

## GENERAL APPLICATION FOR ADMISSION

### Use this application if...

- You intend to register for credit-classes at RCTC; and
- You are a high school graduate, hold a GED, or are seeking conditional admission; or
- You are a transfer student or already hold a degree from another college; or
- You have previously applied for admission to RCTC but did not register or attend classes.

### Other application types...

- Students who have previously registered and attended, dropped, or withdrawn from classes at RCTC should complete the Intent to Return Form.
- Post-Secondary Enrollment Options Program (PSEOP) applicants require a different application.
- International persons (F1 VISA) require a different application.
- Please visit our website for those applications.

### Suggested Application Timeline and Deadlines:

**Fall Semester: May 15**

**Spring Semester: October 15**

The dates above are suggested so that the college can best serve your needs. Absolute application deadlines are set annually for each term: generally the first week in August for Fall semester and the third week in December for Spring semester.

### Questions?



See our website at [www.rctc.edu](http://www.rctc.edu)



Call 1-507-285-7265 or 1-800-247-1296: Monday - Friday: 8 am - 4:30 pm CST.

NOTE: RCTC is asking you to provide information that includes private and/or confidential information under state and federal law. The college is asking for this information in order to process your application.

You are not legally required to provide the information RCTC is requesting; however RCTC may not be able to effectively process your application if you do not provide sufficient information. With some exceptions, 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 certain circumstances, federal and state laws authorize release of private information without your consent:

- to other schools in which you seek or intend to enroll, or are enrolled, if you are first notified of the release;
- to federal, state or local officials for purposes of program compliance, audit or evaluation;
- as appropriate in connection with your application for, or receipt of, financial aid;
- to your parents, if your parents claim you as a dependent student for tax purposes;
- if the information is sought with a subpoena, court order, or otherwise permitted by other state or federal law, and
- to an organization engaged in educational research or accrediting agency.

RCTC shares administrative tasks and other functions with Winona State University and the University of Minnesota at the University Center-Rochester (UCR). Educational records of students taking classes at UCR may be made available to employees of these other two institutions if access is necessary to provide services to the students.

RCTC abides by the provisions of Title IX and other federal and state laws forbidding discrimination on the basis of sex, race, color, national origin or handicap and all other state and federal laws regarding equal opportunity. RCTC is an Equal Opportunity educator and employer. This document can be made available in alternate formats, such as large print, Braille or audiotape by calling RCTC Disability Support Services at (507) 286-2968.

**PERSONAL DATA**

Name (Last, First, Middle)

Date of Application

Name used in high school records or in other educational records and transcripts, if different from above (Optional) (Last, First, Middle)

Social Security Number

*Many colleges/universities use Social Security numbers for student identification purposes on student records. Providing your Social Security number is voluntary. If you do not provide this number, your application will still be processed. This data is requested for purposes of administration, program evaluation and consumer and alumni data. Your number also may be used to create summary information about system programs through data matches with other state agencies.*

Current mailing address (House/Apartment Number, Street, P.O. Box/Rural Route) City State Zip Code County

Permanent address, if different from above (Street, P.O. Box/Rural Route) City State Zip Code County

Home Phone

Cell Phone

E-mail address

( ) ( )

Are you a resident of Minnesota?

 Yes  No

If yes, how long?

\_\_\_\_\_ years \_\_\_\_\_ months

If no, what state are you a resident of?

Are you a U.S. citizen?

 Yes  No

If not, type of visa: \_\_\_\_\_

Permanent resident (if applicable):

 Refugee  Resident Alien  Asylee Other: \_\_\_\_\_**ADMISSIONS DATA**

Indicate name of program or major you plan to follow: (refer to page 4 attachment) (Check college/university policies for admission requirements to specific programs of study.):

 Check here if 2+2 Major

What is your current educational intent at this institution?

- Complete courses, but not a degree  Earn associate (two-year) degree  Earn associate (two-year) degree and transfer  
 Earn occupational certificate/diploma  Complete courses and transfer without a degree

What term do you intend to begin taking courses? (Check **only one** and indicate the year)

- Fall \_\_\_\_\_  Spring \_\_\_\_\_  Summer \_\_\_\_\_

Do you plan to attend:

 Full time?

(12 or more credits)

 Part time?

