



Steps to a Successful Start!

1. Apply for Admission

Complete the Application for Admission online at www.mnwest.edu/admissions.

2. Submit Transcripts (High School & College)

Request a copy of your high school transcript to be sent to the campus of your choice or submit a copy of your GED record. Request college transcripts if you have any prior college experience. Transcripts from Minnesota State Colleges are accessible by our staff electronically and do not need to be requested. To determine transfer of credits, course equivalencies, assessment testing requirements and/or course prerequisites, transfer students must have official transcripts from each college/institution attended sent directly to the college. An official transcript must be sent directly from an institution to Minnesota West in a sealed envelope, or if hand-delivered, transcripts must be provided unopened with the official seal intact. For more information go to www.mnwest.edu/admissions.

3. Apply for Financial Aid

Complete the Free Application for Federal Student Aid (FAFSA) online at www.studentaid.gov. Minnesota West's financial aid school code is **005263**. For additional information go to www.mnwest.edu/financial-aid/.

4. Assessment Testing

Students should submit all course placement test results, high transcripts and any college transcripts upon application. Test results can include ACT, SAT, Accuplacer, or MCA. These will be used to determine course placement and whether you need to or should take the Accuplacer exam. Contact your Student Services Advisor for placement information. For additional information go to www.mnwest.edu/admitted-students/assessment.

5. Complete the New Student Orientation

All new students to Minnesota West must complete the New Student Orientation located in D2L. The online orientation is designed to familiarize you with your rights and responsibilities as a Minnesota West Student, introduce you to services, and assist you in being successful. www.mnwest.edu/admitted-students/advising-registration.

6. "Opt-In" to Receive Text Messaging

Sign up to receive text messages regarding information on registration, dates & deadlines, campus events, etc. Simply log in to your **e-Services Student Account**, click on "**My Profile**" and turn text messaging on.

Note: Text messaging is specific to each Minnesota State institution. If you attend multiple institutions, this must be turned on separately for each. www.mnwest.edu/account

7. Register for Classes

Advising & Registration sessions are designed for new students to provide one on one appointments with an Advisor in which you will review your program information, register for classes, discuss financial aid, books, student life, e-Services and more. Select an Advising & Registration session online at www.mnwest.edu/admitted-students/advising-registration.

8. Pay Tuition and Buy Books

You may pay your tuition and fees with cash, check, credit card or the FACTS payment plan. **PLEASE NOTE: the option to sign up for a payment plan will end on the fifth day of the semester.** Further details can be found online at www.mnwest.edu/business-office/pay-tuition. **Tuition invoices are not mailed** so please check your e-Services Student Account for your balance. Minnesota West is now sending all textbooks out through our online book fulfillment center. All books orders are now placed online at www.mnwest.edu/bookstore/order-books.

Ten Steps to Receiving Financial Aid



- Step 1.** Start this process as early as possible!
- Step 2.** Gather your social security number, your Income Tax Return, and your parent's Income Tax Return (if you are under 24 and not married).
- Step 3.** You (and your parents if you are a dependent student) will need to create a Federal Student Aid (FSA) ID. This will be your electronic signature on your FAFSA. Create your FSA ID at www.studentaid.gov.
- Step 4.** Visit www.studentaid.gov to fill out the Free Application for Federal Student Aid (FAFSA). You will be required to create a password just in case you have to save and close your application at any time. The school code for **ALL** Minnesota West campuses is **005263**.
- Step 5.** Your financial aid will be processed by the FAFSA Central Processor, which could take up to two weeks depending on the time of year. **During this time, the Financial Aid Office will contact you via email (your Minnesota West email account if you have one) if further information or verification is needed.** Complete your FAFSA for fall enrollment by July 15th to ensure your aid is processed before fall term begins.
- Step 6.** You will receive notification via email of your Award Letter which details the types and amounts of aid for which you are eligible. You can access your Award Letter through your Minnesota West Student e-Services account on the website at: www.mnwest.edu/account.
- Step 7.** Evaluate the Financial Aid that you have been offered to decide which sources you will use. To view your cost of attendance, click on the **Bills and Tuition** option on your Student e-Services account.
Grants – This is gift aid that you don't have to pay back (Pell Grant, MN State Grant, etc.)
Subsidized Loans – This aid has to be paid back, but no interest accrues while you are in school.
Unsubsidized Loans – This aid has to be paid back and interest accrues while you are in school.
Work Study – This is on-campus employment. All information is on our website at: www.mnwest.edu/financial-aid/types/work-study.
- Step 8.** To request your loans, go to your Student e-Services account, select Financial Aid and then Loans. Click on each tab across the top of the screen to complete all of the loan application steps. You can also use this site to check on the status of your loan application at any time.
- Step 9.** Text books may be purchased using a book voucher if you have submitted a valid FAFSA to Minnesota West. Check the student calendar for the dates book vouchers are available. www.mnwest.edu/student-calendar.
- Step 10.** Your financial aid is applied towards your college account at the Business Office after the start of the term. You can receive any overage money by either direct deposit (into your bank account) or by a check. All checks will be mailed to the permanent address on your student account.

