

## University Policies

<b>Policy Name:</b> Undergraduate Non-degree Seeking Admission	<b>Effective Date:</b> July 1, 2011
<b>Custodian of Policy:</b> Vice President for Strategic Business, Education and Regional Partnerships	<b>Last Review:</b> April 1, 2008
	<b>Next Review:</b> September, 2018

### Policy

Applicants for non-degree seeking admission for undergraduate coursework must have completed their high school diploma or GED at least three years prior to enrolling in Extended Learning Courses. Applicants are required to apply for and be granted regular admission status to register for more than 16 credits.

#### Enrollment Criteria:

- Students may register for up to 16 credits of online or off-campus courses (Extended Campus—Section 60; Online Media Code 3) prior to or simultaneously with submitting material for the regular admission process.
- Students may not enroll in on-campus unless they have met the regular admission requirements.
- Students must be formally admitted to be eligible to earn a degree or certificate
- At any time while students are completing these 16 or fewer credits, students may be admitted to regular admission status if they meet all the requirements for regular admission. Information about the Regular Admission requirements can be found at <http://www.mnsu.edu/admissions/>
- International students intending to study in the United States as a non-degree or on-line student must ensure their visa type allows for such study. Please contact International Student and Scholar Services, CSU 250, 507-389-1281 for further clarification.

### Procedures

- Enrollment status will be tracked by the Office of the Registrar
- If students are granted regular admission status, those students will be eligible to enroll as fully-admitted students. If students do not meet admission requirements, those students will be ineligible to enroll in any courses beyond the initial 16 credits.
- Students enrolling in the initial 16 credits must have permission from the College of Extended Learning to enroll in online or off-campus courses. Students can request permission by completing the permission to register form found on the Extended Learning website or call the Extended Learning office. Students will be limited to online or off-campus courses unless and until they have been formally admitted to the University.
- Students enrolling in the initial 16 credits prior to formal admission will have holds placed on their ability to register because their registration requires manual processing and review. These holds will apply to all courses. Holds will only be lifted upon authorization of the student's advisor or designee, and the Dean of Extended Learning or designee. The Office of Academic Affairs will be responsible for lifting the holds.
- International students studying outside of the U.S. are allowed to be engaged in full-time on-line coursework. F-1 students within the U.S. may be limited on the number of credits for on-line coursework.

## **Policy Rationale**

In order to meet the educational needs of students whom may be nontraditional and place bound, and many of whom will also be seeking educational opportunities from a variety of educational institutions, Minnesota State University, Mankato has created this alternative process for applicants interested in being a part of our university community. This process applies only to undergraduate admission to the University. Academic Departments have their own admission requirements which are distinct from this policy. Past admission practices have allowed eligible students to register for a limited number of extended learning credits prior to/simultaneously with applying for regular admission to the University. This policy is designed to formalize this practice to allow students to register for specific online or off-campus courses in an expedited manner.

<b>Policy: Undergraduate Non-degree Seeking Admission</b>		
<b>Formal Review Process</b>	<b>Date Submitted</b>	<b>Date Reviewed</b>
MSUAASF Meet and Confer	February 17, 2011	April 14, 2011
Faculty Association Meet and Confer	February 17, 2011	April 14, 2011
Classified Meet and Confer	February 17, 2011	April 14, 2011
MSSA Meet and Confer	February 17, 2011	April 14, 2011
<b>✓ Vice President's Recommendation</b>		<b>Date</b>
<b>✓ President's Approval</b>		<b>Date</b>