

GUIDE FOR HUMAN SERVICES PRACTITIONER ADMISSIONS CHECKLIST

ACTION ITEMS:

1. Complete an ATCC application online
(Current students - submit a Change of Major form available at www.alextech.edu/ask)
2. Pay \$20 Application Fee (online or by phone at (320) 762-4530)
3. Request high school transcript or GED
4. Request college transcripts from all institutions the applicant has attended (except any MnSCU institutions attended after 1990)
5. Complete the Accuplacer placement test at ATCC Testing Center
(Call (320) 762-4487 to schedule or check if completed)
6. Complete assessment of online learning. Visit the site to take the Distance Learning Quiz to help you determine if online learning is right for you.
 - www.minnesotaonline.org/students/distancelearningquiz.php
 - www.mnscu.edu/online/rightforyou.html
7. Apply for financial aid
 - The Free Application for Federal Student Aid (FAFSA) is the common application for all financial aid programs. (The FAFSA can be completed online at www.fafsa.ed.gov)
 - Complete consortium agreement – available in Financial Aid Office
8. Call (320) 762-4520 to schedule an admissions visit with Joni Jacobson, Human Services Practitioner Advisor.
9. Register for classes through Alexandria Technical & Community College. Although seven core courses are hosted by South Central College, you will register for all classes on the ATCC website. These core courses are offered on a specific schedule that you will receive during your program advisor visit.
10. In this program, you will be working with both ATCC and SCC through our consortium agreement. This means that although you are an ATCC student, you are responsible for separate bills at each college. You will also have separate email accounts and D2L portals to access your online courses.

Minnesota law requires a clear criminal background before working in any licensed facility. Students must complete a background check and have a clear result in order to participate in internship and be eligible for graduation.

If you have questions, you may contact: ASK ATCC (www.alextech.edu/ask)
or ADMISSIONS (Danielle Meinert at daniellem@alextech.edu)