



## SECTION 7 Student Affairs

### PART 1 Admission of Students

#### SECTION VII - Part I

#### Admission of Students

### **Admissions Policy**

As an open admissions college, Montcalm Community College (MCC) operates as an inclusive institution, welcoming all individuals who aspire to pursue education. Regardless of age or educational background, MCC extends its resources to those who want to learn and grow. Anyone who is 18 years or older, has graduated from high school, or holds a high school diploma or GED, meets the eligibility criteria for enrollment as either a degree-seeking or non-degree seeking student.

MCC accommodates younger learners, including those under 18, through programs such as dual enrollment, Early College enrollment, fulfilling homeschooling requirements, or as non-degree seeking students. While admission to the college is open, entry into certain academic programs may entail specific prerequisites. Please see the secondary admission section.

For individuals over 18 or high school graduates without a diploma or GED, selected coursework options are available, through federal or state financial aid through MCC and may not be accessible. It is our commitment to foster a supportive environment where everyone can access educational opportunities and achieve their goals.

### **Secondary Admissions to Specific Programs**

Alongside our open admissions policy, certain programs (e.g., Nursing and Early Childhood Development), may have additional requirements for acceptance. These program-specific prerequisites can be found in the College catalog. We recommend consulting with your academic advisor or counselor for further guidance.

### **Official Transcripts and Test Requirements**

Official high school transcripts are required to allow students to pursue federal or state financial aid, as well as other scholarships. If a student is not going to pursue these funding sources, the college can accept an unofficial copy of their high school transcript.

For credit evaluation and to transfer credits from another college and/or university, an official transcript must be provided, i.e., sealed envelope directly from the other institution and unopened by the student, or an official electronic copy through the National Clearinghouse.

MCC also accepts advanced placement (AP) scores. Official copies of those scores from the College Board, similarly to a college transcript, are required.

## **Veterans Benefits Transition Act Policy**

MCC will permit any covered individual to attend or participate during in education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under VA Educational Benefits.

MCC will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet their financial obligations to the institution due to the delayed disbursement funding from VA Educational Benefits.

In addition, MCC requires the covered individual to take the following actions:

1. Submit a certificate of eligibility for entitlement to educational assistance no later than the first day of a course of education.
2. Submit DD214 documentation.
3. Submit new student contact information sheet.
4. Submit a written request to use such entitlement.
5. MCC will require additional payment for the amount that is the difference between the amount of the student's financial obligation and the amount of the VA education benefit disbursement.

All forms are in the Financial Aid Office on the Sidney campus.

## **Non-Discrimination**

Students shall be admitted to the College without regard to race, sex, pregnancy, color, religion, national origin or ancestry, age, marital status, height, weight, disability, veteran status, or genetics. Additionally, the College prohibits discrimination based on sexual orientation, gender identity, or gender expression in educational programs, activities, and admissions.

## **Registered Sex Offender Reporting**

As an open-door institution, MCC does not conduct background checks for admissions. However, certain programs at our college have secondary admissions processes that include background checks for admission purposes. Any student who is a registered sex offender must adhere to federal and state statutes by registering with the local law enforcement agency having jurisdiction over the zip code in which the campus or center they are enrolled in is located. In accordance with the Campus Sex Crimes Prevention Act, all campuses are obligated to issue a statement informing the campus community where law enforcement information concerning registered sex offenders can be obtained from the state. In Michigan, this information can be accessed via the Michigan Public Sex Offender Registry (<http://www.mipsor.state.mi.us/>).

Registered sex offenders enrolling at MCC must schedule a meeting with the Dean of Students and Enrollment Services (DSES) prior to the start of their first semester. The DSES retains the authority to meet with any student during their educational journey at MCC. Failure to schedule a meeting with the DSES may result in expulsion without refund of tuition and fees.

## **Below is the contact information for the Dean of Students and Enrollment Services**

Francisco Ramirez

Email: [francisco.ramirez@montcalm.edu](mailto:francisco.ramirez@montcalm.edu)

Phone: (989) 328-1007

Added 1/27/2006      Updated 3/21/2024

