



ADMISSIONS

Campus Visits

Anyone interested in attending UTTC is welcome to visit the campus at any time; prospective student tours begin in Enrollment Services on the second floor of the Jack Barden Student Life & Technology Center. Tours are available all year round from 9 am - 5 pm. To schedule a tour please contact the Admissions Office or complete the online form available at www.uttcc.edu (<https://uttcc.edu/>). UTTC Admissions will contact the requestor to confirm availability.

Admissions Policy

United Tribes Technical College (UTTC) maintains an "open door" admissions policy and welcomes all qualified applicants. The College believes that every person who has a sincere interest in learning should be given the opportunity to do so; however, the general policy does not ensure admittance to a particular course of study or to all applicants. Some programs have limited enrollment and may have more stringent academic, medical, and legal requirements. Applicants must have earned a high school diploma or GED. Admittance priority is given to those who are members of a federally recognized tribe and who have demonstrated the ability to pay for their education. All applicants, including those returning to UTTC after an absence or following graduation, may be subject to a criminal background check.

Admissions Procedure

The UTTC Admissions Office will consider all applicants for admission to UTTC and will process and review all applications. The Admissions Office makes all initial acceptance and denial decisions. Reviewed applications are referred to the Committee Review Team (Financial Aid, Student Accounts, and Campus Security) to certify that applicable standards have been met for registration.

A request for admissions will be considered after receipt of the online application and all required documents, as detailed in this procedure. The details of the procedure are as follows:

1. The Admissions Office will certify that the student's application file is received on time (per the academic calendar deadlines) and includes all required documents.
2. All students with a felony record will be subject to a background check and security review prior to consideration for acceptance. The College reserves the right to refuse admission to any applicant with a criminal background. Any applicant found to have failed to disclose all or part of a criminal record is subject to suspension or expulsion if the failure is discovered after the applicant is admitted. An applicant who is a registered sex offender will not be admitted to any on-campus programs, but may be eligible for online programs. Criminal convictions of various kinds may bar a student entering into certain programs, including: Criminal Justice, Teacher Education, and any other program where a criminal record can hinder licensure or certification in that academic discipline.

The Student Code of Conduct panel determines decisions regarding background checks and security reviews for admissions purposes. The background check process can take up to four (4) weeks for completion. Please be aware of the additional time needed to process applications with criminal convictions and all admissions deadlines.

3. If all required documentation has been received, and all other admissions criteria is met, the applicant shall be eligible for admissions into UTTC.
4. All offers for admission are conditional based upon the completion of the final requirements identified in the student's acceptance letter, which must be complete prior to registering for classes. The Committee Review Team will verify that all requirements have been met, including a completed FAFSA and Student Account Review. An admissions hold will remain in effect until the final requirements are complete.

Note: *The Elementary Education BS degree program has separate admissions requirements in addition to the College requirements. For more information about admissions to this program, visit the UTTC website at www.uttcc.edu (<http://www.uttcc.edu>).*

Student Non-Discrimination Policy

United Tribes Technical College (UTTC) provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, physical or mental disability, sexual orientation, or status with regard to marriage, public assistance, or as a disabled veteran in accordance with applicable federal laws, except where specific age, sex or physical requirements are a bona fide occupational qualification, or where Indian preference or veteran's preference are appropriately claimed. This same policy includes, but is not limited to, students who apply for admissions, employment, financial assistance, placement, recruitment, and educational programs or activities, as required by applicable laws and regulations.

