

GENERAL INFORMATION

ADMISSIONS

ABOUT MINNESOTA WEST

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Minnesota West Community & Technical College maintains an open-door policy for admissions to the College. If you have graduated from high school or have obtained a General Education Development (GED) Certificate, have scores on the High School Equivalency Test (HiSET) Exam or Test Assessing Secondary Completion (TASC) exams that you are eligible for admission.

If you do not have a high school diploma or General Education Development Certificate, or do not meet the test score requirements on the HiSET or TASC exams, you may be admitted at the discretion of the College. Admission to Minnesota West does not guarantee admission to college-level courses nor to specific programs. Some students may require students to demonstrate proficiency in reading, writing or math in order to enroll.

When applying for admission, an application and official transcripts are required. Official high school, GED, HiSET or TASC score reports and college transcripts must be submitted to the student services specialist.

Departments may have additional requirements for admission to their programs. Admissions staff will also assist with the application for admissions, information for prospective students, and tours of the campus.

The campus student services specialist provides services pertaining to reciprocity forms, high school enrollments, applications for programs, and transcripts received from previous institutions. Students may apply to programs which lead to:

- Certificate
- Diploma
- Associate of Arts degree
- Associate in Science degree
- Associate in Applied Science degree

Students may be classified as non-diploma or non-degree seeking applicants.

- Part-time students
- Concurrent high school students
- English as a Second Language student (ESL)

If students have attended another college, an official sealed copy of a transcript must be received by the admissions office. Electronic transcripts will be accepted when sent from a secured, verified sender. Students should submit an unofficial copy of their transcript to use in meetings with advisors or instructors.

To Apply to the College

You must [Apply Online](#)

Admission of Transfer Students

Transfer students must submit the application form and official transcripts from all institutions previously attended directly to the admissions office. Transcripts do not need to be requested from any college that is part of the Minnesota State system. Those transcripts can be retrieved electronically by our admissions office.

Students are also required to provide a high school transcript or GED test scores.

Admission of International Students

If you are an international student (non-immigrant, non-refugee, a resident of another country holding a valid student visa), you must apply to Minnesota West using these instructions for the International Admissions application.

The following items are required for you to be considered for admission and must be submitted to the college three months before you plan to arrive:

1. International Student [Application for Admission](#)
2. Complete the [Certification of Financial Responsibility](#). You must come fully prepared to meet all financial obligations for the entire course

of study as a student including tuition, fees, books, medical insurance and all other personal expenses in the United States. The CFR must be completed with supporting documentation attached. It is estimated that you will need \$12,000 per year for tuition and living expenses. Minnesota West does not provide financial aid for International students.

3. Proof of English Proficiency

- If your native language is not English, you must present proof of English proficiency in the form of test scores on the Test of English as a Foreign Language (TOEFL). A minimum score of 500 on the paper based test, 173 on the computer-based test or 61 on the Internet test is required for acceptance. The TOEFL may be secured from the American Consulate in your country or it may be taken by applying directly to:

Educational Testing Service

Rosedale Road

Princeton, NJ 08541 USA

609-921-9000

<http://www.ets.org/toefl>

1. Academic

- Official transcripts of your entire academic record in secondary school and college, including grades received each year of study, degree certificates, and examination certificates. Photocopies are not acceptable. Transcripts must be translated in English, and a certified copy of the translation must be attached.

1. Health Insurance Requirements:

- All international students are required to purchase the Minnesota State international student accident and illness insurance plan, unless they can provide written verification that their government or sponsoring agency accepts full responsibility for any medical claims that might occur.

1. Complete the required [immunization form](#). All students born after 1956 are required by [Minnesota Law](#) to provide proof that they have been vaccinated against diphtheria, tetanus, measles, mumps, and rubella.

Submit all application materials and correspondence to:

Minnesota West Community & Technical College

International Student Office

1450 Collegeway

Worthington, MN 56187

Admissions for New Immigrants

Potential students who are new immigrants must be able to demonstrate English language proficiency before enrolling in programs or courses at Minnesota West.

Demonstration of English language proficiency will determine placement in either the regular English sequence or the developmental English courses. The Accuplacer assessment or a similar assessment may be used for appropriate course placement.

Senior Citizens

A Minnesota resident who is 62 years of age or older (Senior Citizen) is entitled to enroll in a credit bearing course for an administrative fee of \$20.00 per credit plus fees, on a space available basis.

A Senior Citizen may also enroll in any non-credit open enrollment courses on a space available basis at no charge or may audit a credit bearing open enrollment course on a space available basis at no charge.

However, senior citizens auditing a class will be required to pay fees as allowed by MS135A.52. A Senior Citizen enrolled in a closed enrollment contract training or professional continuing education course must pay the regular tuition charge for the course.

