

Procedure Title Admissions Procedure	Original Adoption Date January 11, 2010	Procedure Number SS-360
Responsible College Division/Department Student Success	Responsible College Manager Title Executive Director of Enrollment and Retention	

Procedure
<p>Anyone who may benefit from Lakeshore College’s programs may be admitted to the College when their application is deemed complete. It is the responsibility of the student to complete all application requirements. An application is deemed “complete” when an individual has submitted and completed the following:</p> <ul style="list-style-type: none"> • Online or paper application that includes but is not limited to the student’s name, email address, intended academic program/degree title, intended start term, and date of submission. • Student Success Questionnaire • Getting Started at Lakeshore appointment <ul style="list-style-type: none"> ○ Application Check—in ○ College Orientation Overview ○ First Time Program Registration <p>The application completed date is program-specific, non-transferable, and will remain in effect only while that program is set as active without interruption to program status, e.g. withdrawal, discontinuance, etc. Once admitted, some academic programs require students to submit or satisfactorily meet specific academic preparedness requirements to be eligible to enroll in program classes in accordance with state licensure, industry accreditation standards, or what is needed to help students prepare for program curriculum. These additional requirements are outlined in specific program handbooks located on each program webpage. Requirements vary and may include, but are not limited to:</p> <ul style="list-style-type: none"> • Background Information Disclosure, prerequisite coursework or other academic measures, health requirements, official high school transcript, licensing requirements, letters of reference, physical exams, supplementary information pertaining to citizenship, arrests, and criminal record as required by entities such as the Department of Justice and Wisconsin Department of Safety and Professional Services (Division of Nurses). <p>Upon completed application and when program interest has exceeded program capacity, students may participate in an opt-in program specific waitlist:</p> <ol style="list-style-type: none"> 1. The date of completed application for the specific program is recorded for a student’s spot within that program waiting list. The application is cross-referenced with the student enrollment information to determine residency status (in-district, in-state but outside of district, legal reciprocity agreements, or out of state) which is also recorded within the waiting list. (TCS 10.07(2)) 2. As spots become available within the program or core program classes, students from the waiting list are notified and allowed to enroll in the order of their waiting list date (date of completed application) from earliest date to latest date. Students will follow an established timeframe posted on the College website and communicated via email to enroll in classes. If

students do not enroll within the timeframe, they will lose their enrollment eligibility for that registration period if capacity fills, and will be placed back on the waiting list for the next registration period so long as they opt-in to remaining on the waiting list. A student's residency status also determines their priority within the waiting list for admission to the program. (TCS 10.07(2))

- a. In-district residents are given priority over non-district state residents in the following cases:
 - i. For programs that start anytime during the fall semester, program applications that are submitted on or before the preceding January 1
 - ii. For programs that start anytime during the spring semester, program applications that are submitted on or before the preceding May 1
 - iii. For programs that start anytime during the summer semester, program applications that are submitted on or before the preceding October 1
 - b. After these dates in i, ii, and iii; in-district and non-district state residents will have equal priority in the waiting list. (TCS 10.07(3))
 - c. Waiting list status will roll over each term and waiting list applicants shall have priority over all other applicants for admission in subsequent terms. (TCS 10.07(5)(c))
 - d. Out of state: Non-state residents shall be admitted to programs, *after district and nondistrict state residents, as spaces remain available.* (s.38.22(1)(d))
 - e. Associate of Arts and Associate of Science program applicants, defined as collegiate transfer programs in s. [38.01 \(3\)](#), Stats., shall be considered for admission without respect to their residence category.
3. For each term that a student is on the waiting list but not able to enroll in the program, the college will notify the student in writing of their approximate waiting list spot (e.g., one year waitlist) and provide the student with the option to either stay on the waiting list, defer enrollment, or be removed from the waiting list. Failure of the student to submit the Lakeshore College Waitlist Response Form within the established timeline communicated on the College website and via email will result in the College removing the student from the waiting list and discontinuing their program following the College's Enrollment Policy. (TCS 10.07(5)(b))
- a. If a student is eligible to enroll in the program since they are at the top of the waiting list, but wants to defer for any reason, they can defer program enrollment to remain on the waiting list and maintain their spot. (TCS 10.07(5)(d))
 - b. A student's status as a pregnant or parenting student as related to Title IX should not affect their waiting list placement unless directed by the student.
 - c. Waiting list students may renew their waiting list status for each subsequent term until enrollment is achieved. (TCS 10.07(5)(d))
 - d. Students who are ordered into active military service while on a program waiting list will automatically retain their spot upon their return based on their initial application completed date.

Shared programs are identified as "joint programs" under TCS10.07(6). If a program is jointly sponsored by two or more districts, the participating districts will agree on the number of students from each sponsoring district who are to be treated as district residents of the district at which the program is

offered. (TCS 10.07(6))

Any high school class completion used to meet program admission or academic preparedness requirements, please refer to the specific program handbook for the minimum requirement. Acceptance of high school or college credit will follow the College's Credit for Prior Learning handbook.

When required, students must submit official transcripts. An official transcript is defined as an original transcript sent electronically or mailed directly from the institution to Lakeshore College.

Definitions

Reviewed/Revised: 5/2025

Legal Reference: Wisconsin Statutes 38, TCS 10
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Cross Reference: Admissions Policy, Enrollment Policy, Enrollment Procedure, Admission for High School Aged Students Procedure, Course Enrollment for Minors, Enrollment Procedure, Military Activation Policy-Student
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See Admissions Policy
