



ADMINISTRATIVE PROCEDURES

No. 5010.1

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

ADMISSION

Under the direction of the Vice President of Student Services, the Director of Admissions and Records has the designated authority and responsibility for District admission procedures. The Superintendent/President, or designee, makes final admission determinations. Current admission procedures are published in the most recent version of the college catalog and on the college website.

Admission

All prospective students are required to complete a paper or online application for admission. Students who applied but never attended or are returning to the college after an absence of two or more semesters, must submit a new application for admission.

All information provided by the applicant on the application for admission must be true and accurate as required by law. A student who knowingly falsifies any information required on the application for admission, or other college documents, is subject to disciplinary action.

A person eligible for admission is anyone who meets one of the following:

- Has graduated from high school, including students who have received high school certificates of completion (or equivalent) but did not pass the California High School Exit Exam.
- Has passed the California High School Proficiency or the GED test.
- Is a non-high school graduate 18 years of age or older, who is no longer attending high school and is able to benefit from instruction.
- Is a non-high school graduate under 18 years of age who has been released from compulsory attendance by their high school governing board.
- Is a K-12 student currently enrolled in 9th-12th grade and has met all conditions set forth in Administrative Procedure 5011.1 or 5011.2.
- Is a student enrolled in an adult education program administered by a school district or noncredit program administered by a community college and is pursuing a high school diploma or high school equivalency certificate and receives a recommendation from the adult school administrator or noncredit program of attendance.
- Is an apprentice as defined in Labor Code Section 3077.
- Is an international student who has completed admission procedures for international students as set forth in Administrative Procedure 5012.1.

The Vice President of Student Services shall be responsible for evaluating the validity of a student's high school completion if the college or the United States Department of Education has reason to believe that the high school diploma is not valid or was not obtained from an entity that provides secondary school education.

Residency Determination

Admission of each student includes the determination of California State residency as outlined in Administrative Procedure 5015.1.

Students determined to be California residents are charged the California State Enrollment Fee as set by the California Community College Chancellor's office. All other fees apply.

Students determined to be non-residents are charged the non-resident tuition fee in addition to the resident enrollment fee.

Specialized Programs

Admission to specialized programs (i.e., Fine Woodworking, Physical Therapy Assistant, and Registered Nursing programs) may require the completion of a program admission application and other admission requirements. Current program admission requirements are published by the respective programs and made available in the college catalog and on the college website. The Admission criteria, process and application for specialized programs are valid for the current application cycle only.

References: Education Code Sections 76000; 34 Code of Federal Regulations 668.16(p) (U.S. Department of Education regulations on the integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended); ACCJC Accreditation Standard II.C.6