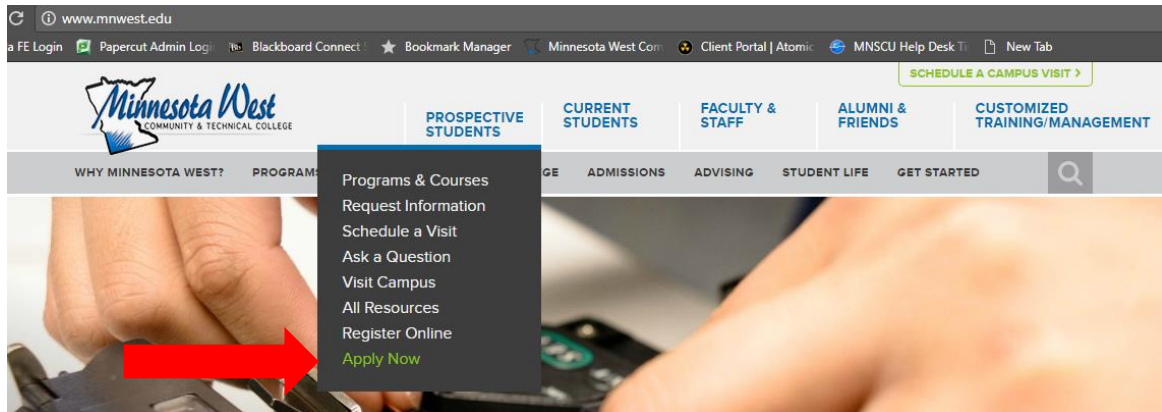


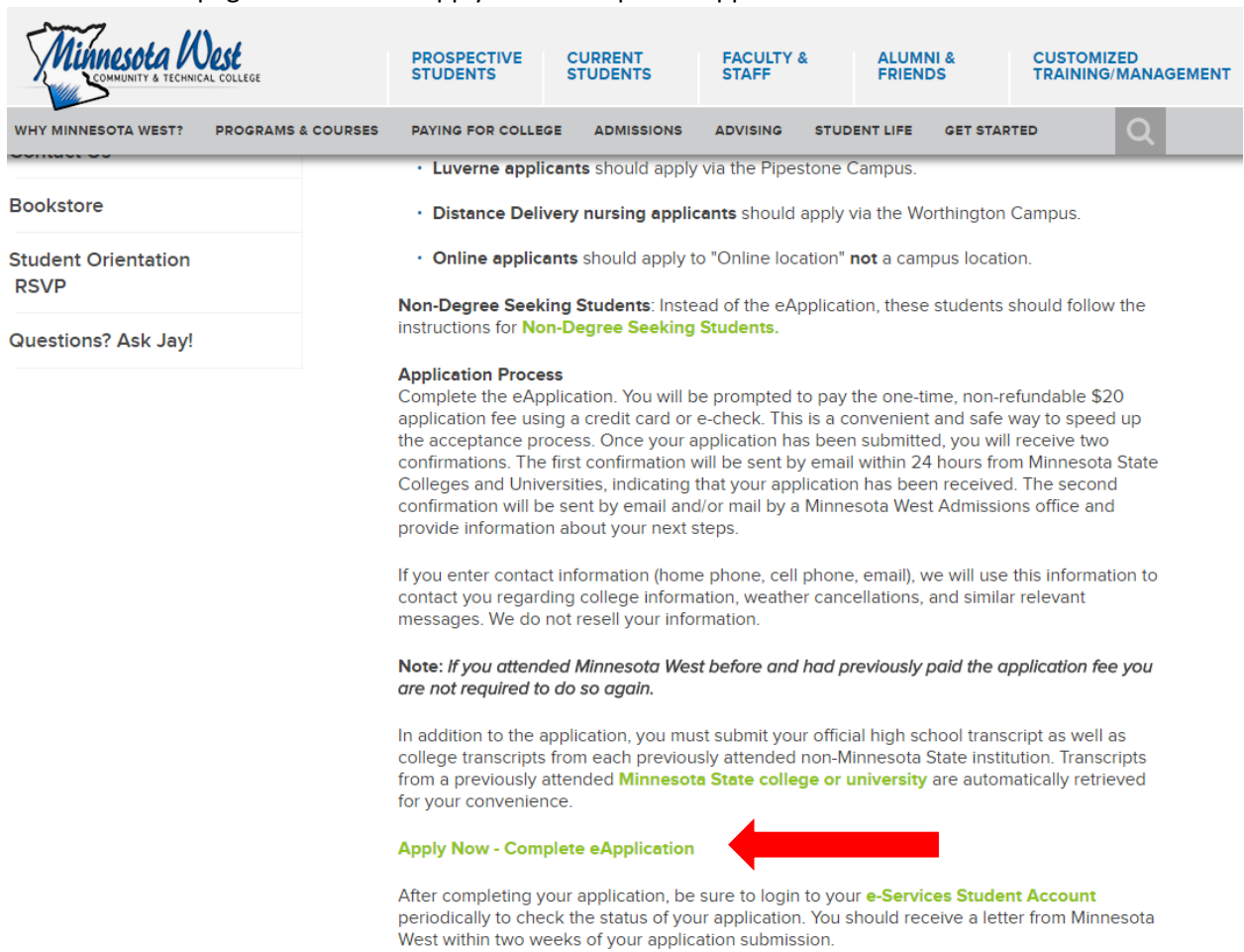
PSEO Online Application for Enrollment

Students need to complete an online application so we have a complete student record for you. **If you took other PSEO courses through Minnesota West, you will not need to do this step.**

1. Open a web browser and navigate to the Minnesota West website – www.mnwest.edu and click on “Apply Now”



2. Scroll down the page and click on “Apply Now- Complete eApplication”.



PSEO Online Application for Enrollment

3. Select "Create StarID" if the students do not already have a StarID. **If they do have StarIDs, they can skip to step 6.**

Online Application

Welcome to the Online Application

To begin your Online Application please log in using your StarID. New to StarID? Continue by selecting the "Create StarID" button below.

Login with existing StarID | Create your StarID

Login | Create 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 Star State Colleges and Universities system, so you can use it at more than one school. Change your password in one place — starid.mnscu.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 unless you consent to further release of private information, access to this information will be limited to school officials, including faculty who have legitimate educational interests in the information. Under laws authorize release of private information without your consent:

- to other schools in which you seek or intend to enroll, or are enrolled;

4. Complete the StarID information screen – click "Get my StarID"

Online Application

Create StarID

* First Name: Rory | * Last Name: Gilmore

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

* Email Address: rory.gilmore@yahoo.com | * Re-enter Email Address: rory.gilmore@yahoo.com

