

APPLICATION

ST. CLOUD
TECHNICAL & COMMUNITY
COLLEGE



1540 Northway Drive
St. Cloud, MN 56303-1240
(320) 308-5089
Fax (320) 308-5981
TTY (320) 308-5988
www.sctcc.edu

Applying to St. Cloud Technical & Community College

Five A's Lead The Way!

1. Application

Applications to the college will be taken beginning the third Tuesday in September for programs starting in the next calendar year. To apply, please submit an application, a \$20 application fee, and an official high school transcript or GED scores. Applicants who have previously paid the application fee will not be required to re-submit the fee. If you need additional clarification, please call the Admissions Office at (320) 308-5089. **To learn more about your program of choice, log onto www.sctcc.edu/info-sessions to sign up to attend an Information Session. The sessions are presented by faculty from each program and are an excellent way to see classrooms, labs and more! Please note: Additional application may be required for health majors.**

2. Acceptance

Once you have applied and met the admission requirements, you will receive an acceptance letter to the college. Acceptance to the college does **not guarantee** admission to your program of choice. You will receive a checklist that will indicate your next steps to complete the application process. Failure to complete the items indicated on the checklist may result in cancellation.

3. Assessment

To register for college level courses, students attending St. Cloud Technical & Community College must provide documentation that they meet a basic level of college readiness. All students will be required to take the ACCUPLACER assessment within **thirty days** of acceptance to the college.

The ACCUPLACER Assessment will not determine if you can attend the college, but will identify areas where college readiness course work may be required. After completing the assessment, students will be provided a course placement statement that will help plan their schedule.

To prepare for the assessment, students may review basic math skills and reading. They may also take sample tests at:

www.google.com – Key in *accuplacer practice*
<http://www.wtamu.edu/academic/anns/mps/math/mathlab/>

Students pursuing AA, AS, or AAS degrees should review college math and algebra sample tests.

Exemption from Testing:

Students meeting certain criteria may be exempt from taking the Accuplacer test. You will receive notification in your acceptance letter if testing is needed. Exemption from testing is most commonly due to previous completion of college coursework, ACT scores or previous Accuplacer testing.

A student wishing to test at a location other than SCTCC must send an email to jfiereck@sctcc.edu after testing. Please provide the location and date testing was complete, or send a copy of the Accuplacer scores to SCTCC, 1540 Northway Drive, St. Cloud, MN 56303 or by fax at 320-308-5981.

Students will receive a notice if exempt from testing. If exempt from testing, students should make an appointment to tour the college and attend a program information session.

4. Attend an Information Session

Information Sessions are available for every program at SCTCC. During the session, you will be able to discuss information regarding degree vs. diploma options, transfer of credits, assessment test results, what a typical day is like for your program, tool lists, scholarships, tour the program area and more. The sessions are presented by program faculty and academic advisors from September to May.

To sign up for an Information Session, log onto www.sctcc.edu/info-sessions.

5. Attend Registration

Registration sessions are held on campus prior to the start of each semester. Registration is mandatory for all students seeking a college degree, diploma or certificate. You will receive an invitation to attend a specific registration date. Prior to registration, students are required to complete an electronic college orientation and activate their student email.

Registration benefits include:

- Registering for classes
- Familiarizing yourself with the campus and services available for students
- Meeting other new students
- Talking with Admissions, Financial Services, Counselors and having your questions answered
- Renting lockers and purchasing books
- Obtain student I.D.
- Learning about sports, student clubs, Student Senate, and other student activities
- Financial Aid Workshops
- Parent Workshop

Check out our catalog at www.sctcc.edu/catalog.

Application for Admission

St. Cloud Technical and Community College

To make arrangements to visit the campus call **(320) 308-5089** or go to www.sctcc.edu/tour-sctcc.

This application is for admission into all programs at St. Cloud Technical & Community College. Additional applications may be required for Health majors.

International Student

You may obtain an international application by contacting the Admissions Office at **(320) 308-5087** or logging onto www.sctcc.edu and selecting the international student application to access all needed forms. **Do not use this form.**

Post-Secondary Enrollment Option (PSEO)

PSEO is a State of Minnesota Department of Education Program that allows high/home school students to take college courses while still in high/home school. PSEO application and more information is available at www.sctcc.edu/pseo.

Deadlines for application are June 1st for Fall semester and November 1st for Spring semester.

Visiting Student (Non-degree Seeking)

If you do not wish to enroll as a degree seeking student and plan to take fewer than a cumulative total of 16 course credits, you should contact the St. Cloud Technical & Community College Office of Records and Registration at (320) 308-5075 for visiting student enrollment forms. Visiting students may enroll without submitting an official application and transcripts, but must meet all regular course placement requirements.

