Welcome
Welcome from your Enrollment Advisor!

Enrollment Advisor Role:

• Assist students to register for their first semester
• Advise on financial aid, assigned programs, and policies and procedures
• Serve as an advisor for students who are Pre-Majors, Undeclared or in Individualized Studies
Advisor Assistance

Contact an Advisor and Get Support

AFTER you finish this session

Note: Advisor program assignments are subject to change, please call Student Services with questions or email advising@dctc.edu

- Office Careers and VCOM contact:
  Amy Eppen at 651-423-8323 or email at amy.eppen@dctc.edu

- Information Technology and Accounting contact:
  Kerry Lurken at 651-423-8278 or email at kerry.lurken@dctc.edu

- Transportation/Technical/Health and Human Services/Design
  Serena Jones at 651-423-8638 or email at serena.jones@dctc.edu
  Chris Yang at 651-423-8647 or email at chris.yang@dctc.edu
  Drew Boatman at 651-423-8384 or email at drew.boatman@dctc.edu

- Business and Management, ESOL, Undeclared and PSEO contact:
  Lee Anne Xiong at 651-423-8537 or email at leeanne.xiong@dctc.edu

- Students in Individualized Studies should contact Student Services (651-423-8000) for their advisor’s contact information.
Course Advising & Registration Session

1. Word Soup
2. Award Options
3. ACCUPLACER Assessment
4. First Time Registration
5. Changing Course Schedule
6. Transfer and Credit by Examination
7. Tuition Due Dates
8. Financial Aid
9. Items needed first day of class
10. Future Registration
11. E-Services
Word Soup
Useful college lingo to help you get started

ITC
Instructional Technology Center (ITC). The ITC is an open computer lab available to students for general computer use and Internet access.

D2L
Desire to Learn is the software used for our online courses, you will get trained on this if you take an online course.

Drop
Students can drop classes within the first week of school. Do this by using the drop form in student services or online.

Withdraw
After the first week of the semester students may only withdraw from classes not drop. This involves getting a W on your record and no refunds are available for withdrawal of only one class.

Drop - Late-Start Classes
Have one business day to drop

ESOL
English Speakers of Other Languages

FAFSA
Free Application for Federal Student Aid
Award Options

Associate of Science (A.S.)

Associate of Applied Science (A.A.S.)

Diploma

Certificate
Award Options

Our award options usually differ in the number of **general education** credits required for graduation.

<table>
<thead>
<tr>
<th>REQUIRED GENERAL EDUCATION AREAS</th>
<th>A.S.</th>
<th>A.A.S.</th>
<th>DIPLOMA</th>
<th>CERTIFICATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMPOSITION I</td>
<td>3 credits</td>
<td>3 credits</td>
<td>3 credits</td>
<td></td>
</tr>
<tr>
<td>INTERPERSONAL COMMUNICATIONS</td>
<td>3 credits</td>
<td>3 credits</td>
<td>3 credits</td>
<td></td>
</tr>
<tr>
<td>MATH / SCIENCE</td>
<td>4 Math credits and 3-4 Science credits</td>
<td>3-4 credits in either Math or Science</td>
<td>-</td>
<td>Varies per program</td>
</tr>
<tr>
<td>ELECTIVES (GOALS 1-10)</td>
<td>16-18 credits</td>
<td>5-6 credits</td>
<td>3 credits</td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td><strong>30 credits</strong></td>
<td><strong>15 credits</strong></td>
<td><strong>9 credits</strong></td>
<td></td>
</tr>
</tbody>
</table>

***NOT ALL PROGRAMS FOLLOW THE ABOVE GUIDELINES. PLEASE CHECK YOUR DEGREE AUDIT REPORT FOR SPECIFIC REQUIREMENTS WHEN SELECTING GENERAL EDUCATION COURSES.***
ACCUPLACER Assessment

Reading Comprehension

Sentence Skills

Mathematics

Developmental Courses are Available to Help Students Raise their Academic Skills
Where do you find your scores?

