MCTC Administrative Procedure

Administrative Procedure for Processing Student Admissions

All Marshall Community & Technical College (MCTC) admission applications will be submitted to the MCTC Office of Student Services. The MCTC Dean of Student Services shall make all admission decisions and conveys this information in writing to the Marshall University (MU) Admissions Office for data entry into the Banner system. Any updates in a student’s status will be conveyed in writing to the MU Admissions Office for entering the data into the system.

All decisions regarding placement or removal of approved holds, initial designation status, continued designation status, conditional, and regular admission, processing and handling of admissions applications, and control and administration of this admissions procedure, excluding determination of transfer credit, rests with the MCTC Office of Student Services.

All application and transcript evaluation fees collected on behalf of MCTC shall be deposited in the 0444-4865 (education and general) Financial Information Management System (FIMS) accounts under the authority of MCTC.

MCTC staff will coordinate its processes with the appropriate MU staff and the Transition Oversight Committee.

This procedure supersedes all existing procedures related to MCTC admissions.

Effective Date: September 1, 2008 for Spring, 2009 Admissions and thereafter

Revised Effective Date: October 1, 2008

Approved by: Keith Cotroneo, MCTC President

[Signature]

President

[Date]

11/20/08

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An Affirmative Action/Equal Opportunity Employer
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This procedure supersedes all existing procedures related to MCTC admissions.

Effective Date: July 1, 2008

Approved: Keith Cotroneo, MCTC President

[Signature]

President

[Signature]

Date 7/24/08

7/22/08