(less than 12 credits)

 On Campus Internet Only BothHave you attended this college before?  Yes  No

If yes, last date attended: \_\_\_\_\_

**REQUEST FOR CONFIDENTIAL INFORMATION**

**Providing the following information is voluntary. This information will assist Minnesota State Colleges and Universities in evaluating student recruitment and retention policies; it will not be used as a basis for admission.**

Gender  Male  Female

Are you Hispanic or Latino (a person of Cuban, Mexican, Chicano, Puerto Rican, South or Central American, or other Spanish culture, regardless of race)?

 Yes  No

Race and ethnic background (select any that apply)

- American Indian or Alaska Native – A person having origins in any of the original peoples of North, Central or South America and who maintains tribal affiliation or community attachment  
 Asian – A person having origins in any of the original peoples of the Far East, Southeast Asia or the Indian subcontinent  
 Black or African American – A person having origins in any of the black racial groups of Africa  
 Native Hawaiian or Other Pacific Islander – A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands  
 White - A person having origins in any of the original peoples of Europe, the Middle East or North Africa

What is the highest level of education for your parent(s)/guardian(s)? Please respond for the parent(s), step-parent(s), adoptive parent(s) or guardian(s) who raised you. Check only one box for each parent/guardian.

Parent/Guardian #1

 No high school diploma High school diploma Some college Two-year college degree/diploma Bachelor's degree or higher Not sure/don't know

Parent/Guardian #2

 No high school diploma High school diploma Some college Two-year college degree/diploma Bachelor's degree or higher Not sure/don't know

## EDUCATIONAL DATA

Do you have a high school diploma?     Yes     No    High school graduation date: \_\_\_\_\_

If no, are you currently in high school?     Yes     No    Anticipated high school graduation date: \_\_\_\_\_

If no, do you have a GED?     Yes     No    GED completion date: \_\_\_\_\_

High School Attended \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

### List all other post-secondary institutions attended; use a separate sheet if needed

College and/or university previously attended:	City	State	Dates of attendance	Degree Earned
1)				
2)				
3)				
4)				

## APPLICATION FEE PAYMENT METHOD (\$20 non-refundable fee required for processing)

Check to RCTC enclosed     Visa     MC    Card # \_\_\_\_\_ Exp. \_\_\_\_/\_\_\_\_

\_\_\_\_\_  
Cardholder's Name – Print

\_\_\_\_\_  
Cardholder's Signature

## SIGNATURE REQUIRED BY ALL APPLICANTS

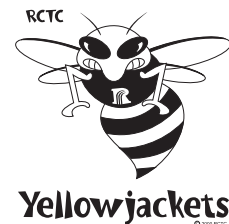
*All of the information included is true and complete to the best of my knowledge.*

\_\_\_\_\_  
Applicant's signature

\_\_\_\_\_  
Date

## CHECKLIST TO ENSURE PROPER PROCESSING OF YOUR APPLICATION

- Be thorough when filling out the application.** To avoid delays in processing, be thorough and accurate. Review the application prior to submitting. Incomplete applications will be returned.
- Application fee:** A one-time \$20 non-refundable application fee must be included with your application.
- High School Transcripts or GED:** Official high school transcripts or GED must be sent directly to the Office of Admissions at RCTC. RCTC's admission requirement is a high school diploma or GED (even if you have completed a college degree). Use the enclosed transcript request form. RCTC will not send for your high school transcript or GED.
- Official College/University Transcripts:** Transcripts must be official and sent directly to the Office of Admissions at RCTC if you are seeking transfer of credit or admission to selective majors.
- Send application materials to the Admissions Office at:  
**Rochester Community and Technical College**  
**Admissions Office**  
**851 30<sup>th</sup> Ave SE**  
**Rochester, MN 55904**



*RCTC is a member of the Minnesota State Colleges and Universities System and an equal opportunity employer/educator.*

The **Associate in Arts (AA) and Associate in Fine Arts (AFA)** degree is designed for students who plan to transfer to a university to earn a baccalaureate (4 year) degree. The coursework consists of 64 credits in written and oral communication, humanities and fine arts, history and social sciences, mathematics and natural sciences, health and physical education, and electives from a variety of disciplines. Students who earn this degree are guaranteed to have all general education requirements completed at any public university in Minnesota. This liberal arts curriculum is widely accepted in transfer in any state and for nearly every degree major at a university. The AA is a two-year degree.