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: |

Back | Get my StarID

5. Students will need their social security numbers to complete the application process. Have student fill in the required information, completing the Personal, Citizenship, Contact, Education, and Confidential Information Tabs. Write down your StarID and password. You will need this information throughout the year.

Online Application

Minnesota West COMMUNITY & TECHNICAL COLLEGE

1 Personal | 2 Citizenship | 3 Contact | 4 Education | 5 Confidential | 6 Major | 7 Additional | 8 Review

PSEO Online Application for Enrollment

6. On the Education – High School Information – make sure students select “Yes”.

Online Application

Minnesota West
COMMUNITY & TECHNICAL COLLEGE

1 Personal 2 Citizenship 3 Contact 4 Education 5 Confidential 6 Major 7 Additional 8 Review

Education - High School Information

* Are you currently a High School Student?

Yes No

← Back to Contact Next →

Minnesota State Colleges & Universities
1450 Collegeway Worthington, MN 56187
Tel: 507-437-1000 Fax: 507-437-1001

7. Fill in the High School Preparation Standards to the best of their ability.

1 Personal 2 Citizenship 3 Contact 4 Education 5 Confidential 6 Major 7 Additional 8 Review Save and Exit

Education - High School Preparation Standards

! Students must meet preparation requirements for admission/transfer to state universities. Please indicate the number of years or 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.)

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"/>

If students have previously attended another institution, for PSEO or Concurrent Enrollment, enter that information on this screen. *Please note – if a student has been a previous REACH student, they need to select “yes” when asked if they have been a previous Minnesota West Student.

