

## **DCTC Procedure 3.4.1 Admissions**

### **Part 1. Regular admission**

Regular admission is intended for those who wish to complete more than eleven (11) credits each semester and/or is designed for degree-seeking students. Students who complete all of the following admission steps will be accepted to the college.

1. Complete and submit the online application for admission along with a one-time non-refundable application fee. A paper application is available upon request.
2. Complete the Dakota County Technical College (DCTC) assessment inventory in reading, sentence skills, and mathematics if ACT, SAT, or Minnesota Comprehensive Assessment (MCA) scores have not been submitted nor assess for English Composition, Reading, or Math placement. Students with college math or English composition completed have the option of submitting transcripts instead of taking assessment tests. Some of the course offerings in both career and transfer programs have special prerequisites and requirements.
3. Applicants who did not graduate from high school or complete the GED may still be accepted if they demonstrate Ability to Benefit. An applicant may demonstrate Ability to Benefit by completing the DCTC assessment inventory and placing into developmental or college-level courses. Applicants currently in high school who do not demonstrate the Ability to Benefit must submit an in progress high school transcript.
4. Submit official transcripts of previous college work. Transcripts are required if the student (1) is applying for financial aid or veterans benefits or (2) wants to have credits evaluated for transfer to DCTC or for course equivalencies. Official transcripts shall be submitted to the Enrollment Services Center in sealed envelopes from all institutions attended or electronically from the clearinghouse or military. International transcripts must be translated into English and evaluated by World Education Services (WES) or Educational Credential Evaluators (ECE). Official transcripts from Minnesota State institutions are received electronically and do not need to be sent in paper form. Although transcripts are not required for Regular Admission, students are strongly encouraged to submit them prior to Student Orientation and Registration for academic advising purposes. Admission to the college does not automatically qualify a student for all college-level courses.
5. Complete the Student Orientation and Registration requirement. Students will receive information about Student Orientation and Registration via postal mail and/or email once they have been accepted to the college.

### **Part 2. Application deadline**

The application deadline is 12:00 p.m. (noon) CDT Friday before the first day of the semesters. For late-start classes the application deadline is 12:00 p.m. (noon) CDT Friday before the late start class begins. Applications received after the application deadline will be processed for the following semester.

### **Part 3. Assessment**

Students who plan to enroll in an English or math course must demonstrate they have met the required prerequisites. Some programs of study require specific cut scores on assessments to be admitted into the program. Students can satisfy course or program prerequisites in one of the following ways:

1. Complete the DCTC Assessment Inventory in the two years prior to the first day of classes for Math courses, and three years prior to the first day of classes for English/Reading courses or before admittance into specific programs of study. ACT, SAT, and MCA examinations may meet the qualifications for course placement and in lieu of taking DCTC's Assessment Inventory.
2. Complete the DCTC prerequisite courses with grades of "C" or higher; "D" or higher for Minnesota State colleges and universities. Courses used to satisfy math prerequisites need to be completed in the two years prior to the first day of classes or before admittance into specific programs of study. If courses are being transferred into DCTC, an official transcript with the prerequisites must be on file at DCTC. The college must approve these courses in order for them to satisfy prerequisite requirements. Official transcripts with prerequisite courses must be submitted to the Enrollment Services Center via U.S. mail, email, or in person.
3. Complete an approved assessment inventory at another college. To determine if the assessment inventory is "approved," call 651-423-8000. Scores from approved assessment inventories must be submitted to the Enrollment Services Center via U.S. mail, email, or in person.
4. Complete the ACT with a score of 18 in English and 21 in Reading (for English courses) and a score of 22 in Mathematics (for Math courses) or complete the SAT with a score of 480 in Evidence Based Reading and Writing and a score of 530 or higher in Mathematics (for College Algebra) or the MCAs with a score of 1047 in 10<sup>th</sup> grade Reading and scores in 11<sup>th</sup> grade mathematics as follows: 1158 to place into College Algebra, 1148 to place into Statistics, 1150 to place into Math for Liberal Arts. There is no MCA score for Writing placement. The ACT English and Reading components must have been completed in the three years prior to the first day of classes or before admittance into specific programs of study; the Math component must have been completed in the two years prior to the first day of classes or before admittance into specific programs of study. The SAT scores must be completed in the three years prior to the first day of classes or before admittance into specific programs of study. The MCAs must be completed in the five calendar years prior to the first day of classes or before admittance into specific programs of study.