The **Associate in Science (AS)** degree is offered for students who may transfer to a university in a select major; or for those pursuing select professions that require an associate degree and licensure. The 64- credit degree is similar to the AA degree liberal arts coursework but requires at least 34 credits of coursework to be taken in a subject of the desired major. The AS is a two-year degree.

**Associate in Applied Science (AAS)** degrees are designed for students planning to enter the workforce upon completion. The AAS degree combines 20 credits of liberal arts/general education coursework with at least 44 credits of major-specific courses. The AAS is a two-year degree ranging from 60-72 credits.

The **diploma and certificate (Dipl, Cert)** awards are designed to provide students with the skills necessary to enter the workforce upon completion. Diplomas and Certificates are awarded for vocational/technical training programs and require very little, if any, liberal arts courses. Diploma programs range from 30 to 64 credits (one or two years). Certificate programs range from 10 to 30 credits (one year or less).

**2+2 majors** indicate that RCTC has an articulated agreement with Winona State University or the University of Minnesota that allows the student to complete a baccalaureate degree on the UCR campus. The student will follow the prescribed coursework to associate degree completion at RCTC and will spend two additional years on the UCR campus completing the prescribed coursework from Winona State University or University of Minnesota faculty for the baccalaureate degree.

### **Liberal Arts Transfer Majors**

Liberal Arts and Sciences – AA

Below is a list of 4-year degrees students can begin at RCTC. If you don't see the major you are interested in, call the [RCTC Counseling Center to learn more.](#)

Athletic Training  
Biology  
Business Administration  
Chemistry  
Chiropractic  
Conservation  
Engineering  
Graphic Design  
Journalism  
Medical Technology  
Mortuary Science  
Nursing  
Occupational Therapy  
Optometry  
Paralegal  
Pharmacy  
Physical Therapy  
Veterinary Medicine  
Women's Studies

### **Career and Technical Programs**

Accountant - AAS  
Accounting-AS  
Accounting Clerk - Dipl  
Administrative Asst. – AS, AAS, Cert, Dipl  
Administrative Asst-Refresh - Cert  
Automobile Mechanic - Dipl  
Building Utilities Mechanic – AAS, Dipl  
Business Administration – AS, Cert  
Business Management – AAS, Cert  
Business Mgt-Marketing - AAS  
CAD-Architectural Tech - Cert  
CAD Technology - Dipl, AAS  
CAD 3D Design Tech. - Cert  
CAD 3D Modeling Tech. – Cert  
CAD Mfg. Specialist - Cert  
CAD Specialist - Cert  
CAD Technician – Cert  
Cardiovascular Invasive Specialist - AAS  
Carpentry - Dipl  
Child Development – AAS, Cert, Dipl  
Clinical Neurophys. Tech. – AAS  
Clinical Research St. Coord. – AAS, Dipl  
Coding Specialist - Cert  
Computer Information Systems - AS  
Computer Science - AS

Computer Skills – Cert  
Computer Tech. Support - AAS  
Criminal Justice – AS  
Customer Service:  
Administrative Specialist – Dipl  
Office Assistant - Cert  
Dental Assistant – AAS, Dipl  
Dental Assistant Expanded - Cert  
Dental Hygiene - AAS  
Digital Arts:  
Computer Art & Design - AS  
Computer Graphics - Cert  
Graphic Design – Cert  
Multimedia - AS, Cert  
Music Tech. - AS, Cert  
Web Design & Development - AS  
Electronic Digital Tech. – Cert  
Electronic P.C. Tech – Cert  
Electronic Tech – Cert, Dipl  
Electronic Technology - AAS  
Electronic P.C. Tech. - Cert  
Electronic Technician – Dipl  
Engineering – AS  
Enhanced Comm. Health Wkr - Cert  
Equine Business Management – AS  
Equine Sci Horse Husbandry – AAS, Cert.  
Equine Science Riding/Train. – AAS, Cert.  
Health Information Tech. - AAS  
Health Unit Coordinator – Cert  
Healthcare Informatics - Cert  
Horticulture – Floriculture – AAS, Dipl  
Horticulture – Landscape – AAS, Dipl  
Horticulture Science – AS  
Human Services Specialist - AS  
Human Services Technician - Dipl  
Human Services Options:  
Chemical Health Asst. - Cert  
Disability Asst. – Cert  
Mental Health Asst. – Cert  
HVAC / Electronic Tech – Cert  
Information Tech Security - Cert  
Intensive Care Paramedic – AS, Dipl  
Lab Science - AS  
Law Enforcement – AAS, AS, Cert  
Liberal Professional Studies – AS  
Mass Communications – AS  
Broadcasting – Cert  
News Writing/Journalism – Cert  
Public Relations/Advertising - Cert  
Mechanical Technology - AS  
Medical Secretary - AAS, AS  
Medical Transcription - Cert, Dipl  
Midrange Computing Specialist - AAS

