Policy 317 Appendix

I. Procedure:
A. All applicants must submit:
   1. Pine Technical and Community College or Minnesota State standard application form (either the paper or online form).
   2. Additional documentation required
   • Official transcripts from each institution of higher education attended unless a Minnesota State E-transcript is available. Transcripts must arrive in a sealed envelope directly from institution attended or delivered unopened with the registrar's seal intact.
   • Documentation of high school or GED completion may be requested.
   • Documentation of Immunization as per Minnesota State Statute (M.S.135A.14) must be received no later than 45 class days after the semester begins. If documentation is not received a registration hold will be placed on the student's record.

B. International students
Additional requirements for admission, subparts 1-3, must be met, as appropriate, for full admission to the college.
   1. Contact the Designated School Official (DSO) for specific requirements, including I-20 and SEVIS documentation as needed.
      a. Complete the application for admission. The application deadline for new International Students is May 1 for fall semester and October 1 for spring semester.
      b. Provide copy of passport

   2. Academic Preparation and English Proficiency
      a. International students shall be eligible for admission if their academic preparation is judged to be equivalent to the admission requirements at Pine Technical and Community College.
      b. International students may be required to submit high school or other transcripts to an evaluation service. Cost of the evaluation shall be borne by the student. If the language of the records is not English, a certified translation must be included with the official transcript. Certified/official attested photocopies may be accepted if original, official transcripts are not attainable. Evaluation for transfer may be requested through World Education Services and then submitted to the college. Please request the evaluation by course-by-course and include GPA and course levels. Uncertified photocopies of transcripts will not be accepted.
      c. International students who are not native speakers of English shall be required to demonstrate proficiency in English on a standardized test.

An international student may be admitted as a regular student if the student attains a score of 500 on the Test of English as a Foreign Language (TOEFL), or its equivalent. Students scoring lower than 500 on the TOEFL will be referred to a college intensive English as a Second Language Program.

3. Economic Self-Sufficiency.
   a. Prior to being admitted to Pine Technical and Community College, an international student must demonstrate economic self-sufficiency to be able to afford the costs of tuition and fees, books and supplies, room and board, transportation, and any other costs necessary for the completion of the academic year. Provide originals, photocopies, scanned copies or faxed documents printed on bank letterhead and certified with the bank's stamp or seal. We reserve the right to verify authenticity.
   b. Documents must be dated within six months of application date.
   c. If financial support will be provided by anyone other than yourself the sponsor must submit a letter in English indicating his/her willingness to support you as well as an affidavit of support.
   d. If English is not the language in which the bank documents are issued, the bank documents must be accompanied by a certified, literal English translation.
   e. Payment of the SEVIS I-901 Fee. The Department of Homeland Security requires the collection of a fee to be paid by aliens seeking status as F1 or M1 nonimmigrant students. The fee regulations give students several options to pay by mail or credit card via the internet.
   f. International students must purchase the system-approved student health insurance, or demonstrate equivalent coverage including repatriation and medical evacuation expenses.

C. High school students

High school students seeking admission under the Post Secondary Enrollment Options (PSEO) program must satisfy PSEO requirements for admissions. Refer to Policy 319 PSEO and concurrent enrollment.

D. Special Student Status (Non-Degree Seeking Application)
1. Students may enroll in courses using the Pine Technical and Community College Non-Degree Seeking/Part-time Application. This form may be used for students who are not candidates for diplomas, certificates or degrees and are not eligible for federal or state financial aid.
2. No more than eight (8) credits may be accumulated using this form, after which the student must complete the regular application process or submit a Student Petition requesting a waiver from this clause.

3. Students enrolling in courses that require college level reading, writing, and/or math must take an assessment approved by Minnesota State, per Board Policy 3.3 or provide documentation of previous college level course work or ACT scores.

Students dually enrolled in another Minnesota State institution are exempt from this provision, per section E.

E. Visiting Students

PTCC allows students who are currently admitted at another Minnesota State college or university to enroll as a visiting student. A visiting student shall not be required to submit an application for admission to PTCC, and is not a candidate for a degree, diploma or certificate at PTCC. A visiting student may enroll for a maximum of 20 credits per semester at PTCC, provided that the student's total number of enrolled credits at all system colleges and universities shall not exceed 22 in any semester.

1. Visiting students shall satisfy PTCC course prerequisites.
2. Visiting students who have an enrollment hold due to conduct or unsatisfactory academic progress must submit an appeal. The appeal forms may be obtained online or from the Student Affairs Office, and must be submitted no later than 14 calendar days before the start of the term. Students who have an enrollment hold from another system college or university due to outstanding financial obligations will be denied enrollment at PTCC.
3. Visiting Student registration window will be published online at www.pine.edu.
4. PTCC may limit enrollment of visiting students in high demand courses.

II. General Provisions

1. **Student Petition**
   a. Students who are denied admission on the basis of the published requirements may submit a Student Petition (available in Student Affairs or online at http://pine.edu/current-students/student-forms/) to the appropriate office/person, per policy 311.
2. Students who are denied admission based on their academic standing at a previously attended institution may submit a Suspension Appeal for consideration by the Appeal Committee within the time frame established by the committee.

Program Admissions Requirements

1. Admission to Pine Technical and Community College does not guarantee admission to a specific program or qualify a student for all courses at the college; some programs and/or course offerings have special pre-requisites or program admission requirements.
2. Academic, fiscal, and facilities considerations may also limit admission to particular programs.
3. Qualified applicants should be aware that program class sizes are limited, which may delay acceptance into a program after the pre-requisites are completed.

4. Pre-requisites and other program entrance requirements include but are not limited to: GPA, specific coursework, background checks, drug/alcohol testing, or specific academic program application processes. Check with individual program for specific practices and procedures.
5. Procedures for programs with wait-lists are handled by the specific department and/or Student Affairs.

Re-admission
1. Former Pine Technical and Community College students, who have been away from the college for a period of one semester or longer must re-submit an updated application. If E-transcript is not available, students must submit official copies of transcripts from other colleges attended since their departure from Pine Technical and Community College. These students must re-enroll under the program plan of the current academic year unless a Student Petition is granted.
2. Current Pine Technical and Community College students who have completed one or more programs and wish to begin a second or subsequent Pine Technical and Community College program must re-submit an updated application to the college, if one semester or more has lapsed. Currently enrolled students may add a major at any time.
3. Former PSEO students, prior to becoming a traditional student, must submit an updated admissions application.

Partnership Programs
1. Students applying for admission to a partnership program offered in cooperation with another college or university are subject to all admissions requirements at both institutions and may be required to pay any application fees to partner institutions as appropriate.