

ONLINE APPLICATION PROCESS FOR COLLEGE CREDIT IN HIGH SCHOOL STUDENTS

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. <u>www.pine.edu/apply</u>.

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:



- 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
- Complete and submit the online application there is no fee to apply, ever!
- Be sure to declare a major or program & save your StarID information.
- Once you have submitted your application, watch for a letter informing you of your enrollment status.



<u>STEP 3:</u>

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.



What is a StarID?

The StarID is a username with the goal of replacing your many login IDs with one ID, one password, everywhere. Once you activate it, you can use your StarID and password anywhere that accepts StarID. It is unique across the Minnesota State Colleges and Universities system, so you can use it at more than one school. Change your password in one place — starid.minnstate.edu — and it will change everywhere.

STEP 4: Create a StarID -

Complete ALL areas with a *. 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.

Create StarID × +										
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Online Application										
Pine Technical & Community College										
Create StarID										
♣ First Name	Last Name									
The password complexity requirement Changed at least every 180 days. Must be at least 8 characters long Use at least 3 of these types of ch May not have been used before. May not contain your first name of	associated with the StarID compl , aracters: uppercase, lowercase, r last name if they are longer thar	Re-enter Email Addre ies with the Minnesota S numbers, special chara 1 2 characters.	SS State Colleges and Univ	ersities password	security guidelin	e. Passwords must n	neet or exceed these cr	iteria:		
Special characters include characters I	ike these: !@#\$%^&*()_+=-`{}[] \:"	';'<>,.?/ ▲ □	o optor Password							
			to ontor r ussword							
□ I acknowledge that I am subject to ← Back	o the terms of access and use a	is defined in Board Pol	licy 5.22 Acceptable U	se of Computers	and Informatio	n Technology Reso		C	heck the	e box

StariU successfully created X +		_	u ^
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Online Application	rivacy eS	ervices	Logout

StarID Successfully Created

Jodie,

Your StarlD has been generated successfully. Please refer to your email address supplied for a confirmation message and information on maintaining your StarlD. Please print this page as confirmation of your StarlD for your records.

Starld: gf5772ri

Take a picture with your phone or write down.

You will use your StarID to log back in to complete your application, should you choose to logout prior to submitting your application, as well as check the status of your submitted application. Beyond the application for admission, your StarID will be used to register for classes, check your grades, pay bills and many more features throughout your lifecycle as a student at colleges and universities within the Minnesota State Colleges and Universities system (MnSCU).

Next \rightarrow

<u>Step 5:</u> 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).



What is a StarID?

The StarID is a username with the goal of replacing your many login IDs with one ID, one password, everywhere. Once you activate it, you can use your StarID and password anywhere that accepts StarID. It is unique across the Minnesota State Colleges and Universities system, so you can use it at more than one school. Change your password in one place — starid.minnstate.edu — and it will change everywhere.

If you already have a StarID but cannot remember your password or it has expired, click Need Login Help? to reset your password.



MINNESOTA STATE

<u>STEP 6:</u>

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.

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Online Application						0000013	33 Privacy
Pine Technical & Community College							
1 Personal 2 Citizenship 3 Contact 4 Educ	cation 6 Confidential 6 Major 7 Addition	al 8 Review					Save and Exit
Personal - Legal Name and Er	mail Address						
Enter your name as it appears on your U.S. So	cial Security card or passport.						
* First Name	Middle Name	✤ Last Name	Name Suffix	X (Jr. Sr II III)			
µodie	Alma	Klinkhammer					
Enter an email address specifically created fo application status.	or your use and that you check most often sinc	e you will receive email messages from Minne	sota State Colleges and Universities c	containing important infor	mation regarding your		
Email Address							
jodie_klinkhammer@yahoo.com							
+ Add a Former Name	+ Add a Preferred	Name	Next \rightarrow				

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.



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

Application Contact Residency × +	-	o ×
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Online Application	00000133	Privacy
Pine Technical & Community College		
1 Personal 2 Citizenship 3 Contact 4 Education 6 Major 7 Additional 8 Review	S	ave and Exit
Contact - Residency		
 ★ Are you a resident of Minnesota? ● Yes ○ No 		
* How long have you lived in this state?		
53Years0Months		
← Return to Citizenship Next →		

CONTACT - ADDRESS



CONTACT – PHONE NUMBER

Application Contact Phone Nu × +		- 0 ×
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Online Application		00000133 Privacy
Pine Technical & Community College		
Personal 2 Citizenship 3 Contact 4 Education 6 Confidential 6	ajor 7 Additional 8 Review	Save and Exit
Contact - Phone Number		
Entry of at least one phone number is required.		
Local Contact Information.		
Home Phone Mo	ile Phone	
555-555-5555	-434-0205	
← Back	Continue to Education \rightarrow	

