

SPECIAL ADMISSIONS GUIDELINES AND PROCEDURES

Early Entry Students

The early entry program provides the opportunity for currently enrolled high school students to register in college credit courses. All students under age 19, who have not graduated from high school, must have written permission of a parent or legal guardian prior to enrollment. Early entry students may enroll in courses that are 1000 level or higher. Students under age 16 must have approval of the Academic Dean, Dean of Enrollment Management, and the course instructor(s). If the college courses are occurring during the regular high school day, students must also have approval from a high school official or home school administrator.

Northeast Community College recommends that early entry students rank in the upper one-half of their high school class and have a GPA of 3.0 or above or have an ACT composite score of 20 or a subscore of 20 for the related area. Students who do not meet these requirements are encouraged to visit with their high school guidance counselor or the Dean of Enrollment Management at Northeast Community College.

The credits and grades earned will become part of the student's permanent Northeast Community College transcript.

Early entry students must complete a special Application for Admission form. These forms are available through high school guidance counselors, the Northeast Community College Admissions Office, or at www.northeastcollege.com.

An early entry student who plans to attend Northeast Community College after high school graduation must submit an official Application for Admission.

International Students

International students applying to Northeast Community College with the intention of obtaining a Certificate of Eligibility, (Form I-20), for the purpose of acquiring an F-1 visa, must complete all general and international student admission requirements. Only after the student meets these requirements will the Form I-20 be issued.

It is recommended that applicants residing in a foreign country initiate the application process six months prior to their anticipated enrollment date. All completed application materials must be received in the Admissions Office by June 1 for those planning to enroll for the fall semester and November 1 for students planning to enroll for the spring semester. Exceptions will be considered on an individual basis.

To meet all international student admissions requirements, international students should send the following to the International Student Advisor, Admissions Office, Northeast Community College, 801 East Benjamin Avenue, P.O. Box 469, Norfolk, NE 68702-0469:

1. Completed Application for Admission.
2. Official copies of all high school and college academic records (with English translations).
3. An F-1 applicant whose native language is not English must demonstrate English proficiency. Students must submit official scores from the Test of English as a Foreign Language (TOEFL). To be acceptable, the student's total score must be a minimum of 500 on the written exam or 173 on the computer exam. Northeast Community College institutional code for TOEFL is 6473. In lieu of TOEFL scores, students may also submit verification of: (1) successful completion of a college English course, at the 1000 level or higher, with a grade of "C" or better, at an accredited U.S. educational institution; or (2) Completion of the Michigan Placement Test with a score of at least 71 and a qualified writing sample; or (3) at the discretion of the Dean of Enrollment Management or International Student Advisor.
4. Students must submit written verification of adequate financial resources, in American dollars, to fund the estimated cost to attend Northeast Community College for the current academic year, as per financial aid calculations. International students must provide such verification for each year of attendance at Northeast Community College.

It is recommended that the applicant have health insurance with an American insurance company for costs associated with physician's care, hospitalization, and major medical procedures. Northeast Community College does not have health insurance coverage for its students. Students are liable for their own medical expenses.

Prior to enrollment, international students must complete an Orientation/Registration session and take the ACT, SAT, or ASSET/COMPASS test.

Immigration laws require F-1 students to pursue a full course of study. At Northeast Community College, this means maintaining a minimum of 12 credit hours per semester in a program of study and making satisfactory progress toward degree completion.

International students present in the United States on temporary visas are considered nonresidents for purposes of tuition payments. Length of stay, payment of taxes, ownership of property, etc., do not imply legal residency.

Students who wish to transfer to Northeast Community College from another U.S. Institution must complete the appropriate transfer forms. Transfer forms can be requested from the International Student Advisor at Northeast Community College.

International students who are in the United States on another type of visa and wish to enroll in courses at Northeast must follow the English Proficiency Requirements. For further assistance, please contact the International Student Advisor.

Original policy date: 04/10/75 (Item #0888)
Revision date: 09/12/96 (Item #7739)
Revision date: 06/10/99 (Item #8527)
Revision date: 01/10/02 (Item #9058)
Revision date: 02/13/03 (Item #9244)
Revision date: 03/10/05 (Item #9664)