Southwest Wisconsin
TECHNICAL COLLEGE

Administrative Policy

Policy Title: Admissions and Wait List Policy

Policy Category: Student

Related Procedure(s) / Guideline(s):   Wisconsin Technical College System Administrative Code, Chapter TCS 10 – Residency, Admissions, and Fee Refund (https://docs.legis.wisconsin.gov/code/admin_codes/tcs/10)

Policy Owner: Chief Student Services Officer

Date Approved: 7/22/25
Review Dates:
Revision Dates:

Policy Scope: Students

Policy Statement:

Southwest Wisconsin Technical College (Southwest Tech) embraces an open-door admissions policy for all prospective students who meet the necessary institutional requirements. Our admissions processes adhere to the college's Equal Opportunity/Affirmative Action and Nondiscrimination Policies (https://www.swtc.edu/legal/ada), as well as the guidelines set forth by Wisconsin Technical System Administrative Code mentioned above in Related Procedure(s) / Guideline(s).

The College may admit full-time, part-time, on-campus, off-campus, and alternative delivery students who meet general College and program admission requirements. A student must qualify for entrance according to the type of program in which the student wishes to enroll and upon determination of ability to benefit.

Admissions Process

Admissions are granted on a first-come, first-served basis for those who complete their requirements by the specified deadlines. The admissions process does not consider a student's race, color, creed, religion, sex, national origin, disability, ancestry, age, sexual orientation, pregnancy, marital status, or parental status. Additionally, Southwest Tech prohibits the offering or acceptance of any commission, bonus, or incentive payment based on securing enrollments or federal financial aid related to student recruiting or admissions activities.

Admission Requirements

Applicants must adhere to the terms, deadlines, and requirements specific to their chosen program or certificate. Generally, admission requires a completed application.

Application Limits

Programs may limit the number of applications accepted or limit the time period during which applications are accepted.

Programs may also limit applications to state residents, including Minnesota reciprocity, based on the enrollment demand.

Additional Requirements

Certain degrees, diplomas, or certificates may have additional requirements due to their specific nature.

Auto-Admit

Some degrees, diplomas, or certificates may admit students with no additional requirements beyond the application.

Student Status Definitions

These student statuses are used to define the applicant's admission status and their next steps in the Admission and Wait List Policy.

Accept

The student has been admitted to the program, has met all admission requirements and academic preparedness criteria, and is expected to enroll in core courses.

Accept: Requirements Still Needed

The student has met all admission requirements but has not yet satisfied the academic preparedness criteria. They have been admitted to the program but are not eligible to take courses until the academic preparedness criteria are satisfied.

Accept: Conditionally

The applicant has been admitted to the program, has met all admission requirements and academic preparedness criteria (if applicable), but their application cannot be reviewed until the review date.

Accept: Wait List

The student has been admitted to the program but is on the waiting list for core courses because the program's capacity is met. The applicant has completed all admission requirements and academic preparedness criteria (if applicable), giving them priority over other applicants in future terms based on their admission date and residency status.

Conditionally Accept

The student is a non-district state or out-of-state applicant, and their application cannot be reviewed until the review date. They have completed all admission requirements and academic preparedness criteria (if applicable).

Conditionally Accept: Requirements Still Needed

The student is a non-district state or out-of-state applicant, and their application cannot be reviewed until the review date. The student has met all admission requirements but has not yet satisfied the academic preparedness criteria.

Enrollment Demand Categories and Application Processing

These are the categories for programs that will define the admission and wait list processes.

Open Enrollment

- Description: The number of applicants varies, and the conversion rate varies.
- Programs have either no limitations on program capacity or do not fill to capacity if one exists.
- Individual courses may be in high demand, but all students will have access to at least some occupational or technical coursework.
- Individual courses may have enrollment requirements such as placement testing or prerequisite courses.
- Outcome: No wait list because no program capacity limitations.

Application Processing

If the program the student is applying to has academic preparedness requirements, the student will be admitted *as Accept: Requirements Still Needed* until the academic preparedness criteria are satisfied.

Qualified applicants who apply and meet all admission requirements and academic preparedness requirements, if applicable, by the deadline for that term will be admitted as *Accept.*

Non-district in-state and out-of-state applications will be processed as they are received.

High Enrollment Demand & Limited Capacity

- Description: High number of applicants relative to program capacity, with many converting to enrollment.
- In addition to capacity limitations, these programs require prerequisite coursework and/or other measures to ensure students are adequately prepared for program courses and requirements.
- Outcome: Ongoing wait list.
- Estimated Wait Time: Over 1 year.

- The programs meeting this criterion will be reviewed and decided every year prior to the opening of Fall applications on September 1. Programs in this category will be designated on the college website program pages.

Application Processing
Qualified applicants who apply and meet all admission requirements by the deadline for that term and have academic preparedness requirements to be completed will be reviewed prior to registration. However, the student's residency category will determine when they can be reviewed.

