

<b>Limited Enrollment Programs Admission Procedure</b>	Procedure Number	2.10P
	Effective Date	March 29, 2013

**1.0 PURPOSE**

Laramie County Community College offers a number of Limited Enrollment programs. Prior to enrolling in content courses specific to these programs, students must make application and be accepted into the program. Limited Enrollment programs at LCCC do not discriminate on the basis of race, color, national origin, sex, age, religion, political affiliation, or disability in admission or access to its educational programs or activities.

**2.0 REVISION HISTORY**

Adopted on: 4/23/98  
 Revised on: 6/7/10  
 Revised on: 3/29/13

**3.0 PERSONS AFFECTED**

Limited Enrollment program faculty members, professional staff, administrators, and students

**4.0 DEFINITIONS**

*Limited Enrollment Program* – is defined and designated by LCCC as a program which restricts the number of students who may enroll and participate in the specific content courses (excluding General Education courses) for the designated program. The number of students permitted to participate in these programs is limited due to circumstances of classroom capacity, internship/practicum sites, and/or safety.

**5.0 PROCEDURES**

- A. All Limited Enrollment programs will develop a written selection process to be followed by all students wishing to be included in the specified program. A copy of the procedure will be maintained by the department coordinator or lead instructor in each program and in the division dean’s office.
- B. At a minimum, in order for a student to be considered for admission to a Limited Enrollment program, the student must:
  - 1) Submit a college admission application and fees to the Admissions Office, listing the specific program as the major, and be accepted for admission.
  - 2) Have official transcripts of high school and college grades sent to the Student Records Office.
  - 3) Take the required reading, English, and math placement tests, if necessary. COMPASS, ACT, SAT, ASSET, or ACCUPLACER score results taken at other institutions may be submitted to fulfill this requirement.

- 4) Submit an application to the specific program by the required application deadline for consideration into the next entering cohort of the program.
- C. To be reconsidered, students not selected for admission into the Limited Enrollment Program must initiate the program application process the following cycle.
- D. If the applicant is unable to perform any of the designated tasks, upon request LCCC will make reasonable accommodations if the accommodations do not constitute undue hardship on LCCC and those accommodations do not interfere with the performance of any essential functions of the program responsibilities or activities.

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REQUIRED APPROVALS	NAME/SIGNATURE	DATE
Originator(s) Name(s)	Dean Bartow, Business, Ag, and Computer Technology Dean	12/11/12
Approval by President's Cabinet		3/12/13
Ratified by College Council	Kari Brown-Herbst, Co-Chair	3/29/13
Approval by President (Signature)		3/29/13