To find your ACCUPLACER scores look at your DARS report (directions follow in upcoming slides).
**Your Reading and Sentence Skills Scores**

The number and type of developmental English courses you need to take before enrolling in the college level English, if any, are determined by a combination of your scores in the sentence skills and reading comprehension portions of the test. Use the matrix below to find where your scores fall and if you need to take developmental courses.

**Example:**
- Accuplacer Reading Comprehension Score: 91
- Accuplacer Sentence Skills Score: 80

<table>
<thead>
<tr>
<th>Reading Comprehension Score</th>
<th>Sentence Skills Score</th>
<th>Enrolling in College Level English</th>
</tr>
</thead>
<tbody>
<tr>
<td>78 or higher</td>
<td>86 or higher</td>
<td>College English</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Students may take any college level English including ENGL 1100 ENGL 1150 Composition</td>
</tr>
<tr>
<td>77 or lower</td>
<td>Between 70 and 85</td>
<td>Students must take this course before enrolling in any college level English:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ENGL 0130 English Essentials</td>
</tr>
<tr>
<td></td>
<td>69 or lower</td>
<td>Students must take this course sequence before enrolling in any college level English:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ENGL 0118 Basic English &amp; Writing Review THEN ENGL 0130 English Essentials</td>
</tr>
</tbody>
</table>

- Students must take this course sequence before enrolling in any college level English:
  - College Reading (either ENGL 0114 or ENGL 0125) AND
  - ENGL 0118 Basic English & Writing Review THEN ENGL 0130 English Essentials
<table>
<thead>
<tr>
<th>MATH COURSE PLACEMENT</th>
<th>ACCUPLACER SCORE(S) OR PREREQUISITE</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATS 1480 Technical Calculus</td>
<td>MATS 1300 College Algebra &amp; MATS 1320 College Trig</td>
</tr>
<tr>
<td>MATS 1500 Beginning Calculus w/ Trigonometry</td>
<td>MATS 1300 College Algebra</td>
</tr>
<tr>
<td>MATS 1300 College Algebra &amp; MATS 1320 College Trig</td>
<td>Elementary Algebra Score of 76 or higher AND College Level Math Score of 50 or higher OR MATS 0600 Intermediate Algebra</td>
</tr>
<tr>
<td>MATS 1251 Statistics &amp; MATS 1350 Math for Liberal Arts</td>
<td>Elementary Algebra Score of 76 or higher AND College Level Math Score of 49 or lower OR MATS 0600 Intermediate Algebra</td>
</tr>
<tr>
<td>MATS 0600 Intermediate Algebra</td>
<td>Elementary Algebra Score between 51 and 75 OR MATS 0305 Introduction to Algebra</td>
</tr>
<tr>
<td>MATS 0305 Introduction to Algebra</td>
<td>Arithmetic Score of 56 or higher AND Elementary Algebra Score of 50 or less OR MATS 0200 Basic Mathematics</td>
</tr>
<tr>
<td>MATS 0200 Basic Mathematics</td>
<td>Arithmetic Score of 55 or lower</td>
</tr>
</tbody>
</table>
Your Math Scores

Depending on your major and degree selection you may not be required to take a Math class. If you need, or choose to take, Math as part of your degree, please talk to an advisor about required test scores.
First Time Registration

Schedule Planning

Advisor Assistance

Registration Processing
Schedule Planning Step 1
Get the Tools You Need

- DARS report
- Registration worksheet and student schedule
- Check out the class schedule from DCTC’s website by clicking on “Register for Courses” and “Course Schedule”
Schedule Planning Step 2

Review your registration form and student schedule worksheet
Schedule Planning Step 3: Check Online Course Schedule for Course Availability

1. Choose the semester you want to register for
2. Choose a subject you are interested in taking
3. Find the schedule for the specific subject and term you selected above

OR

Choose to view all available General Education classes
## 2008-09 Spring Semester

To display schedule for a different semester, click on "Change Semester." button and select a new term.