Note: You can also access a St. Cloud Technical & Community College application on-line at www.sctcc.edu.

Note: The college is asking you to provide information that includes private and/or confidential information under state and federal law. The college is asking for this information in order to process your application.

You are not legally required to provide the information the college is requesting; however, the college may not be able to effectively process your application if you do not provide sufficient information.

With some exceptions, unless you consent to further release of information, access to this information will be limited to school officials, including faculty who have legitimate educational interests in the information. Under certain circumstances, federal and state laws authorize release of private information without your consent:

- To other schools in which you seek or intend to enroll, or are enrolled of the release;
- To federal, state or local officials for purposes of program compliance, audit or evaluation;
- As appropriate in connection with your application for, or receipt of, financial aid;
- If the information is sought with a subpoena, court order, or otherwise permitted by other state or federal law and
- To an institution engaged in educational research or accrediting agency.

Minnesota State Colleges and Universities abide by the provisions of Title IX, federal legislation forbidding discrimination on the basis of sex and by all other federal and state laws regarding equal opportunity. This document can be made available in alternate formats, such as large print or cassette tape, upon request.

If you have been arrested, charged or convicted of any criminal offense, you should investigate the impact that the arrest, charge or conviction may have on your chances of employment in the field you intend to study or on your chances to obtain federal, state, and other higher education financial aid.

Please remove the application and submit it to the Admissions Office

Personal Data

Name (Last, First, Middle)		Date of Application		
Social Security Number	Many colleges/universities use Social Security numbers for student identification purposes on student records. Providing your Social Security number is voluntary. If you do not provide this number, your application will still be processed. This data is requested for purposes of administration, program evaluation and consumer and alumni data. Your number also may be used to create summary information about MnSCU programs through data matches with other state agencies.			
Current Mailing Address (House/Apartment Number, Street, P.O. Box/Rural Route)	City	State	Zip Code	County
Permanent Address, If Different From Above (Street, P.O. Box/Rural Route)	City	State	Zip Code	County
Home Phone ()	Cell Phone ()	What state are you a resident of?	Length of residency?	
E-Mail Address				
Are you a U.S. citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No If not, type of VISA: <input type="checkbox"/> F1 <input type="checkbox"/> F2 <input type="checkbox"/> B1 <input type="checkbox"/> B2		Permanent Resident (If Applicable) <input type="checkbox"/> Refugee <input type="checkbox"/> Resident Alien <input type="checkbox"/> Other		
Name used in high school records or in other education records and transcripts if different from above (Optional) (Last, First, Middle)				
Activities/interest: <input type="checkbox"/> Baseball <input type="checkbox"/> Volleyball <input type="checkbox"/> Basketball <input type="checkbox"/> Softball <input type="checkbox"/> Other _____				

Admissions Data

Name of course of study, major, or curriculum you plan to follow; e.g. accounting, auto mechanics, nursing.
(Check college policies for admission requirements to specific programs of study.)

Choice of Program

What is your current education intent at this institution?

- Certificate Associate in Arts Associate of Science
 Diploma PSEO (Post-Secondary Enrollment Option)
 Associate of Applied Science MN Transfer Complete Courses and Transfer
- Do you plan to take on-line classes only? Yes No

What term do you intend to begin taking courses? (check one only)	<input type="checkbox"/> Fall _____ (year)	<input type="checkbox"/> Spring _____ (year)	<input type="checkbox"/> Summer Session _____ (year)
Do you plan to attend:	<input type="checkbox"/> Full time (12 or more credits)	<input type="checkbox"/> Part time (fewer than 12 credits)	Do you plan to take all of your classes on-line? <input type="checkbox"/> Yes <input type="checkbox"/> No
Have you attended this college before? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, last date attended:		
Have you taken your Accuplacer Test? <input type="checkbox"/> Yes <input type="checkbox"/> No			

Educational Data

Do you have a high school diploma? <input type="checkbox"/> Yes <input type="checkbox"/> No Month/Year	If no, do you have a GED? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you currently in high school? <input type="checkbox"/> Yes <input type="checkbox"/> No	Planned graduation date from high school:
If yes, date graduated:			
Are you a high school student planning to take college courses under the Minnesota Post Secondary Enrollment Options Program (PSEO)? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please contact your high school counselor.			
High school attended:	City	State	Zip Code
Have you earned college credits from any other post-secondary institution? <input type="checkbox"/> Yes <input type="checkbox"/> No (If transferring credits, request that official transcripts be sent directly to the Admissions Office of the college. Graduates of MnSCU Colleges only need to fill out the next section of this application.)			
College/University Institute	City	State	Dates of Attendance
College/University Institute	City	State	Dates of Attendance
College/University Institute	City	State	Dates of Attendance

Signature Required

Date

Please go to the next page and complete the confidential information form and request for transcript.