In all cases, senior citizens are required to pay for any materials and personal property for the course.

Readmission to the College

Students who have left the College for one or more semesters may re-enter Minnesota West as returning students. Students who have been out of Minnesota West Community & Technical College for two (2) or more years must resubmit an application and any transcripts since enrolled at Minnesota West.

Academic Renewal

General Information

Academic Renewal gives an undergraduate student who has been away from Minnesota West Community & Technical College at least five calendar years a one- time opportunity to establish a new grade point average. The policy will not apply if a student has earned a degree, diploma, or certificate from Minnesota West for the period in which they are asking for a fresh start.

Students who seek a fresh start must meet the following conditions:

- The student must not have been enrolled at Minnesota West for a minimum of five consecutive years prior to the point of the fresh start.
- Upon readmission, the student must successfully complete 15 credits at Minnesota West with no grades below C prior to applying for the fresh
- If approved, the fresh start will be indicated on the transcript. All prior grades and credits will not apply to academic GPA, credits attempted and credits earned, but will be used for calculating Satisfactory Academic Progress, Grade Point Average, and completion percentage for financial aid purposes. The student's record will reflect all original courses attempted by the student.

Special Student Status

Special students are all students not working on a degree program and not accepted into the College. Special students are frequently part-time students. A student may earn no more than eight credits without making application to the College.

- Special student registration should be completed prior to the first day of scheduled classes each
- Special students are encouraged to register with an advisor to assist them with their program.
- All credits earned in the special student classification will be maintained as a permanent record of the College and will be considered for application toward a diploma or degree program upon admission to the College.

Visiting Student Status

Visiting students are all students who are not seeking a degree at Minnesota West, but are currently admitted as degree-seeking students at another college that is part of the Minnesota State system. Visiting students will not be required to apply for admission, but must comply with all course restrictions, such as a course prerequisite, placement test score, or major.

Post-Secondary Enrollment Options (PSEO)

The Post-Secondary Enrollment Options Program is a state-sponsored program that allows qualified sophomores, juniors and seniors to take college-level courses that may apply to both high school graduation requirements and a college degree. It is intended to increase the range and depth of academic options for high school students.

Registration Dates

- Fall semester registration opens on April 1 for PSEO students
- Spring semester registration opens on November 1 for PSEO students

High school students should carefully consider their participation in this program before applying for admission. Students should discuss participation in the PSEO program with their parents and high school counselor/principal. **Students should notify their high school by May 30 of their intent to enroll in PSEO for the upcoming school year.**

For eligibility and admissions refer to our website [PSEO Admissions](#)

Immunization Policy

Minnesota Law (MS135A.14) requires that all students born after 1956 or who graduated from a Minnesota High School prior to 1997 and enrolled in a public or private post-secondary school in Minnesota must be immunized against diphtheria, tetanus, measles, mumps, and rubella. The student will provide proof of immunization by completing the Immunization Record for Students Attending Post-Secondary Schools form prior to registering for classes. This form can be obtained from the campus resource specialist.

Exceptions:

This form need not be completed by students who are enrolled for only one class during the full academic semester or for extension, correspondence or online courses only. Students may also be exempt for medical or conscientious reasons.

Transfer students from a different Minnesota college are exempt if transcripts or other information from the previous school indicate that the student has met immunization requirements.

Assessment/Placement

Minnesota West is committed to institutional improvements and assisting all students in realizing their potential. For this reason, student assessment is part of the College's educational program. Students participate in a series of assessment tests and surveys designed to assist college personnel in accurate advisement and course placement and to gather information on student satisfaction with college programs and services.

Minnesota West uses multiple measures to determine placement in courses with reading, English, and math requirements. New students are required to complete the Accuplacer, to assess their readiness to function effectively within college level curriculum, unless the need is waived by other measures. Other measures used to meet assessment standards include qualifying college coursework, ACT, MCA, or SAT scores and high school GPA. Minnesota West will not require an individual to take a remedial, noncredit course in a subject area if the individual has met the qualifying college ready standards in that subject area.

Students will be given reasonable time and opportunity to review materials provided by the college covering the material to be tested. This material will include a sample test. An individual who is required to take a remedial, noncredit course as a result of a test given by a Minnesota West will be given an opportunity to retake the test at the earliest time determined by the individual when testing is otherwise offered. Minnesota West will provide an individual with study materials for the purpose of retaking and passing the test.

Orientation

A New Student Orientation is available and should be completed prior to attending an Advising/Registration event or meeting with an Advisor. Students will receive information on advising and topics related to registration and academic and student life at Minnesota West.

