



# FALL 2009 GET INTO ANOKA TECH CHECKLIST



## 1. ANOKA COUNTY WFC (on site at Anoka Technical College) Fredi Ketchum.....(763) 576-4783

Minnesota WorkForce Center, Anoka County  
[www.mnwfc.org/anoka](http://www.mnwfc.org/anoka)  
 Dislocated Workers  
[www.deed.state.mn.us/dw](http://www.deed.state.mn.us/dw)

**Office Hours** (located in the ARC)  
 Mon., Wed.....1 p.m. - 4 p.m.  
 Tues., Thurs., Fri.....7:30 a.m. - 4 p.m.  
 \*No appointment needed  
**E-mail** [fketchum@anokatech.edu](mailto:fketchum@anokatech.edu)

## 2. ADMISSIONS General College Information..(763) 576-4700

- Program Informational Sessions
- Select **program** major and award
- Submit **application**
- Tour college and meet faculty
- **Schedule Accuplacer**
- Career Exploration Workshop

**Admissions**.....(763) 576-4850  
**Bjorn Skogquist**.....(763) 576-4846  
**Office Hours** (by appointment)  
 Mon., Wed., Fri.....7:30 a.m. - 4 p.m.  
 Tues., Thurs.....7:30 a.m. - 6 p.m.  
**Walk-in Hours** (no appointment needed)  
 Monday - Thursday.....10 a.m. - 3 p.m.

## 3. THIRD PARTY BILLING (Business Office) Deb Graphenteen.....(763) 576-4876

Obtain **estimate** for program major award (tuition, fees and books).  
 Provide Dislocated Worker program requirements information from your WorkForce Center caseworker to Third Party Billing.

**Office Hours**  
 Monday - Friday.....7:30 a.m. - 4 p.m.

## 4. FINANCIAL AID Financial Aid Info.....(763) 576-4760

Complete a Free Application for Federal Student Aid (**FAFSA**) at [www.fafsa.ed.gov](http://www.fafsa.ed.gov)

**Office Hours**  
 Mon., Wed., Fri.....7:30 a.m. - 4 p.m.  
 Tues., Thurs.....7:30 a.m. - 6 p.m.  
**E-mail** [finaid@anokatech.edu](mailto:finaid@anokatech.edu)

## 5. STUDENT SERVICES (Located in the Academic Resource Center (ARC))

Student Services Information.....	<b>Academic Resource Center Receptionist</b> .....	(763) 576-4766
Office on Disabilities.....	<b>Tim Skaja</b> .....	(763) 576-4747
Adult Basic Education.....	<b>Terri Cleveland (Voice Mail Box 1)</b> .....	(763) 576-4722
Counselor.....	<b>for appointment</b> .....	(763) 576-4700
Health Tutor.....	<b>Heidi Beckman</b> .....	(763) 576-4779
Math Tutor.....	<b>Information</b> .....	(763) 576-4909
Peer Tutoring.....	<b>Julie Packer</b> .....	(763) 576-4794
Accuplacer Testing Center.....	<b>for appointment</b> .....	(763) 576-4700

## 6. START YOUR PROGRAM

- Orientation
- Registration
- Purchase Books