Gain Admission to Normandale Community College

1. Apply for Admission to the college. Applications are on the Normandale website at [www.normandale.edu](http://www.normandale.edu) or at the Admissions Office (952-358-8201) located on the first floor of the College Services Building.

2. Complete the placement tests. The placement tests 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 five years since the student took the placement tests (two years for math)
   - 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

   **Test scores that waive the need for placement testing:**
   - ACT sub-scores of 22 in Math, 21 in Reading, and 18 in English 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 at
   - [www.normandale.edu/admissions/placement-testing/preparation-for-test](http://www.normandale.edu/admissions/placement-testing/preparation-for-test)

3. Attend an Advising and Registration (A & R) session on the Normandale campus by making an appointment at [www.normandale.edu/enroll](http://www.normandale.edu/enroll). A & R session options: General (for first-time college students), transfer, EAP/ESL, and Post-Secondary Enrollment Option (PSEO). Be sure to view the online orientation before attending an A & R at: [www.normandale.edu/enroll](http://www.normandale.edu/enroll).

4. Financial Aid and Scholarships
   - Any student desiring to receive financial aid must first 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 Normandale website or by calling 952-358-8202.
Steps for Admission
To Normandale and the Office for Students with Disabilities

Develop an Accommodation Plan with the Office for Students with Disabilities (OSD)

1. Register to receive OSD accommodations through the intake/interview process
   • Attend an intake/interview with an OSD staff member. Make an appointment for an intake/interview by calling 952-358-8625. This meeting lasts an hour and occurs after attending an Advising and Registration Session.
   • Bring current documentation that confirms a diagnosis to the intake/interview. The documentation may include the last assessment in high school (done every 3 years) and the last IEP, and/or a doctor, psychologist or therapist report.
   • For more postsecondary transfer information, view the postsecondary resource guide at www.normandale.edu/osdresources.

2. Documentation options
   • High school special education IEP and evaluation. Students who had an IEP in high school but do not have a copy of their documentation can usually secure it at a district office or high school.
   • Use the OSD documentation form. Students request their medical professional or psychologist to complete the OSD documentation form, available at www.normandale.edu/osdresources and bring the document with them to the intake/interview.
   • Students with no documentation should discuss their concerns with the OSD staff. A list of professionals available to provide outside assessments is on the OSD website at www.normandale.edu/osdresources.

3. Accommodation Plan Process
   • The accommodation plan is determined during the intake/interview process, which is an interactive discussion between the student and the OSD staff member.
   • 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
   • How students use accommodations from their plan can vary from semester to semester. Generally, students request audio textbooks before the semester begins, while students request alternative testing and note taking after the semester starts.
   • Address any accommodation concerns with the OSD staff ASAP. If the staff is not aware of concerns, they cannot assist with a resolution.
   • Registration assistance is available through the OSD staff by appointment. However, new students register while at the Advising and Registration session (see other side).

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

http://www.normandale.edu/Documents/osd/StepsforAdmissionNCCandOSD.pdf Updated 08/05/2019