

ADMISSIONS CHECKLIST

ACTIVATE YOUR STARID.
You will use this to login to all DCTC
and Minnesota State web services.

MY STARID: _____

MY TECH ID: _____

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 an in progress high school transcript, high school diploma or GED to be considered for admission. *NOTE: Students without a high school diploma or GED will NOT be eligible for financial aid.*



- SUBMIT THE APPLICATION FOR ADMISSION.** Complete the online or paper application and submit. Apply online at dctc.edu/applynow.



- 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. To pay online go to dctc.edu/currentstudents, log into e-Services and go to bills and payments.



- COMPLETE ACCUPLACER TEST.** The ACCUPLACER test assesses reading comprehension and math skills. Results of the test will be used for course recommendation and placement. For a testing schedule, call 651-423-8000 or visit dctc.edu/accuplacer.



- SUBMIT TRANSCRIPTS.** Submit your in progress High School transcript, 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.



- VISIT DCTC.** Attend Tuesday Campus Visit,* schedule a visit, attend a 30 minute information session or join us at our next open house. For more information, visit dctc.edu/visit.
- *Highly recommended for all students and required for all students interested in the transportation programs.*



- PROGRAM-SPECIFIC REQUIREMENTS.** Please visit the Admissions page at dctc.edu/admissions for additional requirements.
- Diploma and certificate applicants must complete the *Acknowledgement of Gainful Employment* on your e-Services account. Go to dctc.edu/currentstudents, log into e-Services and go to action items.



- 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 dctc.edu/orientation. Set-up your StarID and password prior to your attendance at starid.mnscu.edu.



- APPLY FOR FINANCIAL AID.** Complete the Free Application for Federal Student Aid (FAFSA) to apply for Federal and State Grants and loans that help pay for educational expenses. The Federal School Code for DCTC is 010402. Apply as early as possible.

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.