ANOKA TECHNICAL COLLEGE

Application for Admission

ANOKA TECHNICAL COLLEGE

7 Easy Steps

TAKE THE NEXT STEP AND APPLY

www.anokatech.edu

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Admissions Checklist

7 Easy Steps

FALL SEMESTER
August-December
SPRING SEMESTER
January-May
SUMMER SEMESTER
May-August

☐ 1 Choose a Program

- Browse our website at www.anokatech.edu for detailed program descriptions.
- You have the option of working towards a certificate, diploma or A.A.S. degree.
- Complete any required prerequisites.

☐ 2 Submit a Completed Application Form

- Select your program major. All students enrolling in more than 9 credits must declare a program major.
  PLEASE NOTE: *You must be accepted into a financial aid eligible program of study to receive financial aid.*
- Submit a $20 non-refundable application fee.

☐ 3 Complete the Immunization Form

- All students must fill out and submit an **Immunization Form**, required by the Minnesota Department of Health. The form is available through the Admissions Office, or under Admissions/Student Forms on our website.

☐ 4 Take the Course Placement Test

- All students declaring a major MUST complete an assessment test. Your scores will help you and your advisor determine which courses are most appropriate for your current level of knowledge and skills.
- Please see the enclosed "***Accuplacer***" Computerized Placement Test information sheet for additional details and how to schedule an appointment.
- If you have taken a Computerized Course Placement Test at another college within the past two years, submit the scores to the Admissions Office for review and consideration.
- There are three sections of the test that need to be completed prior to being accepted into your program: Reading Comprehension, Arithmetic and Primary Academic Areas.

☐ 5 Apply for Financial Aid

- All students are encouraged to fill out the Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov.

☐ 6 Attend Student Orientation/Registration

- All students must attend a formal first-year orientation, at which time you'll meet your advisor, have the chance to visit classrooms, and register for your first semester classes with the help of ATC staff.

☐ 7 Order Books, Pay Tuition & Other Costs

- Purchase your books through the online bookstore located at www.anokatech.edu.
- Tuition is due the Friday before the start of each semester.

NOTE: *You MUST complete steps 1, 2, 3 and 4 to be accepted into your program. Some programs may be full or not taking applications at the present time. Please call the Admissions Office at 763-576-4850 for program availability or more information.*

Program List

AUTOMOTIVE

Auto Brake & Suspension – Certificate**
Automotive Technician – AAS**

BUSINESS

Accounting – AAS
Accounting Clerk – Diploma
Administrative Specialist – Certificate/Diploma/AAS
Health Information Technology – AAS**
Judicial Reporting – AAS
- Broadcast Captioning/CART – Certificate
- Scoping/Proofreading – Certificate

Legal Administrative Asst – AAS/Diploma
Legal Transcriptionist – Diploma
Litigation Specialist – Diploma
Medical Admin Specialist – AAS/Diploma
Medical Coding – Diploma**
Office Asst Receptionist – Certificate/Diploma
Public Welfare Financial Worker – AAS/Diploma
Supervisory Management – AAS
- Supervisory Leadership – Certificate
- Quality Supervision – Certificate
- Human Resource Development – Certificate

HEALTH

Emergency Medical Services – Certificate/Diploma
Health Core Tech (17 credit) – Certificate
Health Core Tech (26 credit) – Certificate
Medical Assistant – AAS/Diploma
Occupational Therapy Assistant – AAS**
Practical Nursing – Diploma
Surgical Technology – AAS/Diploma

HORTICULTURE

Golf Course Management – AAS/Diploma
Grounds Maintenance Tech – Certificate
Landscape & Nursery Tech – Diploma
Landscape Technician – Certificate

INFORMATION TECHNOLOGY

Information Technology - AAS
- Information System Analyst
- Network Analyst
- Multimedia & Game Programming
- Software Development
- Web Design & Development

MANUFACTURING & CONSTRUCTION

A+ Personal Computer Support – Diploma
Architectural & Construction Tech – Diploma**
Architectural Technology – AAS **
Construction Electrician – Diploma **
Construction Estimating – Certificate
Electronic Engineering Technician – AAS/Diploma
- Special Electronics Technician
- Electronic Controls Technician
- Computer Services/Networking Technician

Electronic Certificate I – Certificate
Electronic Certificate II – Certificate
Machine Trades – Diploma**
- Machinist
- CNC Machinist
- CNC Specialist
- Mold Maker/Die Maker

CNC Manufacturing Technology – AAS
Mechanical Drafting & Design CAD – AAS/Diploma**
- Basic CAD Drafting – Certificate**
- Advanced CAD Drafting – Certificate**

Plumbing Technologies – Diploma**
Welding – AAS**
- Basic Welding – Certificate**
- Advanced Welding – Certificate**
- Fabricator – Certificate**
- Pipewelder – Certificate**

***INDICATES PROGRAM ONLY STARTS IN FALL SEMESTER*

ANOKA TECHNICAL COLLEGE

Submit a $20 non-refundable application fee.
Make check payable to:

Anoka Technical College
1355 West Highway 10
Anoka, MN 55303

Application for Admission

Office Use Only

Date Received _____

Student ID _____

Method of Payment _____

PERSONAL INFORMATION

Name _____ **Date** _____
Last First Middle

Name used in high school records or other educational records and transcripts if different from above. (Optional)

Name _____
Last First Middle

Social Security Number ___ ___ ___ - ___ ___ - ___ ___ ___ ___

Please provide your social security number to decrease the chance of duplicate accounts. Many colleges/universities 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 purposes of administration, program evaluation, consumer and alumni data, and data matching with other state agencies.