For more information, visit us at www.mnwest.edu/financial-aid. You may also contact the Resource Specialist on any of our campuses, or call the Communication Center at 800.658.2330.

Minnesota West Boasts An Affordable Education

Tuition and fee rates are set each year by the Minnesota State colleges and universities' Board of Trustees. Fees include student life, State Student Association (MSCSA), technology, health services, and access/parking fees.

Tuition & Fees 2023-2024

Per Credit **

\$194.94 per semester credit
\$ 10.00 per credit technology fee
\$ 5.50 per credit student life fee
\$ 3.00 per credit health service fee
\$ 2.35 per credit access/parking fee *(includes tax)*
\$.35 per credit MSCSA fee
\$ 216.14 per credit

Per Credit – fully online courses

\$207.44 per semester credit
\$ 10.00 per credit technology fee
\$ 5.50 per credit student life fee
\$ 3.00 per credit health service fee
\$ 2.35 per credit access/parking fee *(includes tax)*
\$.35 per credit MSCSA fee
\$ 228.64 per credit

** Some programs or courses may carry a higher per credit rate due to higher costs associated with the curriculum.

Average tuition and fees per semester for a full-time resident student (15 credits) is approximately \$3,242.10. Any unpaid balances will be turned over to collections.

Non-Resident Tuition:

Students who live in a state that has a reciprocity agreement with Minnesota will be charged tuition and fees based on their home state's negotiated rate. More information regarding reciprocity can be located on our website at: www.mnwest.edu or by contacting the business office for assistance.

Other Costs & Fees: Books, tools, and supplies vary by program of study

Financial Aid

Student Financial Aid programs are intended to provide financial assistance to students who otherwise would be unable to meet the costs of attendance at the College. The primary responsibility for meeting educational costs lies with the student and/or their family.

Financial aid is based upon the documented financial need of the eligible student who is enrolled as a regular student and who is meeting the College's satisfactory progress standards while attending school. Whenever possible, the College offers the eligible student a financial aid package including gift aid (scholarships and grants) and self-help (loans and employment). Funding may depend upon federal and state program funding levels and the number of eligible students who qualify for assistance. It is important to file early and check your email for updates on your financial aid processing. Many students are required to provide additional documentation to complete their financial aid.

How to Apply for Financial Assistance

1. Complete the Free Application for Federal Student Aid (FAFSA) online at www.studentaid.gov. **005263** is the school code for all Minnesota West campuses and centers.
2. Apply and become accepted for admission to the College. You must declare a major to be eligible for financial aid.

