

CHAPTER 3: Educational Services

Procedure 3E.1/11: Admission

Minnesota Resident Tuition Rate

Anoka-Ramsey Community College charges the same Minnesota resident tuition rate to residents and non-residents. However, South Dakota residents pay tuition equal to the Minnesota resident tuition rate, plus a surcharge that is determined each year.

Minnesota Resident Status

MN resident status is determined at the time of application according to the permanent residence of the student and is based on the following:

- Residency must be established for at least one calendar year immediately prior to application.
- Residency must not be primarily for the purpose of attending college or university.

Residency status is not automatically updated after you have been admitted to the college and have resided in Minnesota for one calendar year. However, except for residents of South Dakota, all other resident and non-resident students are still charged the Minnesota resident tuition rate, regardless of their state or country of residence.

Placement for Success

To ensure academic success, new students at the college are required to take College Board Placement test, Accuplacer. Accuplacer assesses skill levels in the areas of reading, English composition, and mathematics. Placement results are used to determine skill level and place students in appropriate courses. Accuplacer testing is offered on a regular basis throughout the year and takes approximately two hours to complete the entire test. There is no fee.

Placement tests are required for:

- New students taking eight or more credits
- New students enrolling in a math and/or English course
- Returning students enrolling for their eighth credit
- All PSEO students

Although the tests do not determine admission to the college they do determine entry into some courses. If the reading placement score results in placement into Reading 0910, students must enroll in the course during their first semester at the college. Students are encouraged to enroll immediately in the indicated courses when your placement is other than into 1000-level courses. Students are expected to complete all courses numbered below 1000 prior to the completion of 30 credits. Students placing below the lowest pre-college level courses offered may be referred to Adult Basic Education (ABE).

A student's course enrollment may be cancelled if the student does not take the placement test or if the student registers for a course above the cut-off score of his or her placement test(s). Course refunds may not be issued for inappropriate registration. Students who are not satisfied with their placement results may retest for a fee.

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Appointments for placement testing, requests for information about retests, or requests for testing accommodations are done at the Placement Testing/Scheduling Office (Cambridge Campus at 763-433-1980 and Coon Rapids Campus at 763-433-1180).

Orientation

All new students enrolling for eight (8) or more credits during the first term are required to attend an orientation session, or complete the online orientation process. [Orientation](#) provides students with information about college policies, procedures and services. Students are responsible for information provided at orientation and the policies and procedures as noted in the [College Catalog](#) and/or [Student Handbook](#). Both publications are available on the web at www.AnokaRamsey.edu.

New student orientations are offered at both campuses as well as online; however, PSEO and international students must attend an on-campus orientation session.

Immunization

Minnesota Statute (M.S. 135A.14) requires all students born after 1956 and enrolled in a public or private post-secondary school in Minnesota be immunized against diphtheria, tetanus, measles, mumps and rubella allowing for certain specified exceptions. No proof of immunization is needed from students who are assumed to be up-to-date with their immunizations due to requirements imposed by their previous school enrollment, such as students who graduated from a Minnesota high school in 1997 or later. Immunization forms are sent out from the Admissions and Records Office. Students will not be able to complete registration a second time without this information.

Registration

Course schedules for both campuses are published before registration begins for each new semester. In addition, course information is available online at www.AnokaRamsey.edu. Students are permitted to register only at times indicated in the published schedule.

Students are encouraged to register online. Online registration is limited to returning students who do not have holds on their records and new students attending orientation. A student ID number and PIN are necessary for online registration. See the course schedule for details. Students may also register in person at each campus.

To be considered to register for 19 credits or more in a semester, the student must file an exception to policy petition with the Dean of Student Services.

Fees must be paid by the payment deadlines unless deferred by financial aid. The college reserves the right to withhold registration privileges from students with unpaid college financial obligations. Tuition invoices are not mailed. Invoice statement and payment deadlines can be found at <http://www.anokaramsey.edu/Events.aspx>

Adding and Dropping Classes

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Students without holds on their records may add and/or drop classes according to the add/drop procedure listed in each semester course schedule. A Student/Tech ID number and PIN number are necessary for online transactions. All students may add, drop or withdraw in person. Students are responsible for dropping courses if they register and later change their plans for attendance.

Withdrawing from a Class

Students may withdraw (W) from a course through approximately 80% of the term (short courses have adjusted withdrawal dates). To withdraw from classes, students must complete the Withdrawal procedure. Check the campus course schedule for procedures and published withdrawal dates.

