

Hennepin Technical College College Application



www.HennepinTech.edu

Follow these easy steps to begin the admissions process at HTC.

- Visit the campus for a tour or meet with a counselor (optional).
- Choose a program.
- Fill out a financial aid application.
- Fill out the application form and send in with the \$20.00 application fee or fax in with a credit card number or apply online at www.HennepinTech.edu.
- Complete the Placement Test. If you have completed math and/or English at another college, you should schedule an appointment with a counselor to review your college transcript and possibly get the placement test waived. (more information inside)
- Register for classes.
- Go to the Computer lab and obtain a Student ID Card and a MetNet Student Email Account.
- Pay tuition.
- Attend Orientation in person or online.
- Attend classes.

Admissions, Registration and Financial Aid Office Hours:

Monday
through
Thursday
7:00 a.m. - 6:00 p.m.
Friday
7:00 a.m. - 4:30 p.m.

NOTE: The college/university is asking you to provide information that includes private and/or confidential information under state and federal law. The college/university is asking for this information in order to process your application.

You are not legally required to provide the information the college/university is requesting; however, the college/university may not be able to effectively process your application if you do not provide sufficient information. With some exceptions, unless you consent to further release of private information, access to this information will be limited to school officials, including faculty who have legitimate educational interests in the information. Under certain circumstances, federal and state laws authorize release of private information without your consent:

- to other schools in which you seek or intend to enroll, or are enrolled, if you are first notified of the release;
- to federal, state or local officials for purposes of program compliance, audit or evaluation;
- as appropriate in connection with your application for, or receipt of, financial aid;
- to your parents, if your parents claim you as a dependent student for tax purposes;
- if the information is sought with a subpoena, court order, or otherwise permitted by other state or federal law, and
- to an organization engaged in educational research or an accrediting agency.

Minnesota State Colleges and Universities abide by the provisions of Title IX and other federal and state laws forbidding discrimination on the basis of sex, race, color, national origin or handicap and all other state and federal laws regarding equal opportunity. This document is available in alternative formats, such as large print or cassette tape, upon request.

Placement Testing

Why is HTC committed to Placement Testing?

We are dedicated to enhancing our student's chances for success and research shows us the following:

- Students who are tested and placed in the right courses are more likely to be successful in college.
- Students who successfully complete developmental math and English have double the overall graduation rate.

Purpose of the Assessments

The purpose of the assessment tests are to provide you and the college with information about your current academic skill levels in reading, writing, and mathematics to help you:

- Select appropriate courses and support services at HTC to help you succeed
- Plan a course of study with your counselor or academic advisor
- Have a successful college experience

What will I be tested on?

- Reading: Students are asked to read and then answer several questions about the passage.

- Writing: Students are asked to evaluate grammar in a series of sentences. Students may be required to write an essay based on their sentence skills test scores.
- Mathematics: Students basic math skills consisting of skills in operations of whole numbers, fractions, decimals, percents, ratios, and measurements will be assessed through problem solving. Students may be required to take an elementary algebra test if required for their program.
- Keyboarding: Students keyboarding skills will be assessed if required for their program.
- Computer Literacy: Students computer literacy will be assessed if required for their program.

How will I be tested?

You will take the tests using a computer. You will communicate with the computer by using the keyboard or the mouse to enter your answers to the tests. The testing instructions are easy to understand. A Testing Technician will always be present should you need assistance or have questions. The tests are untimed and prior computer skills are not required to take the tests.

How do I schedule a Placement Testing Appointment?

- Submit an HTC application and application fee.
- Schedule a testing appointment. Call the Admissions Office at:
Brooklyn Park and Eden Prairie Campus
(763) 488-2500
- Take the assessment test and meet with a counselor.
- Register for classes.
- Go the Student Computer Lab to get a Student ID.
- Set-up your MetNet Student Email Account.

Bring a picture ID (identification) on the day you are scheduled to take the assessment test. You will be required to show a picture ID before you can take the assessment test.



Please enclose a \$20 non-refundable application fee. The application fee can be paid by cash, check or credit card.
Make check payable to Hennepin Technical College.

Personal Data	1. Name: Last		First	Middle
	2. Social Security Number:		Many colleges use Social Security numbers for student identification purposes on student records. Providing your social security number is voluntary. If you do not provide this number, your application will still be processed. This data is requested for administrative purposes for the Minnesota State College and University System.	
	3. Current Mailing Address:		P.O. Box/Rural Rt.	Apt.
	City	State	Zip Code	County
	4. Permanent Address: (If different from above)		P.O. Box/Rural Rt.	Apt.
	City	State	Zip Code	County
	5. Day Phone: ()		Evening Phone: ()	
	Email:		Cell Phone:	
6. Other name used on educational record and transcripts, if different from above (optional):	Last		First	Middle

Residency Data	7. Are you a resident of Minnesota? <input type="checkbox"/> Yes <input type="checkbox"/> No		How long? Years _____ Months _____
	8. Are you a U.S. citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No		If not, provide documentation of your immigration status and types of Visas
	9. Permanent Resident (If applicable): <input type="checkbox"/> Refugee <input type="checkbox"/> Resident Alien <input type="checkbox"/> Other (International students must complete an international application form.)		

