

IHCC Procedure 3.4.1 Admissions

Part 1. Regular admission

Regular admission is intended for those who wish to complete more than eight credits each semester and is designed for degree-seeking, eventual transfer, or undecided students. Students who complete all of the following admission steps, will be able to register for classes.

1. Complete and submit the online application for admission along with a one-time \$20 non-refundable application fee. A paper application is available upon request.
2. Complete the Inver Hills Community College (IHCC) assessment inventory in reading and mathematics after receiving confirmation that IHCC has processed the application for admission.
3. Applicants who did not graduate from high school or complete the GED may still be admitted if they demonstrate Ability to Benefit. An applicant may demonstrate Ability to Benefit by completing the IHCC assessment inventory and placing into developmental or college-level courses.
4. Submit official transcripts of previous college work. Transcripts are required if the student (1) is applying for financial aid or veterans benefits or (2) wants to have credits evaluated for transfer to IHCC or for course equivalencies. Students with college math or English composition completed have the option of submitting transcripts instead of taking assessment tests. Official transcripts shall be submitted to the Enrollment Center in sealed envelopes from all institutions attended. Official transcripts from MnSCU institutions are received electronically and do not need to be sent in paper form. Although transcripts are not required for Regular Admission, students are strongly encouraged to submit them prior to orientation for academic advising purposes. Admission to the college does not automatically qualify a student for all college-level courses. Some of the course offerings in both career and transfer programs have special prerequisites and requirements.
5. Complete the new student orientation requirement. Students will receive information about new student orientation via postal mail and email once they have applied to the college.

Part 2. Application deadline

The application deadline is one week prior to the start of the semester. Applications received after the application deadline will be processed for the following semester.

Part 3. Assessment

Students who plan to enroll in an English or math course must demonstrate they have met the required prerequisites. Students can satisfy course prerequisites in one of the following ways:

1. Complete the IHCC Assessment Inventory in the two years prior to the first day of classes for Math courses, and three years prior to the first day of classes for English/Reading courses.
2. Complete the IHCC prerequisite courses with grades of "C" or higher. Courses used to satisfy math prerequisites need to be completed in the two years prior to the first day of classes.

3. Complete an approved assessment inventory at another college. To determine if the assessment inventory is "approved," call 651-450-3650. Scores from approved assessment inventories should be mailed to:
Testing Center
Inver Hills Community College
2500 80th Street East
Inver Grove Heights, MN
55076-3224
4. Complete approved English and math prerequisites at another college with grades of C or higher. A transcript with the prerequisites must be on file at IHCC and the college must approve these courses in order for them to satisfy prerequisite requirements. Official Transcripts with prerequisite courses should be mailed to
Enrollment Center
Inver Hills Community College
2500 80th Street East
Inver Grove Heights, MN
55076-3224
5. Complete the ACT with a score of 18 in English and 21 in Reading (for English courses), and a score of 22 in math (for Math courses). The English and Reading components must have been completed in the three years prior to the first day of classes; the Math component must have been completed in the two years prior to the first day of classes.

Students who do not meet any of the above criteria, desire to take the IHCC Assessment Inventory, or have other questions, please call 651-450-3650. A government-issued photo I.D. is required to take the college assessment tests. Students requiring an accommodation for a disability should notify testing center staff in advance of taking the assessment to discuss their need for accommodations while taking the assessments.

Students who place into READ 0090 or EAP 0090 must take one of these courses during their first semester at IHCC. Students who do not successfully complete the course will be required to re-enroll in the course in any subsequent semesters of enrollment until the course is successfully completed.

Students applying to the PSEO program may take the assessment two times for each admission deadline. All other students may take the assessment a total of two times in a two-year period, regardless of admission date.

Part 4. Post-Secondary Enrollment Options (PSEO) Admission

Qualified high school sophomores, juniors and seniors in Minnesota are eligible to attend IHCC through the Post-Secondary Enrollment Options (PSEO) Program. PSEO students are eligible to enroll in fall and/or spring semesters. High school sophomores may be allowed to take career or technical education courses. Before registration each semester, students must submit a completed Notice of Student

Registration form to the college. PSEO students may contact the Admissions Office at 651-450-3503 for specific admission requirements and for more information about the program.

