaking: 20
- Reading: 19
- Listening: 20

The TOEFL is the Preferred Examination used by most Colleges and Universities in the U.S. Manhattan Tech does not administer the TOEFL. This exam is administered worldwide at scheduled times throughout the year. Locally, registration forms for testing may be obtained from the Office of Testing of Programs and Services (Room 101) of Holton Hall on the campus of Kansas State University. A student can reach their office at 785.532.6492 or email them at testing@k-state.edu.