Financial Aid Programs

Grants:

Alliss Education Foundation Grant
Federal PELL Grants
Federal Supplemental Ed. Opp. Grant
MN Child Care Grant
MN GI Bill
MN Indian Scholarship
MN State Grant

Employment:

Student Tutors
Work-Study

Other Sources of Financial Assistance:

Agency Financial Assistance Programs
Scholarships
Tuition Reciprocity
Veterans Educational Benefits

Loans:

Federal Student Loans
Federal Parent PLUS Loans
Federal Perkins Loans
MN Student Educational Loan Funds
Private Loans

(Most agencies telephone numbers and addresses can be obtained at the campus Student Services Office.)

We're Dedicated to Helping You Succeed

Numerous student success services are available at each campus location. Some examples of services include:

- ◆ Developmental Coursework
- ◆ Study Skills Course
- ◆ Tutoring
- ◆ English as a Second Language (Worthington Campus)
- ◆ Transition Services
- ◆ Minority Services

GED – General Education Development and Adult Basic Education is available within the campus communities.

Accuplacer Assessment

All students are required to complete the Accuplacer Assessment which is an on-line assessment including reading, English and math. This test is not an entrance exam but is used for advising and course placement. Students may not be required to complete the Accuplacer if they have completed previous college level coursework, Accuplacer, SAT, ACT, MCA and have qualifying high school GPA. Students should submit any of these test scores along with college and high school transcripts to the college for advisor review. For additional information go to www.mnwest.edu/admitted-students/assessment.

Housing

Housing for students is provided by the campus communities. With the exception of the Carr Residence Hall in Canby, the college does not have campus-owned housing. All housing at Minnesota West is off campus. Housing is primarily the responsibility of the student, however each of the five campuses assists students in locating available housing opportunities. Contact the campus Resource Specialist for assistance.

A student housing development, **Bluejay Villas**, for Worthington campus students opened fall of 2018. For more information and leasing a suite, contact a leasing specialist at www.bluejayvillas.com.

Child Care

Information on community daycare providers is available from each campus Resource Specialist.

Awards

Associate of Arts – Meets the freshman/sophomore general education requirements at all state universities in Minnesota, at all colleges within the University of Minnesota and at many other four-year colleges and universities.

Associate of Science – Meets the first two years of various majors leading to a baccalaureate of professional degree in several technical areas.

Associate of Applied Science – Designed to prepare students for entry into chosen occupations. Students may elect to continue their education beyond this level but are encouraged to research specific course transferability with the college/university they might attend.

Diploma – Primarily meant to prepare students to enter a chosen occupation with appropriate technical skills.

Certificate – Specialized, short-term program of study.

Admissions Checklist

- _____ Complete the Minnesota State online application. www.mnwest.edu/admissions/apply
- _____ Send official high school transcript (and college transcripts if applicable).
- _____ Schedule a campus visit if you haven't already done so. www.mnwest.edu/get-started/schedule-a-visit
- _____ Check out www.mnwest.edu/admitted-students/assessment for Accuplacer dates and times.

Scholarship Opportunities

Minnesota West Community & Technical College offers scholarship opportunities to new and returning students. Scholarships are available through each campus and within many of Minnesota West's programs through generous donations of alumni and supporting industries.

Minnesota West Foundation Scholarships are sponsored by friends of the College including staff, faculty, corporations, community organizations, and individuals. Foundation scholarships have two scholarship application windows:

- ❖ **January 1 - April 1:** This application window represents the majority of scholarships available for fall semester of the following year.
- ❖ **September 1 – November 1:** This application window includes a smaller set of scholarships available for spring semester of the current academic year.

Additional information and application instructions are available by scanning the QR Code →



Scan me

External Scholarships for Minnesota West Students

Many companies, professional associations, and service organizations make scholarship awards to deserving students. Deadlines for these scholarships vary and are updated throughout the year. Additional information is available by scanning this QR Code →



Scan me



Accuplacer Assessment Information

The Accuplacer is a computerized assessment test that provides information about your level of skill accomplishment in **reading, writing and mathematics**. Assessing your ability in these areas will help you and your advisor determine the classes for which you may register. The tests do not affect your admissions eligibility (unless you are a PSEO student).