St. Cloud Technical & Community College Programs of Study

Construction Technology

- Architectural Construction Technology (F) ■
- Carpentry (F)
- Electrical Construction Technology (F)
- Heating, Air Conditioning and Refrigeration Technology (F)
- Land Surveying/Civil Engineering Technology (F) ■
- Plumbing (F)
- Water Environment Technology (F)

Manufacturing Technology

- Biomedical Equipment Technician (F, S)
- Center for Manufacturing and Applied Engineering
- Energy & Electronics (F, S)
 - Nuclear
 - Instrumentation & Process Control
 - Robotics & Automation
- Machine Tool (F)
 - CNC Machinist
 - Advanced CNC/Cam
 - CNC Mold Maker/Cam Machinist
- Mechatronics (F, S)
- Mechanical Design Technology (F)
 - Reverse Engineering & Rapid Prototyping
- Welding/Fabrication (F, S)

Transportation Technology

- Auto Body Collision Technology (F)
- Automotive Service Technology (F, S)
- Medium/Heavy Truck Technology (F)

Business, Management & Information Technology

- Accounting (F, S)
- Administrative Support (F, S) ■
- Advertising Communication and Design (F)
- Business Management (F, S)
- Child and Adult Care and Education (F)
- Computer Programming (F) ■
- Culinary Arts (F)
- Farm Business Management (F, S)
- Finance and Credit (F, S)
- Health Data Specialist (F, S)
- Health Information Technology (F, S) ■
- Information Technology Infrastructure (Networking)
- Paralegal (F, S) ■
- Paraprofessional Educator (F)
- Sales and Management (F, S)

Health and Human Services

- Cardiovascular Technology (F) *
- Dental Assistant (F) *
- Dental Hygiene (F) *
- Paramedicine (F) ■
- Sonography (Ultrasound) (F) *
- Surgical Technology (F) *

Nursing

- Nursing Assistant (Certified)
- Practical Nursing (Licensed)
- Nursing (Registered-Mobility)

Business and Industry Training Solutions

www.sctcc.edu/business-industry

- Emergency Medical Technician (F, S) 3 month course
- Truck Driving Training (F, S) 6 week course
- Fire Fighting (F, S) 80 hour and 40 hour courses

Many more training opportunities available. Call today!
(320) 308-0015 or **1-800-222-1009**, option 6

Earn a transferable Associate in Arts (AA), AS Health Sciences Broadfield, or take the Minnesota Transfer Curriculum at St. Cloud Technical & Community College! Our credits Transfer!

An AA and AS degrees are equivalent to the first 2 years of most 4 year degree programs. Take your general education courses at **St. Cloud Technical & Community College**. Financial Aid is available.

Send application, \$20 application fee, the Confidential Information Form, and official transcripts to:

**St. Cloud Technical & Community College
Admissions Office
1540 Northway Drive
St. Cloud, MN 56303**

It is possible to take general education and general studies courses every semester.

Program majors have start dates according to the following key:

F = Program has fall semester start dates

F, S = Program has fall and spring start dates

S = Spring start available

■ *Program requires a laptop computer or a tablet.*

* *Pre-requisites are required to apply for this program; apply first for the Health Science Broadfield to take the required pre-requisite courses.*

Confidential Information Form

Note: The college is asking you to provide information that includes private and/or confidential information under state and federal law. The college is asking for this information in order to process your application.

You are not legally required to provide the information the college is requesting; however, the college may not be able to effectively process your application if you do not provide sufficient information.

With some exceptions, unless you consent to further release of information, access to this information will be limited to school officials, including faculty who have legitimate educational interests in the information. Under certain circumstances, federal and state laws authorize release of private information without your consent:

- To other schools in which you seek or intend to enroll, or are enrolled of the release;
- To federal, state or local officials for purposes of program compliance, audit or evaluation;
- As appropriate in connection with your application for, or receipt of, financial aid;
- If the information is sought with a subpoena, court order, or otherwise permitted by other state or federal law and
- To an institution engaged in educational research or accrediting agency.

Minnesota State Colleges and Universities abide by the provisions of Title IX, federal legislation forbidding discrimination on the basis of sex and by all other federal and state laws regarding equal opportunity. This document can be made available in alternate formats, such as large print or cassette tape, upon request.

Social Security Number

Many institutions, including St. Cloud Technical & Community College, request and use your social security number. While you are not legally required to provide your social security number on this form, you are strongly encouraged to do so. You will be required to provide your social security number when you apply for financial aid or educational tax benefits. If you provide your social security number, it will be used for routine record keeping, institutional statistics, research and required state and federal reporting.

