

# APPLICATION FOR ADMISSION



## DAKOTA COUNTY

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### TECHNICAL COLLEGE

#### OFFICE OF ADMISSIONS

1300 145TH STREET EAST, ROSEMOUNT, MN 55068

E-MAIL: [ADMISSIONS@DCTC.EDU](mailto:ADMISSIONS@DCTC.EDU) | WEB SITE: [WWW.DCTC.EDU](http://WWW.DCTC.EDU) | PHONE: 651-423-8000

TOLL-FREE: 877-937-3282 | TTY: 651-423-8621 | FAX: 651-423-8775

*Member of the Minnesota State Colleges & Universities System*

# ADMISSIONS REQUIREMENTS

**Admission is available for some programs on a first-come, first-serve basis.**

**You must complete all the admissions requirements explained below before your file will be reviewed.**

\_\_\_\_\_ **Attend a Tuesday Campus Visit.** Campus visits are held every Tuesday at our Rosemount campus. Whether you are exploring your options or just beginning the application process, the visit gives you the opportunity to gather information about the college, admissions requirements and financial aid. You can also tour our campus and take a look at our classrooms, labs and shops. **No reservation is required. Please check in by 12:45 p.m.** The visit will conclude around 2:30 p.m. **Attending a Tuesday Campus Visit is not required, but highly recommended.**

For those unable to visit on Tuesdays, appointments can be made by calling 651-423-8000 or toll-free 877-937-3282 ext. 8020.

\_\_\_\_\_ **Submit the application for admission.** The attached form is Dakota County Technical College's application for admission. Complete both sides of the form making sure you provide your major/program choice and your signature. Detach the form and either mail it, hand it in at campus visit, or drop it off in the Office of Admissions. **Apply online at <http://dctc.edu/go/onlineapplication>.**

\_\_\_\_\_ **Pay a \$20 application fee.** This one-time non-refundable fee, payable to DCTC, can be paid at any time during the admissions process but needs to be paid prior to acceptance into the college. **Credit card payments are accepted online at <http://dctc.edu/go/admissions>.**

\_\_\_\_\_ **Complete an immunization form.** (Available at Campus Visit, from Admissions, or online) The State of Minnesota requires colleges to have knowledge of students' immunization records. Applicants to DCTC are required by law to supply this information and make it available for review by the Minnesota Department of Health. **This form is available online at <http://dctc.edu/go/admissions>.**

\_\_\_\_\_ **Complete the ACCUPLACER Test.** The ACCUPLACER is an assessment of reading comprehension, sentence skills and math skills. The results of the test will provide counselors information needed for course recommendations and placement. Testing is available on a walk-in basis Monday-Friday. **Call 651-423-8000 or visit <http://dctc.edu/go/accuplacer> for the testing schedule.**

Students who have completed an associate's degree (A.A. or A.S.), bachelor's degree, or graduate degree **may be exempt** from taking the ACCUPLACER test by completing an exemption form available at <http://dctc.edu/go/accuplacer> and submitting official transcripts.

\_\_\_\_\_ **Meet admissions qualification.** You must be a high school graduate, possess a GED, or show ability to benefit by achieving qualifying scores on the ACCUPLACER. Admission may be denied if this requirement is not met.

\_\_\_\_\_ **Submit transcripts.** If you have graduated from high school within the last five years, you must submit high school transcripts. GED recipients must provide a copy of the GED certificate. Official college transcripts are required from students with previous degrees or when transferring credits. Official transcripts must be sent directly from the previous college to DCTC or submitted in a sealed envelope.

\_\_\_\_\_ **Meet program-specific requirements for the following programs:**

<i>Dental Assistant:</i>	<i>proof of high school graduation or GED</i>
<i>GM ASEP:</i>	<i>qualifying score on ACCUPLACER and Mechanical Reasoning Test, dealer sponsorship</i>
<i>Medical Assistant:</i>	<i>proof of high school graduation or GED and qualifying score on ACCUPLACER</i>
<i>PSEO:</i>	<i>PSEO application for admission, state PSEO form, meet class rank or placement test requirements</i>
<i>Practical Nursing:</i>	<i>proof of high school graduation or GED and qualifying score on ACCUPLACER</i>
<i>Railroad Conducting:</i>	<i>DOT physical, criminal background check, copy of driving record, fitness exam, drug test</i>
<i>Wisconsin Youth Options:</i>	<i>meet school district requirements and qualifying scores on ACCUPLACER</i>