- You will take the test on a computer and use the keyboard and mouse to enter your answers and supply other information. A Test Proctor will be available if you have any questions during the test.
- All questions are multiple choices. Tests are not timed so you can give each question as much thought as you wish. Most students complete the test within 1 ½ to 2 hours. You will receive the test results when you meet with your academic advisor.

All new students are required to take the **Accuplacer Assessment** before registering for classes unless the following exits:

- Applicants who have an AA, AS, BA, BS, MS or doctorate and students presenting ACT, SAT, Accuplacer, or MCA scores meeting the college standards for English, Reading, and Math are exempt from the assessment test. Students with qualifying High School GPA together with qualifying test scores may also be exempt.
- AA and AS students who have not completed their math requirement for a new degree will need to take the math subtest of the Accuplacer, or show evidence they have met standards in the math portion of the ACT, SAT or MCA.
- Students should submit all college and high school transcripts along with placement test scores to the college and talk with an advisor to determine if taking the Accuplacer is necessary.

There is no fee for the test. After taking the assessment test, you will be given information about orientation and registration.

Tips & Reminders

- Bring a **picture ID** and know your social security number.
- The **Accuplacer is computerized**, but you need no previous experience with computers. It's simple to use
- You **may not** use calculators, dictionaries, notebooks or other papers of any kind. You can use scratch paper which you will need to turn in upon completion of the test.
- **Results** of computerized tests are available immediately
- **Your scores are confidential** and will be used by Minnesota West for advising and placement purposes only.
- **No fees** are charged for taking the test.
- It might be necessary to **re-test** portions of the exam. If so, you do not need to re-take those portions which you scored at a college level.

Students with disabilities who need accommodations must have ADA documentation and need to make prior arrangements with the admissions staff at the campus where you are applying.

Studying for the Accuplacer

To help you review for the assessment tests, many sites provide sample test questions with answers, so you can become familiar with the test and practice the items. Sites providing sample test questions can be found at www.mnwest.edu/admitted-students/assessment.

Campus Store / Book Ordering

The Bluejay's Nest campus stores are operated for the convenience of students, faculty and staff. The stores carry a variety of food, convenience items, clothing and gift items as well as office supplies.

When can I purchase my books?

Students may purchase books online any time prior to the start of a semester, provided they are registered for classes and the books are in stock. Books become available for viewing after registration opens. Books are available for purchase online only approximately 3 weeks before the term starts.

Where do I purchase my books?

Students are able to view and order books for their courses by visiting our Online Bookstore at www.mnwest.edu/bookstore/order-books. Online orders will be filled and shipped as soon as books are in stock. Books are only available to purchase online.

Can I use my Student Loan dollars to pay for books?

Yes, it is possible that you charge your books and materials to your financial aid. Book vouchers are available to all students that apply for a FAFSA. Book Vouchers are available to students 2 weeks before the term begins and the 1st week of classes (*this time frame is shorten during Summer Session, watch for specific dates*).

When a book voucher is used for books and supplies, charges are placed on the student's account. If the student does not have enough financial aid to pay for all the charges the online order will not be fulfilled due to payment error. It is extremely important that you watch your email for the status of your online order. You will need to contact the Bookstore at 507-372-3414 to provide a form of payment to have the order fulfilled.

Can I return my books?

Yes, students dropping courses will be permitted to return texts for a full refund during the drop/add period **ONLY**. Students **must include** the Insite receipt and texts must be in perfect, unmarked condition. **Texts in shrink wrap cannot be opened**. Study guides and solution manuals are not returnable. All returns must be postmarked within add/drop period + 1 day for refund.

Pricing & Book Information Disclaimer

All information regarding Book ISBN, edition status, and materials can change with the change of instructors, addition of sections and courses, or materials becoming outdated. All totals are calculated using new prices, as we cannot guarantee the availability of used books. Pricing changes often and can occur daily. We make every effort to ensure the accuracy of all the book and pricing information on the website.





