

# Pine Technical & Community College Procedure

## 3.PTCC.4.1 Admission to the Pine Technical & Community College

**Chapter:** 3 – Educational Policies

**Date:** 5/01/2026

### Part 1. Purpose

This procedure supports PTCC policy 3.PTCC.4 Admission to Pine Technical & Community College (PTCC), providing requirements and guidelines for the consistent administration of admissions policies at PTCC.

### Part 2. Registration Limitations after Admissions

Admission to PTCC does not automatically qualify a student to register for all college-level courses. Some course offerings have special prerequisites and requirements.

Academic programs may have additional admission requirements. Admission to PTCC does not guarantee subsequent admission to such programs.

### Part 3. Admissions Requirements for Degree Seeking Applicants

PTCC provides open access admission to applicants who demonstrate completion of secondary education or meet Ability to Benefit (ATB) criteria in accordance with Minnesota State Procedure 3.4.1.

To be considered for admission to PTCC, an applicant must submit an application for admission through the universal application or programs such as the Minnesota Office of Higher Education's Direct Admissions.

#### Subpart A.

1. Secondary Education Completion  
PTCC shall accept applicants who demonstrate completion of secondary education through one of the following:
  - A high school diploma,
  - A standard adult diploma, or
  - An equivalent high school diploma, such as a General Education Development (GED) certificate.
2. Ability to Benefit (ATB)

If seeking admission to PTCC for the purpose of pursuing an eligible career pathway program, applicants must meet the following:

- Must be 17 or older. If the applicant is 17-18, they must be formally released from high school before enrolling.
- Do not have a high school diploma, adult standard diploma, or GED.
- Are eligible for Adult Basic Education.
- Are recommended by a trained ABE or designated PTCC employee to participate.
- Participate in an eligible career pathway program.
- Meet any program academic requirements (such as math, reading, and/or writing) or other prerequisites determined by a faculty member in the selected career pathway program.

If an individual is admitted to PTCC and into an eligible career pathways program through this process, they must be informed in writing that they may apply and possibly qualify for federal financial aid.

### 3. Postsecondary Transcripts

If an applicant has attended one or more postsecondary institutions, official transcripts must be submitted from each institution attended. Transcripts must be sent directly from the institution(s) in a sealed envelope. If not sent directly to PTCC, transcripts must be delivered unopened with the registrar's seal intact. Electronic transcripts may also be submitted directly from the institution(s) via secure platforms such as Parchment. If the previous institution is part of the Minnesota State system, an e-transcript may be retrieved internally and does not need to be requested by the applicant.

### 4. Immunizations

Documentation of immunization as per [Minnesota Statute 135A.14](#) must be received no later than 45 class days after the semester begins. If documentation is not received, students will not be able to register for courses the subsequent semester.

### 5. Exceptions

Those who are unable to present transcripts or other traditional documentation of educational preparation shall be individually evaluated on the basis of guidelines consistent with PTCC's identity and mission. Applicants may appeal admissions decisions as outlined in part 9. PTCC may evaluate readiness for a person who has not completed secondary education. The applicant must be 17 or older. If they are 17-18, they must be formally released from high school before enrolling.

PTCC may consider such circumstances including, but not limited to, interrupted schooling due to political unrest, successful academic course taking history through programs such as Adult Basic Education, successful participation in the workforce, recommendations from business and industry partners and educational partners.

#### **Subpart B. High School Diploma/GED Validation**

In the event PTCC has reason to believe a high school diploma/GED is not valid or was not obtained from an entity providing secondary school education, PTCC can conduct additional research to determine if the diploma is valid.

If PTCC determines that a high school diploma or GED is not valid, the applicant may be denied admission. Applicants have the right to appeal this decision as outlined in Part 8.

#### **Part 4: Admissions Requirements for Non-Degree Seeking Applicants and Visiting Students**

**Subpart A. Non-Degree Seeking Students** PTCC allows students to enroll for courses in a non-degree seeking status. These students must submit an application to PTCC and are not candidates for certificates, diplomas, or degrees.

**Subpart B. Minnesota State Visiting Students** In accordance with Minnesota State Procedure 3.4.1, PTCC does not require a student who is admitted to another Minnesota State institution to submit an application for admission in order to take courses. If a student intends to earn a certificate, diploma or degree, or receive financial aid, the student must meet the requirements for admission for degree seeking applicants in Part 3.

- Visiting students who have an enrollment hold due to conduct or academic and/or financial aid suspension must submit an appeal as outlined in Part 7, subpart B.
- A visiting student may enroll for the maximum number of credits allowed by PTCC, provided that the student's total number of enrolled credits at all Minnesota State colleges and universities does not exceed 22 in any semester.
- Visiting students shall satisfy course prerequisites.

#### **Subpart C. Postsecondary Enrollment Options (PSEO) Students**

High school students seeking admission under the Postsecondary Enrollment Options (PSEO) program must satisfy PSEO requirements for admissions. Refer to PTCC Policy 319 PSEO and Concurrent Enrollment.

