

# MCCTC Application Process 2023-2024

## **CREDIT ELIGIBILITY**

### *Valley STEM 10th Grade Students*

- 10th grade Valley STEM students will bypass the lottery selection process and be automatically placed into their first-choice program. **\*\*Valley Stem Administration has the ability to not place Valley Stem students in their first choice program and enter the lottery with all other applicants if the school has discipline and attendance concerns.**
- The Valley STEM student cannot be more than two credits deficient in any core classes by the start of their junior year at MCCTC.
- If a current 10th grade Valley STEM student would like to change their first-choice program AFTER the lottery selection date, the student will be placed based on the availability of the program.

### *All other 10th Grade Students*

- To be considered for lottery eligibility, students can not be more than two credits deficient in any core subject.
- Students who have been expelled from another school will not be considered for lottery eligibility.

## **APPLICATION**

- Students can only apply on our website at [www.mahoningctc.com](http://www.mahoningctc.com). Applications open **November 1, 2023**. There will be a lottery on **December 1, 2023** for all programs that have exceeded capacity.
- When you apply, you will be taken to another website (ENROLLTRACK), where the student will register for an account. **PLEASE FILL THE APPLICATION OUT AS THE STUDENT, NOT PARENT!**
- The student will be asked to apply for a first and second choice program.
- Once you submit your application you will receive an email stating that MCCTC has received your application **(This email does not mean you are accepted into the program)**
- **Students applying that live outside of Mahoning County will not be considered for placement until after March 1.**

## **LOTTERY and PLACEMENT PROCESS**

- Eligible students will be chosen randomly, placed in order, and assigned an official lottery number.
  - Previous school attendance will be looked at for programs that rely on hours to test or become certified. That does not prevent their overall acceptance to the school, only their placement into attendance dependent programs (Cosmetology, Allied Health, Aviation, Early Childhood Education, and Public Safety)
- Students are placed into a program as determined by their lottery number, then by program selection and order of preference and program capacity.

- Once a lottery number is assigned, MCCTC will place as many students as possible based on program capacity and availability. Second choices will not be considered until all student applicants have been considered for their first choice.
- After the lottery date (**December 1, 2023**), students that have applied before the lottery will receive a letter and email stating their preliminary acceptance into either their first or second choice or waitlist status. Students will have five days to accept or decline a spot in their offered program. If a student declines their placement, or does not respond within the five days, the enrollment team will attempt to contact the parent/guardian by phone or email to inform them and confirm the student no longer wants to attend MCCTC.
- At the conclusion of the lottery process once all qualified students have been PRELIMINARILY placed, MCCTC will continue filling all programs until they are at capacity.

### **WAITLIST PROCESS**

- Popular programs will more than likely reach capacity after the lottery date and students may be “waitlisted” until a spot is open. The student will automatically be placed in their second choice, if there is an opening, while waiting to see if a spot will open up.
- If a spot opens up in the students first choice program, a member from the enrollment team will contact the parents directly to discuss their program placement.

### **WHAT DOES PRELIMINARY ACCEPTANCE MEAN?**

The MCCTC Guidance Department will begin gathering transcripts from the students home school district after February 1st. If after reviewing the transcripts, a student is credit deficient in a core subject, the student will receive a letter stating that they need to make up the needed credit in order to be OFFICIALLY placed in the program. If a student does not make up the credit and is more than 2 credits deficient, the student's placement will be in jeopardy.

### **HOW DO I KNOW WHEN I AM OFFICIALLY ACCEPTED?**

The MCCTC Guidance Department will begin collecting transcripts from the students home school district in February. Once the transcripts have been reviewed, the OFFICIAL placement letters will be mailed and emailed to the students in March and April. If there is an issue, the Guidance Department will contact the home school counselor and parents of the students during this time frame to inform them of their student's status.