Student [Advising/Registration Sessions](#) are held for new students prior to the beginning of each term. If no dates are currently available, please [schedule an appointment](#) with your campus/center advisor.

PDF STYLES TEST

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Students may be granted credit toward program completion for prior work, education, and life experiences, which are deemed equivalent to the program requirements.

Earning credit may be achieved through one of the following options: Advanced Placement (AP), College Level Examination Program (CLEP), Competency Based Education (CBE), or Course Test Out.

1. Credits received through alternative methods count toward graduation requirements but are not counted in Grade Point Average or minimum semester credit completion calculations and are not counted for financial aid status.
2. Responsibility for possessing and retaining the content knowledge and skills required by course requirements for which alternative credit is granted rests with the student.
3. Alternative Methods of Earning Credit procedures do not supersede the time frames for drop/add, withdrawal, or any refund of tuition.
4. Credits earned by these alternative methods may or may not be accepted by other institutions.

Advanced Placement (AP)

It is the policy of Minnesota West Community & Technical College to award college credit to students who attend Minnesota West Community & Technical College and have achieved a score of 3, 4, or 5 on the Advanced Placement (AP) examination(s). Credit may be given for a specific college course if a test covers substantially similar material. If the test material does not match an existing course, students may be given elective credits. Students are provided information on AP examination policies and procedures in the college catalog and on the college website. The college policy and procedure for Advanced Placement can be found on the [Minnesota West Policies](#) page.

Advanced Placement equivalency charts are available at Transferology to assist students in their educational planning. There is no limit to the total

number of credits a student may earn through AP examinations. Credits earned through AP examinations are not resident credits and may not be used to satisfy resident credit requirements for graduation.

1. The student requests an official AP score report from the College Board be sent to Minnesota West Community & Technical College. Minnesota West Code: 6945
2. The AP scores are received and reviewed by an advisor.
3. An equivalency credit form is completed and transcribed for each student.
4. The appropriate signatures are obtained on the equivalency credit form.
5. The student is notified of the number of credits that will be granted upon enrollment at Minnesota West.
6. AP credits will be recorded on a transcript once the student has registered for classes at Minnesota West

College Level Examination Program (CLEP)

It is the policy of Minnesota West Community & Technical College to award college credit to students who attend Minnesota West Community & Technical College and have achieved the minimum required score as outlined in the equivalency chart on [Transferology](#). Credit may be given for a specific college course if a test covers substantially similar material. If the test material does not match an existing course, students may be given elective credits. Students who have enrolled in a comparable class at Minnesota West or another institution are not eligible to receive credit through CLEP for the same course. Students are provided information on CLEP examination policy and procedures in the college catalog and on the college website.

An equivalency chart for CLEP credit is available at [Transferology](#) to assist students in their educational planning. There is no limit to the total number of credits a student may earn through CLEP examinations. Credits earned through CLEP examinations are not resident credits and may not be used to satisfy resident credit requirements for graduation. The Minnesota West - Worthington Campus is a National Test Center for CLEP. Students can contact Student Services at the Worthington Campus for cost information and to schedule a test. More information on other test centers and CLEP tests can be found at <http://clep.collegeboard.org/>.

1. The student requests an official CLEP score report from the College Board (collegeboard.com) to be sent to Minnesota West Community & Technical College. Minnesota West Code: 6945
2. The CLEP scores are received and reviewed by an advisor.
3. An equivalency credit form is completed and transcribed for each student.
4. The appropriate signatures are obtained on the equivalency credit form.
5. The student is notified of the number of credits that will be granted upon enrollment at Minnesota West
6. CLEP credits will be recorded on a transcript once the student has registered for classes at Minnesota West

Competency Based Education (CBE)

Competency Based Education refers to learner- demonstrated knowledge, skill, and ability to perform a task or The learner uses prior experiences to support course competencies.

There is a \$200 initial fee that includes career planning, development of an academic plan, and the application. Thereafter, regular tuition per credit will be assessed.

Students may be eligible to earn up to 44 credits for prior learning from work, volunteer services, conferences, workshop attendance, in-service training, and a vocational interest.

Course Test Out

Students who can demonstrate competence in specific disciplines may earn college credit by testing out of college courses with Minnesota West Community and Technical College. Students must initiate the Course Test-Out process by working with appropriate instructors and then completing a Course Test-Out Award Recommendation Form. Students should check with an advisor, instructors, and campus registrars to see if Course Test-Outs are available. Course Test-Out is not an option for all courses.

1. A fee of \$40 per lecture credit and \$65 per lab credit payable to Minnesota West Community & Technical College is required prior to completing a Course Test-Out exam. This fee is nonrefundable even if examinees do not pass exams and do not receive credit for the course.
2. Course Test-Outs must be completed at least ten days prior to the start of the semester or after the fifth day of the semester; however, the

President or designee has the authority to allow a faculty member to grant a Course Test-Out at any time if circumstances warrant.

