

# ADMISSIONS

Northshore Technical Community College is committed to providing quality workforce training and transfer opportunities by awarding associate degrees, technical diplomas and certificates to students seeking a competitive edge in today's global economy.

NTCC welcomes all eligible prospective students. The College has an open-admissions policy and serves persons on an equal priority basis.

Admission to all programs is made without regard to race, religion, national origin, sexual orientation, gender, or qualifying disability.

A guide to the admissions process at NTCC is available on the College's Future Students webpage: <https://www.northshorecollege.edu/admissions/future-students/index> (<https://www.northshorecollege.edu/admissions/future-students/index/>).

## General Admissions Requirements

Upon filing an application for admission to Northshore Technical Community College, a student is considered provisionally admitted. In order to be fully admitted to NTCC, students must adhere to the general NTCC admissions requirements listed below.

The requirements for general admissions to NTCC are as follows:

- 1. Application.** A completed application (apply online at <https://www.northshorecollege.edu/admissions/apply-now>. Incomplete or false information may jeopardize admission to NTCC.
- 2. Proof of immunization.** As required by Louisiana Law R.S. 17:110, all first-time students born after December 31, 1956 must provide proof of immunization against measles, mumps, rubella, meningitis (first-time freshmen only), and tetanus - diphtheria as a condition of enrollment. Students will not be allowed to complete the registration process until they have satisfied the immunization requirement. A waiver may be signed by the student, however, in the event of an outbreak of measles, mumps, rubella, tetanus, or diphtheria on campus, the College will require the students who are not immunized to stop attending classes until the outbreak is over or until they submit proof of adequate immunization (waiver available online at <https://form.jotform.com/acaballr/proof-of-immunization-waiver> (<https://form.jotform.com/acaballr/proof-of-immunization-waiver/>)). Students enrolling in nursing and health science programs are not allowed to sign a waiver, and depending on the program, may be required to have one or more of the following:
  - MMR (or acceptable titer)
  - Tetanus/Diphtheria
  - Meningitis
  - TB Skin Test or Negative Chest X-ray
  - Hepatitis B Series
- 3. Proof of Selective Service Status.** In accordance with the requirements of Louisiana Law R.S. 17:3151 and the Federal Selective Service Act, male applicants who are between the ages of 18 and 25 must provide written evidence that they have registered with Selective Service before they will be allowed to register for classes. Acceptable documentation may be a copy of the applicant's Selective Service Registration card or a printout from the Selective Service web site indicating the applicant's status. Selective service registration may be completed online at <https://www.sss.gov/>. A selective service exemption form for NTCC admissions purposes may be completed

online at <https://form.jotform.com/acaballr/selective-service-appeal> (<https://form.jotform.com/acaballr/selective-service-appeal/>).

The following categories of applicants are exempt from this requirement:

- Males currently on active duty in the military.
  - Veterans who submit a copy of their DD214 discharge certificate.
- 4. All new students are required to meet with an advisor.** As part of this meeting, students must present a valid ID to the advisor. The advisor will help students with choosing a major, selecting classes for the semester, and answer questions about starting college.

## Exceptional Admissions Requirements

Students who meet the general admissions requirements are admitted to Northshore Technical Community College, but not necessarily into specific programs of study. Certain academic and technical programs at NTCC may have additional admissions requirements which must be satisfied in order to become eligible for admission into the specific program of study. Students should consult the listing for the specific program of interest in the Programs of Study section of this catalog for information about exceptional admissions requirements.