LARC

Library and Academic Resource Center

Library Resources

- ❖ Minnesota West libraries have approximately 50,000 catalogued items.
- ❖ Browse the online catalogue from our web site.
- ❖ Access to local newspapers
- ❖ Online access to magazines and newspapers, many available full-text online
- ❖ Variety of books to support coursework and leisure reading
- ❖ Interlibrary loan: If you cannot find a book, CD, etc. in our library, we can help you locate it from another library and have it sent here for you
- ❖ Access “LibGuides” – subject guides compiled by Minnesota West librarians to help you through the research process for your classes

Study Area

- ❖ Quiet areas to study: tables, chairs, sofa and lounge chairs, individual carrels
- ❖ Meet fellow students for a study group

Tutoring

- ❖ Minnesota West has professional and student tutors available to meet with all students, either in-person or via web conferencing tools.
- ❖ Request tutoring via the Tutoring webpage, or by emailing tutoring@mnwest.edu.
- ❖ **Tutor.com** is a free online tutoring service which provides tutoring (both immediate/real-time and asynchronous) for students who are on or off campus and is accessed directly from your **D2L Brightspace** home page.

Computer Lab

- ❖ Internet access for assignments, research, and testing
- ❖ Access your student email, D2L, and e-services account
- ❖ Staff available to answer technology questions (Email, D2L, College Central, Office 365)
- ❖ Printer access (linked to Papercut software)

Career Services

- ❖ Minnesota West uses **College Central Network** as its official resume and job posting service. All students have access to College Central and its network of job postings.
- ❖ Access Career Services directly from the **LARC** homepage

Copies

- ❖ Make photocopies. Ten cents per page.
- ❖ Scan documents electronically.

Help Desk

- ❖ Available to assist students with D2L, Email, Tutoring, and other resources.
- ❖ Phone: 507-372-3476

Test Proctoring

- ❖ Minnesota West Community & Technical College offers proctoring services in a secure, quiet environment for the following circumstances:
 - 1) students who cannot take a scheduled classroom exam
 - 2) students in online or ITV courses where proctored exams are required
 - 3) students who require alternative testing accommodations due to a documented disability
 - 4) individuals from other colleges or institutions requiring a live test proctor

Scheduling Information:

- ❖ Test proctoring sessions must be scheduled in advance and can be done via the **Proctoring** webpage, or by emailing proctoring@mnwest.edu

Student ID Card

- ❖ Use Minnesota West photo ID cards for library checkout

Additional Information

Additional information about LARC services and hours is available at www.mnwest.edu/larc.

Accessibility and Disability Services

As a college, our goal is to help each one of our students succeed. We know that everyone faces different challenges when it comes to accessing higher education. Our goal is to make higher education attainable to all students regardless of whether they have a disability or not.

The Office of Accessibility and Disability Services (ADS) is here to assist students with disabilities to help meet their needs and provide the tools necessary for them to participate in the academic environment.

The following are some examples of **qualifying disabilities**:

- Blindness or Limited Vision
- Deafness or Impaired Hearing
- Mobility Impairments
- Neurological Disorders
 - Multiple Sclerosis
 - Epilepsy
 - Cerebrovascular diseases
 - Parkinson's Disease
 - ABI-Acquired Brain Injury/TBI-Traumatic Brain Injury Disability
- Learning and/or Intellectual Disabilities
- Mental Health Disorders
 - ADHD/ADD-Attention Deficit Hyperactivity Disorder/Attention Deficit Disorder
 - Autism
 - Post-traumatic Stress Disorder
 - Anxiety Disorders
- And more

Some of the **accommodations that we offer** are:

- Limited alterations to a classroom environment or task such as extended test time, private room testing, etc.
- Materials in alternative formats such as large print, e-books, read-out-loud features, captioning
- Removal of physical barriers
- Provision of auxiliary aids and services such as tutors, proctoring services, interpreters, etc.
- And more

If you have a documented disability, please contact the ADS Coordinator directly to discuss your needs, talk about what services are available, and develop a plan to assist in your success at Minnesota West.

