

DCTC Procedure 3.38 Admissions Procedure

Students who have completed the formal admissions process will be invited to attend a Student Orientation and Registration session prior to the semester they plan to start. These sessions allow students who have designated a major to register for courses. The Student Orientation and Registration session is necessary to ensure that students are given appropriate assistance in course selection and important information on college policies and procedures. In addition, Enrollment Advisors and Financial Aid Specialists can address any individual concerns and make students aware of the various services available to them.

Application Fee

All new applicants who plan to pursue a diploma, degree, or certificate are required to pay a \$20 nonrefundable application fee.

The Student Registration Process

Dakota County Technical College schedules courses during the day, evening, weekends, and on-line. In order to register students will need the following materials:

College Catalog	Required signatures
Academic schedule worksheet	Advisor access codes*
Semester course schedule	Tech ID number*
Registration form	PIN number*

*Required for online registration

Please note that the highest registration priority is given to students that register on-line. Students that do not take advantage of priority status can still register throughout the entire registration period, but they may jeopardize their place in their major should they delay registration. (See Student Handbook for more information on Web registration at DCTC)

Admission to a Major Program

Students are accepted into major programs for the purpose of obtaining a specific degree, diploma, or certificate. Majors may be changed, depending upon factors such as student interest and success. All students with declared majors must meet with their advisor before registering.

Undeclared Students

The students not pursuing a degree, diploma, or certificate do not need to complete the formal admission process if they do not intend to receive veterans' benefits, transfer credits toward a degree, diploma, or certificate, and receive financial aid. Students that have not declared a major must wait until open registration to register for courses. A registration calendar is published in the Student Services Office.

Re-Admission

All students in continuous programs who have not been enrolled in the college for one or more terms must comply with the admission requirements which are in effect when returning to school.

Senior Citizens

Residents of Minnesota 62 or older may register for college credit on a space-available basis within one week before courses begin. If course is for credit, tuition is \$20 per credit (tuition waived if choose to

audit course) The following fees are applicable to all senior citizens; technology, MSCSA, health, parking, and non-refundable application fee.

International Students

Dakota County Technical College seeks a culturally diverse campus and welcomes applications from students from other countries. DCTC staff will evaluate each application and determine whether to issue an I-20 (Certificate of Eligibility for Non-Immigrant Student Status) form after receiving the following documentation:

1. Completed application form with non-refundable \$20 application fee
2. TOEFL exam with a minimum score of 500
3. Copy of passport and/or a certified copy of birth certificate
4. Official transcript (translated in English)
5. Affidavit of support
6. Immunization form

Students are sent written notification of acceptance and an I-20 after all documents are received and reviewed.

Related Documents:

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Procedure History:

Date of Adoption:

Last Revision date: 05/30/2017

Date most recent policy revisions go into effect: 05/30/2017

Date and Subject of Revisions:

05/30/2017 – Updated title and history as well as changed name of CARS sessions to Student Orientation and Registration sessions