

 <b>Wharton County Junior College</b>	<b>ADMINISTRATIVE PROCEDURE MANUAL</b>	
WCJC Title: <b>Admissions</b>	Section F: <b>Students</b>	Page(s): 2
<b>BASED ON BOARD OF TRUSTEES POLICY</b>		
Policy Title: <b>Admissions</b>	Policy: <b>FB</b>	
Subtitle:	Date Adopted: 08/01/2020	

**Purpose**

The College shall develop procedures for student admissions.

**Procedure**

Wharton County Junior College (WCJC) has an open admissions policy that allows all persons the opportunity to enroll in and benefit from postsecondary education.

Each applicant must satisfactorily complete all applicable phases of the admission process, including:

- Complete an online ApplyTexas application for Texas Two Year/Community Colleges.
- Submit all official high school and/or college transcripts or GED certificate.
- Complete testing requirements, as required by the Texas Success Initiative.
- Submit a record of bacterial meningitis vaccination or exemption, if applicable.

Specific application requirements for various student types, including “New, First-Time”, “Dual Credit”, “Transfer”, and “Transient”, are published in the WCJC College Catalog and on the WCJC Admissions webpage.

Admission for credit study programs is open to all applicants who meet at least one method of regular admission. Students who are academically under-prepared may be required to enroll in developmental courses in accordance with the Texas Success Initiative rules and regulations.

Admissions policies are consistent, regardless of instructional method (e.g. face-to-face or online programs) or campus location. The Dean of Enrollment Management and Registrar (DEMR), through the Office of Admissions staff, is responsible for reviewing student credentials for all applicants to ensure that all policies are appropriately published and uniformly applied.

Exceptions to admissions policies would be granted only in the event of an extenuating circumstance, through approval by the DEMR and Executive Vice President. Due to the fact that WCJC is an open-admission institution, the opportunity for exceptions is exceedingly rare. In the event of an exception, an official copy of the exception documentation would be maintained as

an electronic file in the Office of the DEMR, with a digital copy attached to the student's official record in the student information system.

Admission to the college does not imply admission to all college programs. Guidelines for admission to select college programs are published in the WCJC College Catalog, available on the WCJC website, and on the individual program webpages.

**Date Prepared:** 09/18/2020 (A3)

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