Concurrent Enrollment Application Instructions

Go to www.alextech.edu/apply and click the Apply to ATCC bar on the page.

Please follow the instructions and helpful tips below to complete the ATCC Application for Concurrent Enrollment.

Click on Create StarID, and follow instructions to create a Star ID. If you have a StarID already, please select Login. If you have ever applied to Alexandria Technical & Community College or any other Minnesota State (Colleges and Universities) school, you already have a StarID. Please retrieve your StarID and password by using the links provided in the application. Once you retrieve your StarID and password, you can log into the application and follow the same steps as outlined below.

New Student: Create StarID - Make sure to check spelling and that all information is correct. You will need the email and password to login in the future. **Be sure to write down your StarID and password for future use and keep in a safe place.**

Star ID: _____   Password:_____

ALEXANDRIA
Technical &
Community **COLLEGE**

Create StarID

✱ First Name

✱ Last Name

Enter an email address specifically created for your use and that you check most often since you will receive email messages from the Minnesota State Colleges and Universities system containing important information regarding your application status.

✱ Email Address

✱ Re-enter Email Address

The password complexity requirement associated with the StarID complies with the Minnesota State Colleges and Universities password security guideline. Passwords must meet or exceed these criteria:

- Changed at least every 180 days.
- Must be at least 8 characters long.
- Use at least 3 of these types of characters: uppercase, lowercase, numbers, special characters.
- May not have been used before.
- May not contain your first name or last name if they are longer than 2 characters.

Special characters include characters like these: !@#$%^&*()_+=-`{}[]|\:";'<>,.?/

✱ Password

✱ Re-enter Password

☐ I acknowledge that I am subject to the terms of access and use as defined in Board Policy 5.22 Acceptable Use of Computers and Information Technology Resources.

← Back   Get my StarID

Personal – Legal Name and Email Address Note: <mark>You Must use Legal Name</mark> (For example: Jonathan instead of Jon) Middle names are helpful if you have a common name. *If you have a preferred Name, See next image.

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① Personal ② Citizenship ③ Contact ④ Education ⑤ Confidential ⑥ Major ⑦ Review   Save and Exit

Personal - Legal Name and Email Address

Enter your name as it appears on your U.S. Social Security card or passport.

✱ First Name   Middle Name   **✱ Last Name**   Name Suffix (Jr. Sr II III)

Enter an email address specifically created for your use and that you check most often since you will receive email messages from Minnesota State Colleges and Universities containing important information regarding your application status.

✱ Email Address

View Former Name   + Add a Preferred Name   Next →

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1 Personal | 2 Citizenship | 3 Contact | 4 Education | 5 Confidential | 6 Major | 7 Review   Save and Exit

Personal - Preferred Name

Students may request that their "Preferred Name" be different from their legal name of record. The preferred name will be used where possible in the course of Minnesota State Colleges and Universities business. Minnesota State Colleges and Universities reserves the right to deny an inappropriate preferred name.

First Name	Middle Name	✱ Last Name

[← Back] [Delete Preferred Name] [Next →]

Personal – SSN and DOB <mark>(Must at least enter Date of Birth)</mark>

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Personal - Social Security Number (SSN) and Date of Birth:

Providing your SSN and Date of Birth is voluntary and failing to do so will have no effect on the processing or consideration of your application. This information is requested to help identify your record within the system and ensure that all of your data is matched together, including financial aid application information, if applicable. If you provide your SSN and Date of Birth, it will be used by school officials for positive identification, institutional research, and required state and federal reporting. It may also be used within the system for purposes such as system consumer and alumni relations and to create summary data about system programs through data matches with other state agencies.

Social Security Number (The following formats are acceptable: 333-22-4444, 333224444)

We have a social security number on file. If you want to verify or update your social security number, after you submit your application you must contact the college or university to which you are applying.

Date of Birth

| 09/28/2006 | (mm/dd/yyyy) |

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Education – High School Information

Online Application

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Education - High School Information

✱ Are you currently a High School Student?

◉ Yes   ○ No

[← Back to Contact] [Next →]

Education - High School Attended: Always select Minnesota for state. Find your High School.

<mark>**Graduation Date: 2-digit month and 4-digit year. (Most schools are either May or June.)**</mark>

Eduaction – High School Preparations Standards – <mark>You can Skip and then select Next</mark>

Major-Application Term – <mark>Concurrent Enrollment terms begins either Fall or Spring Semester</mark>

Online Application

ALEXANDRIA Technical & Community **COLLEGE**

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Major - Application Term

If the term in which you want to start is not listed, please contact the Admissions Office at Alexandria Technical and Community College.

❋ When would you like to start classes?

○ Summer Semester 2023 (May 15, 2023 - August 11, 2023)

◉ Fall Semester 2023 (August 21, 2023 - December 18, 2023)

○ Spring Semester 2024 (January 08, 2024 - May 08, 2024)

← Back to Confidential   Next →

Application Type- <mark>Always Select Post-Secondary Enrollment Options (PSEO) Student</mark>

Online Application

ALEXANDRIA Technical & Community **COLLEGE**

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Application Type

❋ Please indicate the type of student you will be?

○ First Year, Returning, or Transfer Student
(Pursuing certificate, diploma, or a two-year or four-year degree; not seeking a degree, or returning student)

◉ Post Secondary Enrollment Options (PSEO) Student
What's this?

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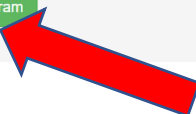**Major- Academic Program** – <mark>Select Add Major/Program</mark>

Major- Academic Program of Interest: <mark>Please select the following</mark>.

Review and Submit Application

Scroll through all of the information that you have provided and make sure that it is correct. Once you have reviewed your information, click **Continue to Submit Application**.

Check the box to select the application, then enter your StarID password in the text box. **Click Submit Selected Application(s)**.

If your application is submitted successfully you will be brought to a status page. Your application will likely say that it is In Progress or Pending.

- If you are planning to do PSEO on ATCC's campus as well, consult with your high school counselor to submit your high school transcript and PSEO Notice of Student Registration form. Once all materials are submitted, your application will be reviewed.
- If you are planning to do Concurrent Enrollment and take courses at your high school, your high school will notify us by submitting your transcript and include you on the roster for any courses you've registered for. ATCC will register you for your Concurrent Enrollment courses.

With any application questions or issues, please contact ATCC at pseo@alextech.edu.