Title IX of the Education Amendments of 1972 (Title IX) prohibits discrimination based on gender in educational programs which receive federal financial assistance. Areas of the institution where Title IX may have application include athletics, student recruitment and admissions, financial aid, scholarships, course offerings and access, employment, and housing and residential services. Title IX also protects students and employees, both male and female, from unlawful sexual harassment in school programs and activities. Students who believe they have experienced discrimination, harassment, and/or retaliation in violation of United Tribes Technical College policy should contact:

Francine McDonald
HR Director/Title IX Coordinator
fmcDonald@uttcc.edu
(701) 221-1721

Disabilities Services

UTTC is committed to providing reasonable, non-retroactive accommodations to qualifying students with disabilities as required by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990, as amended, as well as state law. This may include disabilities that substantially limit one or more of a person's major life activities, and which may require modifications to UTTC programs, services, or facilities. Consistent with the law, UTTC is not obligated to provide accommodations that are unduly burdensome or unreasonable, or that fundamentally alter the nature of the certificate, diploma, and degree programs. Any person having inquiries regarding disabilities support services should contact:

Disabilities Services
Wellness Center
DSS@uttcc.edu



(701) 221-1456

UTTC prohibits retaliation against any person opposing discrimination or participating in any discrimination investigation or complaint process internal or external to the institution.

External inquiries may be made to:

Office for Civil Rights

U.S. Department of Education
OCR@ed.gov
(800) 421-3481

Admissions Requirements

All documents submitted for admissions purposes become property of United Tribes Technical College and cannot be photocopied or returned.

First Year Applicants

Applicants applying for admission who have not attended college after high school graduation or GED completion:

- Completed application for admission
- Official high school transcripts or GED scores

Note: *If you are a current high school student, a transcript demonstrating progress may be used for acceptance. A hold will be placed on your account until the final high school transcript is received.*

- Copy of degree of Indian blood
- Copy of immunization record showing proof of two (2) MMR shots and Meningococcal is required, if age 21 or younger and/or residing in the dorms
- Copy of a photo ID with birth date
- ACT test scores. UTTC offers Accuplacer testing if applicant has not taken ACT test.
- A completed FAFSA application

Stop-Out Returning Applicants

Applicants applying for admission who attended UTTC in the past and have not attended any other colleges since then:

- Completed application for readmission.
- Copy of degree of Indian blood
- Copy of immunization record showing proof of two (2) MMR shots and Meningococcal is required, if age 21 or younger and/or residing in the dorms
- Copy of a photo ID with birth date
- A completed FAFSA application

Transfer Applicants

Students who have attended another institution of higher education:

- Completed application for admission
- Official transcripts from all other colleges or universities previously attended mailed directly to the Admissions Office.
- High School Transcripts or GED. Official transcripts with a conferred graduation date or official GED scores are required for transfer students who completed less than 24 semester hours of college level coursework.

Note: *Failure to disclose and provide official transcripts for all previously attended schools, colleges, and universities during the admissions process will result in denial of admission.*

- Copy of degree of Indian blood
- Copy of immunization record showing proof of two (2) MMR shots and Meningococcal is required, if age 21 or younger and/or residing in the dorms
- Copy of a photo ID with birth date
- All Transfer Bachelor's applicants must meet program of study requirements (Refer to # 3 of Admissions Procedure)
- A completed FAFSA application

Continuing Bachelor's Applicants

Students who have graduated with an AS/ AAS degree from UTTC and are continuing on for a bachelor's degree:

- Meet program of study requirements (Refer to # 3 of Admissions Procedure)
- Complete Academic Major Change form, available on the Registrar's Office web page
- A completed FAFSA application

Online Applicants

A student who is pursuing their degree completely online:

- Completed application for admission
- A completed FAFSA application
- Official high school transcripts or GED scores, or official transcripts from all other colleges or universities previously attended mailed directly to the Admissions Office. In progress or unofficial transcripts will be required for any institution currently in attendance. A final transcript will also be required once grades are posted.

Note: *If you are a current high school student, a hold will be placed on your account until the final high school transcript is received.*

- Copy of degree of Indian blood
- ACT test scores
- Copy of a photo ID with birth date

Non-Degree Seeking Applicants

An applicant with a high school diploma or GED who wishes to take undergraduate courses and does not want to pursue a degree at UTTC is considered a non-degree seeking student.