#### **Subpart D. Minnesota Senior Citizen**

Minnesota Statutes 2004, section 135A.51, provides for senior citizens who are legal residents

of Minnesota to enroll in credit courses on a space-available basis without payment of tuition and activity fees.

- Residents who qualify, may register for courses on a space-available basis, beginning on the second day of the course.
- Students must fill out the Senior Citizen Benefit Form.
- Students shall satisfy course prerequisites.

**Part 5: Application Fee** PTCC does not charge an admission application fee.

## **Part 6. Exceptions to Admissions**

### **Subpart A. Disciplinary Suspensions or Expulsions**

Students who have been suspended or expelled for disciplinary reasons from another postsecondary institution may be denied admission to PTCC.

### **Subpart B. Academic or Financial Aid Suspensions or Expulsions**

An applicant who is on academic and/or financial aid suspension at another Minnesota State college or university may be denied admission to PTCC.

An applicant can submit an appeal for admission based on special, unusual, or extenuating circumstances causing undue hardship such as a death in the family, student's injury or illness, or other special circumstances as determined by PTCC. Instructions for submitting an appeal shall be detailed in the admission decision communication to the applicant.

See [PTCC Policy 2PTCC.9 Satisfactory Academic Progress](#) for further information.

## **Part 7. Financial Holds**

**Subpart A. Admission to PTCC** PTCC may admit an applicant who has a financial hold at another college or university of Minnesota State, but the student shall not be allowed to register for courses until the financial hold has been lifted. Exceptions will be made for students:

- Registering for non-credit and closed-credit courses offered through Customized Training Solutions (CTS),
- currently incarcerated and registering in a college prison partnership program, or
- registering in federal, state, county, or other public or non-profit sponsored academic programs.

**Subpart B. Enrollment in Courses** PTCC shall not allow students to enroll in courses until the financial hold has been lifted. Exceptions must be made for students:

- whose tuition and fees are eligible to be paid for by the North Star Promise Scholarship Program offered by the State of Minnesota,
- enrolling in non-credit and closed-credit courses offered through Customized Training Solutions (CTS),
- currently incarcerated and enrolling in PTCC's prison partnership program,
- who are veterans, service members, and their dependent family members, in courses paid for by federal military educational benefits,
- who are enrolling in any for-credit courses paid for by their employer, organizations such as community-based organizations (CBOs), government agencies, or enrolling in federal, state, county, or other public or non-profit sponsored academic programs.

### **Part 8. Appeals**

Applicants who are denied admission will be notified in writing of the reason for denial and provided instructions for submitting an appeal to the Dean of Outreach and Strategic Partnerships.

### **Part 9. Admission to Selective Admission Programs**

Admission to PTCC does not guarantee admission to selective admission programs. The following programs have selective admission: Gunsmithing and Firearms Technology (diploma, AAS), Practical Nursing (diploma), and Nursing Mobility (AS). PTCC reserves the right to add programs with selective admissions requirements to the procedure. This list is subject to change. See PTCC procedure 3.PTCC.4.2 Selective Admissions Program Procedure for specific details.

### **Part 10. Re-Admission to PTCC**

**Subpart A. Former PTCC Students** Former PTCC students, who have been away from the college for a period of one calendar year or longer must re-submit an updated application. If E-transcript from Minnesota State colleges and universities are not available, students must submit official copies of transcripts from other colleges attended since their departure from PTCC. These students must re-enroll under the program plan of the current academic year unless a Student Petition is granted.

#### **Subpart B. Current PTCC Students**

Current PTCC students who have completed one or more programs and wish to begin a second or subsequent PTCC program must re-submit an updated application to the college, if one calendar year or more has lapsed.

#### **Subpart C. PSEO Students**

PSEO students, prior to becoming an undergraduate student, must submit an updated admissions application.

**Related Documents:**

Minnesota State Board Policy 3.4 Undergraduate Admissions

Minnesota State Procedure 3.4.1 Undergraduate Admissions

Minnesota State Board Policy 3.5 Post Secondary Enrollment Options (PSEO) Program

Minnesota State Board Procedure 3.5.1 Post Secondary Enrollment Options (PSEO) Program

PTCC Policy 3.PTCC.4 Admission to the College

PTCC Procedure 3.PTCC.4.2 Selective Admissions Program Procedure

PTCC Procedure 3.PTCC.4.3 Admissions to PTCC Nursing Programs

PTCC Procedure 3.PTCC.4.4 Admissions to PTCC Gunsmithing Program

PTCC Policy 2.PTCC.9 Satisfactory Academic Progress

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*Custodian of Policy: Dean of Outreach and Strategic Partnerships*

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*Procedure History:*

*Date and Subject of Revisions and Amendments:*

*3/24/2026 – Updated to align with changes to Minnesota State procedure 3.4.1 Undergraduate Admissions*

*4/11/2024 – Updated policy to meet Department of Education compliance per administrative approval.*