## Optional Admissions Steps

In addition to the required admissions steps, NTCC recommends (but does not require) that students submit or complete the following admissions steps:

- 1. Submit Proof of High School Graduation (or equivalency).** Students are encouraged to submit an official high school transcript(s) that indicates high school graduation or proof of high school equivalency completion (i.e. HiSET or GED). Due to state data sharing agreements, transcripts for in-state public high schools may be sent to NTCC without the need to make a transcript request. Certain programs at NTCC may require proof of high school graduation (or equivalency) for program-specific admissions. Home-schooled students must also submit a letter or registration or approval from the Louisiana Department of Education as stated in the LCTCS Policy 2.013. Home-schooled students must also submit a letter or registration or approval from the Louisiana Department of Education as stated in the LCTCS Policy 2.013.
- 2. Submit Official College Transcript(s).** In order to appropriately gauge a student's academic progress and satisfy program requirements, it is strongly recommended that a student submit an official transcript from previously attended institutions of higher learning. Official transcripts are used to determine appropriate course placements, transfer in coursework towards graduation requirements, and to satisfy course pre-requisites. Though it is not required for full admissions to the College, failure to submit official transcripts from previous institutions may cause the student to miss an opportunity for transfer credit and to be ineligible for courses with pre-requisites that the student may have otherwise qualified for based on transfer coursework.
- 3. Complete Assessment of College Readiness.** It is recommended that students submit proof of college readiness assessment during the admissions period. College readiness is assessed at NTCC in order to determine appropriate course placement in the subjects of English and mathematics. Students which have not satisfied one of the below criteria in order to determine college readiness may still be fully admitted to the College (if all requirements are met), but will be placed at the lowest level of developmental courses in the subjects of

English and mathematics, and may be ineligible for particular courses with English and mathematics pre-requisites. The following criteria is utilized by NTCC in order to determine course placement in English and mathematics:

- Accuplacer exam scores (completed within three years of the first day of the term in which the student is applying for entry),
  - ACT scores (completed within three years of the first day of the term in which the student is applying for entry),
  - Satisfactory completion of applicable and transferable college-level English or mathematics courses at an approved higher education institution.
  - Completion of a bachelor's degree at an approved higher education institution.
4. **Attend New Student Orientation.** Orientation is conducted by the Student Affairs Office before the start of each semester. All new students and new transfer students are encouraged to attend the online and campus orientations. The orientations will acquaint students with the services, staff, and campus, as well as the College Catalog and Student Handbook.
5. **Apply for Financial Assistance.** Though not all students qualify for financial assistance to cover the cost of attending NTCC, it is strongly encouraged that students apply for financial assistance in order to determine available resources. Specifically, all students are encouraged to complete a Free Application for Federal Student Aid (FAFSA) and add NTCC (Fafsa Code is 006756) to the application. More information about methods and resources available to help cover the cost of attendance is available on our Paying for College webpage: <https://www.northshorecollege.edu/financial-aid/paying-for-college> (<https://www.northshorecollege.edu/financial-aid/paying-for-college/>).

## Admission Status

Students are classified as one of the following upon applying for admission: First-Time Freshman, Returning Student, Transfer Student, High School Dual Enrollment, Visiting Student and Non-Degree Seeking.

### First-Time Freshmen Students

A first-time freshman is a first-time student who has never attended a regionally accredited institution other than as part of a dual enrollment program.

### Returning Students

A returning student is someone who has previously attended NTCC, but who has not attended during the most recent semester excluding the summer semester. Returning students are subject to any curriculum, program, assessment score requirements, and/or catalog changes and may be required to reapply to programs with exceptional admissions requirements. Returning students must:

- Re-submit all documentation required for a completed application.
- Meet the admission requirements for the program of application.

### Transfer Students

A transfer student is one who has attended another regionally accredited college or university prior to NTCC. This student can be degree- or certificate-seeking, non-degree seeking, or on suspension from another institution. Transfer students are encouraged to submit an official transcript from all previously attended institutions of higher learning so

that the College can determine appropriate course placement and degree progress through the awarding of transfer credit.

## High School Dual Enrollment

High school dual enrollment is when a high school student attends NTCC during his/her junior or senior years of high school and takes courses for which he/she earns both college credit and Carnegie units for each course taken. A student may attend NTCC as a dual enrollment student in one or more of the following areas:

- College level/degree credit courses
- Enrichment/developmental courses
- Work skills technical courses.

In order for a course to be considered dual enrollment, the student must earn credit for the class both from NTCC and the student's high school.

