

# Steps to Complete CIS Application

1. Visit <http://www.clcmn.edu/admissions/> and click on apply now  
Click on start application button

Online Application Privacy

**CLC** CENTRAL LAKES COLLEGE

### Welcome to the Online Application

To begin your Online Application please log in using your StarID. New to StarID? Continue by selecting the "Create StarID" button below.

Already have a StarID? Login

Create your StarID

What is a StarID?

The StarID is a username with the goal of replacing your many login IDs with one ID, one password, everywhere. Once you activate it, you can use your StarID and password anywhere that accepts StarID. It is unique across the Minnesota State Colleges and Universities system, so you can use it at more than one school. Change your password in one place — [starid.mnscu.edu](http://starid.mnscu.edu) — and it will change everywhere.

Private/Confidential Information Collection Notification

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

You are not legally required to provide the information the college/university is requesting; however, the college/university 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;
- 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 an accrediting agency.

Minnesota State Colleges and Universities abide 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. This document can be made available in alternate formats, such as large print, upon request by contacting the college/university.

[View the full MnSCU Privacy Statement](#)

2. Create StarID- **Make sure to check spelling and that all information is correct.** (Remember this information or save in a place you can refer to) You will need the email and password to login in the future.

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### Create StarID

\* Required fields

\* First Name

\* Last Name

Enter an email address specifically created for your use and that you check most often, as you will receive email messages from the Minnesota State Colleges and Universities system containing important information regarding your application status.

\* Email Address

\* Re-enter Email Address

The password complexity requirement associated with the StarID complies with the Minnesota State Colleges and Universities password security guideline. Passwords must meet or exceed these criteria:

- Changed at least every 180 days.
- Must be at least 8 characters long.
- Use at least 3 of these types of characters: uppercase, lowercase, numbers, special characters.
- May not have been used before.
- May not contain your first name or last name if they are longer than 2 characters.

Special characters include characters like these: !@#\$%^&\*()\_+~`[]\|';>.,?/

\* Password

\* Re-enter Password

[← Back](#) [Get my StarID](#)

3. StarID Successfully Created- **You will use this StarID for all Minnesota State schools** (Make sure to keep this in a safe place)

Online Application

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Write your StarID down

StarID Successfully Created

Joey,  
Your StarID has been generated successfully. Please refer to your email address supplied for a confirmation message and information on maintaining your StarID. Please print this page as confirmation of your StarID for your records.

StarID: xv3637eh

You will use your StarID to log back in to complete your application, should you choose to logout prior to submitting your application, as well as check the status of your submitted application. Beyond the application for admission, your StarID will be used to register for classes, check your grades, pay bills and many more features throughout your lifecycle as a student at colleges and universities within the Minnesota State Colleges and Universities system (MnSCU).

Next →

Continuing to Application:

4. Personal-Legal Name and Email Address

Note: **You Must use Legal Name** (For example: Christopher instead of Chris) Middle names are helpful if you have a common name. \* If you have a preferred Name, See next image.

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Personal - Legal Name and Email Address

Enter your name as it appears on your U.S. Social Security card or passport.

\* First Name Middle Name \* Last Name Name Suffix (Jr. Sr. II III)

Paulina Blue Bunyan

Enter an email address specifically created for your use and that you check most often, as you will receive email messages from the Minnesota State Colleges and Universities system containing important information regarding your application status.


\* Email Address

paulina.bunyan@gmail.com

+ Add a Former Name + Add a Preferred Name Next →

**\*\*If you have a preferred Name: select Add a Preferred Name.**

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### Personal - Preferred Name

Students may request that their "Preferred Name" be different from their legal name of record. The preferred name will be used where possible in the course of Minnesota State College and University business.

First Name  
Lina


Middle Name  
Blue

\* Last Name  
Bunyan

← Back Delete Preferred Name Next →

**5. Personal-SSN and DOB (Must at least enter Date of Birth) DO NOT enter SSN unless you have your social security card in front of you to prevent incorrect entry of SSN.**

**Online Application**Privacy



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### Personal - Social Security Number (SSN) and Date of Birth:

Providing your SSN and Date of Birth is voluntary and failing to do so will have no effect on the processing or consideration of your application. This information is requested to help identify your record within the system and ensure that all of your data is matched together, including financial aid application information, if applicable. If you provide your SSN and Date of Birth, it will be used by school officials for positive identification, institutional research, and required state and federal reporting. It may also be used within the system for purposes such as system consumer and alumni relations and to create summary data about system programs through data matches with other state agencies.

Social Security Number (The following formats are acceptable: 333-22-4444, 333224444)

☐ Show Social Security Number

Date of Birth  
 (mm/dd/yyyy)

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**6. Personal-Veteran Status -If you are under 18, this is Always No.**

- If either of your parents/guardians are currently serving select Dependent, otherwise Always select Neither.

