# Admission Policy and Procedures

**High School/Concurrent Students**

TCR establishes Memorandum of Understanding with surrounding school districts for concurrent enrollment opportunities for students. High School/concurrent students need to meet with their school counselor to determine eligibility for TCR programs.

Students who are interested in attending TCR must be on track to graduate from their high school, be at least 16 years of age or meet program age requirements (some programs require students to be at least 18 years of age at the time of enrollment), and have a cumulative GPA of 2.0 or higher (some programs have higher GPA requirements). Students must have consent from legal guardians and local high school counselors to be considered for enrollment.

High School students that are not attending a district with an MOU with TCR (example: home school students) are encouraged to contact Student Services for program requirements, educational background, and other relevant information before applying to TCR.

**Post-Secondary Students**

Our open-door admission policy allows anyone 17 years or older, who have completed high school or achieved an equivalent measure (i.e., GED), and who has an occupational objective, to be considered for entrance into a postsecondary career and technical programs.

Under the provisions of *34 C.F.R. §668.16(p)* a student must present a valid high school transcript or diploma to be considered for Title IV aid in an eligible program at Technical College of the Rockies. The Admissions department & Registrar will review each transcript for validity and that the school is not deemed invalid by the Department of Education, the appropriate State agency in the State where the high school was located, or through a court proceeding.

We admit qualified students on a "First Come, First Served" basis, who have completed all necessary admissions requirements. When programs are filled, additional applicants are placed on an alternative wait list. Students must meet all admissions requirements to be placed on this list. Some programs have additional requirements explained below in the Admission Process.

Late enrollments may be accepted (with Program Coordinator and TCR Administration approval) on a case-by-case basis. All financial obligations to TCR from previous terms must be paid in full prior to program continuance or re-enrollment.

**All TCR Programs require students to be able to perform essential physical functions related to their program of study (e.g. lifting up to 50 lbs, standing for hours at a time, etc.) For more information, please see the Essential Functions Policy on the TCR website.**

# Admission Process

While some programs have more requirements for acceptance than others, all TCR students follow this process to become an enrolled student at TCR:

1. Interested students complete a formal application for enrollment, found at the TCR website under the button labeled “Apply Now”.
2. Upon completion of the application, students receive login credentials to access TCR’s Student Information System (Populi) where they will continue the application process.
3. Inside of the student portal, students upload all required documents as part of their application for consideration.
4. Students are accepted on a “First Come, First Served” basis, who have completed all necessary admissions requirements. When programs are filled, additional applicants are placed on an alternative wait list. Students are notified of their status through email and text message (if students opt in to texts from TCR).
5. After students are issued acceptance from TCR, students have a predetermined time frame to confirm their acceptance at TCR. Upon confirmation, students are enrolled into their program of study and work with the Financial Aid office to ensure costs of attendance are accounted for.
6. Accepted students attend orientation prior to the first day of class to receive relevant information about their educational experience at TCR.

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