Midrange Comp. Operations - Cert  
Music Education Instrumental – AFA  
Music Education Vocal – AFA  
Music Industry - AFA  
Natural Science - AS  
Networking Specialist - Cert  
Nursing (RN Training) – AS  
Nursing Assistant – Cert  
Nursing: PN Transition – AS  
Occupational Skills - Dipl  
Paraeducator - AAS, Cert  
Photography – Cert.  
Practical Nursing - Dipl  
Radiography - AS  
Retail Merchandising:  
Retail – AAS, AS, Cert, Dipl  
Interior Decorating – AAS, AS, Cert, Dipl  
Software App. Specialist – Cert  
Sports Facility Management:  
Golf Course Mgmt – AAS, Dipl  
Sports/Athletic Field Mgmt – AAS, Dipl  
Supervisory Management – AAS  
Supervisory Leadership-Cert  
Quality/Con. Improvement-Cert  
Human Resource Development-Cert  
Surgical Technology – AAS  
Veterinary Assistant-Cert  
Veterinary Technician-AAS

### **2+2 Majors**

Accounting - AS  
Business Administration - AS  
Computer Info. Systems - AS  
Computer Science - AS  
Elementary Education: Lit – AA  
Elementary Ed: Social Stud – AA  
Pre Nursing – AA  
Psychology – AA  
Social Work - AA

[WWW.RCTC.EDU](http://WWW.RCTC.EDU)

for an up-to-date list of majors

Updated: 10/18/2006

# HIGH SCHOOL TRANSCRIPT/GED REQUEST FORM

## Part I. Instructions for Student

Proof of high school graduation or GED is an RCTC admission requirement for all applicants, including transfer students and those with prior college degree. **Complete the form then mail it directly to the high school which issued your diploma or GED center which issued your certificate of completion.**

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Current Name \_\_\_\_\_ \*Date of Birth \_\_\_\_\_ \*Social Security Number \_\_\_\_\_

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Current Address \_\_\_\_\_ Current Phone Number \_\_\_\_\_

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Name while attending high school if different than above \_\_\_\_\_ Year of High School Graduation \_\_\_\_\_

By signing below you are authorizing \_\_\_\_\_  
(Name of high school or record-keeping institution)

to release your academic transcript or GED record to RCTC.

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Student Signature \_\_\_\_\_ Date \_\_\_\_\_

\* This information will be used only to verify the correct identity of the student

## Part II. Instructions for High School Records Office

Please send the high school academic transcript or GED record at the request of the above named student who is seeking admission to Rochester Community and Technical College. If the student has not yet graduated, please retain this request form and submit transcript to RCTC when graduation/GED completion has been certified. Please send items directly to this address:

**Rochester Community & Technical College  
Admissions Office  
851 30<sup>th</sup> Ave SE  
Rochester, MN 55904**

### Release Problems

If this request form is incomplete, or if payment is required prior to release, or other problems arise; please contact the requestor (student) at the address and/or phone number provided above. The RCTC Admissions Office can be reached at (507) 285-7265 for other related issues.



RCTC Admissions Office  
851 30<sup>th</sup> Avenue SE  
Rochester MN 55904

## Supplemental Student Data

The data is requested for administrative record-keeping and reporting purposes only and will not be used to determine admission. This is NOT an application for admission. This supplemental data will only be recorded for students who have been admitted to RCTC through the application process. You may submit this form with your Application for Admission or under separate cover, to the address above, after you have applied.

Please print clearly.

**NAME:** \_\_\_\_\_  
Last First Middle Maiden

**SOCIAL SECURITY NUMBER:** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_      **DATE OF BIRTH:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Are you currently or have you ever served in a branch of the US Military?**  
(Active, Reserves, ARNG, or Coast Guard)      Yes  No

**Are you eligible to receive veteran's educational benefits?**      Yes  No

**Additional services may be available to students who identify themselves as one or more of the following:**  
 Limited English / ESOL / ESL       Displaced Homemaker       Single Parent/Single and Pregnant

*Thank You.*

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