Admissions Data	10. Program/Major:		
	11. Site: Send your application to the campus/location you wish to attend:		
	<input type="checkbox"/> Hennepin Technical College – Brooklyn Park Campus Admissions 9000 Brooklyn Boulevard, Brooklyn Park, MN 55445	<input type="checkbox"/> Hennepin Technical College – Eden Prairie Campus Admissions 13100 College View Drive, Eden Prairie, MN 55347	
	12. What is your current educational interest at this college? <input type="checkbox"/> Earn an occupational certificate/diploma <input type="checkbox"/> Complete courses, but not a degree <input type="checkbox"/> Earn a diploma/degree and transfer <input type="checkbox"/> Earn an associate (two-year) degree		
	13. Do you plan to attend: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time		
	14. Indicate year you plan to begin:		<input type="checkbox"/> Fall Semester <input type="checkbox"/> Spring Semester <input type="checkbox"/> Summer Semester
15. Have you attended this college before? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, last date attended:			

Educational Data	16. Are you currently in high school? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, expected date of high school graduation?		
	17. Do you have a high school diploma or GED? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, date graduated?		
	Name, city and state of last high school attended?		Are you a high school student planning to take college courses under the Minnesota Post Secondary Enrollment Options Plan (PSEO)? <input type="checkbox"/> Yes <input type="checkbox"/> No		
	18. Are you planning to transfer college credits earned at any other post-secondary institution? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, request official transcripts be sent directly to the Admissions Office at Hennepin Technical College, Eden Prairie Campus and schedule an appointment to complete the transfer forms.				
	19. List any other post-secondary institutions attended: <i>(Official transcripts from each institution attended must be sent directly to the Admissions Office at Hennepin Technical College, Eden Prairie Campus.)</i>				
	College/University/Institution	City	State	Dates of attendance	Degrees earned
	College/University/Institution	City	State	Dates of attendance	Degrees earned
College/University/Institution	City	State	Dates of attendance	Degrees earned	

Payment	Check number:	Charge card number: <input type="checkbox"/> VISA <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover		
	Expiration date:	Cardholder signature:		

Signature	The above information is true and complete to the best of my knowledge.	
	Applicant's Signature:	Date:
	Upon request, this application will be made available in an alternative format such as Braille, large print or audio tape. It is the policy of Hennepin Technical College that every person be given equal opportunity to be admitted to the college, thereby ensuring that no disparate effect will be created in student population with regard to race, color, creed, religion, sex, age, national origin, marital status, status with regard to public assistance, sexual orientation or disability. Hennepin Technical College is an equal opportunity educator and employer.	

Request for Confidential Information			
Providing the following information is voluntary. This information will assist Minnesota State Colleges and Universities in evaluating student recruitment and retention policies; it will not be used as a basis for admission.			
Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	Race and ethnic background (select any that apply) <input type="checkbox"/> 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. <input type="checkbox"/> Asian - A person having origins in any of the original peoples of the Far East, Southeast Asia or the Indian subcontinent. <input type="checkbox"/> Black or African American - A person having origins in any of the black racial groups of Africa. <input type="checkbox"/> Hispanic or Latino - A person of Cuban, Mexican, Chicano, Puerto Rican, South or Central American, or other Spanish culture, regardless of race. <input type="checkbox"/> Native Hawaiian or Other Pacific Islander - A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific islands. <input type="checkbox"/> White - A person having origins in any of the original peoples of Europe, the Middle East or North Africa.		
Are you a dislocated worker? <input type="checkbox"/> Yes <input type="checkbox"/> No	What is the highest level of education for your parent(s)/guardian? Please respond for the parent(s), step-parent(s), adoptive parent(s) or guardian(s) who raised you. Check only one for each parent/guardian.	Parent/Guardian #1 <input type="checkbox"/> No high school diploma <input type="checkbox"/> Two-year college degree/diploma <input type="checkbox"/> High school diploma <input type="checkbox"/> Bachelor's degree <input type="checkbox"/> Some college	Parent/Guardian #2 <input type="checkbox"/> No high school diploma <input type="checkbox"/> Two-year college degree/diploma <input type="checkbox"/> High school diploma <input type="checkbox"/> Bachelor's degree <input type="checkbox"/> Some college

A member of the Minnesota State Colleges and Universities system

Accredited by the Higher Learning Commission and a member of the North Central Association.
 Phone: 312-263-0456 www.nchigherlearningcommission.org

Hennepin Technical College is an affirmative action, equal opportunity educator and employer.
 This document is available in alternative formats to individuals with disabilities.