A government-issued photo I.D. is required to take the college assessment tests. Students requiring an accommodation for a disability should contact the Disability Services Coordinator in advance of taking the assessment to discuss their need for accommodations.

Students are allowed to retake all or parts of the test at a time of their choosing and, preferably, with adequate preparation. However, a student may retest only once in a six month period. Students applying to the Post-Secondary Enrollment Options program may take the assessment two times for each admission deadline.

#### **Part 4. Post-Secondary Enrollment Options (PSEO) Admission**

Qualified high school sophomores, juniors, or seniors in Minnesota are eligible to attend DCTC through the Post-Secondary Enrollment Options (PSEO) Program. PSEO students are eligible to enroll in fall and/or spring semesters. High school sophomores may be allowed to take one career or technical education course per semester. Before registration each semester, students must submit a completed Notice of Student Registration form to the college.

PSEO qualifications include:

1. Students will be enrolled less than full time at their high school while participating in the PSEO Program.
2. Sophomore students must be attending a Minnesota public high school and have passed the 8<sup>th</sup> Grade Reading Minnesota Comprehensive Assessment (MCA) with a “Meets the Standards” indicator. Junior students must rank in the upper third of junior class or have an ACT composite score of 24 or higher or meet college level scores in all three areas of the Accuplacer (Reading Comprehension: 78, Sentence Skills: 86, and Elementary Algebra: 76). Senior students must rank in the upper half of senior class or have an ACT composite score of 21 or higher or meet college level scores in all three areas of the Accuplacer (Reading Comprehension: 78, Sentence Skills: 86, and Elementary Algebra: 76).

PSEO Restrictions:

1. Students may not register for certain courses including developmental courses not considered college level (numbered below 1000), non-credit courses. Students may not register for selected programs of study determined by the college. A current list of programs of study is available from the PSEO coordinator.
2. Students are not permitted to audit a course or take a course on a pass/fail basis.
3. Students are responsible for additional course fees and/or non-consumable course materials (i.e. art supplies, software, tools, uniforms).

PSEO Application Deadlines:

- Fall Semester – June 1
- Spring Semester – December 1
- There is no PSEO enrollment during summer session. High School students interested in summer attendance must apply for regular admissions and are responsible for all incurred expenses.

#### **Part 5. Concurrent Enrollment**

Qualified high school students who attend a Minnesota high school that participates in the DCTC Concurrent Enrollment Program have the opportunity to enroll in DCTC courses offered at their high schools. A separate application and process is available.

#### **Part 6. Non-PSEO Enrollment for high school students**

Qualified high school students may be eligible to attend DCTC while still in high school. Non-PSEO students must meet regular admissions requirements and are responsible for all incurred expenses.

### **Part 7. Non-degree seeking students**

Students who wish to complete courses at DCTC without earning a degree, diploma or certificate may enroll as a non-degree seeking student. Non-degree seeking students are not eligible for financial aid or veteran's benefits. Students may enroll up to eleven (11) credits. Thereafter, students must complete the appropriate admissions requirements.

### **Part 8. Minnesota State Visiting Students**

Students currently admitted at another Minnesota State college or university may enroll at DCTC as a visiting student and are not required to apply for admission. Students may be restricted from specific programs of study. Visiting students are not candidates for a degree, diploma, or certificate at DCTC.

### **Part 9. International Admissions**

International students applying for an I-20 must submit the documents listed below to be considered for admission to DCTC. Applicants living abroad will only be admitted for fall or spring semesters.