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### Personal - Veteran Status

Are you now serving, or have you ever served, in the United States Armed Forces or Uniformed Services?

☐ Yes ☒ No

Are you a spouse or dependent of an individual that is now serving, or has ever served, in the United States Armed Forces or Uniformed Services?

☒ Neither  
☐ Spouse  
☐ Dependent

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**7. Personal-Parent Education- If you do not know your parents/guardians education select Unknown.**

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### Personal - Parent Education

The following information will help Minnesota State Colleges and Universities evaluate student recruitment and retention policies; it will not be used as a basis for admission. Providing this information is voluntary.

What is the highest level of education for your parent(s)/guardian(s)?  
Please respond for the parent(s), adoptive parent(s) who raised you.

First Parent/Guardian	Second Parent/Guardian
<input type="radio"/> No high school diploma	<input type="radio"/> No high school diploma
<input type="radio"/> High school diploma	<input type="radio"/> High school diploma
<input type="radio"/> Some college	<input type="radio"/> Some college
<input type="radio"/> Two-year college degree/diploma	<input type="radio"/> Two-year college degree/diploma
<input type="radio"/> Bachelor's degree or higher	<input type="radio"/> Bachelor's degree or higher
<input checked="" type="radio"/> Unknown	<input checked="" type="radio"/> Unknown

[← Back](#) [Continue to Citizenship →](#)

8. Citizenship- Always select US Citizen. \* If you are not a US citizen, you may not qualify for PSEO/CIS opportunities, check with CLC for details.

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### Citizenship

\* Which best describes your current citizenship status?

☒ U.S. Citizen or Dual National with U.S. Citizenship ☐ International Visa Holder or Seeker ☐ Other

← Back to Personal Continue to Contact →

9. Contact-Residency- If you have lived in MN your whole life this will be the years and months old that you currently are. If you moved here after you were born you will need to figure out the years and months since you moved to MN.

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### Contact - Residency

\* Are you a resident of Minnesota?

☒ Yes ☐ No

\* How long have you lived in this state?

Years  Months

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## 10. Contact-Address- Use Permanent address- select Add

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### Contact - Address

**i** If you supply more than one address, please select which address you would prefer to receive mail at by clicking the radio button in front of that address type.

\* Entry of at least one address is required.

☒ Permanent Address

☐ Local Address

☐ International Address

- In Add screen- Enter your complete mailing address- Then select Add Permanent address.

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### Contact - Permanent Address

Please supply your address.

Country

\* Address Line 1  Address Line 2

\* City  \* State  County

\* Zip Code  Zip Suffix

- After entering address select add Permanent address. **Always use Suggested.**

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### Contact - Permanent Address

Please supply your address.

Country  
United States

\* Address Line 1 Address Line 2  
17553 State Highway 18

\* City \* State County  
Brainerd Minnesota Select...

\* Zip Code Zip Suffix  
56401

← Back Add Permanent Address

Address Verification

Original Address	Suggested Address
17553 State Highway 18 Brainerd MN 56401	17553 State Highway 18 Brainerd MN 56401-5401

Use Original Use Suggested

11. Contact-Phone Number- **Must provide one working number.**

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### Contact - Phone Number

\* Entry of at least one phone number is required.

Local Contact Information.

Home Phone Mobile Phone  
555-555-5555 218-855-8079

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12. Education-High School Information- Always Select Yes.

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### Education - High School Information

\* Are you currently a High School Student?

☒ Yes ☐ No

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13. Education-High School Attended: Always select Minnesota for state. Make sure to select correct High school name, not alternative school in your area. Make sure Grad date is correct 2 digit month and 4 digit year.  
(Most schools are either May or June)

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### Education - High School Attended:

**Important Note:** Graduates of high schools that are not regionally accredited or recognized by the state may not be eligible for admission or for federal student financial aid. Inclusion of a high school name on this list is not an indication that it is regionally accredited or recognized by the state.

\* High School State:

\* High School:

\* Graduation or GED Date: (mm/yyyy)

Provide your cumulative high school grade point average (GPA) as it would be reported on your high school transcript. If you do not have or know your high school GPA, enter zero (0). You may be asked to provide an official high school transcript to verify reported GPA.

\* High School Grade Point Average:

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#### 14. Education-High School Preparation Standards **(Optional)** - you can skip these and select Next

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Save and Exit

### Education - High School Preparation Standards

! Students must meet preparation requirements for admission/transfer to state universities. Please indicate the number of years or partial years of high school education you have or will have completed by the end of high school in each of the categories below. (e.g. Enter 2.5 for a subject if you have taken the subject for 2 full years and part of a third.)