PSEO eligibility guidelines include:

1. Students will be enrolled in less than full time at their high school while participating in the PSEO Program.
2. Seniors should rank in the top one-half of their class and have a cumulative GPA of 2.5 or higher. Juniors should rank in the top one-third of their class and have a cumulative GPA of 3.0 or higher. Sophomores must attend a Minnesota public high school, and must have taken the 8th grade MCA reading test, and met the proficiency level that meets or exceeds the standards.
3. Evidence of college readiness as indicated by the IHCC assessment inventory or with qualifying scores on the ACT.

PSEO Restrictions:

1. May not register for certain courses including developmental courses not considered college level (numbered below 1000), non-credit courses, and courses that incur travel expenses. Students may not register for selected courses determined by the college, including courses in special programs or courses that have a higher rate of tuition or additional fees. A current list of courses is available from the PSEO coordinator.
2. Are not permitted to audit a course or take a course on a pass/fail basis.
3. PSEO students are limited to a maximum of 16 credits per semester.

PSEO Application Deadlines

- Fall Semester – July 1
- Spring Semester – December 1
- There is no PSEO enrollment during summer session. High School students interested in summer attendance must apply for high school Non-PSEO enrollment.

Part 5. Concurrent Enrollment

Qualified high school students who attend a Minnesota high school that participates in the IHCC Concurrent Enrollment Program have the opportunity to enroll in IHCC courses offered at their high schools. A separate application and process is available.

Part 6. Non-PSEO Enrollment for high school students

Qualified high school students may be eligible to attend IHCC while still in high school. Non-PSEO students are responsible for the cost of all tuition, fees and books. Please contact the Admissions Office at 651-450-3503 for further information.

Part 7. Non-degree seeking students

Students who wish to complete courses at IHCC without earning a degree, diploma or certificate may enroll as a non-degree seeking student. Non-degree seeking students are not eligible for financial aid or veteran's benefits, and may enroll in a maximum of 10 credits per semester.

Part 8. MnSCU Visiting Students

Students currently admitted at another MnSCU college or university may enroll at IHCC as a visiting student and are not required to apply for admission. Visiting students are not candidates for a degree, diploma or certificate at IHCC.

Part 9. International admissions

International students applying for an I-20 must submit the documents listed below. Applicants living abroad will only be admitted for fall or spring semesters.

1. The IHCC International Student Admission Application. Applicants may download and print the international student application form (a pdf document) from the college website (www.inverhills.edu). Applicants may request a paper copy of the forms by calling 651-450-3000 or sending an e-mail message to admissions@inverhills.edu. International students may not apply online.
2. A non-refundable \$20 application fee; payable by check or money order in U.S. dollars.
3. The signed International Student Agreement Form.
4. An original or certified copy of a recent bank statement or Affidavit of Support (Form I-134) indicating availability of sufficient funds to cover the applicant's school and living expenses for one year. An applicant with a sponsor residing in the U.S. must provide an INS Affidavit of Support showing the dollar amount of support. Documents must be no more than three months older than the application.
5. A signed and notarized Financial Responsibility Statement listing source(s) of funding.
6. Official transcripts from each high school/secondary school, college, university, and ESL program attended. Transcripts must be translated into English, evaluated, official, stamped, and mailed by the evaluating company. While IHCC recommends World Education Services (support@wes.org) as an evaluating company, students are free to choose any NACES approved evaluating company. A list of NACES approved evaluating companies can be found online at <http://www.naces.org>.
7. Documentation of English proficiency by one of the following:
 - a. Official TOEFL (<http://www.toefl.org>) results sent to IHCC by TOEFL. Student copies are not accepted and scores must be less than 2 years old. The institutional TOEFL code for IHCC is 6290. Minimum score required for admission: 500 (Paper Test), 173 (Computer Test), or 61 (IBT).
 - b. A grade C or better in a college level English Composition course from an accredited U.S. college.
 - c. Completion of ELS 109 intensive program from an ELS Language Center. More information can be found at <http://www.els.edu/contents/index.aspx>.
8. Transfer students must also submit copies of (a) Form I-94, (b) most recent U.S. Visa, (c) Form I-20 ID issued by present school, (d) passport and (e) Transfer Eligibility and Status Form. Transfer students must be in status and good academic standing at present school to be accepted at IHCC. If the GPA of the transfer student does not meet our academic policy,

the student must appeal to the Dean of Students for acceptance. The appeal must be approved before an I-20 will be issued.