1. The DCTC International Student Admission Application. Applicants may apply electronically or by downloading the paper application.
2. A non-refundable application fee; payable online, by check, or money order in U.S. dollars.
3. A completed and signed DCTC Financial Responsibility Statement listing source(s) of funding.
4. Official transcripts from each high school/secondary school attended. Transcripts must be translated into English, evaluated, official, stamped, and mailed by the evaluating company. DCTC requires World Education Services (WES) or Educational Credential Evaluators (ECE) as evaluating companies.
5. Submit a copy of a current and valid passport or a birth certificate translated into English.
6. Documentation of immunization and vaccination history translated into English.
7. Documentation of English proficiency by one of the following:
  - a. Official test results either through TOEFL or IELTS must be sent to DCTC by the testing center. Student copies are not accepted and scores must be less than 2 years old. The institutional TOEFL code for DCTC is 7231. Minimum TOEFL score required for admission: 500 (Paper Test TOEFL), 173 (Computer Test), or 61 (IBT). Minimum IELTS score of 5.5.
  - b. A grade C or better in a college level English Composition course from an accredited U.S. college.
  - c. If already in the U.S., Accuplacer Reading Comprehension score of 45 and a Sentence Skill score of 70. Scores must be three years old or less.
  - d. Certain countries may be exempt from English proficiency requirements.
8. Transfer students must submit copies of (a) Form I-94, (b) most recent U.S. Visa, (c) Form I-20 issued by present school, (d) passport and (e) Transfer Eligibility and Status Form.

Transfer students must be in status and good academic standing at present school to be accepted at DCTC. If the GPA of the transfer student does not meet our academic policy, the student must appeal to the Associate Vice President of Student Affairs for acceptance. The appeal must be approved before an I-20 will be issued.

All required documents must be received in the Enrollment Center by the deadline date listed for the applicant to be considered for admission. See the college's website at [www.dctc.edu](http://www.dctc.edu) for application deadline for each term; deadlines vary depending on whether students are currently in the U.S.

Upon completion and receipt of the above admission items and acceptance to the college, the student will be mailed an admissions packet which will include an I-20. A student living abroad will present the I-20 to the local embassy when applying for an F-1 Student Visa. Upon arrival in Minnesota, the student must report to the International Enrollment Advisor and Financial Aid Specialist within one week.

All admitted international students with an F-1 visa must:

1. Pay all tuition and fees.
2. Be enrolled at least 12 credits per semester.
3. Purchase the Minnesota State international student accident and illness insurance plan prior to registering for classes.
4. Take the Mantoux test.

Non-Immigrant aliens currently in the U.S. must apply to the college based visa type requirements. All non-immigrant aliens in the U.S. must complete the change of status with the USCIS prior to enrollment.

#### **Part 10. Suspension and financial standing at other institutions**

Students on academic suspension from a Minnesota State college or university will not be admitted to DCTC during the term of that suspension unless the student successfully appeals.

Students who have been suspended or expelled for disciplinary reasons from any postsecondary institution will be denied admission to DCTC.

Students who have financial holds at another Minnesota State college or university will be denied admission to DCTC until the financial hold has been removed.

#### **Part 11. Denied admission**

Applicants who are denied admission can appeal to the Associate Vice President of Student Affairs. Appeals are submitted to the Enrollment Services Center. Applicants who have their appeal denied may submit a final appeal to the Appeals Committee. The decision of the Appeals Committee is final.

#### **Part 12. Application fee waiver**

Under certain conditions, students may be eligible for an application fee waiver. The President or designee may waive the application fee if the student meets one of the following conditions:

- Ward of the state
- Financial hardship
- Active Service Member, Spouse, and/or Dependent
- Military Veteran, Spouse, and/or Dependent
- Special recruitment initiatives

For consideration of an application fee waiver, the student must submit the student appeal to the Enrollment Services Center. The appeal must include documentation of one of the above conditions.

**Related Documents:**

- [Dakota County Technical College Admissions Policy](#)
- [Minnesota State Colleges and Universities BOT Undergraduate Admissions Policy 3.4](#)
- [Minnesota State Colleges and Universities BOT Admissions Procedure 3.4.1](#)
- [Minnesota State Colleges and Universities BOT Post-Secondary Enrollment Options Program Policy 3.5](#)
- [Minnesota State Colleges and Universities BOT Post-Secondary Enrollment Options Program Procedure 3.5.1](#)

**Responsible Administrator:** Associate Vice President of Student Affairs

**Procedure History:**

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Date most recent policy revisions go into effect: 6/5/2017

**Date and subject of revisions:**

New procedure written in 2016-2017. Policy Committee Review Fall 2016 through Spring 2017. Faculty Department Chairs review 11/30/2016. Academic Affairs and Standards Council review 12/6/2016. Faculty Shared Governance Council notification 1/18/2017. Comment period 3/22/2017 through 5/13/2017. Strategic Leadership Council approval 5/17/2017. Changed to new policy template.