Program: as of 2008-09-12 08:16:26.0

### BIOL 1110  Environmental Science  3 cr.

<table>
<thead>
<tr>
<th>Sec</th>
<th>Crs ID</th>
<th>Enrl</th>
<th>Location</th>
<th>Room</th>
<th>Days</th>
<th>Start Date</th>
<th>End Date</th>
<th>S Time</th>
<th>E Time</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>000146</td>
<td>30</td>
<td>MAIN</td>
<td>2-700</td>
<td>TH</td>
<td>01/12/09</td>
<td>03/06/09</td>
<td>1:00p</td>
<td>3:55p</td>
<td>Staff,</td>
</tr>
<tr>
<td>02</td>
<td>000147</td>
<td>30</td>
<td>MAIN</td>
<td>2-700</td>
<td>TH</td>
<td>03/16/09</td>
<td>05/18/09</td>
<td>1:00p</td>
<td>3:55p</td>
<td>Staff,</td>
</tr>
<tr>
<td>59</td>
<td>000148</td>
<td>30</td>
<td>ONLIN</td>
<td>MTWHF</td>
<td></td>
<td>01/12/09</td>
<td>05/18/09</td>
<td>ARR</td>
<td>ARR</td>
<td>Staff</td>
</tr>
<tr>
<td>91</td>
<td>000149</td>
<td>30</td>
<td>MAIN</td>
<td>2-700</td>
<td>T</td>
<td>01/12/09</td>
<td>05/18/09</td>
<td>6:00p</td>
<td>8:55p</td>
<td>Staff</td>
</tr>
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</table>

### BIOL 1200  Biology and Society  3 cr.

<table>
<thead>
<tr>
<th>Sec</th>
<th>Crs ID</th>
<th>Enrl</th>
<th>Location</th>
<th>Room</th>
<th>Days</th>
<th>Start Date</th>
<th>End Date</th>
<th>S Time</th>
<th>E Time</th>
<th>Instructor</th>
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<tbody>
<tr>
<td>59</td>
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<td>ONLIN</td>
<td>MTWHF</td>
<td></td>
<td>01/12/09</td>
<td>05/18/09</td>
<td>ARR</td>
<td>ARR</td>
<td>Staff</td>
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</tbody>
</table>

### BIOL 1500  General Biology  4 cr.

<table>
<thead>
<tr>
<th>Sec</th>
<th>Crs ID</th>
<th>Enrl</th>
<th>Location</th>
<th>Room</th>
<th>Days</th>
<th>Start Date</th>
<th>End Date</th>
<th>S Time</th>
<th>E Time</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>000152</td>
<td>24</td>
<td>MAIN</td>
<td>1-305</td>
<td>W</td>
<td>01/12/09</td>
<td>05/18/09</td>
<td>10:00a</td>
<td>10:55a</td>
<td>Staff</td>
</tr>
<tr>
<td></td>
<td>000152</td>
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</tr>
<tr>
<td>49</td>
<td>000153</td>
<td>24</td>
<td>MAIN</td>
<td>1-305</td>
<td>T</td>
<td>01/12/09</td>
<td>05/18/09</td>
<td>5:00p</td>
<td>7:55p</td>
<td>Staff</td>
</tr>
</tbody>
</table>

### BIOL 2010  Anatomy and Physiology II  4 cr.

<table>
<thead>
<tr>
<th>Sec</th>
<th>Crs ID</th>
<th>Enrl</th>
<th>Location</th>
<th>Room</th>
<th>Days</th>
<th>Start Date</th>
<th>End Date</th>
<th>S Time</th>
<th>E Time</th>
<th>Instructor</th>
</tr>
</thead>
</table>

Change Semester | Print
Registration Processing
The Online Experience

• Go to www.dctc.edu and click on REGISTER FOR COURSES

• Read the online registration instructions and accept the terms and conditions

• Register online using your:
  