Current Mailing Address _____
House # Street P.O Box/Rural Route Apt #

_____
City State Zip Code County

Permanent Address _____
(if different from above) House # Street P.O Box/Rural Route Apt #

_____
City State Zip Code County

Home Phone ( ) _____ **Cell Phone** ( ) _____ **Business Phone** ( ) _____

E-mail Address _____

Are you a Minnesota Resident? Yes ☐ No ☐ **If yes, how long?** ____ Months ____ Years

If no, of which state are you a resident? _____

Are you a U. S. citizen? Yes ☐ No ☐ **If no, please complete the following:**

Permanent Resident *(if applicable)*: Resident Alien ☐ Refugee ☐ Asylee ☐ Other: _____

NOTE: *International students and non-immigrants requiring school sponsorship must inquire directly with an admissions staff member.*

ADMISSIONS DATA

Major/Program Title *(see Program List)*: _____

All students enrolling in more than 9 credits must declare a program major. Students must be accepted into a financial aid eligible program of study to receive financial aid.

What is your current educational intent at this institution? _____

Associate Degree *(2-year)* ☐ Occupational Certificate/Diploma ☐ Complete courses, but not a degree ☐

What semester would you like to begin taking courses? *(Check only one semester and indicate the effective year)*:

Fall *(August) 20____* **Spring** *(January) 20____* **Summer** *(May-August) 20____*

I plan to attend: **Full-time** ☐ *(12 or more credits)* **Part-time** ☐ *(Fewer than 12 credits)* **Day** ☐ **Evening** ☐ **Both** ☐

Have you attended this college before: Yes ☐ No ☐ **If yes, list the last dates you attended** _____/_____/_____ Month/ Day/Year

REQUEST FOR DEMOGRAPHIC INFORMATION

The following information will help Minnesota State Colleges and Universities evaluate student recruitment and retention policies and services; it is not used as a basis for admissions. Providing this information is voluntary.

Gender: Male ☐ Female ☐

Are you Hispanic or Latino? Yes ☐ No ☐ *(A person of Cuban, Mexican, Chicano, Puerto Rican, South or Central American, or other Spanish culture, regardless of race.)*

Race and Ethnic background *(select any that apply)*

☐ 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/community attachment*
☐ Asian - *A person having origins in any of the original peoples of the Far East, Southeast Asia or the Indian subcontinent*
☐ Black or African American - *A person having origins in any of the black racial groups of Africa*
☐ Native Hawaiian or Other Pacific Islander - *A person 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*

What is the highest level of education for your parent(s)/guardian(s)?

(Please respond for the parent(s), adoptive parent(s) or guardian(s) who raised you. Check only one box for each parent/guardian.)

Parent/Guardian #1

☐ No high school diploma ☐ High school diploma ☐ Some college ☐ 2-year college degree/diploma ☐ Bachelor's degree or higher ☐ Not sure

Parent/Guardian #2

☐ No high school diploma ☐ High school diploma ☐ Some college ☐ 2-year college degree/diploma ☐ Bachelor's degree or higher ☐ Not sure

(IMPORTANT: Application continues on the back)

EDUCATIONAL INFORMATION

Do you have a high school diploma? Yes ☐ No ☐

High School graduation date: _____/_____ Month/Year

If no, do you have a GED certificate? Yes ☐ No ☐

Are you currently in high school? Yes ☐ No ☐

Name of the last high school you attended:

High School Name	City	State	Country	Zip Code	County

Have you earned any college credits from any other post-secondary institutions? Yes ☐ No ☐

List any other post-secondary institutions attended.

(To transfer credits, you must have an official transcript from the college you attended sent directly to the Transfer Specialist in the Registration Office of Anoka Technical College.)

College/University/Institution	City	State	Country	Dates of Attendance	Degree Earned
College/University/Institution	City	State	Country	Dates of Attendance	Degree Earned
College/University/Institution	City	State	Country	Dates of Attendance	Degree Earned
College/University/Institution	City	State	Country	Dates of Attendance	Degree Earned

Are you a high school student planning to take college courses under the Minnesota Post-Secondary Enrollment Options (PSEO)? Yes ☐ No ☐

(If yes, please contact your high school counselor to complete additional paperwork and meet with a Student Services staff member.)

SIGNATURE REQUIRED BY ALL APPLICANTS

All the above information is true and complete to the best of my knowledge.

_____ _____/_____/_____

Applicant's Signature Date

- ☐ **SEND COMPLETED APPLICATION FORM**
- ☐ **ENCLOSE $20.00 NON-REFUNDABLE APPLICATION FEE**
- ☐ **COMPLETED IMMUNIZATION FORM**

Send completed Application Packet to:

Anoka Technical College
Admissions Office
1355 West Highway 10
Anoka, MN 55303

Admissions Office: (763) 576-4850 • **Admissions Fax:** (763) 576-4756

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