

Admission to NDCDE (C2a.v01)

Per its Nondiscrimination Policy, NDCDE shall not discriminate in the admissions process and will be open and accessible at all times to any child subject to the following restrictions and provided the following criteria are met:

Ages of Attendance

NDCDE complies with student age restriction requirements contained NDCC 15.1-06-01. NDCDE enrollment staff shall be trained on these restrictions, will notify an enroller when they are not met, and notify the NDCDE business office to issue a refund to the enrolling party.

NDCDE does not administer readiness tools to determine an underage student's eligibility for first grade. Such students must furnish NDCDE proof of completing kindergarten in order to be approved for early entry to first grade.

When capacity allows, as determined by the state director, NDCDE may allow North Dakota resident adults who are 21 or older to enroll in its diploma program. See the Admissions to the Diploma Program Policy for more details, C2aa.

Residency

NDCDE shall admit students who meet its age requirements regardless of their place of residency provided that it has the capacity to educate them. When NDCDE has limited capacity due to staffing or other limited resources, it shall prioritize the enrollment of North Dakota students and may limit or deny enrollment to students living out of state based on the number of remaining open slots available in the requested course and projections on the number of in-state students likely to enroll in it.

If limiting enrollment to in-state students still prevents NDCDE from serving new in-state enrollments, NDCDE may cap course enrollments, placing in-state students on a first come, first served basis and issuing a refund when it cannot admit a ND student.

To verify residency, NDCDE will accept as accurate the student's home state designated on the enrollment application.

Information Required during Enrollment Process

To enroll in a NDCDE course, the enroller must submit a completed enrollment form, which includes the providing following information:

- Preferred start and end dates. See NDCDE's policy on Course Length & Due Dates for more details, C1a.
- Student's name, email address, city and state of residency, date of birth, and whether the student has a IEP, 504 Plan, or Individual Language Plan.
- Parent's name and contact information, including an email address.
- For school-enrolled students, local school information and local school administrator's name, title, phone number, and email address
- Designation of a learning coach and a phone number and email address for this coach. See NDCDE's policy on Learning Coach Expectations for more details, D1.

Tuition Payment

Per NDCC 15-19-01, NDCDE charges tuition to enroll in NDCDE courses. Parents or guardians of students who are not enrolled in a North Dakota school district or who otherwise choose to pay for the NDCDE course must pre-pay at the time of completing the admission process to be enrolled in NDCDE courses. ND school districts are not required to pre-pay tuition in order to enroll their students in NDCDE courses. For more information on NDCDE billing processes, see policy F1e.

Dual Credit

In order to be eligible for dual credit courses, students must meet the criteria in NDCC Chapter 15.1-25, receive the approval of their parent/guardian and school, be admitted into the post-secondary institution awarding the college credit, and meet any course-specific eligibility requirements.

End of policy

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Policies Referenced:

[Non-Discrimination, A6d](#)

[Admissions to the Diploma Program, C2aa](#)

[Course Length & Due Dates, C1a](#)

[Learning Coach Expectations, D1](#)

[Tuition & Billing, F1e](#)