

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, 9700 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 the appeal process. The student will receive written notification of the results of the appeal. A student who was suspended or expelled from another college or university for disciplinary reason shall be denied admission.

STEP 2: Send Your School Records

- Submit official high school transcripts or a copy of GED scores. Students can apply before their graduation date but they need to 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.

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.

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.

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, 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.

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

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/financialaid/apply.cfm. 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 Business 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

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

PERSONAL INFORMATION (please print legibly)

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 _____ / _____ **GED** Yes No _____ / _____
GRAD MONTH YEAR AWARD MONTH YEAR

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

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"/> General Education/Transfer - AA | <input type="checkbox"/> Creative Writing - AFA | <input type="checkbox"/> Human Resource Mgmt - Cert | <input type="checkbox"/> Small Business Management - Cert |
| <input type="checkbox"/> Accounting - AS | <input type="checkbox"/> Creative Writing - Cert | <input type="checkbox"/> Information Management - Cert | <input type="checkbox"/> Sociology - AA Emphasis |
| <input type="checkbox"/> Archaeology - AA Emphasis | <input type="checkbox"/> Criminal Justice - AS | <input type="checkbox"/> Individ Professional Studies - AS | <input type="checkbox"/> Spanish - AA Emphasis |
| <input type="checkbox"/> Archaeology - Cert | <input type="checkbox"/> Dental Hygiene - AS | <input type="checkbox"/> International Business - Cert | <input type="checkbox"/> Special Ed Foundations - AS |
| <input type="checkbox"/> Anthropology - AA Emphasis | <input type="checkbox"/> Dietetic Technology - AAS | <input type="checkbox"/> Japanese - AA Emphasis | <input type="checkbox"/> Theatre - AA Emphasis |
| <input type="checkbox"/> Art - AA Emphasis | <input type="checkbox"/> Elementary Ed Foundations - AS | <input type="checkbox"/> Law Enforcement - AS | <input type="checkbox"/> Theatre Performance - AFA |
| <input type="checkbox"/> Art - AFA | <input type="checkbox"/> Engineering Foundations - AS | <input type="checkbox"/> Law Enforcement - Cert | <input type="checkbox"/> Theatre Production & Design - AFA |
| <input type="checkbox"/> Art History - AA Emphasis | <input type="checkbox"/> Exercise Specialist - AA Emphasis | <input type="checkbox"/> Literary Studies - AA Emphasis | <input type="checkbox"/> Tourism Operations & Mgmt - Cert |
| <input type="checkbox"/> Bioscience - AA Emphasis | <input type="checkbox"/> Exercise Specialist - Cert | <input type="checkbox"/> Management - Cert | <input type="checkbox"/> Vacuum & Thin Film Tech - AAS |
| <input type="checkbox"/> Business-Marketing & Mgmt - AAS | <input type="checkbox"/> Family Studies - AA Emphasis | <input type="checkbox"/> Marketing Management - Cert | <input type="checkbox"/> Vacuum Maintenance Tech - Cert |
| <input type="checkbox"/> Business-Marketing & Mgmt - AS | <input type="checkbox"/> Food and Beverage Mgmt - Cert | <input type="checkbox"/> Mathematics - AA Emphasis | <input type="checkbox"/> Vacuum Technology - Cert |
| <input type="checkbox"/> Business - Cert | <input type="checkbox"/> Food Science - AS | <input type="checkbox"/> MN Transfer Curriculum - Cert | <input type="checkbox"/> Women's Studies - AA Emphasis |
| <input type="checkbox"/> Casino Operations & Mgmt - Cert | <input type="checkbox"/> French - AA Emphasis | <input type="checkbox"/> Multicultural Studies - AA Emphasis | |
| <input type="checkbox"/> Chemistry - AA Emphasis | <input type="checkbox"/> General Education/Transfer - AA | <input type="checkbox"/> Music - AA Emphasis | Online Degrees and Certificates |
| <input type="checkbox"/> Communication - AA Emphasis | <input type="checkbox"/> Geography - AA Emphasis | <input type="checkbox"/> Music - AFA | <input type="checkbox"/> General Education/Transfer - AA |
| <input type="checkbox"/> Community Health - AA Emphasis | <input type="checkbox"/> German - AA Emphasis | <input type="checkbox"/> Nursing - AS | <input type="checkbox"/> Business-Marketing Mgmt - AS |
| <input type="checkbox"/> Community Hlth Wkr/Navigator - Cert | <input type="checkbox"/> Golf Enterprise Mgmt - Cert | <input type="checkbox"/> Nursing Assistant - Cert | <input type="checkbox"/> Business-Marketing Mgmt - AAS |
| <input type="checkbox"/> Computer Info Management - Cert | <input type="checkbox"/> Health & Wellness - AA Emphasis | <input type="checkbox"/> Nursing PN Mobility - AS | <input type="checkbox"/> Business-Marketing Mgmt - Cert |
| <input type="checkbox"/> Computer Info Management - AAS | <input type="checkbox"/> Healthcare Systems Technology - AAS | <input type="checkbox"/> Philosophy - AA Emphasis | <input type="checkbox"/> Human Resources - Cert |
| <input type="checkbox"/> Computer Management - Cert | <input type="checkbox"/> History - AA Emphasis | <input type="checkbox"/> Photography - AA Emphasis | <input type="checkbox"/> Management - Cert |
| <input type="checkbox"/> Computer Science - AS | <input type="checkbox"/> Hospitality Mgmt - AAS | <input type="checkbox"/> Physics - AA Emphasis | <input type="checkbox"/> Marketing Mgmt - Cert |
| <input type="checkbox"/> Computer Technology - AAS | <input type="checkbox"/> Hotel Marketing and Sales - Cert | <input type="checkbox"/> Political Science - AA Emphasis | <input type="checkbox"/> Small Business Mgmt - Cert |
| <input type="checkbox"/> Computer Technology - Cert | <input type="checkbox"/> Hotel Operations - Cert | <input type="checkbox"/> Psychology - 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 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 admission.

Gender (please indicate): Male Female

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 and South America (including Central America) who maintains cultural identification through 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