All required documents must be received in the Enrollment Center by the deadline dates listed for the applicant to be considered for admission. See the college's website at www.inverhills.edu for application deadlines for each term; deadlines vary depending on whether students are currently in the United States.

Upon completion and receipt of the above admission items, admitted students will be mailed an admissions packet which will include an I-20. Students living abroad will present the I-20 to the local embassy when applying for an F-1 Student Visa. When arriving in Minnesota students must report to the International Student Advisor within one week of arrival.

All international students with an F-1 visa must:

1. Pay all tuition and fees
2. Be enrolled at least 12 credits per semester
3. Purchase the MnSCU international student accident and illness insurance plan prior to registering for classes
4. Take the Mantoux test at the college's Health Center during their first semester to determine exposure to tuberculosis
5. Submit documentation of immunization

Non-Immigrant aliens currently in the U.S. with visa types C, J, or M must register under the “non-degree seeking” enrollment status. Students who want to attend IHCC on a full-time basis must follow the steps for admission to the college. Call 651-450-3000 with questions about registration or admission. All students in the U.S. with a B visa must first change their status with the USCIS. Please call our Admissions Office for assistance.

Part 10. Nursing admissions

Applicants to the Associate in Science degree for the Nursing Program must satisfy specific admission criteria. Visit www.inverhills.edu/DegreesAndPrograms/Nursing for details.

Part 11. Emergency medical services (EMS) admissions

Applicants to the Associate in Science degree for the Emergency Medical Services program must satisfy specific admission criteria. Visit <https://www.inverhills.edu/DegreesAndPrograms/EMS> for details.

Part 12. Adult success through accelerated programs (ASAP) admissions

Adult learners who want flexible, alternative choices for degree completion through educational planning, credit for prior learning, and accelerated courses should contact the ASAP office for admission information at (651) 450-3000 or www.inverhills.edu/asap.

Part 13. Suspension and financial standing at other institutions

Students on academic suspension from a Minnesota State College or University will not be admitted to IHCC during the term of that suspension unless they demonstrate potential for being successful in the particular program to which they apply.

Students who have been suspended or expelled for disciplinary reasons from any postsecondary institution will be denied admission to IHCC.

Students who have financial holds at another Minnesota State College or University may be admitted to IHCC but will not be allowed to enroll in courses until the financial hold has been removed.

Part 14. Denied admission

Applicants who are denied admission can appeal to the Director of Enrollment Services. Appeals are submitted to the Enrollment Center. Applicants who have their appeal denied may submit a final appeal to the appeals committee. The decision of the appeals committee is final.

Part 15. Application fee waiver

Under certain conditions students may be eligible for a \$20.00 application fee waiver. The President or designee may waive the application fee if the student meets one of the following conditions:

- Ward of the state
- Financial hardship
- Member of military
- Military veteran
- Special recruitment initiatives

For consideration of an application fee waiver, the student must submit the student appeal to the Enrollment Center. The appeal must include documentation of one of the above conditions.

Related Documents:

- [Inver Hills Community College Admissions Policy](#)
- [MNSCU Undergraduate Admissions Policy 3.4](#)
- [MnSCU Admissions Procedure 3.4.1](#)
- [MNSCU Post-Secondary Enrollment Options Program Policy 3.5](#)
- [MNSCU Post-Secondary Enrollment Options Program Procedure 3.5.1](#)

Responsible Administrator: Vice President of Student Affairs

Policy History:

Date of Adoption: 08/2011

Last Revision date: 10/13/2016

Date most recent policy revisions go into effect: 01/09/2017

10/13/2016 – Policy Committee Review Fall 2015 through Spring 2016. Academic Council review 11/19/2015. Faculty Shared Governance notification 3/22/2016. Comment period September 1-15,

2016. Strategic Leadership Council approval 10/17/2016. Separated current admissions policy into separate policy and procedure documents; Added related documents section to both policy and procedure; Updated web links throughout policy and procedure; Aligned non-discrimination sentence in Policy with updated and expanded MnSCU policy language; Added definitions section to policy; Reordered Parts in procedure; Changed application deadline language in procedure; Added Concurrent Enrollment Part in procedure; Added PSEO app deadline language in procedure; Moved new student orientation language to under Part 1. Regular Admission in procedure; Updated ACT scores to be correct in procedure; Updated campus contact information in procedure; Created new Part for Application Fee Waiver in procedure. Previously this was a separate policy at IHCC. Changed to new procedure template.