

Created 10/ 9 /2018

Updated: 1/ 8/ 2020, 11/30/2020, 12/2/2021, 3/15/2022, 10/26/2022

Implemented: 12/15/2021, 3/15/2022, 10/26/2022

DDBS STUDENT ADMISSION POLICY

ADMISSION REQUIREMENTS

High School Diploma, GED, or College Degree.

Apply for classes via on-line or in-person

Submit a registration fee: \$100.00 (non-refundable)

APPLICANT MUST COMPLETE THE FOLLOWING:

- Tour the facility
- Complete a personal interview with the admissions coordinator or designee prior to registration.
- Write a essay about the program of interest and why did they choose DDBS.
- Provide verification documents such as:
 - Social Security Card
 - Driver's License/State Identification
 - Proof of income
 - Copy of your high school diploma/GED/Degree or high school transcripts

We are required to verify that your proof of education is from a valid high school, college, or GED program. If we determine that your documents are not valid, you will be denied admission to the school. If DDBS has reason to believe that the high school documentation is not valid, the admissions coordinator must evaluate the validity of the student's high school completion. DDBS does not recruit students who are already enrolled in a similar program at another institution.

HIGH SCHOOL DIPLOMA VERIFICATION POLICY

The DDBS and the U.S. Department of Education recognize several equivalents to a high school diploma:

- General Educational Development (GED) certificate.
- Certificate or other official completion documentation demonstrating that the student has passed a state-authorized examination that the state recognizes as the equivalent of a high school diploma (certificates of attendance and/or completion are not included in this qualifying category);
- Associate degree.
- Successful completion of at least 60 semester or trimester credit hours or 72 quarter credit hours that does not result in the awarding of an associate degree, but that is acceptable for full credit toward a bachelor's degree at any institution: or
- Enrollment in a bachelor's degree program where at least 60 semester or trimester credit hours or 72 quarter credit hours have been successfully completed, including credit hours transferred into the bachelor's degree program.

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- Foreign diplomas.

FOREIGN DIPLOMA POLICY

Must have evidence that verification of a foreign high school diploma has been performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma.

- 1) Note: High school diplomas/transcripts from other countries are acceptable toward the student eligibility general requirement, as long as the diploma is equivalent to a U.S. high school diploma.
- 2) Documentation of proof of completion of secondary education from a foreign country must be officially translated into English and officially certified as the equivalent of high school completion in the United States, at your own expense.

At student's expense the student can contact one of the Translation/Evaluation Companies (check with your state to see which ones meet their requirements) for an official certification and translation of the student's foreign high school diploma or transcript:

Fees vary by each organization and type of evaluation and translation requested.

ACCEPTANCE:

After an applicant has completed the enrollment application process the admissions coordinator will review the applicant required admissions materials and access the personal interview to determine acceptance. Upon the decision of the enrollment, the applicant will receive notification of the acceptance or denial letter via email, telephone, or in-person. **Note: All applicants must go through the entire enrollment application process (detailed in catalog, online publication, and enrollment application).**

ENROLLMENT INFORMATION:

Enrollment periods: DDBS is on a continuous enrollment schedule, thus placement will be depending upon space availability. Please contact DDBS for exact start dates, holidays, and school closures: DDBS allows the following holidays off: New Year's Day, Dr. Martin Luther King Jr., Memorial and Independence, Labor Day, Thanksgiving and December 24th and 25th.

ENROLLMENT CONTRACT:

DDBS clearly outlines the obligation of both the school and the student in the Enrollment Agreement Contract. A copy of the Enrollment Agreement Contract and information covering costs and payment plans will be furnished to students prior to the beginning of class attendance.

ORIENTATION

All applicants accepted into the program **MUST** attend the school's orientation to complete signing necessary documents, review all schools' policies, procedures, and plans, receive the Student Handbook & Catalog, receive their syllabus/ course outline and curriculum, and orientate for user-groups after they have been accepted into the program of choice.

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PAYMENT SCHEDULE:

DDBS offers a of monthly financial payments schedules that includes a cash payment agreement upon enrollment. See DDBS Admissions Leader or Financial aid leader for details.

ADMISSIONS AND RECRUITING:

Any changes to these publications, rules of admissions, contract enrollment agreements and/or any printed admissions information will be given to all current, prospect, and future students in a timely manner.

SATISFACTORY ACADEMIC PROGRESS

The Satisfactory Academic Progress (SAP) evaluates the periods applicable through the attendance schedule to be considered maintaining a satisfactory attendance and academic progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least **68%** cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

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DDBS STUDENT ADMISSION PROCEDURE

PROCEDURE:

1. Applicants must complete and apply prior to registration in person or online at www.ddbs.edu.
2. Applicants must set up an appointment for entrance interview and campus tour.
The admissions coordinator will give applicant all required admissions materials to for acceptance into the intuition program of choice such as: high school diploma, GED, high school transcript, college degree, State I.D., driver's license and/or birth certificate and social security. The applicant will also be given all funding options.
3. Once an applicant has been assessed he/she will be notified of denial or acceptance by letter via email, in-person, and telephone.
4. Once an applicant is accepted a \$100.00 registration fee (non-refundable) must be paid within the school's business center and review of tuition cost and payment options must be evaluated and determined.
5. After payment options have been established within the business center, the applicant must set up an orientation date. **ALL APPLICANTS MUST ATTEND AN ORIENTATION.** The admissions coordinator and/ or financial aid advisor, or workforce development career recruiter will advise applicants of all orientation dates.
6. During the orientation the applicant will sign and review all necessary documents during orientation such as enrollment forms, tuition agreements, student catalogs/handbooks, course outline/curriculum, plans/policies/procedures, and must train for user-group.

All Admissions Representatives are required to adhere and verify the following for enrollment process:

- Applicant's application
- Social Security Card
- High school diploma, GED, college degree, State I.D., Driver's License, or birth certificate
- Tour the facility
- In-Person Interview
- Applicant essay
- Paid registration fee