SEND COMPLETED APPLICATION TO:  
**OFFICE OF ADMISSIONS**  
 1300 145TH STREET EAST, ROSEMOUNT, MN 55068  
 PHONE: 651-423-8000 | TOLL-FREE: 877-937-3282

## APPLICATION FOR ADMISSION

**Directions:** Complete this application to apply for admission to Dakota County Technical College.

- Please print or type. Complete the form accurately; misrepresentation of application information is sufficient grounds for cancelling admission or refusing acceptance.
- Include the \$20 application fee
- Include your high school and/or college transcripts.
- Sign the application and mail it to the Office of Admissions.

**Note:** You are not legally required to provide the information the college is requesting; 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.

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 877-937-3282 or TTY: 651-423-8621.

## PERSONAL DATA

Name (Last, First, Middle)

Date of Application

Name used in high school records or in other educational records and transcripts if different from above (Optional) (Last, First, Middle)

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 (House/Apt. Number, Street, P.O. Box/Rural Route)

City

State

ZIP Code

County

Permanent Address, If Different From Above (Street, P.O. Box/Rural Route)

City

State

ZIP Code

County

Home Phone

Cell Phone

E-mail Address

( )

( )

Are you a resident of Minnesota?

If yes, how long?

If no, what state are you a resident of?

YES  NO

years \_\_\_\_\_ months \_\_\_\_\_

Are you a U.S. citizen?

Are you a Permanent Resident?

YES  NO If not, type of visa: \_\_\_\_\_

Refugee  Resident Alien  Other \_\_\_\_\_

*(International students and non-immigrants must complete a separate application form.)*

## ADMISSIONS DATA

Name of program, major, or curriculum you plan to follow (e.g. automotive technology, nursing, graphic design, etc.)

What is your current educational intent at Dakota County Technical College?

- Earn an certificate       Earn an associates (two-year) degree       Complete courses but not a degree  
 Earn a diploma       Earn an associates (two-year) degree and transfer       Complete courses and transfer without a degree

What term do you intend to begin taking courses? (Check One)     Fall       Spring       Summer      Year \_\_\_\_\_

Do you plan to attend:       Full-time? (12 or more credits)       Part-time? (fewer than 12 credits)

Have you attended Dakota County Technical College before?       YES       NO      If yes, last date attended \_\_\_\_\_

Are you serving or have you ever served in the U.S. Armed Forces?       YES       NO      Activities/Interests \_\_\_\_\_

## REQUEST FOR DEMOGRAPHIC INFORMATION

Providing the following information is voluntary, and will assist Minnesota State Colleges and Universities 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 (a person of Cuban, Mexican, Chicano, Puerto Rican, South or Central American, or other Spanish culture, regardless of race)?  
 YES     NO

Race and ethnic background (select any that apply)

- American Indian or Alaska Native - origins in any of the original peoples of North, Central or South America and who maintains tribal affiliation or community attachment  
 Asian - origins in any of the original peoples of the Far East, Southeast Asia or the Indian subcontinent  
 Black or African American - origins in any of the black racial groups of Africa  
 Native Hawaiian or Other Pacific Islander - origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands  
 White - origins in any of the original peoples of Europe, the Middle East or North Africa

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

Please respond for the parent(s), step-parent(s), adoptive parent(s), or guardian(s) who raised you. Check only one box for each parent/guardian.

Parent/Guardian #1

No high school diploma     High school diploma     Some college     Two-year college degree/diploma     Bachelor's degree or higher     Not sure

Parent/Guardian #2

No high school diploma     High school diploma     Some college     Two-year college degree/diploma     Bachelor's degree or higher     Not sure

## EDUCATIONAL DATA

Do you have a high school diploma?     YES     NO      High school graduation date: \_\_\_\_\_  
If no, do you have a GED?     YES     NO      Are you currently attending high school?     YES     NO

High school attended \_\_\_\_\_  
City State ZIP Code

List any other post-secondary institutions attended

College/University/Institute City State Dates attended

College/University/Institute City State Dates attended

Are you a high school student planning to take college courses under the Minnesota Post-Secondary Enrollment Options program (PSEO)?     YES     NO

If yes, please contact your high school counselor and also the admissions office at Dakota County Technical College.

## SIGNATURE

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

Applicant's Signature

Date