3. Testing out is not an option for students who desire to earn credit for courses previously attempted. Course Test-Outs cannot be used to improve grades for courses previously completed.
4. Students who fail a Course Test-Out exam must complete the course to fulfill graduation requirements. Failing Course Test-Out grades will not be recorded on transcripts.
5. Course Test-Out exams are instructor-generated to reflect the objectives of the course. Only grades of "C" or higher will be recorded as credit (CR).
6. Credits earned by the Course Test-Out option are not computed in a student's GPA, nor will they count towards the enrollment figures of the college. Financial Aid is not available for Course Test-Out
7. Course Test-Out credits will not be recorded on a transcript once the student has registered for classes at Minnesota West.

School to Work Articulated Courses

Minnesota West Community & Technical College participates in the school to work program and has entered into agreements with several area high schools. Students enrolling in articulated high school courses and successfully meeting specific criteria for each course may be eligible to receive credit at the College. Credit will be granted for competency mastered within the preceding two years at a skill level of "B" or better on a grade scale of "A-F". Credit will only be awarded for articulated high school courses in which the student has met the criteria after the student has enrolled in and successfully completed 15 credits at the College.

International Baccalaureate Credit

It is the policy of Minnesota West Community & Technical College to award credit for the International Baccalaureate (IB) programs completed by students who subsequently attend Minnesota West Community & Technical College. The examination for the diploma covers six subjects, three or four of which must be at a higher level and others at the subsidiary level. Students may present a full IB diploma or a certificate recognizing specific higher level or subsidiary level test scores.

Those students completing a standard level course of 150 hours will earn three (3) or four (4) credits as appropriate. Students completing a higher level course of 240 hours will receive six (6) or eight (8) credits as appropriate. Students are provided information on IB examination policies and procedures in the college catalog and on the college website.

An equivalency chart for International Baccalaureate (IB) is available at [Transferology](#) to assist students in their educational planning. There is no limit to the total number of credits a student may earn through IB examinations. Credits earned through IB examinations are not resident credits and may not be used to satisfy resident credit requirements for graduation.

1. The student requests an official IB score transcript from the International Baccalaureate Organization be sent to Minnesota West Community & Technical College
2. The IB scores are received and reviewed by an advisor.
3. An equivalency credit form is completed for each student.
4. The appropriate signatures are obtained on the equivalency credit form.
5. The student is notified of the number of credits that will be granted upon enrollment at Minnesota West
6. IB credits will be recorded on a transcript once the student has registered for classes at Minnesota West

Other Nationally Recognized Examination Programs

It is the policy of Minnesota West Community and Technical College to consider awarding credit for nationally recognized examination programs such as Dantes Subject Standardized Tests (DSST), Thomas Edison College Examination Program (TECEP), Excelsior Examinations, New York Foreign Language Proficiency, and National Occupational Competency Testing Institute (NOCTI). Credits earned through a nationally recognized examination are not resident credits and may not be used to satisfy resident credit requirements for graduation. Official score report or transcript for each of the above nationally recognized examination programs is required for transfer evaluation.

1. The student requests an official score report from the appropriate testing service be sent to Minnesota West Community and Technical College.
2. The score reports are received and reviewed by appropriate college staff.
3. An equivalency credit form is completed and transcribed for each student.
4. The appropriate signatures are obtained on the equivalency credit form.
5. The student is notified that credit has been granted.

6. Credits granted will be recorded on a transcript once the student has registered for classes at Minnesota West

Military Training

It is the policy of Minnesota West Community and Technical College to consider awarding college credit from the student's military transcript using the "ACE Guide to the Evaluation of Experiences in the Armed Forces." The Minnesota West transfer policy will apply to military training transcripts. See [Minnesota West Policies](#).

1. The student requests an official military transcript through the Joint Services Transcript (JST) system or the Community College of the Air Force be sent to Minnesota West Community and Technical
2. The student's declared degree goal will be used as the transfer evaluation. If the student changes his/her degree goal, the student is responsible for seeking information on the application of credits toward the new degree goal.
3. The student should make an appointment with the program advisor.
 - a. A copy of the official transcript should be present when meeting with the program
 - b. The student's assigned program advisor will review any technical credits to ascertain their validity within the student's major study.
4. If the transcript contains general education courses, the Campus Resource Specialist will forward a copy of the official transcript to the College Registrar for review. The College Registrar will verify applicability of transfer credits and respond back to the Campus Resource Specialist.
5. Military credits will be recorded on a transcript once the student has completed 12 credits at Minnesota West.