

ADMISSIONS

Policy 301

All high school graduates and those who have satisfactorily completed the General Education Development How (GED) Examination are eligible for admission to Glen Oaks Community College. Others may be admitted if they demonstrate the interest and capacity to benefit from the programs and courses offered by the College. Students admitted to Glen Oaks may be required to complete a placement test in reading, writing and/or math, and the college reserves the right to require special courses when deemed to be in the best interest of the student's academic success.

New student orientation is mandatory for all new students (first time in college, previously dual enrolled, returning students who have not attended for three or more years, college guest students, and transfer students). Orientation is available on campus or online each term and must be completed prior to registering for the student's first semester of classes.

New students must register three business days prior to the first day of classes at the beginning of each semester or accelerated semester.

New Students

A person desiring admission to Glen Oaks Community College must submit a completed application for admission to the Admissions Office. Admission to Glen Oaks does not necessarily guarantee admittance to a specific course or program of study.

A minor student under the age of 18 who has earned a high school diploma or GED, may be admitted as a new student with signed consent by a parent or guardian; each applicant will be handled on a case-by-case basis.

An official high school transcript or GED score report should be mailed directly from the high school or GED-granting institution to the Admissions Office or may be submitted through an electronic transcript service. Transcripts are used for academic advising, course placement, and acceptance into specific programs. The request for a high school transcript applies to students who have graduated within the last 10 years unless special circumstances require a transcript on file.

Transfer Students

A student who has attended another college or university must apply for admission by completing the Glen Oaks Community College admission application.

Transfer students must submit an official high school transcript or GED score report as well as an official college transcript from each college previously attended. Transcripts are used for academic advising, course placement, acceptance into specific programs, and transfer of credit. Transcripts must be mailed directly from the high school/college(s) to the Admissions Office or may be submitted through an electronic transcript service. Students who have previously earned an associate's or bachelor's degree must provide only a copy of their college transcript.

A minimum of fifteen (15) academic semester hours of Glen Oaks credit must be earned if a degree or certificate is to be granted.

Former Students

Students who are returning to Glen Oaks after a three-year absence must reapply for admission to update student and program information. Former students should see an academic advisor before they register so they can be apprised of any changes in degree or certificate requirements. The Registrar should also be notified of any address or name changes.

College Guest Students

Students attending another college or university who wish to study at Glen Oaks Community College as a guest student must submit either a Glen Oaks Admissions Application or a completed Michigan Uniform Undergraduate Guest Application. The guest application is available at the Glen Oaks Admissions Office or the college/university last attended by the applicant. A Guest Application is valid for only one semester.

International College Guest Students

International students attending another college or university who wish to study at Glen Oaks Community College as guest students must do all of the following:

1. Submit either a Glen Oaks Application for Admissions or a completed Michigan Uniform Undergraduate Guest Application. The Guest Application is available at Glen Oaks or the college/university last attended by the applicant. Note: A Guest Application is valid only for one semester.
2. Be evaluated to determine skill levels in writing, reading and mathematics.
3. Meet with the international student advisor to address any immigration issues and for approval. (Admission to Glen Oaks is subject to compliance with U.S. Immigration Regulations.)
4. Meet with the International Student Advisor for academic advisement.
5. Enroll in the courses recommended by the International Student Advisor.

International Students

Applicants from foreign countries must submit a completed application for admission as well as an International application and packet:

Some requirements for International Admission are:

1. A certified English translation of all courses completed on the secondary and/or university level.
2. Certification of proficiency in the English language based on the test of English as a Foreign Language (TOEFL) or Duolingo for non-native English speakers.
3. A statement of financial solvency from the bank, parent, or guardian while in the United States or an affidavit of support.

A complete set of requirements and standards are available from the Student Services Office.

International Students admitted to Glen Oaks are expected to maintain full-time status and comply with all Federal Institutional Student regulations.

High School Students

Students who are under the age of 18 and have not yet earned a high school diploma may apply for admission and enroll in college courses

provided they have met eligibility requirements and have completed processes for the specific high school program in which they enroll.

