



**Complete & return this form to:**  
 Minneapolis Community and Technical College  
 Student Services Center T.2200  
 1501 Hennepin Ave, Minneapolis, MN 55403  
 Scan and e-mail: Records.Office@minneapolis.edu  
 FAX 612-659-6245

## Transfer Student Orientation Worksheet

If you know the course(s) you need and are ready to register on your own, complete and submit this worksheet to meet your MCTC orientation requirement. This worksheet makes sure that you are aware of the policies, procedures and responsibilities you have while attending MCTC.

**Are you unsure of the course(s) you need and want assistance from an advisor? Don't complete this worksheet. Sign up to attend an on-campus Transfer Orientation Session at [www.minneapolis.edu/orientation](http://www.minneapolis.edu/orientation)**

### SECTION A. Student Information

First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_ Last Name \_\_\_\_\_

MCTC ID \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_

### SECTION B. Orientation Worksheet for Transfer Students

Please go to [www.minneapolis.edu](http://www.minneapolis.edu) and answer the following questions:

1. The tuition deadline for my upcoming term is ( <http://www.minneapolis.edu/Paying-for-College/Due-Dates-and-Payment-Policy>):  
 \_\_\_\_\_
  
2. The last day I can add/drop full term classes for my upcoming term without possible consequences to my academic standing or financial liability is (<http://www.minneapolis.edu/Admissions/Academic-Calendar>):  
 \_\_\_\_\_

### MCTC College Policy Review

As an MCTC student you are responsible for knowing college policies, your student rights and responsibilities. Please follow these directions to learn how to access MCTC's College Policies and answer the following questions:

1. Go to MCTC's website: [www.minneapolis.edu](http://www.minneapolis.edu)
2. Click on "About us " (located on the left hand side at the top of the web page)
3. Click on the "Policies" link (located on the left hand side of the webpage)
4. Under Student Affairs, find information regarding the following policies:

#### Satisfactory Academic Progress Policy 4.13

The policy called "Satisfactory Academic Progress" requires that I maintain a cumulative Grade Point Average (GPA) of \_\_\_\_\_ and a cumulative minimum course Completion Rate of \_\_\_\_\_. "Cumulative" refers to total credits for all periods of enrollment at the College.

Maximum Time Frame: Financial aid recipients may receive aid only until they have reached the cumulative registered credit equal to \_\_\_\_\_ of the credit length of their degree/certificate.

Last Date of Attendance Policy 4.16

Read Part 3: Responsibility. What responsibilities do you have related to class attendance?

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Student Email Policy 4.18

What responsibilities do you have related to your Student Email account?

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Student Code of Conduct Policy 4.04:

What is the purpose of the "Student Code of Conduct" Policy?

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Nondiscrimination Policy 2.01 (<http://www.minneapolis.edu/nondiscrimination>)?

What kinds of complaints are addressed under Nondiscrimination Policy 2.01?

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Provide two ways that Policy 2.01 defines "sexual harassment":

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**SECTION C. Authorization**

I understand that by completing and submitting this form I have met the MCTC orientation requirement.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**SECTION D. MCTC Use Only**

Date Received \_\_\_\_\_ Processed by \_\_\_\_\_

Minneapolis Community and Technical College will not discriminate against any person because of race, color, creed, religion, national origin, sex, disability, age, marital status, sexual orientation, or status with regard to public assistance or membership in a local commission. MCTC prohibits sexual harassment and sexual violence.