

# ***NORTHWEST TECH***

NORTHWEST KANSAS TECHNICAL COLLEGE

**2023-2024  
NWKTC Catalog and Student Handbook**

## **SECTION TWO: Admissions**

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Northwest Tech is an open enrollment, public college offering a variety of technical programs and community education courses. Besides offering full-time programs of study, we also offer programs for high school students and community members who wish to pursue courses or certifications on a part-time basis. Students of all ages may find something of interest at NWKTC.

## Admissions Procedures

The procedure for admission into NWKTC programs of study may vary depending on the type of program and the category of student. To see which admissions procedure to follow, answer the questions below:

Are you currently a high school student? See the [Early College](#) admissions procedures

Are you a community member who just wants to take a class for fun, or for Continuing Education credits? See the [Non-Degree Seeking Student](#) admissions procedures

Are you interested in a Certificate program (C.N.A.; C.M.A.; CDL; EMT) See the [Non-Degree Seeking Student](#) admissions procedures

Have you already attended NWKTC and earned college credits?

- Yes, just some credits, but did not complete the AAS degree – See the [Re-admitted Student](#) admissions procedures
- Yes, I completed an AAS degree – See the [Second Degree Seeking Student](#) admissions procedures

Have you already earned college credits through any accredited college (other than NWKTC)? See the [Transfer Student](#) admissions procedures

Have you NOT earned your high school diploma/GED? See the [Non-Degree Seeking student](#) admissions procedures

Have you earned your high school diploma/GED, and want to complete a program of study as a full-time student? See the [Full-time, first-time student](#) admissions procedures

Are you NOT a U.S. Citizen? See the [International Student](#) admissions procedures

## Early College Students

The Kansas Board of Regents (KBOR) and Northwest Kansas Technical College encourage high school students to take advantage of postsecondary education opportunities by enrolling in postsecondary courses while still in high school or participating in home schooling.

The state of Kansas has provided a financial incentive through the “Excel in CTE” program by providing the tuition for the technical courses. (The “Excel in CTE” program does not pay for general education courses.)

Students below the freshman grade level are not allowed to enroll in or audit college courses.

Different types of Early College Programs are available:

1. Junior/Senior Option. A high school student may enroll in an NWKTC technical program and attend classes on the NWKTC campus.
2. Concurrent Enrollment Program (CEP). A high school teacher teaches a college-level course to high school students at the high school during the regular high school day. The student earns both the high school credit toward the diploma and college credit from NWKTC.
3. Dual Credit. The high school student enrolls in an online course taught by an NWKTC instructor. These courses are general education courses (for example, English, Math, Speech) and are transferable to four-year colleges.

Programs available to high school students include:

- Automotive Technology
- Childcare Specialist
- Computer Graphics Technology
- Cosmetology
- Cloud and Crypto Computing
- Engineering Technology
- Kansas Institute of Diesel Technology
- Plumbing
- Precision Agriculture
- Welding

All courses use college syllabi and students are responsible for obtaining the appropriate textbooks.

Students and parents may contact the high school counselor, high school concurrent credit coordinator, or Northwest Tech Director of Outreach for more information.

Requirements for admission into these programs are as follows:

- Be enrolled as a high school junior or senior and obtain written permission from the high school principal
- OR be enrolled as a high school freshman or sophomore in a recognized gifted program with an individual education plan (IEP) and written permission from the high school principal. (The IEP must be renewed annually.)
- For more information, see the Early College webpage: <https://www.nwktc.edu/early-college-at-northwest-tech>

## Full-time, First-time Degree Seeking Students

To ensure a smooth transition to Northwest Tech, the required documents must be on file prior to the beginning of the semester.

If the admissions requirements are not met, enrollment may be denied and an academic hold is placed on the student account so no transcript of completed work will be released.

Please note the address where all admissions documents should be sent:

NWKTC Admissions Office  
1209 Harrison. PO Box 668  
Goodland, KS 67735

Or email to: [admissions@nwktc.edu](mailto:admissions@nwktc.edu)

Required Documents:

- The online Application for Admission (<https://www.nwktc.edu/apply#apply>)
- High school transcripts showing final grades and date of graduation (month, day, year). High school transcripts can be sent to: [admissions@nwktc.edu](mailto:admissions@nwktc.edu)

- OR Certificate of GED completion and GED examination results
- OR Official transcript of home-schooling courses completed, grade levels, and grades earned.

- Transcripts from all colleges attended, even for dual-credit /CEP classes completed while in high school. (College transcripts should be submitted through an e-script service such as Parchment; request digital transcripts be sent to [registrar@nwktc.edu](mailto:registrar@nwktc.edu))
- ACT, SAT or Accuplacer Next-Gen scores from the previous three years; (when registering for the ACT test, please request scores be sent to NWKTC; our school code is 0006.)
- If student does not have test scores, please contact the Admissions office to schedule an appointment to take the Accuplacer Next-Gen.
- Federal Application for Student Financial Aid- FAFSA (enter the corresponding school code --005267)
- All full-time degree-seeking students are required by Kansas Statute 65-129e to complete TB screening prior to attending Northwest Tech. <https://nwktc.wufoo.com/forms/wbbvdl50sk4mf6/>

## International Students

### NOTE:

**International students are advised to start the Application process one year prior to the semester start date to allow enough time to complete the process.**

Northwest Tech welcomes international students. Students outside the United States must contact Brenna Henry ([brenna.henry@nwktc.edu](mailto:brenna.henry@nwktc.edu)) and complete all admissions requirements at least one year prior to the semester start date.

