

**To begin, schedule an appointment to complete an assessment and meet with a counselor.** Students will need to schedule a time to complete an assessment and meet with a counselor by calling the Student Services office at the campus of their choice. Bring copies of high school and/or college transcripts for consideration of possible credit for prior learning.

**Admissions assessment and remediation.** The college uses assessment, along with high school and other postsecondary transcripts, to measure skill levels and to help place the student in courses and programs where they will academically succeed. If the student's assessment scores fall below established ranges, and prior academic records support these scores, the student will need to enroll in developmental course work (remediation) or do self-study to meet the program's entrance standards. After completing an acceptable assessment retest, the student will be admitted into the program of their choice if space is still available. Students may be excused from the assessment process if in the past three years they have received satisfactory scores on college entrance tests such as the ACT or SAT, Accuplacer, ASSET, COMPASS, TABE. Students who have earned an associate or a baccalaureate degree do not need to complete an assessment. Send score report(s) and/or transcripts to WITC or bring a sealed official document to the counselor interview.

**Note:** Special accommodations for assessment are available. If the student has a disability and needs special accommodations, they will need to fill out a request for specific accommodations and provide appropriate documentation. Forms are available in the Student Services office. Students should also make an appointment to meet with the disability specialist on campus.

**Counselor admissions interview.** During the admissions interview, students will meet with a counselor to discuss skills, strengths, expectations for college, time management, resources available, and answer any questions the student may have about program(s) and their goals. If the student is program ready and has completed all checklist items, they will be accepted into their program.

**Transcripts and documentation.** Students will need to supply copies of all prior academic transcripts (high school, GED/HSED, college, and university) or other documents that indicate abilities since some programs require specific courses or experience. Contact each institution and ask to have official transcripts mailed directly to the Student Services office on the WITC campus the student will be attending. If the student is still in high school, send a transcript of the courses completed along with the courses that will be taken prior to graduation. High school students who have completed 10th grade and are participating in Wisconsin's Youth Options program may also be eligible for WITC admission. Students should check with their high school counselor or a WITC counselor for more information.

**Special licensing requirements.** Students will need to meet additional admission requirements for technical diplomas and associate degrees connected to state or national licensing or governed by specific state regulations. Call a campus admissions advisor for details.

**College success courses.** Although not a requirement, we recommend that students enroll in a college success course or meet with a Student Success Center instructor prior to enrolling—especially if they have been out of school for some time. The course will help them feel more confident about their current skill levels and, if they need to remediate, they will find out which classes will help them succeed.

**Waiting lists.** Waiting lists are established when the number of accepted students for a program exceeds the capacity of the program. Only students who meet a program's entrance requirements are offered a place on the waiting list. Students will be offered the option of being placed on a waiting list during the counselor interview. WITC's policy regarding waiting lists complies with the state technical college system board policy. Students may begin general studies coursework and other available classes immediately as a pre-program student in their program major.

## Declared Program Major

Students have officially declared a major if they have paid their \$30 application fee, have applied to a specific program, and have been accepted. To declare a major area of study, contact a campus admissions advisor. When a student declares a major, they are able to graduate from their declared program and receive a variety of services that are not available to students without a declared major. Students can test out of courses that are required for specific programs, receive credit for prior learning, transfer credits from other institutions, receive assistance from program advisors, and have access to accurate transcript records that can be used for future employment opportunities. Students also qualify to apply for financial aid.

## Double Program Major

Combining two degrees or diplomas is a good way to expand a student's career options. Students can add a second degree by filling out an application in the Student Services office. There is no additional application fee. As students complete their double major, courses common to both programs apply to both credit requirements.