Minnesota West Community & Technical College

Student Name: _____

Program Major(s): _____

Advisor(s): _____

Student ID Number/Star ID: _____   **PSEO: Yes or No**

*Below is a checklist of steps and information to "know before you go". Take this form to a Minnesota West staff person to check-out and sign. You may keep as a reference guide. Staff Initials_____

____**Star ID**   ____**SVP Training Information Covered**
____**Advising**   ____**Books/Supplies – Account Set Up & Ordered**
____**Registered for Classes**   ____**Tour of program**
____**Financial Aid**   ____**Photo ID**
____**Online Orientation**   ____**Student Email**
____**Add in for Texting**   ____**Grades First**
____**Brightspace Pulse App**   ____**Brightspace by D2L**

Pre-Orientation Checklist (office use)
Below is a checklist to prepare you for college. Circled or highlighted items have not been submitted/or incomplete, which may affect your ability to register for classes.

___Minnesota West Application   ___Student Support Form

___$20 Application Fee   ___High School and/or GED transcript

___FERPA/Release of Authorization (Optional)   ___Immunization form

___Financial Aid Status   ___College Transcripts/Evaluated
    __FAFSA Not Started
    __FAFSA Incomplete (missing documents or verification)
    __Ready to be Packaged

Comments: _____

_____

Course Placement

1. **Student has appropriate college coursework to waive need for further testing and override? If yes list courses and proceed to #5. If no proceed to #2.** *Advisor completes override in ISRS for reading only if student has taken Comp I and can complete override for Math based on previous courses taken. If no Comp I contact the Registrar or Associate Registrar for advanced override.

Courses: _____

2. **Student has Placement Test Scores (within past 5 years). List Scores below. If college level proceed to #5. If no proceed to #3** (reference Placement Grid with Decision Bands).

   ACT Reading _____   ACT English _____   ACT Math _____

   Accuplacer Reading _____   Accuplacer Math (within 2 years) _____

   MCA Reading _____ (cannot be used for English Comp Placement)   MCA Math _____

   SAT ERV _____   SAT ERW _____   SAT Math _____

   HS Graduation Year _____   High School GPA _____

3. **Are the above scores within the decision band (within 5 years) with qualifying HS GPA (within 10 years)?**
   _____Yes - proceed to #5   _____ No – Proceed to #4

4. **Student has option to test in the Accuplacer (A) or take appropriate developmental courses (B).**
   Option A – Student testing on _____ Proceed through Steps 2 and 3 to determine placement.

   Option B – Student will register for: _____

   _____

   _____

5. **Student meets 1-3 or Option A of #4 registers for college-level courses.**

   _____

   _____

   _____

   I have reviewed with an advisor and understand my placement report.

   _____   _____
   Signature   Date