In-District Resident:
Applicants before November 1 (Fall), March 1 (Spring), or August 1 (Summer)
- o Admit as *Accept: Requirements Still Needed* while the applicant completes the academic preparedness criteria. The student will maintain their spot on the admission list while they complete the academic preparedness requirements necessary for their program.
- o If the applicant completes the academic preparedness requirements prior to the application review date (see below), the application status will be changed to *Accept: Conditionally*
- o On the application review date, November 1 (Fall), March 1 (Spring), or August 1 (Summer), applications will be reviewed in the order they were received to determine if academic preparedness requirements are completed. If academic preparedness requirements are completed, determine if capacity remains:
  - Capacity remains – *Accept*
  - Wait list has formed – *Accept: Wait List*

Applicants after November 1 (Fall), March 1 (Spring), or August 1 (Summer)
- o Applications will be reviewed as they are received to determine if the academic preparedness requirements are completed. If academic preparedness requirements are not completed, the applicant will be admitted as *Accept: Requirements Still Needed*.
- o When academic preparedness requirements are completed, determine if capacity remains:
  - Capacity remains – *Accept*
  - Wait list has formed – *Accept: Wait List*

Non-District State Resident:
Application before January 1 (Fall), May 1 (Spring), or October 1 (Summer)
- o Admit as *Conditionally Accept: Requirements Still Needed* while the applicant completes the academic preparedness criteria. The student will maintain their spot on the admission list while they complete the academic preparedness requirements necessary for their program.

- o If the applicant completes the academic preparedness requirements prior to the application review date (see below), the application status will be changed to *Conditionally Accept*.
- o On the application review date, January 1 (Fall), May 1 (Spring), or October 1 (Summer) – Applications will be reviewed to determine if academic preparedness requirements are completed. If academic preparedness requirements are not completed, they are admitted as *Accept: Requirements Still Needed*.
- o If academic preparedness requirements are completed, determine if capacity remains:
  - Capacity remains – *Accept*
  - Wait list has formed – *Accept: Wait List*

Applicants after January 1 (Fall), May 1 (Spring), or October 1 (Summer)
- o Applications will be reviewed as they are received to determine if the academic preparedness requirements are completed. If academic preparedness requirements are not completed, the applicant will be admitted as *Accept: Requirements Still Needed*.
- o When academic preparedness requirements are completed, determine if capacity remains:
  - Capacity remains – *Accept*
  - Wait list has formed – *Accept: Wait List*

Out of State

Applications before March 1 (Fall), July 1 (Spring), or December 1 (Summer)
- o Admit as *Conditionally Accept: Requirements Still Needed* while the applicant completes the academic preparedness criteria. The student will maintain their spot on the admission list while they complete the academic preparedness requirements necessary for their program.
- o If the applicant completes the academic preparedness requirements prior to the application review date (see below), the application status will be changed to *Conditionally Accept*.
- o On the application review date, March 1 (Fall), July 1 (Spring), or December 1 (Summer) – Applications will be reviewed to determine if academic preparedness requirements are completed. If academic preparedness requirements are not completed, they are admitted as *Accept: Requirements Still Needed*.
- o If academic preparedness requirements are completed, determine if capacity remains:
  - Capacity remains – *Accept*
  - Wait list has formed – *Accept: Wait List*

Applicants after March 1 (Fall), July 1 (Spring), or December 1 (Summer)

- o Applications will be reviewed as they are received to determine if the academic preparedness requirements are completed. If academic preparedness requirements are not completed, the applicant will be admitted as *Accept: Requirements Still Needed*.
- o When academic preparedness requirements are completed, determine if capacity remains:
    - Capacity remains – *Accept*
    - Wait list has formed – *Accept: Wait List*

Out-of-state applicants can only stay on the Wait List until the enrollment for the term of the application.

Wait List

District and non-district state residents who are not admitted because they have requirements yet to complete and/or there are program capacity limitations will be given the option to be placed on the waiting list for the next available program admission if they inform the College, in writing, that they wish to exercise this option. Wait list applicants have priority over all other applicants for admission in subsequent terms and shall be admitted to the program in the order of their original application.

Applicants not exercising the option to be placed on a waiting list at the time they are first informed of the option, who later apply for admission, shall be placed on a waiting list with admission priority determined by the date of such application. Wait list applicants may renew their wait list status for each subsequent term until admission is achieved.

Out-of-state applications cannot carry over from year to year on the wait list. If they are not accepted to the term they apply for, out-of-state applicants must apply again for the following term.

Student Program Discontinuation

Accepted students must enroll each semester to remain active in their academic program of study. If a student does not enroll for a semester, Southwest Tech will discontinue the student from their program. The summer term does not apply. Exceptions to program discontinuation apply to students on program waiting lists.