

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 met 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 start.
- 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.