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

Education – High School Information
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.)

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

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

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)

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

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?

Major - Academic Program – Select Add Major/Program
**Major - Academic Program of Interest:** Please select the following.

**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.