



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.

The screenshot shows the 'Online Application' page for Alexandria Technical & Community College. It features a red header with the college's name and a 'Privacy' link. Below the header, a 'Welcome to the Online Application' section provides instructions on how to log in or create a StarID. Two callout boxes with green backgrounds and blue arrows point to the 'Login' and 'Create StarID' buttons. The 'Login' button is labeled 'Login with existing StarID' and the 'Create StarID' button is labeled 'Create your StarID'. Below these buttons, there is a section titled 'What is a StarID?' which explains that a StarID is a unique username and password used across all Minnesota State Colleges and Universities. This is followed by a 'Private/Confidential Information Collection Notification' section, which includes a 'PLEASE NOTE' about the collection of private and confidential information and a statement about the college's use of data for processing applications and internal business purposes. The notification also mentions the user's right to ask for corrections to their data and to avail themselves of dispute procedures.

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: _____

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](#).

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Personal – Legal Name and Email Address Note: You Must use Legal Name (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.

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, III, etc.)

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 -->](#)

Online Application

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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

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Delete Preferred Name

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Personal – SSN and DOB (Must at least enter Date of Birth)

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Save and Exit

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

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Education - High School Information

* Are you currently a High School Student?

☒ Yes
☐ No

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

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

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Education - High School Attended:

Important Note: Graduates of high schools that are not regionally accredited or recognized by the state may not be eligible for admission or for federal student financial aid. Inclusion of a high school name on this list is not an indication that it is regionally accredited or recognized by the state.

* High School State:

* High School:

* Graduation or GED Date: (mm/yyyy)

Provide your cumulative high school grade point average (GPA) as it would be reported on your high school transcript. If you do not have or know your high school GPA, enter zero (0). You may be asked to provide an official high school transcript to verify reported GPA.

* High School Grade Point Average:

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Education – High School Preparations Standards – You can Skip and then select Next

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Education - High School Preparation Standards

Students must meet preparation requirements for admission/transfer to state universities. Please enter the number of partial years of high school education you have or will have completed by the end of high school in each of the categories below. (e.g. Enter 2.5 for a subject if you have taken the subject for 2 full years and part of a third year.)

English and Mathematics (step 1 of 3)

English	Mathematics
English: <input type="text"/>	Elementary Algebra: <input type="text"/> Trigonometry: <input type="text"/>
	Intermediate Algebra: <input type="text"/> Pre-calculus: <input type="text"/>
	Geometry: <input type="text"/> Other Math: <input type="text"/>

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Major-Application Term – Concurrent Enrollment terms begins either Fall or Spring Semester

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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)

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Application Type- Always Select Post-Secondary Enrollment Options (PSEO) Student

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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

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Major- Academic Program – Select Add Major/Program

Online Application

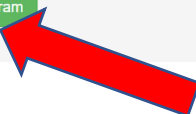
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Major - Academic Program

Selecting a major/academic program of interest is optional. However, to be eligible for financial aid choosing a major/program is highly recommended.

Campus	Delivery of Major	Major	Degree seeking	Concentration
<div> ← Back + Add Major/Program Next → </div>				



Major- Academic Program of Interest: Please select the following.

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Major - Academic Program of Interest

Please indicate your major/academic program of interest below.

* Preferred delivery method:

* Desired major/academic program:

* Desired degree/award:

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[+ Add this Major](#)

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.