For more information refer to our website at: <https://www.mnwest.edu/student-services/disability-services> or contact the ADS Coordinator by calling 1-800-658-2330.

FOOD AND PERSONAL CARE

Supply Pantry

available on each campus and the Luverne Center

Minnesota West has established food and personal care supply pantries on each campus and the Luverne Center for students.

Pantry Locations

CANBY CAMPUS - LARC

**GRANITE FALLS CAMPUS -
BETWEEN THE LARC AND COMMONS**

JACKSON CAMPUS - COMMONS

LUVERNE CENTER - COMMONS

PIPESTONE CAMPS - LARC

**WORTHINGTON CAMPUS -
STUDENT SERVICES**

We invite all of our students to access the pantry for food and personal care items as needs arise. If you have any questions regarding the pantries, please contact your Resource Specialist or Student Services Advisor.





KATHY GRUIS

MA, LPCC

WE CAN HELP

WHEN SHOULD I SEE A MENTAL HEALTH PROVIDER?

- ACADEMIC WARNING/PROBATION/SUSPENSION
- RELATIONSHIP CONCERNS (INTERPERSONAL SKILLS, SEXUAL ORIENTATION, CONFLICT RESOLUTION)
- TRANSITION TO COLLEGE (HOUSING, TRANSPORTATION)
- STRESS MANAGEMENT
- PAST OR PRESENT ABUSE (PHYSICAL, EMOTIONAL, SEXUAL)
- ANGER MANAGEMENT
- HEALTH AND WELLNESS
 - DEPRESSION AND SUICIDAL THOUGHTS
 - DRUG/ALCOHOL USE
 - EATING PROBLEMS/BODY IMAGE
 - SPIRITUALITY
 - TIME MANAGEMENT
 - GRIEF AND LOSS
 - ANXIETY

WHAT WE OFFER

SERVICES OFFERED AT THIS TIME INCLUDE INDIVIDUAL AND GROUP THERAPEUTIC SERVICES AS WELL AS REFERRALS TO COMMUNITY RESOURCES.

THERAPEUTIC SESSIONS

Mental health services at Minnesota West provide a range of free and confidential options to address problems related to personal, social, educational, and mental health concerns. The goal is to provide support to students to increase academic success and personal wellness.



options

WHAT TO EXPECT

Discussing the reasons that brought you to seek out assistance including addressing your concerns or symptoms you are experiencing, how you are coping, and how it is affecting you academically as well as other areas of your life. There will also be a discussion on confidentiality, consent to treatment, and what it means to give a release of information.



first session

HOW TO SCHEDULE

Appointments are available with Mental Health and Wellness Specialist, Kathy Gruis, in-person, by phone, or virtually over zoom. To schedule call or email the below information.