  ➢ Student ID number
  ➢ Password (birth date in the YYMMDD form)
  ➢ Access Code
  ➢ Registration Guides (course IDs are on these - if needed, add zeros to the left of numbers to complete 6 digits)
  
  ➢ If you need help logging in – watch the helpful videos available on the left side of the log-in screen

• Print your schedule before you exit the registration page

• Contact advisors with questions or if you have any problems registering
Changing Course Schedule

- Dropping a Class
- Adding a Class
- Withdrawal From a Course
- Withdrawal From All Courses
Adding Classes

• You **CAN ADD** classes during the **FIRST 5 DAYS** of the semester if there is space available in the class.

• If you add **late-start classes** later, please check with Financial Aid to see how this affects your award.

• Students must complete an Add Form in the Student Services Office **OR** Register Online.

• Obtain a fee statement and pay for the credits at the time you add them.
Dropping Classes

- You **CAN DROP** classes within the **FIRST 5 DAYS** of the semester (see the Student Handbook for specific drop dates for courses that are shorter than 16 weeks)

- You **CAN DROP** Late-Start courses **1 BUSINESS DAY** after its start-date

- Students must complete a Drop Form in the Student Services Office or Online

- Students who receive financial aid should visit with their staff to see if their financial aid award is affected.
Withdrawal From A Course

• May withdraw from a course between the 2nd and 15th week of classes (see Student Handbook for specific withdraw dates for short courses)

• For **late-start courses**, the last day to withdraw is at the 80% point of the course

• Complete a Course Withdrawal Form in Student Services Office or email registration@dctc.edu

• Must obtain a financial aid staff signature if you are receiving financial aid to discuss any monetary consequences for downsizing your credit load

• Will receive a W your record

• No refund
Withdrawal from College

- Students who withdraw from **ALL** of their credits by formal notification to Student Services may get a refund
  - 100%  Day 1-5 of semester
  - 75%  Day 6-10 of semester
  - 50%  Day 11-15 of semester
  - 25%  Day 16-20 of semester
- No refund after Day 20 of semester
- Refer to the Student Handbook for the refund schedule for courses that run less than 10 weeks.
- Will receive W for all classes on your record
Transfer of Credits Procedure

→ Students must have official transcripts sent to DCTC
→ College must have a regional accreditation
→ Transfer credits do not affect your GPA at DCTC
→ For detailed information, contact the Transfer Specialist

Transfer of General Education Credits

→ General Education Credits do not have a time limit for use
→ Students with Bachelors or Associates degrees may be able to transfer in most of their General Education requirements
→ General education transfer of credits begins with the Transfer Specialist

Transfer of Technical Credits

→ Technical credits must have been completed within the last 5 years
→ For credits prior to five years, student may consider credit by exam
→ Faculty provide the approval of technical credits transferring into DCTC
Credit by Examination

- A “Test Out” option is available for many courses with instructor approval.

- Non-refundable per credit fees are charged based on the type of course the student is attempting the test-out of.

- **Do not register** for a course if you are planning to attempt a “test out.”
Tuition and Fees

Payment for tuition is due:

Summer – May 10, 2013
Fall – August 9, 2013

IMPORTANT: Tuition statements are not mailed out. Balance details are available through e-Services under “Bills and Payment”.
Tuition Payment Information

• Students must take one of the following actions before the tuition due date:
  ➢ Make full payment OR
  ➢ Enroll in a Payment Plan in e-Services
  ➢ Have an active FAFSA application on file at DCTC

• Students who do not make arrangements for payment may be dropped from their courses
Payment Plan Information

Simple Steps to Enroll:
• Go to www.dctc.edu
• Click on the “Current Students” tab
• Click on “Tuition Payment”
• Click on “Tuition Payment Plan – FACTS e-Cashier”

* $30.00 payment plan fee is paid by the student and goes to Nelnet
Are you at risk of having your classes cancelled?