EDUCATION – HIGH SCHOOL INFORMATION



EDUCATION – HIGH SCHOOL ATTENDED:

Personal 2 Citizenship 3 Contact 4 Education	S Confidential 6 Major 7 Additional 8 Review	ave and
Education - High School Attende	d:	
Important Note: Graduates of high schools that it is regionally accredited or recognized by	that are not regionally accredited or recognized by the state may not be eligible for admission or for federal student financial aid. Inclusion of a high school name on this list is not an indica y the state.	ation
* High School State:		
Minnesota	~	
* High School:		
Pine City Jr Sr High School, Pine City	~	
* Graduation or GED Date: (mm/yyyy)		
06/2024		
Provide your cumulative high school grade point (0). You may be asked to provide an official high	average (GPA) as it would be reported on your high school transcript. If you do not have or know your high school GPA, enter zero school transcript to verify reported GPA.	
# High School Grade Point Average:		
3.2		
← Back	Next→	

EDUCATION – HIGH SCHOOL PREPARATION STANDARDS

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

Application Education High Sci × +			- u ×
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Online Application			00000133 Privacy
Pine Technical & Community College			
1 Personal 2 Citizenship 3 Contact 4 Education 6 Confidential 6 Major 7 Additional 8 Review			Save and Exit
Education - High School Preparation Standards			
Students must meet preparation requirements for admission/transfer to state universities. Please indicate the number of years of 2.5 for a subject if you have taken the subject for 2 full years and part of a third.)	r partial years of high school education you have	e or will have completed by the end of high school in	each of the categories below. (e.g. Enter
English and Mathematics (step 1 of 3)			
English	Mathematics		
English:	Elementary Algebra:		Trigonometry:
	Intermediate Algebra:		Pre-calculus:
	Geometry:		Other Math:
← Back			

EDUCATION – HIGH SCHOOL PREPARATION STANDARDS

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

Application Education High Sci 🗙 S Academic Record	i Student Affairs 🗙 🔇 Cou	urse Detail - Student e-Service 🗙 📔 🁜 Home Pine Te	echnical and Comm	+				– D ×
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Online Application							000001	33 Privacy
Pine Technical & Community College								
1 Personal 2 Citizenship 3 Contact 4 Ed	fucation 5 Confidential	6 Major 7 Additional 8 Review						Save and Exit
Education - High School Pre	paration Stand	Jards	dicate the number of	of years or partial years of high s	school education you	have or will have completed by	the end of high school in	each of the
categories below. (e.g. Enter 2.5 for a s	subject if you have take	en the subject for 2 full years and part of	a third.)	or years of partial years of high s	school education you	have of will have completed by	the end of high school in	each of the
Sciences and Social Studies (step 2 of	f 3)							
Sciences				Social Studies				
Biological Science:		Physics:		Geogr	raphy:		US History:	
Chemistry:		Other Science:		Other Social St	udies:			
Physical Science:								
			Next →					

EDUCATION – HIGH SCHOOL PREPARATION STANDARDS

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



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"

Application Education College: × Statemic Record Student Affairs × Statemic Record Student Affairs ×	e Detail - Student e-Service 🗙 📔 🁜 Home Pine Technical and Comm 🗙	+			– 0 ×
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Online Application					00000133 Privacy
Pine Technical & Community College					
1 Personal 2 Citizenship 3 Contact 4 Education 6 Confidential	6 Major Additional 8 Review				Save and Exit
Education - Colleges / Universities Attended You are required to disclose all education and training receive for admission to graduate school.	d ed at the undergraduate or graduate level, regardless o	f whether or not you intend to trans	fer credits; a bachelor's degree i	is the minimum edu	cational requirement for consideration
Failure to list undergraduate or graduate information may delay	the processing of your application.				
Institution Name	Attendance Dates	Degree Earned			
Anoka-Ramsey Community College	() to ()		Edit	elete	
Pine Technical and Community College	(08/1989) to (05/2013)	Diploma	Edit	elete	
Mesabi Range College	(08/2007) to (05/2008)		Edit	elete	