- Completed application for admission
- Copy of degree of Indian blood
- Copy of a photo ID with birth date
- Copy of immunization record showing proof of two (2) MMR shots and Meningococcal is required, if age 21 or younger

Note: *Should a change be made from non-degree seeking to degree seeking; an admissions application must be completed to indicate the intended degree or certificate. All admissions requirements must be met.*

**** A non-degree seeking student is not eligible for financial aid funding**



Staff and Faculty Applicants

- Completed application for admission
- Official transcripts from all other colleges or universities previously attended mailed directly to the Admissions Office
- Copy of degree of Indian blood
- Copy of a photo ID with birth date
- Employee Tuition Waiver form completed and approved prior to starting classes

Dual Credit and Early College Applicants

Dual Credit

The United Tribes Technical College Dual Credit Program provides high school students the opportunity to simultaneously earn high school and college credit by taking academically challenging and culturally relevant college courses.

Early College

The United Tribes Technical College Early Entry Program provides high school students the opportunity to take academically challenging and culturally relevant college courses for college credit in an online format.

United Tribes Technical College invites eligible students to take a limited number of credits of undergraduate study while they are still in high school. All the academic policies that apply to regular undergraduate students at the College apply to Early College (dual credit and early entry) students, in addition to the academic policies specifically referring to Early College students. Students invited to apply to the College as Early College students must complete and submit the following documents to be considered for acceptance:

- Completed application for admission
- Certificate of Degree of Indian Blood copy, if applicable
- High school transcript
- Signed Student, Parent/Guardian & High School Administrator/Designee Consent Form
- FERPA Release of Information Form
- Completion of the Early College: Dual Credit and Early Entry Orientation

Application Status

Applicants may track the status of their admissions applications by logging into My.UTTC.edu, <https://my.uttcc.edu/ics> (<https://my.uttcc.edu/ics/>). At the login enter the login we provide you (this is your student ID number)

Select I forgot my password.

You will then be provided with a form to enter the email address we have in our records. The process will send you a link to setup your personal security. In the future if you forget your password the security questions will allow you to reset your password.

Concurrent and Sequential Degrees

Glossary of Terms

Concurrent degree: UTTC refers to concurrent degrees as dual majors.

Dual major: The student is completing two academic programs, or degree majors, concurrently (at the same time). The student graduates with two degree majors at the same time in the same semester.

Dual Major Requirements

Students must meet the entrance requirements for each major. The dual majors must be declared by completing the Recommended Academic Progress (RAP) and Academic Dual Major Request form, with signature approval, no later than the end of the first week of the student's second semester. The Academic Dual Major Request form may be found on the Registrar's Office webpage at <https://uttcc.edu/registrar-office/>.

Levels of Study

Dual majors must be at the same level of study and are only an option for associate degrees (AS and/or AAS). Baccalaureate (BS) degrees and certificate programs cannot be completed concurrently. If a student intends to complete two BS degrees, or certificate programs, they must complete them sequentially.

Graduation Requirements

- Requirements in effect at the time of entrance to each degree major must be met prior to graduation.
- General education courses may be used to meet the requirements for both majors.
- The student must take courses from both degree majors every semester to qualify as a dual major.
- The student will have one primary advisor for one degree major and a secondary advisor from the other major.
- A student graduates from both degree majors in the same semester.

Academic Records

Degree Audit: At the time a student is admitted, the degree and year are listed on the degree audit. Up to two degree majors can be listed. A separate degree audit is generated for each degree.

Transcript: The student has one transcript, regardless of having dual degree majors.

Diploma: The student receives a diploma for each degree major earned.

Student Action

Using the Academic Dual Major Request form found on the Registrar's Office webpage at [UTTC.edu](https://uttcc.edu) the student will:

1. Initiate a meeting with the Financial Aid Office to discuss rationale for combining majors and the impact on financial aid eligibility.
2. Meet with the Academic Advisor from one of the degree majors to complete a Recommended Academic Plan (RAP) form that identifies which courses will be taken when. This advisor is considered the primary advisor.
3. Meet with the Academic Advisor from the second degree major to expand on the RAP form, adding the courses from the second major. This advisor is considered the secondary advisor.
4. Submit the completed RAP form to the Vice President of Academic Affairs (VPAA) for approval and signature.

