Gain Admission to Normandale Community College

1. Apply for Admission. Applications can be secured online at [www.normandale.edu](http://www.normandale.edu) or through the Admissions Office (952-358-8201) located at the first floor of the College Services Building.

2. Complete the placement tests, if needed. The placement tests may need to be taken if any of the following are true:
   - The student is a recent high school graduate and did not take the ACT, SAT, or MCA
   - The student does not have other college credits
   - It has been more than three years since the student took the placement tests
   - It has been more than five years since the student took the ACT, SAT, or MCA
   - The student took a similar test at another college but the score does not meet the criteria for entrance to Normandale

Scores needed to waive placement testing:
- ACT sub-scores of 22 in Math, 21 in Reading, and 18 in Writing and above
- SAT (taken before March 2016) sub-score of 550 and above in Critical Reading, a score of 550 and above in Math
- SAT (taken after March 2016) sub-score of 480 on the Evidenced Based Reading and Writing test (ERW)
- SAT (taken after March 2016) sub-score of 530 on the math test
- MCA 10th Grade Reading Assessment: a score of 1047 or higher on the will place the student in college-level reading only. If the student does not have ACT or SAT scores to review, then the Accuplacer will be required.
- MCA 11th Grade Math Assessment:
  - A score of 1148 or 1149 will place the student in college-level statistics (1080) only.
  - A score of 1150-1157 will place the student in Math 1020/1050/1080, but not college algebra.
  - A score of 1158 or higher will place the student into any college-level math course.

Sample placement test questions are available:
- [www.normandale.edu/admissions/placement-testing/preparation-for-test](http://www.normandale.edu/admissions/placement-testing/preparation-for-test)

Testing locations for the placement tests:
- Students may choose to take the placement tests without accommodations. These untimed tests are administered in a computer lab through the Admissions office. Information about dates and times are available at [www.normandale.edu/placement](http://www.normandale.edu/placement).
- Students with disabilities may receive accommodations for the untimed placement tests by calling the OSD staff at 952-358-8625. Accommodations include a quiet place, audio recording with a paper and pencil copy of the test, enlargement, Braille or other reasonable accommodations. In order to receive these accommodations, the placement test appointment must be made through the OSD staff and taken in the OSD office.

3. Attend an Advising and Registration session that are held on the Normandale campus. Appointments for a session are made after completing the online orientation at [www.normandale.edu/enroll](http://www.normandale.edu/enroll). Advising and Registration sessions include general (first time college students), transfer, EAP, and Post-Secondary Education Option (PSEO). Be sure to view the online orientation before attending Advising & Registration: [www.normandale.edu/admissions/becoming-enrolled](http://www.normandale.edu/admissions/becoming-enrolled).

4. Financial Aid and Scholarships
   - Any student who desires to receive financial aid must complete the FAFSA to begin the application process for financial aid assistance. Critical information about receiving this assistance is available at [www.normandale.edu/financialaid](http://www.normandale.edu/financialaid).
   - The Normandale Financial Aid and Scholarships department has information about foundation grants on the website or by calling 952-358-8202.
   - Proyecto Vision lists internship and scholarship opportunities: [www.proyectovision.net](http://www.proyectovision.net).
Register with the Office for Students with Disabilities

1. Register to receive OSD accommodations through the intake/interview process
   - In order to receive accommodations, students must make an appointment for an intake/interview with an OSD staff member by calling 952-358-8625 or emailing osd@normandale.edu. This meeting lasts about one hour and should be completed after attending the Advising and Registration session.
   - Students should bring current documentation that confirms their diagnosis to the intake. This may include the last assessment in high school (done every 3 years) and the last IEP, and/or a doctor, psychologist or therapist report.
   - A postsecondary resource guide can be found at www.normandale.edu/admissions/advising-and-services/students-with-disabilities/resources-and-links.

2. Documentation
   - If students had an IEP in high school and do not have a copy of her/his last assessment, the document can be secured at the district office or high school, depending on the school district policy.
   - If students do not have sufficient information, a documentation form is available on the OSD website at www.normandale.edu/osd that can be completed by a doctor or psychologist who has worked with the student over time to provide disability information.
   - If students have never received an assessment, their concerns should be discussed with an OSD staff person. If needed, a list of professionals who are available to provide outside assessments is available on the OSD website at www.normandale.edu/osd.

3. Determining accommodations
   - From the interactive conversation at the intake/interview, accommodations are implemented.
   - Some accommodations may take several weeks to implement, so students are encouraged to make an appointment for an intake/interview at least 6 weeks before the semester begins.

4. Implementing OSD Accommodations
   - Once the semester begins, accommodations are implemented through the L2751 OSD office.
   - Questions or concerns about accommodations can also be addressed with any of the OSD staff. If the staff is not aware of these concerns, they cannot assist with a resolution.
   - Registration assistance can be received through the OSD staff by appointment. Initial registration is completed for all students at the Advising and Registration session.
   - Other student questions or concerns including the referral for other campus services can be addressed with the OSD staff.

**OSD Staff Contact Information**

**Director of Academic Support Services:** Debbie Tillman, (952) 358-8623, Office: L2755

**Accessibility Specialist:** Kayla Allen, (952) 358-9409, Office: L2754

**Sign Language Interpreter:** Geri Wilson, (952) 358-8625, Office: L2751

**Access Program Coordinator:** Lauren Schumann, (952) 358-8625, Office: L2753

**Accommodation Coordinator:** Dan Hagen, (952) 358-8625, Office: L2751

**Office fax:** (952) 358-8619

**Main email address:** OSD@normandale.edu

**OSD Main Office Location:** L2751