All College Credit in High School students must apply online to Pine Technical & Community College prior to taking the Accuplacer test and registering for courses. [www.pine.edu/apply](http://www.pine.edu/apply).

Once you have applied to PTCC you do not need to do this again. A StarID is a unique ID and this same ID will be used for ALL Minnesota State Colleges and Universities.
STEP 1: www.pine.edu

Click “Apply”
Admission Process

Once you have made the decision to join us, follow the next 6 steps for admission:

**STEP 01 ADMISSIONS**

- PTCC requires proof of graduation (one of the following):
  - High school transcript, GED or DD form 214 showing date of graduation/completion
  - Official transcript showing conferral of bachelor’s degree from regionally accredited institution in the US.
  - Transfer courses from a previous institution

- Select a program of study

**STEP 02 FINANCIAL AID**

- Complete and submit the online application – there is no fee to apply, ever!

**STEP 03 RECORDS**

- Be sure to declare a major or program & save your StarID information.

**STEP 04 TRANSCRIPTS**

- Once you have submitted your application, watch for a letter informing you of your enrollment status.

**STEP 05 COURSE PLACEMENT**

**STEP 06 ORIENTATION**
STEP 3:
If you are a new student to PTCC or any Minnesota State College, you will need to create a StarID (see arrow below and continue to Step 4). If you already have a StarID please continue to Step 5.
STEP 4: Create a StarID

Complete ALL areas with an * . You will create your own StarID password. **Write these both down or take a photo with your cell phone.** Use an email address that you have access to. **Do not use a shared family email or high school issued email address.** Your StarID is your personal, unique log in for ALL Minnesota State Colleges. It will be in a format of 2 numbers, 4 letters, 2 numbers. Example: (ju7979je). Be sure to click the “I acknowledge that I am subject….” Button at the bottom. Click get my StarID.

Check the box

Click Get my StarID
Take a picture with your phone or write down.
Step 5: If you already have a StarID.
Log in with your StarID and StarID password. If you have forgotten your StarID and need to reset the password, click on “Need Login Help” (see arrow below).
If you already have a StarID but cannot remember your password or it has expired, click Need Login Help? to reset your password.
STEP 6:
Fill out the application by completing tabs 1 through 8 (see arrow below). Remember! Fields with the * are mandatory and need to be filled out.
On the “Personal” screen. You do **NOT** have to enter a Social Security number, however, even though it does not have a * in front of **Date of Birth**, this is **REQUIRED**. Please enter your birthdate via the format listed below. (mm/dd/yyyy) ex: 06/01/2001. Click next.

This is **required!!!**
PERSONAL – VETERAN STATUS

Click Next
Remember, if there is no * you do not have to fill out the information. The data is used by Minnstate to evaluate needs for scholarships etc.
CITIZENSHIP TAB
CONTACT TAB - RESIDENCY

Online Application
Pine Technical & Community College

Contact - Residency

- Are you a resident of Minnesota?
  - Yes  ○ No

- How long have you lived in this state?
  63 Years  0 Months

← Return to Citizenship  Next →
CONTACT - ADDRESS

If you supply more than one address, please select which address you would prefer to receive mail at by clicking the radio button in front of that address type.

- **Permanent Address**
  
  1000 8th Avenue SW
  Pine City, MN 55063

- **Local Address**

- **International Address**
CONTACT – PHONE NUMBER
EDUCATION – HIGH SCHOOL INFORMATION
EDUCATION – HIGH SCHOOL ATTENDED:

- **High School State:** Minnesota
- **High School:** Pine City Jr Sr High School, Pine City
- **Graduation or GED Date:** 08/2024
- **High School Grade Point Average:** 3.2

*Important Note:* Graduates of high schools that are not regionally accredited or recognized by the state may not be eligible for admission or federal student financial aid. Inclusion of a high school name on this list is not an indication that it is regionally accredited or recognized by the state.
EDUCATION – HIGH SCHOOL PREPARATION STANDARDS

You DO NOT need to complete this screen, please click Next.
EDUCATION – HIGH SCHOOL PREPARATION STANDARDS

You DO NOT need to complete this screen, please click Next.
EDUCATION – HIGH SCHOOL PREPARATION STANDARDS

You DO NOT need to complete this screen, please click Next.

| Arts and Culture | World Culture: | | Theater: | |
|------------------|---------------|------------------|-----------|
|                  | Dance:        | Visual Arts:     | Other Electives: |
|                  | Music:        |                   |             |

<table>
<thead>
<tr>
<th>World Language</th>
</tr>
</thead>
<tbody>
<tr>
<td>French:</td>
</tr>
<tr>
<td>German:</td>
</tr>
</tbody>
</table>
EDUCATION – COLLEGES/UNIVERSITIES ATTENDED