Application Deadline and Approval Notification

If the student's request is approved, the VPAA will reproduce the RAP form and send a signed copy of the RAP form to the student, the Registrar's office, and the Department Chairs for both degree majors.

Cancellation of an Approved Dual Major

To cancel an approved dual major, the student must notify the primary advisor by email and register for courses in one major only the following semester. The primary advisor will forward the email to the Registrar's Office and the secondary advisor.

Canceled Applications

A student who was fully accepted for admission, is registered for classes, and then does not attend, will not be considered for admission again for 3 years after the second consecutive occurrence.

Sequential Degrees

Sequential degree: The student graduates with an associate (AS/AAS) or baccalaureate (BS) degree program and enrolls in another AS/AAS or BS degree.

Returning student: The student who "stops out" for one or more semesters and then returns for another degree. Returning students are required to re-apply to the institution.

Entry Requirements

Approval for admission to a sequential degree must be obtained from the Admissions Office. The student must meet Financial Aid, Student Accounts, and Housing (if applicable) requirements, as part of the admissions process, similar to being admitted for any degree program.

Some academic departments have additional entrance requirements. Students should contact the appropriate academic Department Chair for specific information.

Levels of Study

1. A student who has earned a BS degree may seek another BS degree; a student who has earned an AS/AAS degree may seek another AS/AAS degree or BS degree.
2. A student who has earned a BS degree cannot enroll in an AS/AAS degree after completing the BS degree. Instead, the student is encouraged to complete another BS degree or continue his or her education in a graduate degree program.
3. A student can complete no more than three AS/AAS degrees from UTTC. After the third AS/AAS degree, the student will apply to the next level and complete a BS degree.

Academic Records

Degree Audit: The student's sequential degree will be listed on the degree audit.

Transcript: Each student has only one undergraduate transcript, regardless of the number of degrees earned.

Cumulative Grade-Point Average: When a student enrolls in a sequential degree, the student's cumulative grade-point average is computed using the grades earned in all UTTC courses, including those from any previous degrees completed.

Diploma: Upon completion of the sequential major, the student receives another diploma.

Student Action

The student will:

1. Contact the Financial Aid Office about the availability of funding for a sequential degree. If the student is eligible for continued funding, the student will proceed to the next step.
2. Officially apply for the sequential major, follow the Admissions process for UTTC on the UTTC website.

Adviser Assignment

The student is assigned an Academic Advisor when accepted for admissions for the sequential degree.

Online Orientation

Orientation is available online year-around at UTTC. All new and transfer accepted applicants must complete orientation prior to registering for classes. All Stop-Out Returning applicants who have not attended UTTC for one year or more are encouraged to complete orientation. This orientation provides important information about campus, classes, and faculty and an opportunity to meet other students. It is designed to help students better understand college requirements and make a successful transition to UTTC life.

Students are not able to register for classes until after they complete orientation.

An Admissions hold will remain in effect until orientation attendance is confirmed.

Placement Test Policy (ACCUPLACER/ACT/SAT)

The Accuplacer test and other accepted placement tests (ACT/SAT) are used for academic assessment and to determine course placements. The Accuplacer test will be administered each semester for all new and transfer students, who have not completed college level Math or English coursework to assess their academic needs.

Exceptions

- Students who have taken the ACT or SAT prior to registration will not be required to the Accuplacer tests. Test scores must be within the past three (5) years from date of application.
- Previous Accuplacer scores, taken within the past one-year from date of application, will be accepted.
- Students who are 100% online are not required to take the Accuplacer test.
- Students accepted in the Welding, Heavy Equipment Operations and Commercial Vehicle Operations certificate programs are not required to take the Accuplacer Exam.