- 8.

Online Application

Minnesota West
COMMUNITY & TECHNICAL COLLEGE

1 Personal 2 Citizenship 3 Contact 4 Education 5 Confidential 6 Major 7 Additional 8 Review

Education - Colleges / Universities Attended

! You are required to disclose all education and training received at the undergraduate or graduate level, regardless of whether or not you intend to transfer credits; a bachelor's degree for admission to graduate school.
Failure to list undergraduate or graduate information may delay the processing of your application.

Institution Name	Attendance Dates	Degree Earned
← Back + Add Institution Continue to Confidential →		

Minnesota State Colleges & Universities

PSEO Online Application for Enrollment

9. When asked for the Major – Application Term – Select Spring Semester

The screenshot shows the 'Major - Application Term' step of the application process. At the top, there is a blue header with the Minnesota West Community & Technical College logo. Below the header is a progress bar with eight steps: 1 Personal, 2 Citizenship, 3 Contact, 4 Education, 5 Confidential, 6 Major (current step), 7 Additional, and 8 Review. The main content area is titled 'Major - Application Term' and contains the following text: 'If the term in which you want to start is not listed, please contact the Admissions Office at Minnesota West Community and Technical College.' Below this is a red asterisk icon followed by the question 'When would you like to start classes?'. There are five radio button options: 'Fall Semester 2017 (August 21, 2017 - December 14, 2017)', 'Spring semester 2018 (January 08, 2018 - May 09, 2018)', 'Summer 2018 (June 04, 2018 - July 31, 2018)', 'Fall semester 2018 (August 27, 2018 - December 20, 2018)', and 'Spring semester 2019 (January 14, 2019 - May 16, 2019)'. At the bottom, there are two buttons: '← Back to Confidential' and 'Next →'. A red arrow points to the 'Spring semester 2018' option.

10. For the Application type – Select “Post-Secondary Enrollment Options (PSEO)


- a. PLEASE MAKE SURE YOU CHOOSE THE PSEO STUDENT OPTION OR THE APPLICATION WILL NOT BE PROCESSED CORRECTLY.

The screenshot shows the 'Application Type' step of the application process. At the top, there is a grey header with the text 'Online Application'. Below this is a blue header with the Minnesota West Community & Technical College logo. Below the header is a progress bar with eight steps: 1 Personal, 2 Citizenship, 3 Contact, 4 Education, 5 Confidential, 6 Major (current step), 7 Additional, and 8 Review. The main content area is titled 'Application Type' and contains the following text: 'Please indicate the type of student you will be?'. There are two radio button options: 'First Year, Returning, or Transfer Student (Pursuing certificate, diploma, or a two-year or four-year degree; not seeking a degree, or returning student)' and 'Post Secondary Enrollment Options (PSEO) Student What's this?'. At the bottom, there are two buttons: '← Back' and 'Next →'. A red arrow points to the 'Post Secondary Enrollment Options (PSEO) Student' option.

11. For the Major – Education Intent – Have students select “Complete courses and transfer without a degree” and “Part-time”

PSEO Online Application for Enrollment

Online Application



1 Personal 2 Citizenship 3 Contact 4 Education 5 Confidential 6 Major 7 Additional 8 Review

Major - Educational Intent

* Select the option that best describes your educational goal while attending Minnesota West Community and Technical College:


- Earn Associate (two year) degree and transfer.
You intend to complete a two-year degree and then transfer to complete additional college level courses at another college or university.
- Earn Associate (two year) degree.
You intend to complete a two-year degree leading to employment in a particular field or industry.
- Earn occupational certificate/diploma.
You intend to complete a certificate or diploma program to learn a specific skill, enhance your knowledge in a subject area, or enter the workforce. Certificate and diploma programs are designed with primarily career-focused courses. (Note: some certificate programs may not be eligible for state or federal student financial aid).
- Complete courses and transfer without a degree.
You intend to use the courses you complete to fulfill degree requirements at another college or university, rather than at this school. (Note: if you choose this status you will not be eligible for state or federal student financial aid for classes taken under this status at this institution).
- Complete courses, but not a degree.
The courses you intend to take are only for personal enrichment, not to meet any degree requirements (Note: if you choose this status you will not be eligible for state or federal student financial aid).

