

# Admissions

## Admission Requirements and Procedures

Admission decisions are based on the applicant's fulfillment of the following requirements, a review of the applicant's previous educational records, and a review of the applicant's career interests. It is the responsibility of the applicant to ensure that the EVIT Registration receives all required documentation. All records received become property of EVIT.

### High School Students

High school students and/or their parents may want to meet with the home school guidance counselor or an EVIT guidance counselor to discuss options for attending EVIT.

#### **Basic Academic Requirements**

High School Students\*

- Completed 6.0 credits

\*Please see individual program description for any additional requirements.

#### **Application Process**

The application portal for high school students is: [www.evit.com/enrollnow](http://www.evit.com/enrollnow)

If students or parents/guardians have any questions about the process, please call the admissions office at 480-461-4108.

### Adult Students

Each applicant for admission must work with an Enrollment Advisor who guides the applicant through the steps of the admissions process, provides information on curriculum, policies, procedures, and services, and assists the applicant in setting necessary appointments and interviews.

#### **Basic Admission Requirements**

Adult Education Students\*

- High school graduate, or
- General Educational Development (GED), or
- HiSET recipient

\*Please see individual program description for any additional requirements.

## **Application Process**

1. Complete an enrollment application packet that includes:
  - a. Student Information Form
  - b. Provide copies of driver's license, social security card\*\*, high school diploma or GED and unofficial college, university, and any military transcripts.
2. Meet with the Student Finance Representative to determine financial assistance options, including federal grants, Veterans benefits, and scholarships.

## **Social Security Number**

Disclosure of the social security number is voluntary. However, students must use social security numbers for reporting information pertaining to potential educational tax credits, processing federal financial aid applications, and Veteran Administration benefits. A student's Social Security number is also required for some programs such as health career programs with the Arizona State Board of Nursing. Contact an Enrollment Advisor if you have a specific question regarding the use of a social security number.

## **Fingerprinting**

A person over twenty-two years of age cannot be admitted to or attend EVIT during regular school hours unless the person has a valid fingerprint clearance card pursuant to A.R.S. § 41-1758 et seq. All Adult students enrolled in a daytime "High School Blended" program must obtain a DPS Fingerprint Clearance Card to attend classes per Arizona House bill 2646, Section 15-782.02, Subparagraph A. Students should speak with an Admissions Specialist or an Enrollment Advisor for instructions on how to acquire the card. Please note this process can take up to two months to complete, so plan accordingly.

## **Student ID Cards**

Once funding is secured and the student completes the entire registration and enrollment process, a student ID will be issued. Students are required to wear photo identification at all times while on the EVIT Campus. Each student must properly identify him/herself when asked to do so by school personnel. Failure to do so will result in disciplinary action.

Student Identification Cards are issued through the Admissions Office. A government issued picture ID is required before a student ID is issued. The replacement ID cost is \$5.00.

## **Admissions Appeal Procedure (High School)**

If an applicant is denied admission, the EVIT admissions team will email the applicant a denial notification along with the reason(s) for denial. Applicants may choose to appeal the denial by replying to the denial notification ([admissions@evit.com](mailto:admissions@evit.com)). The appeal request must be succinctly written and explain how and why the applicant believes he/she meets the admissions criteria.

The appeal and all supporting documentation submitted in the application packet will be reviewed by an internal EVIT committee. The committee will include the program director, and a final admissions decision will be made. The applicant will be notified in writing as to the approval or denial of the appeal.

## **Readmission (Adult)**

A former student who withdrew in good standing may apply for readmission to his or her program of study. Generally, a student will not be considered for readmission more than once for the same program unless there are exceptional extenuating circumstances, such as military deployment. The application for readmission must satisfactorily demonstrate the barriers that prevented successful completion of the program during the previous enrollment. The applicant must demonstrate that the barriers have been resolved, and that there is a reasonable probability that they will not reoccur. A former student who wishes to be considered for admission to a different program of study should contact the Admissions office.

A former student seeking readmission in the same program must submit a to an Enrollment Advisor. The applicant must meet with the Enrollment Advisor, program administrator or program-specific faculty to discuss and document the circumstances that led to the prior withdrawal. The Program Director will determine which course content previously completed and earned will be counted toward program completion and which of the courses/modules/blocks need to be repeated. Prior to approval for readmission, the applicant must meet with the Enrollment Advisor and complete all necessary applications and documents. Additionally, if the applicant is applying for readmission to an adult program, the applicant must meet with the Financial Aid Office to ensure that his or her past and future tuition and fees obligations will be satisfied in a timely manner. Approval of an application for readmission is subject to space availability and the applicant meeting all current admissions requirements for the program of study.

Any student who withdraws from a course prior to completing all course requirements and/or achieving a passing grade in the course must retake and successfully complete the entire course. If the curriculum and/or program requirements have been revised, the student is required to meet all new requirements.

A readmitted student is required to sign a new enrollment agreement which lists the current tuition, current fees, revised graduation date, and to acknowledge receipt of these and other required disclosures. The student must be current with any unpaid balance from his or her prior enrollment unless payment arrangements have been established by the Financial Aid Office. With assistance from the Enrollment Advisor, program administrators or directors a course schedule for program completion will be established.

## **Refusal to Readmit (High School)**

State law A.R.S. § 15-841 allows a faculty member to request that a student not be re-admitted to class following a suspension if it can be documented that the student's behavior repeatedly interferes with the faculty member's ability to communicate with the class or inhibits the learning of other students in class.

## **Expulsion (High School)**

Any student who has been expelled from his or her home school district will not be admitted as a student at EVIT. An EVIT student who is expelled from his/her home school while attending EVIT will be unenrolled from EVIT.

### **Schedule Changes (High School)**

Students who wish to change from one EVIT program to another should first meet with an EVIT counselor. For students under 18, parent or guardian permission is required for a schedule change. Students will stay in their current class until all paperwork is complete and the students are notified by counseling that the change is official.

### **Withdrawal Process (High School)**

If it becomes necessary for a student to withdraw from school during the school term, the student, or a parent/guardian if the student is under the age of 18, should notify counseling or the registrar two days in advance to prepare transfer records. Notifying the student's faculty member does not initiate a proper withdrawal from the program. A withdrawing student must meet with a counselor before beginning the withdrawal process. All students under 18 years of age must have parent permission to withdraw unless previously emancipated. Parents may come to the school office and complete the withdrawal paperwork at any time during regular school hours.

### **Repeating a Course Due to a Disqualifying Grade and/or Audit Status**

Students who receive a disqualifying grade and/or are placed on audit status having no student conduct issues will have the option of repeating the course when space allows. Only one course may be repeated and re-entry is on a space available basis only. The student must meet with the course Instructor and Program Director at the time of disqualification in order to identify ways to improve attendance and/or academic performance and areas where further study is needed. Re-admission to the program is not guaranteed nor is it automatic. The student must contact the Enrollment Advisor and fill out required forms in order to be considered for re-entry. At that time a meeting will be set up with the course Instructor and Program Director to determine the student's suitability for re-entry. Disqualification of more than one course of instruction or having a disqualifying grade and/or audit status at the midpoint of a repeated course will result in the student being permanently exited from the program.