

**MCTC Orientation Worksheet for  
Transfer Students Enrolling in a Degree/Diploma/Certificate Program**

New degree, diploma or certificate program students transferring to MCTC from another college or university with **16 or more prior college credits and a grade point average (GPA) of 2.0 or higher** are eligible to complete the following worksheet to meet the orientation requirement in order to register. If you don't meet these guidelines, you must attend the regular new student orientation and registration.

Please complete and drop off this form to the Student Services Center, suite T2200 or mail to Admissions, Minneapolis Community and Technical College, 1501 Hennepin Avenue, Minneapolis, MN 55403.

**Personal Information**

Name \_\_\_\_\_ Student ID or SS# \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Please list the college(s) you attended and the number of credits you completed successfully:

Name of college or university	Degree or Number of Credits

**Have you requested transcripts from your previous college(s)?**  Yes  No

If no, please request that they be sent to MCTC. Transcripts are required regardless of grades for students seeking financial aid, transfer of credit, waiver of testing or course pre-requisites, or veteran's benefits.

**Have you taken the MCTC placement tests?**  Yes  No

**If not, have you been exempted from MCTC placement tests?**  Yes  No

If not, you are required to complete the placement testing requirement prior to orientation and registration. It is recommended that you have unofficial copies of your prior college transcripts to assist in obtaining waiver(s) for course pre-requisites.

**Key Dates for Transfer Students**

(To answer the next questions please visit: <http://www.minneapolis.edu/academics/academiccalendar.cfm>)

**What is the last day to drop/add classes?** \_\_\_\_\_

**When is the tuition deadline/financial aid priority date?** \_\_\_\_\_

**MCTC Policies all Students Must Know**

Students are responsible for knowing all college policies and procedures. Please follow the directions on the next page to learn about how to access the College Policies and answer the questions.

1. Go to MCTC’s website: [www.minneapolis.edu](http://www.minneapolis.edu)
2. Click on “Current Student “ (Located on the left hand side of the web page)
3. Click on “College Policies” link. (Located on the right hand side of the webpage)
4. Under Student Affairs, locate College Policy 4.13 Satisfactory and click on the link to the policy

***Satisfactory Academic Progress Policy 4.13***

**Question:**

The policy called “Satisfactory Academic Progress” requires that I have a Grade point average of \_\_\_\_\_ and a minimum completion rate of \_\_\_\_\_.

1. From the “Satisfactory Academic Progress” page click on the back arrow button at the top left hand corner of your screen.
2. Scroll down to the Student Affairs heading and located College Policy 4.05 and 4.05.01 and click on the “Procedures for Changing Enrollment” link.

***Procedures for Changing Enrollment Policy 4.05 and Procedure 4.05.01:***

**Question:**

What was the last day I can add/drop full term classes for this term without possible consequences to my academic standing or financial liability? \_\_\_\_\_.

1. From the “Procedures for Changing Enrollment” page, click on the back arrow button at the top left hand corner of your screen.
2. Under the Student Affairs heading, locate College Policy 4.16 Last Date of Attendance and click on the “Last Date of Attendance” link.

***Last Date of Attendance Policy 4.16***

**Question:**

According to the Last Date of Attendance Policy, I may remain responsible for any financial liability, less applicable refunds they have incurred and for any academic consequences for courses I do not attend.

Check the correct answer:       **Yes**       **No**

1. From the “Last Date of Attendance” page, click on the back arrow button at the top left hand corner of your screen.
2. Under the Student Affairs heading, click on the “Student Code of Conduct” link.

***Student Code of Conduct Policy 4.04 and Procedure 4.01.01***

**Question:**

What is the purpose of the “Student Code of Conduct” policy?

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Your signature indicates you have read and completed this orientation worksheet.

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Signature Date

**Return this worksheet to Admissions in the Student Services Center (T.2200)**