International students applying for admission should complete the following steps:

1. Submit an online Application for admission (<https://www.nwktc.edu/admissions-office/international-admissions-process>)

2. Submit a copy of current passport.
3. Transcripts/Credentials:
  - Submit an official credential evaluation
  - Submit an official translated (English) transcript. Do not submit the transcript yourself – it must be sent from the institution you attended.
  - If a 7th semester transcript (before graduation) is submitted, a final official translated transcript must be submitted after graduation.
  - Submit a copy of the official diploma.
4. Submit Official Test Scores/English Proficiency\*
  - Students arriving from countries where English is not the official language must submit official test scores for English proficiency (test scores must have been obtained in the past 18 months):
  - TOEFL: iBT (internet-based test): minimum score of 61
  - TOEFL: CBT (computer-based test): minimum score of 173
  - IELTS: minimum score of 5.0
5. Financial Documents
  - Submit a statement of Financial Support (affidavit) signed by both a financial sponsor (typically the parent or legal guardian) and by the student.
  - Submit a certified bank statement dated within the past six months showing a minimum balance of \$15,000 USD—the approximate cost of one year tuition, books, fees, housing, and living expenses—to verify the sponsor has sufficient funds for sponsoring one year of study at Northwest Tech (institutional scholarships and aid may be applied to this amount to reduce the minimum bank balance required).

\*NOTE: Regardless of the student’s TOEFL scores, all new international students will be evaluated for English proficiency upon arrival via Accuplacer Next-Gen testing. This test determines course placement for English and math courses.

Upon receipt of the above documentation, an admission decision will be made. If the decision is favorable, an I-20 form and official letter of admission will be electronically sent to the student at the email address provided on the application for admission.

These documents allow the student to apply to the nearest United States Consulate office for an F-1 non-

immigrant student visa. Once obtained, the visa will permit the student to enter the United States and begin full-time study at Northwest Tech.

## Second-Degree-Seeking Students

Students who have already completed a certificate or degree program of study at NWKTC are welcome to return and pursue an additional certificate or degree.

Required Documents:

- The online Application for Admission (<https://www.nwktc.edu/apply#apply>)
- Transcripts from colleges attended (only if you attended other colleges after NWKTC)
- Federal Application for Student Financial Aid- FAFSA (enter the corresponding school code --005267)
- All full-time degree-seeking students are required by Kansas Statute 65-129e to complete TB screening prior to attending Northwest Tech. <https://nwktc.wufoo.com/forms/wbbvdl50sk4mf6/>

## Non-degree Seeking Students

Non-degree seeking students are not required to meet admissions requirements and are not eligible to receive federal financial aid.

Students may be enrolled as a non-degree seeking student in certificate programs such as C.N.A.; C.M.A.; CDL; EMT; or special interest courses.

Enrollment forms for the certificate programs are found on the NWKTC website on the Community Academy tab: <https://www.nwktc.edu/community-academy>

Enrollment forms for special interest courses are found on the NWKTC website on the Community Academy tab.

Students may change from non-degree seeking status to degree seeking status by meeting all admission requirements. These requirements must be completed

before financial aid awards, including scholarships and grant aid, will be disbursed.

## Re-admitted Students

Students who had previously attended NWKTC and withdrew voluntarily, or were withdrawn administratively, may be eligible for conditional re-admission. The student must have left the previous program of study according to established withdrawal procedures.

If granted re-admission to Northwest Tech, the student must comply with the following conditions:

- Student must follow the academic plan of study as outlined by the Northwest Tech academic advisor or Registrar
- Student must maintain satisfactory academic progress in all enrolled classes
- Student must adhere to all program attendance policies
- Student will stay current with all financial charges incurred during his or her program of study
- For programs that require licensure or certification in order to practice in the technical field, the student may be required to test-out of courses or retake courses that were previously satisfactorily passed.\*
- Retaken coursework may not be eligible for federal financial aid.

\*The program faculty and the Vice President of Academic Advancement will evaluate the student file and determine which courses must be retaken, if any, in order to return to the technical program of study.

The application for re-admission includes the following steps:

- Contact the Admissions office of the re-admission process form.
- Submit the online Application for admission.
- Submit a written request for re-admittance explaining the conditions under which the student previously left Northwest Tech without graduating
- In the written request, the student shall discuss plans for meeting the following conditions:
  - Student must be in good **academic** standing at Northwest Tech.
  - Student must not be in default of any student loans.
  - Student must be in good **financial** standing at Northwest Tech.

- Schedule an appointment with the Vice President of Student Advancement to discuss the criteria for re-admission

Students who are re-admitted may enroll at Northwest Tech under a probationary status. [for information about probationary status, see *Policy* section of this catalog]

If denied re-admission to Northwest Tech, the student may appeal the decision through the Appeals Policy procedure (refer to the Policies section of this catalog).

