

# MEDICAL CAREER COLLEGE OF NORTHERN CALIFORNIA

## ADMISSION ENROLLMENT/APPLICATION PROCEDURE

### **PURPOSE:**

To formalize the enrollment process so that all application/enrollment officers follow the same procedure.

To ensure that all students are given accurate and necessary information in order to make their enrollment decision.

To make sure that no false or misleading information is given to any prospective student.

### **SUPPORTING DOCUMENTS:**

School Catalog  
Admissions Paperwork  
School Entrance Testing Materials

### **PROCEDURE:**

The enrollment of a student into any program offered by the Medical Career College of Northern California shall follow these steps:

1. Fill out Career Interview Sheet
2. Admission Interview with School Director
3. Testing
  - a. Wonderlic Test - for all programs. Minimum score of 20.
  - b. Spatial Acuity Test – Minimum score of 6.
4. Receipt of an Application/Enrollment  
Prior to student signing the enrollment agreement, the student must be given a catalog, with supplements, and Schools Performance Fact Sheet—the student must sign and date the Performance Fact Sheet prior to signing the application/enrollment agreement
5. Proof of High School Diploma or Equivalent (See: High School Diploma/Equivalent Procedure)
6. Notification of acceptance/rejection by School Director based on the above.

5. If accepted into the student's desire program, an Enrollment Agreement will be signed by the enrolling administrator, the student and the Admission's Representative. No administrator handling financial aid can be involved in the admissions process.

7. Receipt of the registration fee. The student must deposit the \$100 non-refundable registration fee at the time of the enrollment. The payment can be made by check, credit card or cash. An invoice will be generated reflecting the receipt of payment and given to the student to verify payment of registration. (Students may pay for their textbooks at the time of enrollment if the textbooks are available. The cost for the textbooks will vary for different programs.)

8. Enrolled students must be reminded to bring in a copy of their high school diploma or equivalent within 30 days of commencement of class.

*Revised: 2-25-2019*