Log into e-Services and click on “Bills and Payment.” If you see a RED STOP SIGN, your classes may be dropped for failing to meet the payment requirement.

If you see a GREEN GO SIGN, your classes have been secured. You will not be dropped from your courses.
Financial Aid Process

- Complete your Free Application for Student Aid (FAFSA)
  - Go to www.fafsa.gov
  - DCTC’s School Code = 010402
- Review the Student Aid Report (SAR)
  - SAR summarizes the data from your FAFSA and indicates your official Expected Family Contribution
  - Available 3-5 days after FAFSA submitted
Financial Aid Verification

- If your FAFSA is selected for Verification or if additional information is needed you will be contacted to provide the requested information
  - No further action will be taken on your application until this documentation is received – communications are done via email and US Mail
  - Upon receipt and processing, you will receive a Financial Aid Award Letter
  - Access your Financial Aid Award Letter through DCTC’s eServices: http://www.dctc.edu/go/e-services
Financial Aid Award

Do you have Financial Aid Awards?

**YES**
- **Grants** automatically apply to your student account after the start of the semester
- **Loans** require three additional steps before they can be applied to your student account. Steps are in your award letter

**NO**
- Contact your advisor if you have questions about financial aid
How Refunds are Issued

You Choose between 3 Options:

- Direct deposit into a HigherOne account
- Direct deposit into an existing bank account
- Paper check mailed to your address DCTC has on file

*Look for this card and directions in the mail within a couple weeks of registering for classes!*
Items needed first day of class

1. Student ID Card (obtained in Library)
2. Parking Permit (obtained in Student Services)

1. Books and Materials
   www.dctcbookstore.com
Email is the Official Method of Communication at DCTC

College-related information, including important course communications, will be emailed.

Be sure to provide an email address to DCTC and update it if it changes. You can also update email address on e-Services.

Be sure to check this account regularly!
Online Tutorial Sessions

If you register for an online or online enhanced course for the first time, you may want to consider attending an Online Tutorial Session or view online tutorials.

Instructional Technology Center (ITC)
Room 2-102
Dates and Times TBA

www.onlinedctc.com
Registration in Future Semesters

Students will be assigned to Faculty Advisor

- Located in faculty office in/near program area
- Assist students to register in all future semesters
- Advise in matters related to the specific program they instruct
- Are aware of industry trends and opportunities
Registration in Future Semesters

1. Set-up an appointment with your Faculty Advisor to select courses and obtain your access code – make sure to bring your DARS report to this meeting

2. Register online (refer to the Student Handbook for registration dates)

Once your faculty advisor is assigned, you will find his/her name on your DARS report.
Registration for Spring 2014

Pre-Registration Advising Week is October 7-11

Registration Begins:
- October 14th for students who have earned 30 or more credits
- October 16th for students with less than 30 credits
Dakota County Technical College e-Services

*Student ID or User Name: __________

*PIN or Password: __________

Login Now

Display My Name

By checking this box, your name will display and print on certain pages containing enrollment, obligation, and grade data. This selection will stay in effect until your next login. To protect your identity, you may wish to print web screens only at a secured printer or cancel the print command.

Login Instructions

- If this is the first time you have logged in, you must use your Student ID and assigned PIN.
  Your PIN has been preset to one of the following:
  - your birthdate in YYMMDD format if you supplied that information at time of admission.
  - OR, the last six-digits of your SSN.
- Student ID login instructions
- User Name login instructions
- Campus Specific Instructions
- At end of your login session, you must ‘Logout’ to ensure that nobody else can access your records using your computer.
Check it out
Reviewing your DARS Report

(degree audit report)

Student I.D. Number
01234567

Name
Student, Mary Alice

Registration Access Code
323456
Technical Course Requirements

Courses specific to the area of study or specialization (the declared program major)

- 1) Students must complete the following courses:

   NEEDS: 40.0 CREDITS

   COURSE LIST:
   - ACCT1005 Prnc of Bookkeeping (2 cr)
   - LAHT1000 Plant Science (2 credits)
   - LAHT1010 Soil Science (3 credits)
   - LAHT1110 Woody Plant Mtrl 1 (2 cr)
   - LAHT1111 Woody Plant Mtrl 2 (2 cr)
   - LAHT1200 Plant Pests (3 cr)
   - LAHT1300 Landscape Const I (3 cr)
   - LAHT1310 Plant Maintenance (2 cr)
   - LAHT1320 Turf Maintenance (3 cr)
   - LAHT1400 Greenhouse Operations (2 cr)
   - LAHT1410 Nursery Operations (2 cr)
   - LAHT1502 Safety & Equipment (1 cr)
   - LAHT1510 Landscape Mathematics (1 cr)
   - LAHT1600 Landscape Design I (3 cr)
   - LAHT2000 Herbaceous Plant Mtls (2 cr)
   - LAHT2500 Landscape Bus Mangt (4 cr)
   - LAHT2510 Landscape Estimating (3 cr)

*************** CONTINUED ON COLUMN 2 PAGE 1 ***************

Mary Alice Student
1234 Garrison Way
Rosemount MN 55068
## Technical Course Electives

For Landscape Horticulture AAS:

- 1) Students may select elective credits from Landscape Horticulture curriculum (LAHT). Other courses may be selected with advisor approval.

  **Needs:** 8.0 Credits
  
  **Course List:** LAHT****

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## Technical Courses

Courses specific to the area of study or specialization (the declared program major)

**REQUIRED TECHNICAL COURSES for LANDSCAPE HORT A.A.S.**

Students must complete the following courses:

1. **Needs:** 40.0 Credits
   - 1) Computer Literacy (DCTC Goal)
     - **Needs:** 3.0 Credits
     - **Course List:** COML1400 Intro to Computers (3 cr)
   
2. **Needs:** 3.0 Credits
   - **Course List:** ENGL1100 Writing & Resrch Skills (3cr)

3. **Needs:** 3.0 Credits
   - **Course List:** BIOL1110, 1120, 1200, 1500, 2000, 2100, 2500, 1225, 1251, 1300, 1350, 1500

4. **Needs:** 3.0 Credits
   - **Course List:** SPEE1020 Interpersonal Comm (3cr)
General Education Requirements

General Education courses
Math, Science, Communications, etc.

Cumulative GPA of 2.0 or higher is required for graduation. This program requires 72 credits for graduation. Students who transfer credits from another college must complete at least 20 of the required 72 credits at DCTC. 72.0 CREDITS

Students must complete the following courses:

- 1) Computer Literacy (DCTC Goal)
   NEEDS: 3.0 CREDITS
   COURSE LIST->COML1400 Intro to Computers (3cr)

- 2) Communications (MNTC Goal 1)
   NEEDS: 3.0 CREDITS
   COURSE LIST->ENGL1100 Writing & Rsrch Skills (3cr)

- 3) Natural Science / Math: MTC Goal 3 or 4
   NEEDS: 3.0 CREDITS
   COURSE LIST->BIOL1110,1120,1200,1500,2000,2010 CHEM1500 PHYS1100,1200,1020 MATS1200,1225,1251,1300,1350,1500

- 4) Interpersonal Communications
   NEEDS: 3.0 CREDITS
   COURSE LIST->SPEE1020 Interpersonal Comm (3cr)

- 5) General Education Electives. Students may choose courses in goals 1 - 10 to complete the 20 credit GE requirement.
   NEEDS: 8.0 CREDITS
   COURSE LIST->ENGL1100,1200 SPEE1015,1040,1042,1050 INTER1000

Students may select a maximum of 2 credits from any INTS, HLTW, or PHED courses to apply towards General Education Electives.
Thank You for Choosing Dakota County Technical College

Contact your Enrollment Advisor if you have any questions.