

Becoming a Student: *Six Steps to Enrollment*

Apply for Admission

Apply for Financial Aid

Take Placement Test(s)

Complete Orientation

Register for Classes

Pay Tuition and Buy Books

1. Apply for Admission

All new applicants to North Hennepin Community College must submit:

- The North Hennepin Community College Application for Admission.
- A one-time, non-refundable \$20 application fee. The application fee is not required of PSEO students and veterans currently serving overseas.
- In addition, students wishing to use credits from previously attended institutions in transfer must furnish an official transcript from the originating institution to NHCC.

Apply online at www.nhcc.edu or pick up the NHCC application at the Information Center or from area high school counseling offices. Submit all application materials directly to the College Admissions Office.

Regular Admission

Persons with either a high school diploma or a General Education Development (GED) certificate are eligible for admission.

Post-Secondary Enrollment Options (PSEO) Admission

High school seniors and juniors who meet the following criteria may be admitted under the PSEO program.

- Seniors must rank in the upper half of their class as shown on their high school transcript. Seniors in home school programs, charter schools or alternative learning centers must submit results of an approved national achievement test (ACT, PSAT, etc.) showing composite test results at or above the 50th percentile.
- Juniors must rank in the upper third of their class as shown on their high school transcript. Juniors in home school programs, charter schools or alternative learning centers must submit results of an approved national achievement test (ACT, PSAT, etc.) showing composite test results at or above the 67th percentile.
- Proof of high school counselor authorization of courses that will fulfill high school graduation requirements.
- A completed Minnesota Department of Education "Post-Secondary Enrollment Options Program Notice of Student Registration" form.

Students eligible for the PSEO program are not charged tuition for most courses. Students are provided books that must be returned to the College upon completion of the course(s).

Non-PSEO High School Admission

High school students not admitted under the PSEO program, who wish to attend college in addition to their full-time high school attendance, must meet the following requirements:

- Be at least 16 years of age
- Complete placement testing and show college readiness, or provide ACT scores of 24 or higher
- Submit a high school transcript
- Submit written permission from a high school official
- Submit written permission from their parent/guardian

International Admission

An applicant from a foreign country seeking admission as an F-1 international student must provide the following:

- Documentation of high school graduation or its equivalency
- Documentation of English proficiency
- Documentation of adequate financial support
- A brief autobiography

Additional information about international admission is available at www.nhcc.edu.

Admission into Select Programs

The following academic programs at NHCC have limited and competitive admission and may require a supplemental application and/or fee:

- Business ASAP
- Graphic Design
- Histotechnology
- Medical Laboratory Technology
- Registered Nursing

Contact the Information Center (763-424-0702) or the Counseling, Advising and Career Resource Center (763-424-0703) for more information.

Immunization Requirement

North Hennepin Community College complies with Minnesota Statute MS 135A-14, requiring proof of immunization against Rubeola (red) and Rubella (German) measles and mumps; and Diphtheria, Pertussis (whooping cough) and Tetanus (DPT) within the last 10 years.

Resident Status

Resident status is determined at the time of application according to the permanent residence of the student, based on the following:

- Students must have resided in Minnesota for at least one (1) calendar year immediately prior to application
- Residency must not be primarily for the purpose of attending a college or university
- Application for residency must be submitted by the second week of the term in which you are applying

For questions regarding residency status or to submit an appeal of residency status, contact the Admissions Office at 763-424-0719.

Applicants who are residents of North Dakota, South Dakota and Wisconsin may attend North Hennepin Community College under each state's respective reciprocity agreement. The reciprocity form must be filed, processed and NHCC notified that the student is approved in order for the student to be eligible for tuition reciprocity rates. Students approved for reciprocity pay home-state tuition rates, not Minnesota resident tuition rates.

Reciprocity application forms may be obtained at www.ohe.state.mn.us or through the Admissions Office at North Hennepin Community College.

Information Sessions and Tours

Prospective students considering North Hennepin Community College are encouraged to join us for an information session and/or a campus tour. Information sessions are scheduled every Tuesday at 6:00 p.m. and individual tours are available on a walk-in or appointment basis. New Student Specialists are available to meet with students new to North Hennepin or the college system. Contact the Information Center or call 763-424-0702 for an appointment.

2. Apply for Financial Aid

Application Process

Students seeking financial aid must apply for aid each year. Start the application process by completing the Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov. Financial aid funding is limited and students are encouraged to apply early. To receive a State Grant for a term, the FAFSA must be submitted to the federal processing center within 30 days of the term start date. Students interested in loans also need to complete a loan application. Information on the loan application process is included within the award letter.

Additional information is available at www.nhcc.edu/financialaid

Programs

Financial assistance is available in three forms:

- Grants and scholarships (money that does not have to be repaid)
- Work study (money in the form of a part-time job on campus)
- Student loans (money that has to be paid back with interest)

Eligibility

To be eligible for financial aid, students must meet the requirements detailed on the FAFSA, enroll as a student working toward a degree or certificate in an eligible program and maintain satisfactory academic progress.