Social Security Number: _____

Last Name: _____

First Name: _____ **Middle Initial:** _____

Gender: Male Female

Race and ethnic background (select all that apply):

Are you Hispanic or Latino (*a person of Cuban, Mexican, Puerto Rican, South or Central American or other Spanish culture, regardless of race*) Yes No

- American Indian or Alaskan Native: A person having origins in any of the original people of North, Central or South America and who maintain tribal affiliation or community attachment.
- Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia or the Indian subcontinent.
- Black or African American: A person having origins in any of the black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- White: A person having origins in the original peoples of Europe, the Middle East, North Africa.

This publication is available in accessible formats upon request by calling Judy Jacobson Berg at 320-308-5096. TTY users please call MN Relay Service at 711 to contact the college.

College Costs

For current tuition rates, please contact the Admission Office. Students pay for the number of credits taken. Books, supplies, tools and laptops (for certain programs) are additional and vary depending on the courses selected. Tuition and other costs may change without notice. For more information go to: www.sctcc.edu/tuition.

Financial Aid

Steps to receive Financial Aid:

1. Apply for admissions to an eligible program at St. Cloud Technical & Community College. Only students accepted into a program are eligible for financial aid (grants, loans, work study, scholarships).
2. Complete the Free Application for Federal Student Aid (FAFSA) at www.fafsa.gov shortly after you have completed your Federal tax return for the previous year. The easiest, most accurate way to provide your tax information is to use the IRS Data Retrieval tool. Your FAFSA information will be automatically sent to the Federal Processing Center. Make sure to include the St. Cloud Technical & Community College code (005534) on your FAFSA. To avoid having your classes dropped for nonpayment, the college must receive your processed FAFSA **data prior to the tuition due date**.
3. The Federal Processing Center will send you a Student Aid Report (SAR) once your FAFSA has been received and processed. Check your SAR to ensure that your information is correct.
4. Go to <https://webproc.mnscu.edu/eservices/login.html?campusid=208> to check the status of your financial aid, including any additional requested forms.
5. You will receive a Financial Aid Award Letter, which will tell you the aid you are eligible to receive.
6. Separate applications are required for the student loans, and the child care grant. Go to <http://www.sctcc.edu/loan-applications> to complete your loan application. Go to www.sctcc.edu/financial-aid-forms to complete the child care grant application. The child care grant has limited funds and is awarded on a first come first serve basis. Be sure to complete your application as soon as possible.
7. If you are interested in college work study, contact the Financial Aid Office at (320) 308-5961.

Grants/Scholarships

Each year the SCTCC Foundation awards over \$100,000 in scholarships - money that does not need to be repaid. Go to www.sctcc.edu/scholarships to apply.

The SCTCC Financial Aid website also provides various scholarship resources. The SCTCC Foundation scholarships, Veterans benefits, and free scholarship search services are just some of the resources that can be found at www.sctcc.edu/financial-aid.

It is the student's responsibility to forward this request for transcript to the appropriate School or College.

High School/GED Transcript Release Permission

Note to applicant: Tear off, sign and send or give to last high school attended. Your transcript cannot be sent without signed permission.

I, (Student Name) _____ hereby request (Last High School Attended) _____
to send my High School transcript, GED record, and/or IEP to:

Name of College

St. Cloud Technical & Community College

Address

1540 Northway Drive

City

St. Cloud

State

MN

Zip Code

56303

Applicant's Signature

Date

Transcript Information

Name Used on School Transcript

Year Graduated or Last Attended

Date of Birth

Social Security Number

Parent's Signature (If Under 18)

Date

Note to school personnel: Send all transcripts and/or IEPs directly to the college indicated by the applicant. Please copy this release and return it with the transcript. Keep original release for your records.



1540 Northway Drive
St. Cloud, MN 56303-1240
www.sctcc.edu

Campus Tours and Special Events

St. Cloud Technical and Community College offers many ways to learn about the campus. Group tours, special events and one-on-one tours are available throughout the year.

A campus visit is an excellent opportunity to learn about SCTCC programs, the application process, transfer options, and tour the state-of-the-art labs and classrooms.

To attend an information session, go to www.sctcc.edu/info-sessions

To take a Cyclone Tour, go to www.sctcc.edu/tour-sctcc

Call the Admissions Office at 800-222-1009 or (320) 308-5089 for further assistance.

St. Cloud Technical & Community College is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools.

St. Cloud Technical & Community College is a member of the Minnesota State Colleges and Universities System.

*Affirmative Action/Equal Opportunity Educator and Employer. ADA accessible facility.
This document is available in alternative formats to individuals with disabilities by calling 1-800-222-1009 or by calling the Minnesota Relay Service at 1-800-627-3529.*



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Spring.2014.10000

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