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: ____________________________________________________________

_____________________________________________________________________

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_____________________________________________________________________
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

Copy should be retained for student file.
Revised March 11, 2020