Withdrawal grades may subject students to academic probation or suspension. Review the College Costs and Financial Assistance section for pertinent refund information.

Important: If students stop attending class(es) but do not officially withdraw from the college or from a specific course, they will receive the grade that is earned in the course (very likely an “F”). It is the student’s responsibility to officially withdraw from the course; the college does not assign a “W” grade for students who fail to officially withdraw.

Evaluation of Transfer Credits

General Transfer Guidelines

GPA and Grades

Course-for-course equivalencies will be made toward the general education distribution requirements. MnTC goals will be followed from the transferring institution. Other credits accepted in transfer will be indicated as electives.

All college courses in which a student has received a grade of A, B, C, D or P will be considered for transfer evaluation. If a student’s cumulative GPA at the originating institution is less than 2.0, no “D” grades will be accepted in transfer from that school. Transfer credit grades will not be used in computing the student’s GPA at the college. Only earned credits (not grade point credits or grade points) will be recorded on the official college transcript.

Comparability: Courses approved for transfer must be comparable in nature, content, and level and match at least 75% of the content and goals of the course for which the student is seeking equivalent credit.

Time Limit: General education, general studies, and elective credits shall have no transfer time limit. The timeliness of credits applied to career programs will be considered when evaluating transfer credits.

Equivalency/Conversion: The number of transfer credits granted per course shall not exceed the number granted by the originating institution. The conversion of quarter hours to semester hours is .66 semester hours for each quarter hour.

Repeated Courses: When a student transfers in courses and later successfully repeats a comparable course at the college, only credit from the college will be granted.

Credits achieved through military training will be considered for transfer. Students should submit a Military Transcript for evaluation.

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Competency-Based Education credits will transfer as general electives unless approved for other distribution requirements.

Students who have questions about their transfer credits or wish to appeal the transfer evaluation may contact the Admissions and Records Office or an advisor or counselor at either campus.

Additional Technical College Credits

The college shall accept in transfer, for full credit, college-parallel general education courses offered by technical colleges to provide transfer-level general education courses leading to a certificate, an associate in arts degree, associate in fine arts degree, associate in science degree, or an associate in applied science degree.

The college shall accept for transfer, as electives, a maximum of 16 semester credits of college-level vocational or technical courses offered by technical colleges.

A grade of C or 2.0 shall be the minimum required for any course to transfer.

Application to the Nursing Program

Applicants must include all of the following criteria to be considered for admission into the Anoka-Ramsey Community College Nursing Program.

A completed file includes:

- Application to Anoka-Ramsey Community College (on file with the College)
- Application to the Nursing Program
- Official transcripts from high school and all non-MnSCU colleges attended. Electronic transcripts from MnSCU colleges may be used if indicated on the nursing application. A list of MnSCU colleges is available at www.mnscu.edu.
- Official ACT scores in signed, sealed envelope (exempt if earned baccalaureate degree)
- High school transcript (exempt if earned a college degree/college diploma)
 - If an applicant is currently a high school student, documentation including the letter indicating progress towards graduation must be included in the application.

The following are not accepted for admission into the Nursing Program, and will result in the application not being considered for admission:

- Courses still in progress are not considered
- Omitting an official transcript from high school or other colleges attended means the file is incomplete

If a Nursing Program application is incomplete, it will be returned to the student.

Nursing Program Admission Procedure

Applications will be accepted only during the published application dates. The application period will be extended if an insufficient number of qualified applications are received.

All students must meet minimum criteria for admission.

Application dates:

- January 2 – 21 for the 2-Year Fall Program

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- February 1 – 21 for the LPN Mobility Fall Program
- June 1 – 21 for the 2-Year Spring Program
- July 1 – 21 for the LPN Mobility Spring Program

Students will be admitted to either the 2-year Program or the Mobility Program according to admission ranking as indicated on the scoring rubric (see below) until the program is full.

Scoring Criteria	Score
Cumulative GPA (point-for-point) from all colleges (and high school if necessary)	
ACT Composite score: divided by 10	
Anatomy & Physiology I completed: .5 point	
Anatomy & Physiology II completed: .5 point	
# of 30 General Education credits completed (# of general education credits divided by 10)	
Anoka-Ramsey student with 12 earned credits: add one point	
Admission Score:	

Alternate List Procedure for the Nursing Program

A limited number of qualifying applicants will be placed on a ranked order alternate list. Students placed on this list will be eligible for admission to the program pending availability prior to the beginning of the term (e.g. if an accepted student decides later they do not want to attend the college). All students who wish to gain admission to the Nursing Program must reapply, including those who were on the previous year's alternate list.

