

# 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](http://www.normandale.edu) or by contacting the Normandale Office of Admissions at 952-358-8201.

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## APPLICATION AND ENROLLMENT INSTRUCTIONS

### STEP 1: Complete an Application/Application Fee

- Submit the written application in person or by mail to **Normandale Community College, Office of Admissions, 9700 France Avenue South, Bloomington, MN 55431.**

*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 reason 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.*

- Submit copies of score reports from standardized tests such as 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 assist with determining course placements.

- Transfer students should 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 will assist with determining course placements. 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 official, transcripts must remain sealed until opened by the Normandale Office of Admissions.

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## 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 I.D. number and instructions for completing the final steps for admissions to the college.

### STEP 3: Satisfy Course Placement

- If needed, provide additional information requested to assist with determining course placement.

### STEP 4: Attend a New Student Orientation and Registration Session

- When the course placements have been determined, you will receive instructions on how to attend a New Student Orientation and Registration session. At this session, Normandale staff will assist with course selection and registration.

For further information, contact the Normandale Office of Admissions at 952-358-8201.

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## PAYMENT OPTIONS

### Financial Aid

Many students don't realize they may qualify for free federal and state monies 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/finaid-apply](http://www.normandale.edu/finaid-apply). 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. 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 release 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

**ADMISSION INFORMATION** (please print legibly and use black ink)

When do you intend to begin taking courses? \_\_\_\_\_ Term (check only one):  YEAR  FALL  SPRING  SUMMER

**PERSONAL INFORMATION**

**Full legal name:** \_\_\_\_\_ **Date of Application:** \_\_\_\_\_  
LAST NAME FIRST NAME MIDDLE NAME MONTH DAY YEAR

**Full name as used in high school or other educational records and transcripts if different from above:** \_\_\_\_\_  
LAST NAME FIRST NAME MIDDLE NAME

**Current mailing address:** \_\_\_\_\_  
HOUSE NUMBER STREET P.O. BOX OR APT # (IF ANY) CITY STATE ZIP CODE COUNTY

**Permanent address:** (if different from above) \_\_\_\_\_  
HOUSE NUMBER STREET P.O. BOX OR APT # (IF ANY) CITY STATE ZIP CODE COUNTY

**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 system programs through data matches with other state agencies.

**Phone numbers:** (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
HOME PHONE CELLULAR OR OTHER

**E-mail address:** \_\_\_\_\_@\_\_\_\_\_

**Are you serving, or have you served, in the United States Armed Forces?**  Yes  No

**How long have you lived in Minnesota?** \_\_\_\_\_ years \_\_\_\_\_ months

**If not a resident of Minnesota, of which state are you a resident?** \_\_\_\_\_  
NAME OF STATE

**Are you a United States citizen?**  Yes  No

**If you answered no, do you have status as:**  Resident alien  Refugee/asylee  Temporary protected status  None of these

**If you answered none of these, do you have or intend to apply for a visa?**  Yes  No If you answered yes, you must contact the international student office at the college or university you wish to attend to determine whether a separate application is required.

**EDUCATIONAL BACKGROUND**

NAME OF HIGH SCHOOL \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_

**Have you earned a high school diploma or GED?** High School  Yes  No \_\_\_\_\_/\_\_\_\_\_  
GRAD MONTH YEAR GED  Yes  No \_\_\_\_\_/\_\_\_\_\_  
AWARD MONTH YEAR

**If you are currently in high school, what is your anticipated graduation date?** \_\_\_\_\_/\_\_\_\_\_  
MONTH YEAR

**High School Grade Point Average:** \_\_\_\_\_ Provide your cumulative high school grade point average (GPA) as it would be reported on your high school transcript. If you do not have or know your high school GPA, enter zero (0). You may be asked to provide an official high school transcript to verify reported GPA.