If you have not attended (or taken College in the Schools, PSEO courses) from another College, you can click on “Continue too Confidential”

<table>
<thead>
<tr>
<th>Institution Name</th>
<th>Attendance Dates</th>
<th>Degree Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anoka-Ramsey Community College</td>
<td>( ) to ( )</td>
<td></td>
</tr>
<tr>
<td>Pine Technical and Community College</td>
<td>(08/1989) to (05/2013)</td>
<td>Diploma</td>
</tr>
<tr>
<td>Mesabi Range College</td>
<td>(08/2007) to (05/2008)</td>
<td></td>
</tr>
</tbody>
</table>
CONFIDENTIAL – DEMOGRAPHIC INFORMATION

This field is required.

Students are encouraged to fill out the rest of the information on this page as well.
On the Major – Application Term tab, you will be given a choice of which term you wish to start. Please choose the term you wish.

If the term you wish to enroll in is not listed, choose the next term available. Contact Jodie Klinkhammer at jodie.klinkhammer@pine.edu and let her know the term you actually want to start.
MAJOR – APPLICATION TYPE

Application Type

* Please indicate the type of student you will be?

- First Year, Returning, or Transfer Student
  (Pursuing certificate, diploma, or a two-year or four-year degree; not seeking a degree, or returning student)

- Post Secondary Enrollment Options (PSEO) Student
  What's this?
MAJOR – EDUCATIONAL INTENT

Please click on Complete courses, but not a degree and Part Time Student, click Next

- Earn Associate (two year) degree and transfer.
  - You intend to complete a two-year degree and then transfer to complete additional college level courses at another college or university.

- Earn Associate (two year) degree.
  - You intend to complete a two-year degree leading to employment in a particular field or industry.

- Earn occupational certificate/diploma.
  - You intend to complete a certificate or diploma program to learn a specific skill, enhance your knowledge in a subject area, or enter the workforce. Certificate and diploma programs are designed with primarily career-focused courses. (Note: some certificate programs may not be eligible for state or federal student financial aid.)

- Complete courses and transfer without a degree.
  - You intend to use the courses you complete to fulfill degree requirements at another college or university, rather than at this school. (Note: if you choose this status you will not be eligible for state or federal student financial aid for classes taken under this status at this institution).

- Complete courses, but not a degree.
  - The courses you intend to take are only for personal enrichment, not to meet any degree requirements. (Note: if you choose this status you will not be eligible for state or federal student financial aid.)

Do you plan to attend Pine Technical and Community College as a:

- Full Time Student
- Part Time Student
MAJOR – ACADEMIC PROGRAM

Selecting a major/academic program of interest is optional. However, to be eligible for financial aid choosing a major/program is highly recommended.

Important Notice
If you have been arrested, charged, or convicted of any criminal offense, you should investigate the impact that the arrest, charge, or conviction may have on your chances of employment in the field you intend to study, or on your chances to obtain federal, state, and other higher education financial aid.

You are encouraged to access information about career opportunities in this and other fields, as well as other career exploration information by visiting MinnState.edu Academics Search, CAREERwise Education, careeronestop.org, GP.SLifeplan.org, or by contacting the Career Services Office at your college or university.
MAJOR – APPLICATION CAMPUS

Please click on PTCC Concurrent Enrollment, click Next.
Major – Application Information

**Have you attended Pline Technical and Community College before?**
- Yes
- No

[← Back] [Continue to Additional →]
ADDITIONAL – ACTIVITIES & SPORTS

You will click on Continue to Review

Additional - Activities & Sports

Please indicate any activities you are interested in at Pine Technical and Community College:

Career and professional
- Fabrication Club
- Spanish Club

Gender and sexuality
- LGBTQ Club

Honorary societies
- Phi Theta Kappa

Military and veterans
- Veterans Club

Nature and environment
- Clay Target Club

Special interest
- Automation Club
- Cyber Defense Club
- Outdoors Club

Student government
- Student Senate
APPLICATION REVIEW
Please review this whole page and edit tab that needs changing, click Continue to Submit Application
APPLICATIONS

Read the information and click the Select All box. This will put a check mark in all 3 boxes. Enter your StarID password then click Submit Selected Application(s).

Click Submit after all fields have been completed.
Congratulations! You have completed your online PTCC Concurrent Enrollment Application!
If by chance you receive an error, please contact Jodie Klinkhammer, K-12 Partnerships Coordinator at PTCC via jodie.Klinkhammer@pine.edu or 320-629-5117 for assistance.