Application Status Notification for the Nursing Program

Applications will be accepted only during the established time periods. All applicants will be notified by the Records office of acceptance or denial to the Nursing Program. Students offered admission must respond within 10 days of notice to accept their seat in the program.

Admitted students will be notified of the date and time for the required nursing student orientation.

Application to the PTA Program

Application to the Anoka-Ramsey PTA Program is made only after completion of all admission criteria. Incomplete applications will not be accepted. Courses still in progress or absence of required documentation such as official transcripts from high school or other colleges attended render a file incomplete. A GPA of less than 2.0 will not satisfy admission and graduation requirements for the PTA Program. Students with a previous college degree are not required to submit an official high school transcript. For all other students, a high school transcript must be submitted with application. A PTA Program application will be returned if the student's file is incomplete. Applicants must meet the following criteria before applying for admission to the PTA program.

- Qualify to take ENGL 1121 (through assessment placement or completion of ENGL 0950 with grade of C or higher)

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- Successful completion of READ 0910 or assessment score placement in READ 0990 or above
- All required BIOL courses must be completed with a grade of C or higher (within the last 5 years)
- A score of 19 or higher on the ACT. Applicants who have completed a baccalaureate degree in another field are exempt, and will have equivalent to a score of 25 to calculate their rubric score.
- GPA of 2.0 or higher

Students will be admitted according to the admission ranking as indicated on the scoring rubric (see below) until the program is full.

GPA: _____						10	
Scale: 2.0=1 2.25=2 2.5=3 2.75=4 3.0=5 3.25=7 3.5=9 3.75+=10							
Comments:							
BIOL Courses	A(4)	B(3)	C(2)	Taking SPR(1)	D/F/not taken(0)	16	
BIOL 1106	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
BIOL 2113	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
BIOL 2114	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
BIOL 1102	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Completed ALL BIOL Courses With "C" Or Better						5	
Gen Ed Courses	A(3)	B(2)	C(1)	D/F/not taken(0)		12	
ENGL 1121	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
SPCH 1110/2220	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
PSYC 1110	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Fine Arts/Hum	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
ACT Score – Minimum 19:						10	
Scale: 19=1 20=2 21=3 22=4 23=5 24=6 25=7 26=8 27=9 28+ = 10							
Comments:							
Academic Standards Petitions:							
Evaluator Comments:						Total Score:	56
This student applied to the PTA program last year YES NO							

PTA Program Admission Procedure

Applications are accepted between January 1st and January 31st every year, and are reviewed for admission for the following fall semester between the published review dates February 1st through February 28th, or until the program is filled. The application period will be extended if an insufficient number of qualified applications are received. Students will be admitted according to admission ranking, based on points awarded for selection criteria, until the program is filled. All students must meet minimum criteria for admission.

Admission ranking will be determined by scoring on the following criteria:

- Cumulative GPA for the last ten years
- Previous enrollment at Anoka-Ramsey Community College

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History:

- 04.0005 *Moved the following sections from this procedure into the admission policy: Minnesota Resident Admission, Midwest Students Exchange Program, Non-Resident Admission, International Student Admission, PSEO Admission, Special High School Admission, Senior citizen Admission.*
- 05.2006 *Added the following sections to this procedure: Application to Nursing Program, Priorities for Nursing Program Admission, Waiting List Procedure for the Nursing Program, Application Status Notification Nursing Program.*
- 03.2008 *Revised language in the Reciprocity Agreement and Admission section, Orientation section, Evaluation of Transfer Credits General Transfer Guideline GPA and Grades section, and the Nursing Program admission section. Moved the Reciprocity Agreement and Admission section to the beginning of the procedure.*
- 05.2010 *Removed Reciprocity section and replaced with Minnesota Resident Tuition Rate and Status. Updated test length for Accuplacer tests and removed qualifier for initial course placements. Clarified registration requirements for registering for 19 credits or more in a semester. Updated application to the Nursing Program procedure added Nursing Program Admission Procedure, Application to the PTA Program and PTA Program Admission Procedure.*
- 10.2011 *Updated PTA admissions requirements to comply with Office of Civil Rights.*