six easy steps to attending
6-step Admissions Checklist

1. Application [attached at right]
   - Pine Technical & Community College or MN State College Application Form
   - Immunization Form

2. Financial Aid
   - Financial aid is not available for individual courses; you must be enrolled in a program area to gain financial aid.

3. Transfer Credit
   - An official transcript from each college or university previously attended

4. Academic Skills Assessment
   - Assessment may be required, depending upon prior education and course requirements.

5. Registration
   - Registration for courses will occur after all admission processes have been completed. NOTE: Priority registration is given to PTCC’s full-time students. Part-time students will be notified upon registration of courses. In the event that preferred courses are full, students may be placed on a course Waitlist.

6. Payment of Tuition, Fees, Books, & Other Costs
   - Tuition due dates vary based on the date that registration occurs. After registration, it is advised that new, part-time students contact the Student Affairs office for specific tuition deadlines. If a third party is handling your tuition, the third party must submit a Payment Authorization Form to Business Services.

Programs of Study

ADVANCED MANUFACTURING TECHNOLOGY
- Advanced Manufacturing Technology: Precision Machining Certificate
  - Emphases:
    - Computerized Precision Machining: Diploma
    - Robotics: Diploma
  - AAS
- Plastics Production: Certificate
- Plastics Technology: Diploma
- Plastics Technology: AAS
- Prototyping and Reverse Engineering: Certificate
- Robotics/Automation: AAS

AUTOMOTIVE TECHNOLOGY
- Automotive Technology: AAS Degree
- Automotive Technology: Diploma
- Automotive Technology: Certificate

BUSINESS
- Accounting: AAS Degree
- Accounting: Certificate
- Business Administration: AS Degree
- Business Technology: AAS Degree
- Entrepreneurship: Certificate
- Office Technology Specialist: Certificate

COMPUTER SCIENCE
- Computer Science: AS Degree
- Computer Programming: AAS
  - Emphases:
    - Computer Programming *
    - Mobile Application *
    - Web Development *
- Network Administration:
  - Network and Microcomputer Technology: Certificate
  - Network Administration: AAS
  - Emphases:
    - Advanced Networking *
    - Cyber-Security *

EARLY CHILDHOOD DEVELOPMENT
- Early Childhood Development: AS Degree
- Early Childhood Development: AAS Degree
- Early Childhood Development: Diploma
- Early Childhood Development: Certificate

INDIVIDUALIZED STUDIES
- Individualized Studies: AS Degree
- Individualized Studies: AAS Degree

LIBERAL ARTS
- AA Degree **
- Minnesota Transfer Curriculum

GUNSMITHING AND FIREARMS TECHNOLOGY
- Firearms Technician Skills: Certificate
- Gunsmithing and Firearms Technician Apprentice: Certificate
- Gunsmithing and Firearms Technician Journeyman: Diploma

HEALTH SCIENCE AND NURSING
- Electrocardiography (EKG/ECG): Credential
- Health Care Pre-Professional: Certificate
- Health Science - Broad Field: AS Degree
- Limited Scope X-Ray Operator: Certificate
- Medical Assistant: AAS Degree
- Nursing: AS Degree
- Nursing Assistant: Credential
- Practical Nursing: Diploma
- Pharmacy Technician: Certificate *
- Phlebotomy: Credential
- Trained Medication Aide: Credential

HUMAN SERVICES
- Human Services Eligibility Worker: AAS Degree
- Human Services Eligibility Worker: Diploma

LANGUAGE
- American Sign Language: Certificate

For current tuition and fee information, academic calendar, course schedule, or to schedule a visit, go to www.pine.edu or call 1.800.521.7463.
### Admissions Data

**Name of course of study, major, or curriculum you plan to follow (if known):**

**What term do you intend to begin taking courses?**
- [ ] Fall
- [ ] Spring
- [ ] Summer

**Have you taken a course from Pine Technical & Community College before, either at PTCC or your high school?**
- [ ] YES
- [ ] NO

### Course Registration

<table>
<thead>
<tr>
<th>Subject/Course#</th>
<th>Sec.#</th>
<th>Course ID#</th>
<th>Title</th>
<th>Credits</th>
<th>Begin/End Dates</th>
<th>Days</th>
<th>Time</th>
</tr>
</thead>
</table>

### Signature Required by All Applicants

All of the information included is true and complete to the best of my knowledge.

Applicant’s Signature

Date

Continued on Reverse

Office Use Only

Date Received: 

Received by (staff initials): 

At the time of receipt, did applicant pay the Application Fee? 
- [ ] Yes
- [ ] No

ECMECC course? Yes ____ No ____
**Demographic Information**

The following information will help Pine Technical & Community College evaluate student recruitment and retention policies; it will not be used as a basis for admission. Providing this information is voluntary.

- **Gender**
  - Male
  - Female

- **Date of Birth**

- **Are you Hispanic or Latino (a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture, regardless of race)?**
  - YES
  - NO

- **Race and ethnic background (select any that apply)**
  - American Indian or Alaska 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 for your parent(s)/guardian(s)?**
  Please respond for the parent(s), step-parent(s) or guardian(s) who raised you. Check only one box for each parent/guardian.

  - **Parent/Guardian #1:**
    - No high school diploma
    - High school diploma
    - Some college
    - Two-year college degree/diploma
    - Bachelor’s degree or higher
    - Not sure / don’t know

  - **Parent/Guardian #2:**
    - No high school diploma
    - High school diploma
    - Some college
    - Two-year college degree/diploma
    - Bachelor’s degree or higher
    - Not sure / don’t know

**Educational Data**

- **Do you have a high school diploma?**
  - YES
  - NO

- **If no, do you have a GED?**
  - YES
  - NO
  - N/A

- **Are you currently in high school?**
  - YES
  - NO

- **Graduation date:**

- **Are you a high school student planning to take college courses under the Minnesota Post-Secondary Enrollment Options (PSEO) program?** If yes, please contact your high school counselor and also the Admissions Office at Pine Technical & Community College.
  - YES
  - NO

- **High school attended**

- **List any other post-secondary institutions attended.**
  Official transcripts from each institution attended must be sent directly to the Admissions Office at Pine Technical & Community College.

<table>
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<tr>
<th>College/University/Institute</th>
<th>City</th>
<th>State</th>
<th>Dates of Attendance</th>
<th>Degree Earned</th>
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