appointment



507-372-3451

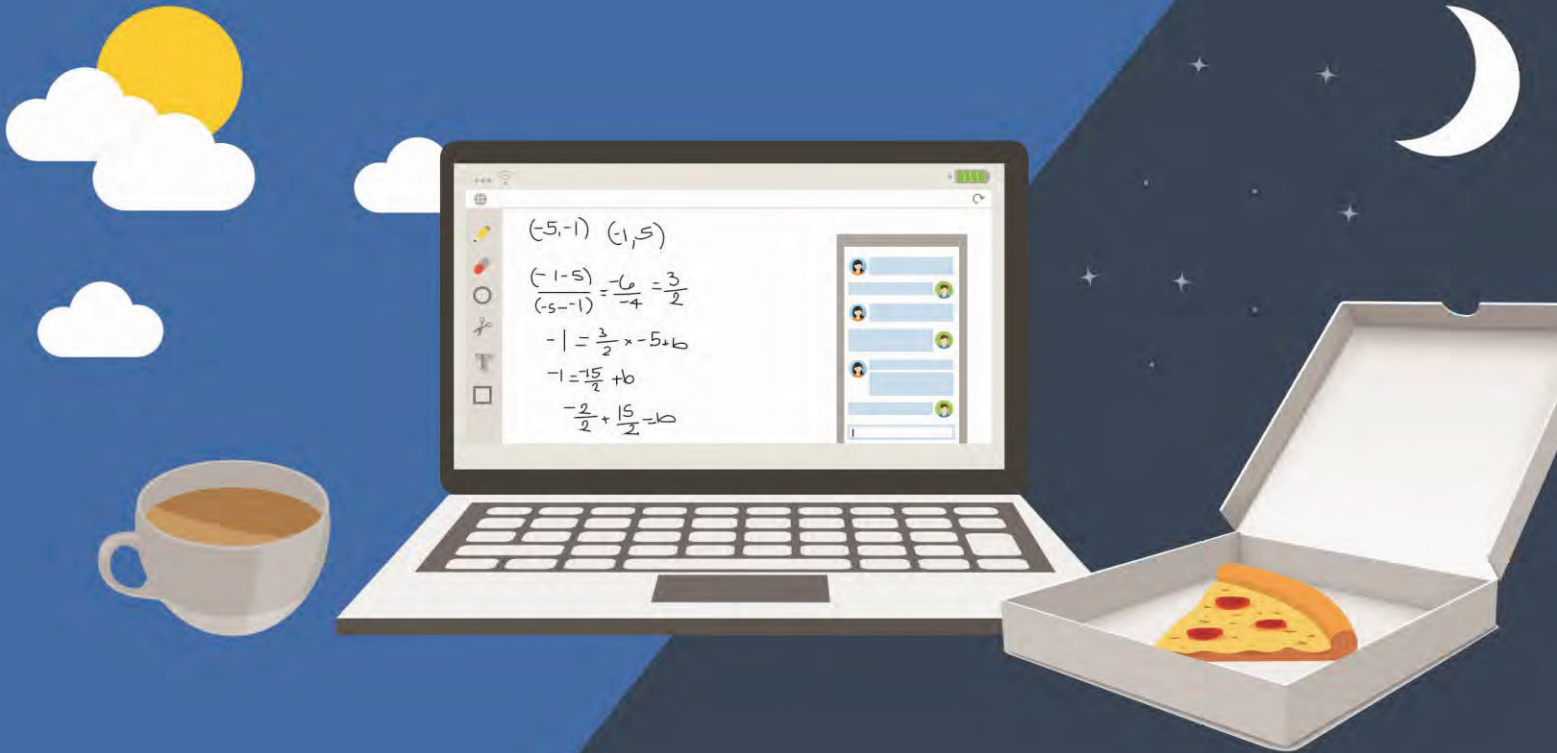


KATHY.GRUIS@MNWEST.EDU

Minnesota West is a member of Minnesota State.
An Affirmative Action/Equal Opportunity Educator/Employer.



Night-owls and early-birds: we're here to help you study.



Students have 24/7 access to free online tutoring, so you can get your school work done... even at 1 AM.

Connect with a tutor today:

Access Tutor.com through your D2L home page and/or within each D2L course page.



tutor.com[®]

DO YOU NEED HELP PAYING FOR COLLEGE?
IS FINANCIAL AID NOT COVERING ALL OF YOUR COSTS?

We can help!!!

SOUTHWEST MINNESOTA PRIVATE INDUSTRY COUNCIL

LEARN NEW, IN-DEMAND SKILLS AT
NO COST TO YOU.

CAREER SPECIALISTS

CAN HELP ENSURE THAT THE
COST OF COLLEGE IS NOT WHAT'S
KEEPING YOU FROM YOUR FUTURE
CAREER

START RECEIVING HELP TODAY

TIM JONES

507.476.4040

tjones@swmnpic.org

www.swmnpic.org



*If you are low income,
receiving public assistance, or
basic skills deficient you may
qualify for our programs!*

OUR TAILORED SERVICES

- Help in determining your career options
- Tuition assistance for counselor-approved classroom training that supports your career goal
- Referrals to community agencies
- Tailored support services while you are in school (gas cards, daycare financial support, etc.)