 $\leftarrow \text{Back}$

+ Add Institution

Continue to Confidential \rightarrow

CONFIDENTIAL – DEMOGRAPHIC INFORMATION

Online Application	00000133 Privacy
Pine Technical & Community College	
Venerel Otheret O	Save and Exit
Confidential - Demographic Information	
A Changes to information on this screen may also be done on the eServices site.	
Providing the following confidential demographic information is voluntary; it will not be used as a basis for admission. Minnesota State Colleges and Universities will use this data to help strengthen our student retention, success, and completion practices.	
We define the dependence and use due to d	
American Indian or Alaska Native A person having origins in any of the original peoples of North, Central, or South America and who maintains tribal affiliation or community attachment	
A elan A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent	
D Black or African American A person having origins in any of the black racial groups of Africa or the Caribbean	
Native HawailanOther Pacific Islander Aperson 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	
Continue to Major	

MAJOR – APPLICATION TERM

On the Major – Application Term tab, you will be given a choice of which term you wish to start. Please choose 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



MAJOR – EDUCATIONAL INTENT

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

Online Application	00000133 Privacy
Pine Technical & Community College	
1 Personal 2 Citizenship 3 Contact 4 Education 6 Major 7 Additional 8 Review	Save and Exit
Major - Educational Intent	
* Select the option that best describes your educational goal while attending Pine Technical and Community College:	
 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. 	
 C 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	
← Back Next →	

MAJOR – ACADEMIC PROGRAM



MAJOR – APPLICATION CAMPUS

Please click on PTCC Concurrent Enrollment, click Next.



Major – Application Information



Continue to Additional \rightarrow

ADDITIONAL – ACTIVITIES & SPORTS

You will click on Continue to Review

Personal 2 Citizenship 3 Contact 4 Education 5 Confidential 6 Major 7 Additional 8 Review	Military and veterans
dditional Activities & Sports	□ Veterans Club
duitional - Activities & Sports	Nature and environment
ease indicate any activities you are interested in at Pine Technical and Community College:	Clay Target Club
Career and professional	Special interest
Fabrication Club	□ Automation Club
□ Spanish Club	□ Cyber Defense Club
	Outdoors Club
Gender and sexuality	
	Student government
	Student Senate
Honorary societies	
Phi Theta Kappa	

Veterans Club
Nature and environment

Clay Target Club

Special interest

Automation Club
Cyber Defense Club
Outdoors Club

Student government

Student Senate

← Back to Majoi

Continue to Review \rightarrow

APPLICATION REVIEW

Please review this whole page and edit tab that needs changing, click Continue to Submit Application

Online Application						00000133 Privacy
Pine Technical & Community College						
1 Personal 2 Citizenship 3 Contact 4 Education	5 Confidential 6 Major 7 Additional 8	Review				Save and Exit
Application Review						
 Click on section title to edit information Providing confidential demographic information is 	voluntary; it will not be used as a basis for a	dmission. Minnesota State C	olleges and Universities will use this data	to help strengthen our student retention, succ	ess and completion practices.	
Personal	Name					
	Legal Name: Former Name: Preferred Name:	Jodie Alma Klinkhamn	ier			
	Email					
	Email Address:	jodie_klinkhammer@y	ahoo.com			
	Veteran Status					
	Served in Military: Spouse or Dependent:		Ν			
	Parent Education					
	First Parent/Guardian:		High school diploma			
	Second Parent/Guardian:		High school diploma			
Citizenship	Citizenship Information					
	You are a:		U.S. Citizen or Dual National with U.S. C	itizenship		
Contact	Residence					
	State:	MN	Years:	53	Months:	0
	Permanent Address					
	Street.	1000 8th Avenue SW		Street 2.		

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)

Onlin	Application				00000133 Privacy			
	Pine Technical & Community College							
1 Persona	2 Citizenship 3 Contact 2 Education 5 Confidential 6 Major 7 Additional 8 Review				Save and Exit			
Арр	cations							
0	In order to submit your application(s) you must first read and then check the confirmation box for each Institution.							
Appli	ation(s) ready for submission							
	Pine Technical and Community College				Pelete Review			
2	Application Year Term: Fall Semester 2020 I By checking this box I am confirming I want to submit this application and: 1. I verify all the information included on this application is true and complete to the best of my knowledge. 2. I understand withholding information requested on this application is final and changes can only be made by directly contacting the Admissions office. If understand that once I submit my application, my application is final and changes can only be made by directly contacting the Admissions office. By checking this box, I give permission for the college or university to which I am applying to access previously submitted ACT scores within Min	Application Type: Undergraduate al. nnesota State for the purposes of course placement.		Last Modified: May 7, 2020				
Select All								
*	/erify StarID Password	Submit Selected Application(s)	Click Submit completed.	after all fields have been				
-	Back	+ Apply to Another Institution						

STATUS OF SUBMITTED APPLICATIONS

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.

