

# Helpful Tips to Complete ATCC Application for PSEO

Online Application Privacy

**ALEXANDRIA**  
Technical & Community **COLLEGE**

### Welcome to the Online Application

To begin your Online Application please log in using your StarID. If you are a new student, are you New to StarID? Continue by selecting the "Create StarID" button.

**Already have a StarID? Login**

Login with existing StarID

**New student? Create StarID**

Create your StarID

What is a StarID?

The StarID is a username with the goal of replacing your many login IDs with one ID, one password, everywhere. Once you activate it, you can use your StarID and password anywhere that accepts StarID. It is unique across the Minnesota State Colleges and Universities system, so you can use it at more than one school. Change your password in one place — starid.minnstate.edu — and it will change everywhere.

Private/Confidential Information Collection Notification

PLEASE NOTE: The college/university is asking you to provide information that includes private and/or confidential information under state and federal law. The college/university is asking for this information in order to process your application. You agree to provide the college/university with your data, and the college/university agrees to process your application.

The college/university will use your data for the following purposes: 1) to process your application; 2) to follow up on your progress completing the application; 3) for internal business purposes as allowed by law; and not for any other purpose unless required by law or college/university policy. The college/university may retain your data in accordance with an applicable records retention obligation or other legal obligation, or at your request.

You have the right to ask for corrections to your data as set forth in Minnesota Statutes § 13.04 Subd. 3. You have the right to avail yourself of the dispute procedures set forth in Minnesota Statutes § 13.08 concerning your data. If you have questions about access to your data, the college/university can refer you to its Data Practice Compliance Official.

**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. **(Write your StarID down and keep in a safe place)**

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### 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](#).

## 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.

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

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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  (mm/dd/yyyy)

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### Education - High School Information


\* Are you currently a High School Student? Rectangular Snip

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 indicate the number of years (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 a partial 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"/>

## Major-Application Term – PSEO terms begins either Fall or Spring Semester

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### Major - Application Term

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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

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### Application Type

\* Please indicate the type of student you will be? Rectangular Strip

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

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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
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Major- Academic Program of Interest: Please select the following

Note: You can still take online courses when selecting On Campus delivery method.

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### Major - Academic Program of Interest

Please indicate your major/academic program of interest below.

\* Preferred delivery method:

On Campus

\* Desired major/academic program:

PSEO/Post Secondary Enrollment Options

\* Desired degree/award:

Unknown

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+ Add this Major