



## **UINTAH BASIN TECHNICAL COLLEGE**

### **Admissions**

#### **Admission:**

Uintah Basin Technical College (UBTech) operates under an open-door policy and services all individuals on an equal opportunity basis. Any high school or adult student who declares a technical training objective is eligible for admission. Program-specific admissions requirements may exist and will be listed on the UBTech website. A high school diploma or equivalent is not required for admission but is mandatory for students seeking Title IV Federal Financial Aid.

#### **Secondary Students:**

Secondary students will be admitted upon their secondary counselor's recommendation. It is the responsibility of the secondary counselor to ascertain the maturity level and academic readiness of the student prior to placement in UBTech courses. The minimum demonstrated academic standard for UBTech courses is 8<sup>th</sup> grade: math, reading, and language. Secondary students found to be deficient in maturity or academic readiness may be transferred back to their home high school.

With the exception of course fees, workbooks, consumable materials, and program testing fees, secondary students may attend tuition-free if they are considered eligible based on the standards established by the Utah State Board of Education and the tuition policy approved by the Utah System of Higher Education Board of Trustees.

#### **Inmates:**

Inmates desiring to enter the Residential Construction program available at correctional facilities must obtain a recommendation from the correctional staff of the facility at which they are housed. It is the correctional staff's responsibility to determine the academic readiness of these inmates before placement.

#### **Post-Secondary Students:**

Post-Secondary students must verify their academic readiness before enrolling in training programs. They must meet with a Student Success Officer and complete the entrance testing requirements for the specific program, provide ACT scores that meet the program entrance standards, or provide an associate or bachelor's degree. Some programs require a high school diploma or GED. Individuals applying for admission into these programs must provide the institution with a copy of their high school diploma or GED.

#### **Admission Steps:**

UBTech has an open-entry/defined-exit structure for most programs. The College is open year-round, Monday through Friday (closed on most state and federal holidays).

To be admitted to one of the full-time programs at UBTech, a student must:

1. Obtain a placement recommendation from a secondary counselor, corrections official, or UBTech Student Success Officer.
2. Complete registration and pay tuition and fees.
3. Complete the New Student Onboarding

#### Career Advising & Testing:

UBTech's Student Success Centers in Roosevelt and Vernal offer career advising to anyone considering classes at UBTech to help them enter the workforce, upgrade current job skills, or change careers.

The Student Success Center offers various assessments to determine abilities, aptitudes, interests, and personality traits. Assessments include the Strong Interest Inventory and Myers Briggs Tape-Indicator.

#### Transfer Policy

##### Transfer From Another School to UBTech:

It is the policy of the College to grant credit for competencies required to obtain a Certificate if the student presents official credentials/transcripts from other institutions which verify competencies completed or receive a waiver of competency by successfully passing specified competency exams. Technical competencies must be successfully passed with the program instructor for competency credit to be granted.

##### Transfer Between Programs at UBTech:

Students desiring to transfer from one program to another within the school must complete the following steps:

1. Meet with a Registrar to complete an exit form.
2. Meet with a Student Success Officer to verify entrance requirements are met and receive a preregistration for the new program.
3. Meet with the sponsoring agency and/or the Financial Aid Office to verify financial assistance is still in place for your program change.
4. Competencies that are the same will be transferred between programs.

#### Title IV Federal Financial Aid

An *eligible institution* may admit as regular students only persons who have a high school diploma or its recognized equivalent, are beyond the age of compulsory school attendance in the state in which the school is located or are dually enrolled in the college and a secondary school. See "Limitation on students admitted without a high school diploma or equivalent"

An eligible student must have a high school diploma or its recognized equivalent and be beyond the age of compulsory attendance and meet the criteria for homeschooled students. A student dually enrolled in high school and college is not eligible for FSA funds.

## High School Diploma/GED Validation Policy

In the event the school has reason to believe that a high school diploma is not valid or was not obtained from an entity that provides secondary school education, the school will conduct additional research to determine if the diploma is in fact valid. Red flags that will prompt additional research are:

- No apparent state legal authority for high school or G.E.D.
- Limited curriculum/instructors
- High school diploma given for a fee within a short period of time
- High school diploma date/place not consistent
- High school diplomas/transcripts/GED's that were issued by a school that bears a non-traditional name that does not end in "high school", such as "academy", or "center"
- High school diplomas/transcripts/GED's that were purchased and/or completed online
- High school diplomas/GED's that have names and/or dates that have been written on the diploma, and those where "white out" type corrections have been made

Should any of the above red flags exist, the school will conduct additional research to include:

- Checking the National Center for Education Statistics (NCES) website for information relative to the validity of the school, and if the school in fact provides secondary school education. If the School is unable to obtain the required information, the school will contact the state the school is located in an attempt to obtain the appropriate documentation.
- Determining if the school has previously been identified as a high school diploma mill, via internet research and existing lists the school maintains.
- Determining if the diploma or transcript was purchased online with little work expected by the student, or if it was earned via brick-and-mortar traditional high school.

If the school is not reasonably certain a high school diploma or G.E.D. is valid, the student will not be admitted. The school's decision relative to the validity of a particular high school diploma or G.E.D. is final, and not subject to appeal.