

# APPLICATION FOR ADMISSION



DAKOTA COUNTY  
TECHNICAL COLLEGE

1300 145TH ST. E, ROSEMOUNT, MN 55068  
651-423-8000 • FAX: 651-423-8779 • ADMISSIONS@DCTC.EDU • DCTC.EDU

# ADMISSIONS CHECKLIST

Admission to our academic programs operates on a first-come, first-served basis. Applicants must complete the following to be eligible for admission and secure a spot in the program. You must possess a high school diploma or GED, or achieve qualifying scores on the ACCUPLACER test to be considered for admission. NOTE: Students without a high school diploma or GED will NOT be eligible for financial aid.



- 1 Submit the application for admission.** Complete the online or paper application and submit. Apply online at [www.dctc.edu/applynow](http://www.dctc.edu/applynow)



- 2 Pay \$20 application fee.** A non-refundable fee is required prior to an admissions decision being made. If submitting a paper application via mail or in-person, checks may be made payable to DCTC.



- 3 Complete ACCUPLACER test.** The ACCUPLACER test assesses reading comprehension, sentence and math skills. Results of the test will be used for course recommendation and placement. Testing is available Monday through Friday on a walk-in basis. For a testing schedule, call 651-423-8000 or visit [www.dctc.edu/accuplacer](http://www.dctc.edu/accuplacer).

Exemptions may be available if you have completed college level English or Math with a grade of a C or better, an associate's, bachelor's or graduate degree, the ACCUPLACER may not be required. The exemption form is available online at [www.dctc.edu/accuplacer](http://www.dctc.edu/accuplacer).



- 4 Submit transcripts.** If you graduated from high school, you are strongly recommended to submit your official high school transcript or diploma with your graduation date. GED recipients must provide a copy of their GED certificate.

**Students who have previous college or university coursework** and wish to transfer college credits must provide **official college transcripts**. Official transcripts should be sent directly to DCTC from the previous institution. Transcripts submitted in person must be in a sealed envelope from the originating institution.



- 5 Attend Tuesday Campus Visit (Highly recommended for all students. Required for all students interested in the transportation programs.).** Every Tuesday. Check-in begins at 12:45 and you must arrive on-time, no appointment necessary. 30 minute Admission Information Sessions are held the 3rd Thursday of each month at 4 pm. No faculty appointments or tours are available.



- 6 Program-specific requirements.** Please visit the Admissions page at [www.dctc.edu/admissions](http://www.dctc.edu/admissions) for additional requirements.



- 7 Sign up for orientation and registration.** Once you have received your acceptance letter or email, sign up for your student orientation and registration session at [www.dctc.edu/orientation](http://www.dctc.edu/orientation). Set-up your StarID and password prior to your attendance at [starid.mnscu.edu](http://starid.mnscu.edu).

**Note:** You are not legally required to provide the information the college is requesting on the application; 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 private 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, if you are first notified 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;
- to your parents, if your parents claim you as a dependent student for tax purposes;
- 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 of an accrediting agency.

# APPLICATION FOR ADMISSION



DAKOTA COUNTY  
TECHNICAL COLLEGE

Today's Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

PLEASE TYPE OR PRINT IN BLACK OR BLUE INK.  
To apply online, visit [www.dctc.edu/applynow](http://www.dctc.edu/applynow)

## PERSONAL INFORMATION

Full Name (first, middle, last)

Name used in high school records or in other educational records and transcripts (if different from above)

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	City	State	ZIP	County
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Home Telephone	Cell Phone	Email Address
(     )	(     )	

Are you a resident of Minnesota?	If yes, how long?	If not, what state are you a resident of?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Years ____ Months ____	

Are you a U.S. Citizen?    Yes    No

If you answered no, do you have status as    Resident alien    Refugee/asylee    Temporary protected status    None of these

If you answered none of these, do you have or intend to apply for a visa?    Yes\*    No

*\* If you answered yes, you must fill out a separate International Application. For more information, see: [www.dctc.edu/international](http://www.dctc.edu/international)*

## ADMISSIONS INFORMATION

You can apply to one program only. If you indicate undeclared or undecided, you will not be eligible for financial aid.

Major or Program of Interest (Limited to one)

Educational intent at Dakota County Technical College

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Earn a certificate | <input type="checkbox"/> Earn an associates degree              | <input type="checkbox"/> Take courses                              |
| <input type="checkbox"/> Earn a diploma     | <input type="checkbox"/> Earn an associates degree and transfer | <input type="checkbox"/> Take courses and transfer to a university |

Semester and year you intend to start	I plan to attend
<input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer   Year _____	<input type="checkbox"/> Full-time (12 credits or more) <input type="checkbox"/> Part-time (fewer than 12 credits)

Have you ever attended Dakota County Technical College?	If you answered yes, list last date attended
<input type="checkbox"/> Yes <input type="checkbox"/> No	Month _____ Year _____

Are you now serving, or have you ever served, in the United States Armed Forces or Uniformed Services?

Yes    No

Are you a spouse or dependent of an individual that is now serving, or has ever served, in the United States Armed Forces or Uniformed Services?

Neither    Spouse    Dependent

## EDUCATION INFORMATION

Do you have a high school diploma?  Yes  No If yes, list date of graduation: Month \_\_\_\_\_ Year \_\_\_\_\_

Do you have a GED?  Yes  No If yes, list date of GED completion: Month \_\_\_\_\_ Year \_\_\_\_\_  
(You are required to submit a copy of your GED certificate.)

Do you currently attend high school?  Yes  No If yes, list intended date of graduation: Month \_\_\_\_\_ Year \_\_\_\_\_  
(Student who want to enroll through P.S.E.O. are required to complete a different admissions process meeting specific deadlines and requirements.)

### Last high school attended

\_\_\_\_\_  
Name City State

### List all colleges/universities attended (attach additional sheets of paper if needed)

\_\_\_\_\_  
Name City State Month/Year

\_\_\_\_\_  
Name City State Month/Year

## DEMOGRAPHIC INFORMATION

Providing the following information is voluntary and will assist Minnesota State in evaluating student recruitment and retention policies; it will not be used as a basis for admission.

Gender  Male  Female Are you Hispanic or Latino?  Yes  No

### Race and ethnic background (select all that apply)

American Indian or Alaska Native  Black or African American  White  
 Asian  Native Hawaiian or Other Pacific Islander

### What is the highest level of education for your parent(s)/guardian(s)?

#### Parent/Guardian #1

No high school diploma  High school diploma  Some college  
 Two-year college degree  Bachelor's degree or higher  Unknown

#### Parent/Guardian #2

No high school diploma  High school diploma  Some college  
 Two-year college degree  Bachelor's degree or higher  Unknown

## SIGNATURE

All of the information indicated is true and complete to the best of my knowledge.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

## SUBMIT YOUR APPLICATION

Please submit your completed application along with the \$20 application fee (payable to DCTC) to:

Dakota County Technical College  
Office of Admissions  
1300 145<sup>th</sup> St. E.  
Rosemount, MN 55068

*DCTC abides by the provisions of Title IX, federal legislation forbidding discrimination on the basis of sex, race, color, national origin or handicap and all other state and federal laws regarding equal opportunity. This document is available in alternative formats to individuals with disabilities by calling 651-423-8000 or TTY: 651-423-8621.*

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