High School Guest

1. Complete the Application CTE-DE-HS Form
2. Complete the Course Placement Evaluation and/or submit qualifying SAT/ACT scores
3. Meet with a Glen Oaks advisor who will:
 - a. Review the results of Course Placement Evaluations
 - b. Determine whether course prerequisites are met

Dual Enrollment

Students wishing to dual enroll must complete appropriate paperwork with their high school and meet with their counselor prior to completing an application.

1. Complete the Application CTE-DE-HS Form
2. Submit High School Transcript to Dual Enrollment Coordinator
3. Complete the Course Placement Evaluation and/or submit qualifying ACT/SAT scores
4. The Dual Enrollment Coordinator will:
 - a. Review the results of Course Placement Evaluations, test scores, and High School Transcript
 - b. Determine whether course prerequisites are met

Early Middle College (EMC)

1. Meet with High School Advisor
2. Complete the EMC – Application Form
3. Submit High School Transcripts
4. Complete the Course Placement Evaluation and/or submit qualifying SAT/ACT scores
5. Meet with the EMC Coordinator
 - a. Review the results of Course Placement Evaluations
 - b. Determine whether course prerequisites are met
6. Attend EMC Bootcamp

Career & Technical Education (CTE) Direct Credit

1. Enroll in a CTE program through the St. Joseph County ISD
2. Complete the Application CTE-DE-HS Form
3. Meet with the CTE Coordinator who will:
 - a. Determine eligibility for direct credit
 - b. Assist with enrolling in direct credit

Military Students

Glen Oaks Community College is a military-friendly institution and has designed a transfer process to allow individuals in the armed forces to minimize the loss of credit and to avoid duplication of coursework. Students who have served in the military must apply for admission and are encouraged to supply a military transcript for evaluation of transfer credit. For more information, contact the College's School Certifying Official or Veteran Advisor.

Per Department of Defense regulations, the college prohibits high-pressure recruitment tactics for the purpose of securing enrollment of Service members and does not offer or accept any reward or remuneration from a secondary school, college, university, agency, or organization for placement or recruitment of military students.

GOCC also participates in the Concurrent Admissions Program (ConAP). This program allows soldiers to be admitted to Glen Oaks Community College at the same time they enlist in the U.S. Army or Army Reserve. The admission agreement is in effect for two years following the completion of active military service.

Readmission of Military Service Members

The college recognizes that students may be temporarily unable to attend classes or be required to suspend their studies in order to perform military service. Service members who are called to active duty or who are required to report for military service while enrolled at GOCC should present documentation of their orders to the Veteran Advisor in Student Services prior to leaving for duty.

In order to be readmitted to the college, the cumulative length of the absence and all previous absences for military service may not exceed five years. The student must submit a written notification of intent to re-enroll to the Veteran Advisor within three years after the completion of service or within two years after recovery from an illness or injury incurred during the service.

A returning service member will be readmitted in the same academic program and with the same academic status held when last attending the college or when last accepted for admission. The service member may resume their program in the next scheduled semester unless the student requests a later date for re-enrollment. Every reasonable effort to enable the student to resume their program will be made. If such efforts are unsuccessful, and it is determined the student is not prepared or is unable to reenroll in the same academic program with the same academic status, or if placing the student in the program will place an undue hardship on the college, GOCC is not required to readmit the student.

If the service member pays in-district tuition rates, the college will allow the student to continue to pay in-district rates as long as the individual is continuously enrolled, even if there is a subsequent change in the permanent duty station of the service member to a location outside of the district. If veteran education benefits or other service member education benefits will pay the higher tuition and fee charges that other students in the program are paying for the year, the school may assess those charges to the student.

In accordance with federal regulations, returning students who receive a dishonorable or bad conduct discharge from the Armed Forces (including the National Guard and Reserves) are not eligible for readmission under this policy. However, service members who receive dishonorable or bad conduct discharge may remain eligible for readmission even though they will not be entitled to the benefits outlined in this policy.

Returning military service members may be required to provide supporting documentation.

Policy History: Adopted by the Board of Trustees 1/13/93, revised 4/10/96, 9/14/05, 4/12/06, 7/19/11, 9/17/14, 11/1/19, 5/20, 5/20, 8/11/22, reviewed 3/9/23