EDUCATIONAL PLANS (cont.)

What is your program of interest at Normandale Community College? (check all that apply):

- Liberal Arts - AA Transfer Pathway
-商
- Business - AS Transfer Pathway
- Business - AA Emphasis
- Art - AFA Transfer Pathway
- Biology - AS Transfer Pathway
- Social Science - AS Transfer Pathway
- Business - AA Emphasis
- Computer Science - AAS
- Busines...
APPLICATION FOR GENERAL ADMISSION

PLEASE NOTE: This application is not for the Post Secondary Enrollment Options (PSEO) program. The PSEO application may be obtained on our website at www.normandale.edu or by contacting the Normandale Office of Admissions at 952-358-8201.

APPLICATION AND ENROLLMENT INSTRUCTIONS

STEP 1: Complete an Application/Application Fee

Submit the written application in person or by mail along with a non-refundable $20 application fee to Normandale Community College, Office of Admissions, 7900 France Avenue South, Bloomington, MN 55431. Acceptance will be pending without payment of the application fee. Checks should be made payable to Normandale Community College.

A student who was suspended from another college or university for academic reasons within the year prior to their application to Normandale will be denied admission. Notification of denial of admission will be sent to the student with information about an appeal process. A student who was suspended or expelled from another college or university for disciplinary reasons shall be denied admission. A student who has a financial hold at another MN State college or university will not be admitted until the financial hold has been released by the other institution.

STEP 2: Send Your School Records

Submit official high school transcripts or a copy of GED scores. Students can apply before their graduation date and send an official transcript that reflects the applicant’s graduation date once they have graduated. Final official transcripts must be submitted to the Office of Admissions prior to the end of the first term at Normandale.

Graduates of high schools that are not regionally accredited or recognized by the state may not be eligible for admission or for federal student financial aid.

Transfer students need to submit official transcripts from all colleges and universities previously attended. Submitting official transcripts at the time of application will assure that the applicant meets Normandale’s admissions criteria and may provide waivers from placement testing. To facilitate the transfer of students between MN State College and Universities, Electronic transcript retrieval is now possible among all MN State institutions for students who are enrolled or seeking to enroll. As a result it is no longer necessary for most students to order transcripts to be sent to another MN State institution.

Official transcripts must be prepared and sealed by the issuing institution in an envelope bearing the issuing institution’s letterhead. To be effective, transcripts must remain sealed until opened by the Normandale Office of Admissions.

NEXT STEPS

Within five business days of the receipt of the application, application fee and required transcripts, the Normandale Office of Admissions will send an acceptance letter with the student’s I.D. number.

STEP 3: Take the Placement Tests

Arrange to take any required placement tests in reading, writing and mathematics as directed in the acceptance letter. Send official ACT, SAT, MN Comprehensive Assessments (MCA), Advanced Placement (AP), College Level Examination Program (CLEP) and International Baccalaureate (IB) courses or other score reports that may qualify for waivers from placement testing.

STEP 4: Attend an Advising and Registration Session

When the placement testing requirements have been met, sign-up for an Advising and Registration session. During Advising and Registration, Normandale staff will assist with course selection and registration. Reserve a space at the earliest available Advising and Registration date by making reservations as directed in the acceptance letter.

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PAYMENT OPTIONS

Financial Aid

Many students don’t realize they may qualify for federal and state money to help pay tuition and other costs associated with attending college. All students, regardless of income, should complete the federal Free Application for Federal Student Aid (FAFSA). The Financial Aid Office recommends completing the FAFSA electronically at www.normandale.edu/scholarship. Normandale’s Title IV School code is 007954. For more information, contact Normandale Financial Aid Office at 952-358-8250.

Payment Plan

A monthly payment plan is available through Nelnet Business Solutions and the Normandale Payments and Billing Office. This is not a loan program, but a budget plan allowing students to spread payments over the semester. There is a small administrative fee but students will incur no debt, credit, interest or finance charges. For further information about the Payment Plan, call 952-358-8242.

Normandale Community College is asking you to provide information that includes private and/or confidential information under state and federal law.

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 be processed. The state is required to use personal information, program evaluation, and assessment and student data. Your number also may be used to create summary information about student programs through data matches with other state agencies.

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Normandale Community College is asking you to provide information that includes private and/or confidential information under state and federal law. The college is requesting this in order to process your application. You are not legally required to provide the information we are requesting; however, we may be unable to effectively process your application if you do not. Unless you consent to further releases of private information, access to this information will be limited to school officials, including faculty who have legitimate educational interest in the information. Under certain circumstances federal and state laws authorize release of private information without your consent:

- To another educational agency or institution, where a student is enrolled and/or receiving services, or seeks or intends to enroll
- 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
- If the information is sought with a subpoena, court order, or otherwise permitted by other state or federal law, and;
- To an organization engaged in educational research or accrediting agency.
EDUCATIONAL PLANS (cont.)

What is your program of interest at Normandale Community College? (check all that apply):

- □ Bachelor’s degree or higher
- □ Two-year degree/college diploma
- □ Some college
- □ High school diploma
- □ No high school diploma
- □ Citizenship: A person having origins in any of the original peoples of North and South America (including Central America) who maintains cultural identification through tribal affiliation or community attachment.
- □ Black or African American
- □ Native Hawaiian or Other Pacific Islander
- □ Asian
- □ American Indian or Alaskan Native
- □ Caucasian
- □ Hispanic or Latino
- □ Not sure, don’t know
- □ Male
- □ Female
- □ A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- □ White
- □ American of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture, regardless of race.

IMMUNIZATION INFORMATION

Not required if you graduated from a Minnesota high school in 1997 or thereafter.

Minnesota Law requires that all students born after 1956 be immunized against diphtheria, tetanus, measles, mumps and rubella.

Enter the month and year of the most recent booster for all doses of vaccine for measles, mumps and rubella that were given after 12 months of age.

DEMOGRAPHIC INFORMATION

Providing the following demographic information is voluntary. This information will assist Minnesota State Colleges and Universities in evaluating student recruitment and retention policies. It will not be used as a basis for admissions.

Gender (please indicate): □ Male □ Female

Are you Hispanic or Latino?: □ Yes □ No

Please indicate your racial and ethnic background: (select any that apply)

- □ American Indian or Alaskan Native
- □ Asian
- □ Black or African American
- □ Native Hawaiian or Other Pacific Islander
- □ White

What is the highest level of education completed by your parent(s) or guardian(s)? Please respond for both of the parent(s), step-parent(s), adoptive parent(s) or guardian(s) who raised you.

Parent/Guardian

<table>
<thead>
<tr>
<th>Level of Education</th>
<th>#1</th>
<th>#2</th>
</tr>
</thead>
<tbody>
<tr>
<td>No high school diploma</td>
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<td>X</td>
</tr>
<tr>
<td>High school diploma</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Some college</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Two-year degree/college diploma</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Bachelor’s degree or higher</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Not sure, don’t know</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

SIGNATURE (required)

All of the information included is true and complete to the best of my knowledge. I understand that misrepresentation of any information in my application may be grounds for denying my acceptance or, upon enrollment, expulsion.

Applicant’s Signature: ____________________________

Date: ____________________________

Normandale Community College | Office of Admissions | 9700 France Avenue, South | Bloomington, MN 55431-4399

Information 952-358-8201 | Toll Free 1-800-481-5412 | Fax 952-358-8230 | Office for Students with Disabilities 952-358-8625

This information is available in alternative formats; contact Debbie Tillman at 952-358-8625, toll free at 1-800-481-5412 or email osd@normandale.edu.

Normandale Community College is an affirmative action, equal opportunity educator and employer.