**List all of the colleges and universities you have previously attended**

NAME OF COLLEGE OR UNIVERSITY	CITY	STATE OR COUNTRY	# OF CREDITS COMPLETED	DEGREE AWARDED
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**EDUCATIONAL PLANS**

**What is your intent in attending Normandale?** (check one)

- Earn associate (two-year) degree
- Earn associate (two-year) degree, transfer
- Earn occupational certificate/diploma
- Undecided (AA General Education/Transfer)
- Complete courses, transfer without a degree (not eligible for financial aid)
- Complete courses, but not seeking a degree (not eligible for financial aid)

**Do you plan to attend?** (check one)  Full time (12 or more credits)  Part time (fewer than 12 credits)

## EDUCATIONAL PLANS (cont.)

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

- |                                                                 |                                                                              |                                                                 |                                                                                 |
|-----------------------------------------------------------------|------------------------------------------------------------------------------|-----------------------------------------------------------------|---------------------------------------------------------------------------------|
| <input type="checkbox"/> Undecided/Exploring                    | <input type="checkbox"/> Computer Technology – Cert                          | <input type="checkbox"/> German – AA Emphasis                   | <input type="checkbox"/> Physics – AA Emphasis                                  |
| <input type="checkbox"/> General Education/Transfer – AA        | <input type="checkbox"/> Creative Writing – AFA                              | <input type="checkbox"/> Global Studies – Cert                  | <input type="checkbox"/> Political Science – AA/Transfer Pathway                |
| <input type="checkbox"/> Accounting – AS/Transfer Pathway       | <input type="checkbox"/> Creative Writing – Cert                             | <input type="checkbox"/> Health Sciences Broad Field – AS       | <input type="checkbox"/> Psychology – AA/Transfer Pathway                       |
| <input type="checkbox"/> Accounting – Cert                      | <input type="checkbox"/> Criminal Justice – AS/Transfer Pathway              | <input type="checkbox"/> Healthcare Systems Technology – AS     | <input type="checkbox"/> Public Health – AS                                     |
| <input type="checkbox"/> Anthropology – AA Emphasis             | <input type="checkbox"/> Data Analytics – AS                                 | <input type="checkbox"/> History – AA Emphasis Transfer Pathway | <input type="checkbox"/> Religious Studies – Cert                               |
| <input type="checkbox"/> Applied Mathematics – AS               | <input type="checkbox"/> Dental Hygiene – AS                                 | <input type="checkbox"/> Hospitality Management – AAS           | <input type="checkbox"/> Small Business Management – Cert                       |
| <input type="checkbox"/> Art – AA Emphasis                      | <input type="checkbox"/> Economics – AA/Transfer Pathway                     | <input type="checkbox"/> Hotels Marketing and Sales – Cert      | <input type="checkbox"/> Sociology – AA/Transfer Pathway                        |
| <input type="checkbox"/> Art – AFA/Transfer Pathway             | <input type="checkbox"/> Elementary Ed Foundations – AS/<br>Transfer Pathway | <input type="checkbox"/> Hotel Operations – Cert                | <input type="checkbox"/> Spanish – AA/Transfer Pathway                          |
| <input type="checkbox"/> Biology – AS/Transfer Pathway          | <input type="checkbox"/> Engineering Broad Field – AS                        | <input type="checkbox"/> Human Resource Management – Cert       | <input type="checkbox"/> Spanish – Cert                                         |
| <input type="checkbox"/> Business – Marketing & Mgmt - AAS      | <input type="checkbox"/> English – AA/Transfer Pathway                       | <input type="checkbox"/> Individualized Studies – AS            | <input type="checkbox"/> Special Education – AS/Transfer Pathway                |
| <input type="checkbox"/> Business – AS/Transfer Pathway         | <input type="checkbox"/> English – AS/Transfer Pathway                       | <input type="checkbox"/> International Experience – Cert        | <input type="checkbox"/> Theatre Performance – AFA/<br>Transfer Pathway         |
| <input type="checkbox"/> Casino Operations Mgmt – Cert          | <input type="checkbox"/> Exercise Science – AS/Transfer Pathway              | <input type="checkbox"/> Law Enforcement – AS/Transfer Pathway  | <input type="checkbox"/> Theatre Production & Design – AFA/<br>Transfer Pathway |
| <input type="checkbox"/> Chemistry – AS/Transfer Pathway        | <input type="checkbox"/> Exercise Specialist – Cert                          | <input type="checkbox"/> Law Enforcement – Cert                 | <input type="checkbox"/> Tourism Operations & Mgmt – Cert                       |
| <input type="checkbox"/> Communication – AA/Transfer Pathway    | <input type="checkbox"/> Field Archaeology – Cert                            | <input type="checkbox"/> Marketing – Cert                       | <input type="checkbox"/> Vacuum & Thin Film Technology – AAS                    |
| <input type="checkbox"/> Community Health Wkr/Navigator – Cert  | <input type="checkbox"/> Family Studies – Cert                               | <input type="checkbox"/> Mathematics – AA/Transfer Pathway      | <input type="checkbox"/> Vacuum & Thin Film Technician – Cert                   |
| <input type="checkbox"/> Computer Info Management – AAS         | <input type="checkbox"/> Food and Beverage Mgmt – Cert                       | <input type="checkbox"/> Music – AFA                            | <input type="checkbox"/> Vacuum Technology – Cert                               |
| <input type="checkbox"/> Computer Info Management – Cert        | <input type="checkbox"/> Food Science – AS                                   | <input type="checkbox"/> Nursing – AS                           | <input type="checkbox"/> Women's Studies – AA Emphasis                          |
| <input type="checkbox"/> Computer Science – AS/Transfer Pathway | <input type="checkbox"/> French – AA Emphasis                                | <input type="checkbox"/> Nursing Assistant – Cert               |                                                                                 |
| <input type="checkbox"/> Computer Technology – AAS              | <input type="checkbox"/> Geography – AA Emphasis                             | <input type="checkbox"/> Philosophy – AA Emphasis               |                                                                                 |