* Do you plan to attend Minnesota West Community and Technical College as a:

- Full Time Student
- Part Time Student

12. On the next screen – click the green “+Add Major/Program”

Online Application



1 Personal 2 Citizenship 3 Contact 4 Education 5 Confidential 6 Major 7 Additional 8 Review

Major - Academic Program

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

Campus	Delivery of Major	Major	Degree seeking
<input type="button" value="← Back"/>	<input type="button" value="+ Add Major/Program"/>		<input type="button" value="Next →"/>

13. When prompted to fill in the fields – Select the following :

PSEO Online Application for Enrollment

- a. For the Campus Location and Major – select the campus that is located closest to your high school – Granite Falls, Canby, Pipestone, Jackson or Worthington
- b. On Campus – Preferred delivery method
- c. Non-degree Seeking – Desired major/academic program
- d. Not Seeking Degree – Desired degree/award
- e. Click “+ Add this Major”

Online Application

Minnesota West
COMMUNITY & TECHNICAL COLLEGE

1 Personal 2 Citizenship 3 Contact 4 Education 5 Confidential 6 Major 7 Additional 8 Review

Major - Academic Program of Interest

Please indicate your major/academic program of interest below.

- * Campus location of the major:
Minnesota West, Granite Falls
- * Preferred delivery method:
On Campus
- * Desired major/academic program:
Non-degree Seeking
- * Desired degree/award:
Not Seeking Degree

[← Back](#) [+ Add this Major](#)

14. After adding the major, click “Next”.

Minnesota West
COMMUNITY & TECHNICAL COLLEGE

1 Personal 2 Citizenship 3 Contact 4 Education 5 Confidential 6 Major 7 Additional 8 Review [Save and Exit](#)

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	
Minnesota West, Granite Falls	On Campus	Non-degree Seeking	Not Seeking Degree		Edit Delete


[← Back](#) [+ Add Major/Program](#) [Next →](#)

Important Notice

PSEO Online Application for Enrollment

15. On the Major – Application Campus, confirm the campus you chose is selected.

Online Application



1 Personal 2 Citizenship 3 Contact 4 Education 5 Confidential 6 Major 7 Additional 8 Review

Major - Application Campus

* On which campus do you intend to receive services while a student?

- Minnesota West - Pipestone campus
- Minnesota West, Canby
- Minnesota West, College-Wide
- Minnesota West, Granite Falls
- Minnesota West, Jackson
- Minnesota West, Virtual/Online
- Minnesota West, Worthington
- REACH- Concurrent Enrollment

[← Back](#) [Next →](#)

16. Complete the remaining screens, until you get to the end of the application.

17. Review that the application information is complete.

18. Have students check the box, enter their StarID password, and submit application. (If students skip this step, we are not able to process the application).

a. **DO NOT FORGET TO ENTER YOUR STAR ID PASSWORD!**

PSEO Online Application for Enrollment

Online Application Privacy

1 Personal 2 Citizenship 3 Contact 4 Education 5 Confidential 6 Major 7 Additional 8 Review Save and Exit

Applications

! In order to submit your application(s) you must first read and then check the confirmation box for each Institution.

Application(s) ready for submission

Minnesota West Community and Technical College Delete Review

Application Year Term: Spring semester 2018 | Application Type: Post Secondary Enrollment Options (PSEO) | Last Modified: Oct 4, 2017

By checking this box I am confirming I want to submit this application and:

1. I verify all the information included on this application is true and complete to the best of my knowledge.
2. I understand withholding information requested on this application or giving false information may make me ineligible for admission or subject to dismissal.
3. I understand that I am responsible for paying the application fee, if I am charged.
4. I understand that once I submit my application, my application is final and changes can only be made by directly contacting the Admissions office.

Promo Code Validate Promo Code

Select All

* Verify StarID Password Submit Selected Application(s)

After this last step, the students will have a complete application, once college staff have entered their high school transcripts and Accuplacer/ACT Scores into their college record.