Northwest Tech reserves the right to deny admission or readmission to a student if it is determined to be in the best interest of the college to do so or if the college is unable to provide the services, courses, or program(s) needed to assist the student in meeting educational objectives.

## Transfer Students

Students transferring from other colleges to Northwest Tech must follow the admissions procedures listed below, and should request official transcripts from all previously attended post-secondary institutions.

Post-secondary transcripts should be sent through an e-script service to NWKTC. Transcripts will be evaluated in their entirety to determine the transfer of credit on the semester hour system. Transfer credits will be evaluated on a course-by-course basis. Credits will be converted to the semester credit hour system, if applicable.

Transfer students with academic sanctions from previous institutions may enroll at Northwest Tech under a probationary status. [for information about probationary status, see *Policy* section of this catalog]

Transfer students filing for federal financial aid must submit all college transcripts prior to packaging and awarding financial aid to ensure compliance with all regulations.

To ensure a smooth transition to Northwest Tech, the required documents must be on file prior to the beginning of the semester.

If the admissions requirements are not met, enrollment may be denied and an academic hold is placed on the student account so no transcript of completed work will be released.

Please note the address where all admissions documents should be sent:

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1209 Harrison. PO Box 668  
Goodland, KS 67735

OR email to: [admissions@nwktc.edu](mailto:admissions@nwktc.edu)

Required Documents:

- The online Application for Admission (<https://www.nwktc.edu/apply#apply>)
- High school transcripts showing final grades and date of graduation (month, day, year). High school transcripts can be sent to: [admissions@nwktc.edu](mailto:admissions@nwktc.edu)
  - OR Certificate of GED completion and GED examination results
  - OR Official transcript of home-schooling courses completed, grade levels, and grades earned.
- Transcripts from all colleges attended, even for dual-credit /CEP classes completed while in high school. (College transcripts should be submitted through an e-script service such as Parchment; request digital transcripts be sent to [registrar@nwktc.edu](mailto:registrar@nwktc.edu))
- ACT, SAT or Accuplacer Next-Gen scores from the previous three years; (when registering for the ACT test, please request scores be sent to NWKTC; our school code is 0006.)
- If student does not have test scores, please contact the Admissions office to schedule an appointment to take the Accuplacer Next-Gen.
- Federal Application for Student Financial Aid- FAFSA (enter the corresponding school code --005267)
- All full-time degree-seeking students are required by Kansas Statute 65-129e to complete TB screening prior to attending Northwest Tech.  
<https://nwktc.wufoo.com/forms/wbbvd150sk4mf6/>

## Programs of Study with Additional Requirements for Admission

### **Certified Nurse Aide (CNA)**

- Students must be at least 16 years of age upon entering the program.

### **Certified Medication Aide (CMA)**

- Students must be at Certified Nurse Aide and at least 18 years of age upon entering the program.

### **Cosmetology**

- A Cosmetology student must be a legal United States citizen and be at least 17 years of age by the completion of the program in order to challenge the Kansas State Board examination and become licensed to work as a cosmetologist in the state of Kansas.

### **Crime Scene Investigation (CSI)**

- Students must complete a background check and are responsible for the cost of the background check.

### **Emergency Medical Technical (EMT)**

- Candidates must be 17 years old to be certified as an EMT in the state of Kansas.

### **Medical Assistant**

- Medical Assistant students must be at least 18 years of age by the completion of the program of study.
- Medical Assistant students must provide their own transportation to and from clinical sites.
- Medical Assistant students are responsible for purchasing scrubs
- Please submit two letters of recommendation from teachers or employers who can address your work habits
- Please submit a letter of intent describing your interest in the medical field
- The Medical Assistant program requires additional immunizations in order to participate in the clinical rotations in a medical facility. Contact the Admissions Office for a full list of the program immunization requirements.
- Please submit a certificate of health

- Students must complete a background check and are responsible for the cost of the background check. Contact the Admissions Office for information on the background check procedure.

### **Respiratory Care**

- Respiratory Care students must be at least 18 years of age prior to admittance into the program.
- The Respiratory Care program requires additional immunizations in order to participate in the clinical rotations in a medical facility. Contact the Admissions Office for a full list of the program immunization requirements.
- Respiratory Care students must provide their own transportation to and from clinical sites.
- Respiratory Care students are responsible for purchasing scrubs.
- Please submit two letters of recommendation from teachers or employers who can address your work habits.
- Please submit a letter of intent describing your interest in the medical field.
- Please submit a certificate of health
- Students must complete a background check and are responsible for the cost of the background check. Contact the Admissions Office for information on the background check procedure.
- Respiratory Care students are required to have completed the following coursework from an accredited college prior to admission:
  - Anatomy & Physiology (5 credits including lab)
  - Medical Terminology (3 credits).

These courses must be taken within the past 5 years and students must earn at least a C or better in order to satisfy the pre-requisite requirements. Courses in the subject area not meeting the minimum credit hour requirements will not be accepted.