Students enrolling in dual enrollment courses must meet all college, program, and course level requirements. Courses that a student fails or withdraws from while enrolled as a high school student may affect a student's GPA or his/her ability to qualify for financial aid after graduating from high school.

## Non-Degree Seeking Student

A student enrolled at NTCC with the intention of completing credit-bearing coursework but is not seeking to earn a credential or degree. Non-degree seeking students are ineligible for certain types of financial assistance.

## Visiting Student

An applicant who is currently attending another college or university, but plans to attend NTCC for one semester/session only and to return to his or her home institution for the following semester. Visiting students are ineligible for certain types of financial assistance.

## Types of Enrollment

**Full-time:** Full-time enrollment is when a student enrolls in 12 or more credit hours for a semester (6 credit hours for a summer). For enrollment verification purposes only, students in their final semester of study may be considered full-time with fewer than 12 credit hours. In order to qualify, the academic advisor or academic dean must certify that the student will graduate in the current semester and that they are currently enrolled in all the remaining course requirements.

**Three-fourths time:** Three-fourths time enrollment is when a student enrolls in 9-11 credit hours a semester (4-5 credit hours for a summer session).

**Half-time:** Half-time enrollment is when a student enrolls in 6-8 credit hours for a semester (3 credit hours for a summer session).

**Less than half-time:** Less than half-time enrollment is when a student enrolls in 5 or less credit hours for a semester (2 credit hours or less for a summer session).

### Academic Renewal

Northshore Technical Community College's Academic Renewal policy is designed to give a fresh start to students who have been away from college or university for a minimum of one semester and who return to complete a degree, technical diploma, or certificate. Consult the policy recorded on NTCC's academic Amnesty policy for more

information: <https://www.northshorecollege.edu/academic-affairs/index>  
(<https://www.northshorecollege.edu/academic-affairs/index/>).

## International Transcripts & Information

It is the responsibility of the student to have their international high school or collegiate transcript evaluated by an authorized International Transcript Credential Evaluation service in order for Northshore Technical Community College to accept and process the transcript. Students are responsible for any and all costs for this service.

Authorized International Transcript Credential Evaluation Centers include but are not limited to:

- Center for Educational Documentation, Inc. Telephone: (512) 687-3885 Fax: (512) 692-9677 Email: [info@cedevaluations.com](mailto:info@cedevaluations.com)  
Website: <http://www.cedevaluations.com>
- Academic Credentials Evaluations Institute, Inc. Toll Free: (800) 234-1597 (USA only) Telephone: (310) 275-3530 Fax: (310) 275-3528  
Website: <http://www.acei1.com>
- World Education Services Telephone: (212) 966-6311 Fax: (212) 739-6100 Website: <http://www.wes.org>
- Educational Credential Evaluators, Inc. Telephone: (414) 289-3400  
Fax: (414) 289-3411 Email: [eval@ece.org](mailto:eval@ece.org) Website: <https://www.ece.org>
- Global Credential Evaluators, Inc. Telephone: (800) 707-0979 Fax: (979) 690-6342 Website: <http://www.gceus.com>

Northshore does not have an International Student Office and does not process I-20 Forms for F-1 or M-1 Type 3 Student Visa at this time.

## Veteran Students

NTCC values the hard work and dedication that our military students (active and veterans) provide in order to keep us safe. Therefore, we have provisions in place to ensure that veteran and active duty students experience a seamless process while attending our college. The admissions-related provisions are as follows:

- If a student is called to active duty or required to relocate, they qualify to receive one of the following:
  - An incomplete grade which would allow the student to complete their coursework the following semester, or
  - A 100% refund for all courses taken during the semester of deployment (must complete and submit a Refund Appeal Form).
- When a student returns from deployment, they will not be required to resubmit all admissions documents or retest for placement. Only the application for admission will be required.

## Priority Registration for Student Veterans

To accommodate scheduling difficulties and obligations, the Office of the Registrar will give priority registration to Veterans, Active Duty, Reservists, National guard, as well as spouses and dependents enrolled at Northshore Technical Community College. Students are advised to meet with their academic advisor before registering for classes.

The specific dates will be included on the academic calendar each semester.