## 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.

\_\_\_/\_\_\_ Measles, (rubeola, red measles) \_\_\_/\_\_\_ Mumps \_\_\_/\_\_\_ Rubella, (German measles) \_\_\_/\_\_\_ Tetanus/Diphtheria (Td)

Enter the month and year of the most recent booster for all doses of vaccine for measles, mumps and rubella 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 admission.

Sex on official documents? Sex listed on (your) birth certificate, drivers license, passport, etc.:  Male  Female  Other

What is your gender identity? Gender identity is a person's internal sense of being female, male, some combination of female and male, or neither female nor male. (Please select all that apply)

- Agender  Genderqueer or Gender Fluid  Man  
 Non-binary or Non-conforming  Trans  Two Spirit  Woman  
 Additional Gender Identity  Prefer not to disclose

Are you of Middle Eastern or North African descent?  Yes  No

A person of Algerian, Egyptian, Iranian, Iraqi, Israeli, Lebanese, Moroccan, Palestinian, Syrian, or other Middle Eastern or North African culture, regardless of race.

Are you Hispanic or Latino?  Yes  No

A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture, regardless of race.

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

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

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	#1	#2
No high school diploma	<input type="checkbox"/>	<input type="checkbox"/>
High school diploma	<input type="checkbox"/>	<input type="checkbox"/>
Some college	<input type="checkbox"/>	<input type="checkbox"/>
Two-year degree/college diploma	<input type="checkbox"/>	<input type="checkbox"/>
Bachelor's degree or higher	<input type="checkbox"/>	<input type="checkbox"/>
Not sure, don't know	<input type="checkbox"/>	<input type="checkbox"/>

## 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 canceling my acceptance or, upon enrollment, expulsion.

APPLICANT'S SIGNATURE

TODAY'S 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.