North Hennepin Community College Foundation Scholarships

The North Hennepin Community College Foundation supports and encourages student success with a variety of scholarships, ranging in value from \$250 to \$5,000.

High school seniors planning to attend NHCC may apply for two-year scholarships, which cover approximately one-half of the cost of tuition and books for a full-time student. Applicants are considered based on academic performance, extracurricular activities and financial need. Scholarships are also available to new and returning students who have been out of high school one year or more. These awards are based on a combination of career plans, commitment to education and financial need.

Information and/or applications are available at www.nhcc.edu, high school counseling offices, the NHCC Information Center or the NHCC Foundation Office.

3. Take Placement Test(s)

To ensure academic success, students are required to complete a computerized, placement test, called ACCUPLACER, in the areas of reading, English composition and mathematics. Test results are used to determine your skill level and place you in appropriate courses. No fee is required for the test. Placement tests are scheduled throughout the year and are available by appointment only.

Placement tests are required for:

- New students seeking a degree or certificate
- New students enrolling in a math, English, or ESOL course
- PSEO students and other non-PSEO high school students
- Applicants to the Nursing program (Registered Nurse applicants are not eligible for a Placement Test Waiver)

Students who submit proof (grade report or unofficial transcript) of meeting one of the following criteria may request a Placement Test Waiver:

- A grade of “C” or better in a college-level English composition course and/or a college-level algebra course
- A grade of “C” or better in general education, reading intensive courses such as Introduction to Psychology, Biology, or Sociology
- An ACT subscore of 24 or higher in math, English, or reading, or ACCUPLACER test results from another college. Test scores cannot be older than three years for English and two years for Math.

To schedule an appointment for a placement test or to inquire about a Placement Test Waiver, call 763-424-0928. Students requesting disability accommodation should contact the Disability Access Service Office at 763-493-0555 (V) or 763-493-0558 (TTY).

Although the tests do not determine admission to NHCC, they do determine entry into some courses. For example, if your reading assessment scores place you into ESOL 0830, ESOL 0930, ADEV 0951, or ADEV 0952, you must enroll in this course during your first semester at the College.

A student’s course enrollment may be cancelled if the student does not take the placement test or registers for a course above the placement of his or her test scores. Course refunds may not be issued for inappropriate registration. Students who are not satisfied with their placement results may appeal by retesting once a semester. This option applies only to initial course placements. If you have already begun coursework in math, English, or reading, you may not use the retest option to attempt to change your placement.

4. Complete Orientation

All new students at North Hennepin Community College are required to complete New Student Orientation prior to registering for classes. Orientation participants work closely with NHCC counselors and advisors to register for courses that are meaningful and appropriate to their educational goals.

The dates of pre-scheduled orientation sessions are included in each newly admitted student's acceptance letter. Students with previous college experience and online students may complete orientation online.

5. Register for Classes

Admitted students receive an 8-digit Student ID number as part of their official acceptance into the College, and a 6-digit PIN (Personal Identification Number) upon completion of orientation. Both numbers are required to register for classes. All registration is completed online at www.nhcc.edu. Students should register carefully and print a copy of all screen transactions. Students are responsible for all registration transactions.

6. Pay Tuition and Buy Books

Tuition and Fees Rates

Tuition and fee rates are established by the Minnesota State College and University (MnSCU) Board.

2007-2008*	Classroom	Online
Tuition and Fees per credit:	\$147.35	\$161.00

Per credit fees includes:

- \$136.84 tuition
- \$2.00 technology fee
- \$3.20 parking/security fee (excluded from Online fee)
- \$5.00 student life fee (excluded from Online fee)
- \$0.31 MN State College Student Association (MSCSA) fee
- \$5.00 MN Online fee (included in Online fee only)

**This publication was printed before tuition and fee rates were established for 2008-2010. For a current tuition and fee rates, visit www.nhcc.edu/tuition.*

Special Fees

- Special Course Fees – Some courses such as rock climbing, bowling, field study, music lessons, skiing, theater, etc. have additional fees. Special course fee information is indicated at the time of registration.
- Senior Citizen Rates – Senior citizens who are legal residents of MN and 62 years of age or older may register on a space available basis at a reduced rate of \$20 per credit. Space availability begins on the second day of the class.
- Returned Check Charges – A service charge of \$30 is assessed for each returned check, draft or money order.

Payment

Students are responsible for making tuition and fee payment arrangements by the published due date each term. Tuition invoice statements are not mailed, but may be viewed through eServices at www.nhcc.edu. The College reserves the right to cancel registration for students who have not made the appropriate payment arrangements. North Hennepin Community College accepts Visa, MasterCard and Discover Card payment and also offers a payment plan.