English and Mathematics (step 1 of 3)

English	Mathematics
English: <input type="text"/>	Elementary Algebra: <input type="text"/> Trigonometry: <input type="text"/>
	Intermediate Algebra: <input type="text"/> Pre-calculus: <input type="text"/>
	Geometry: <input type="text"/> Other Math: <input type="text"/>

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#### 15. Education-High School Preparations Standards **(Optional)** - you can skip these and select Next

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Save and Exit

### Education - High School Preparation Standards

! Students must meet preparation requirements for admission/transfer to state universities. Please indicate the number of years or partial years of high school education you have or will have completed by the end of high school in each of the categories below. (e.g. Enter 2.5 for a subject if you have taken the subject for 2 full years and part of a third.)


Sciences and Social Studies (step 2 of 3)

Sciences	Social Studies
Biological Science: <input type="text"/> Physics: <input type="text"/>	Geography: <input type="text"/> US History: <input type="text"/>
Chemistry: <input type="text"/> Other Science: <input type="text"/>	Other Social Studies: <input type="text"/>
Physical Science: <input type="text"/>	

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## 16. Education-High School Preparations Standards **(Optional)** - you can skip these and select Next

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### Education - High School Preparation Standards

**!** Students must meet preparation requirements for admission/transfer to state universities. Please indicate the number of years or partial years of high school education you have or will have completed by the end of high school in each of the categories below. (e.g. Enter 2.5 for a subject if you have taken the subject for 2 full years and part of a third.)

Arts/Culture and World Language (step 3 of 3)


Arts and Culture		World Language	
World Culture:	<input type="text"/>	French:	<input type="text"/>
Dance:	<input type="text"/>	Spanish:	<input type="text"/>
Music:	<input type="text"/>	German:	<input type="text"/>
Theater:	<input type="text"/>	Other World Languages:	<input type="text"/>
Visual Arts:	<input type="text"/>		
Other Electives:	<input type="text"/>		

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## 17. Education-Colleges/Universities Attended- You should not have any Institutions, Select Continue to Confidential

- If you have taken any CIS/PSEO courses at a different Institution previously, you will add the Institutions here.

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### Education - Colleges / Universities Attended

**!** You are required to disclose all education and training received at the undergraduate or graduate level, regardless of whether or not you intend to transfer credits; a bachelor's degree is the minimum educational requirement for consideration for admission to graduate school.

Failure to list undergraduate or graduate information may delay the processing of your application.

Institution Name	Attendance Dates	Degree Earned
------------------	------------------	---------------

← Back+ Add InstitutionContinue to Confidential →

## 18. Confidential-Demographic Information- Must select Sex shown on official documentation.

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Save and Exit

### Confidential - Demographic Information

Providing the following confidential demographic information is voluntary; it will not be used as a basis for admission. Minnesota State Colleges and Universities will use this data to help strengthen our student retention, success, and completion practices.

Sex shown on your official documents  
Sex shown on your official documents is the sex listed on birth certificate, driver's license, passport, or other official document.

☒ Female  
☐ Male  
☐ Other

What is your gender identity?  
Gender identity is a person's innermost concept of self as feminine, masculine, neither, or a combination - how individuals perceive themselves. One's gender identity may or may not be influenced by their sex assigned at birth. (Please select all that apply)

☐ agender  
☐ genderqueer or gender fluid  
☐ man  
☐ non-binary or non-conforming  
☐ trans  
☐ two spirit  
☐ woman  
☐ additional gender identity   
☐ prefer not to disclose

Are you of Middle Eastern or North African descent?  
A person of Algerian, Egyptian, Iraqi, Israeli, Lebanese, Moroccan, Palestinian, Syrian, or other Middle Eastern or North African culture regardless of race

☐ No ☐ Yes

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

☐ No ☐ Yes

Race or Ethnic Background:  
(Please select all 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 or the Caribbean

☐ **Native Hawaiian/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


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Continue to Selection →

19. Major-Application Term- **Make sure to select correct semester. Spring or Fall for correct Year.**

**\*If you do not see the correct Semester you wish to apply for, Contact CLC admissions at: 218-855-8079.**

**Online Application**Privacy



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Save and Exit

### Major - Application Term

If the term in which you want to start is not listed, please contact the [Admissions Office](#) at Central Lakes College.

\* When would you like to start classes?

☐ Spring Semester 2024 (January 08, 2024 - May 10, 2024)

☐ Summer Session 2024 (June 03, 2024 - July 29, 2024)


☐ Fall Semester 2024 (August 19, 2024 - December 20, 2024)

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20. Application Type- **Always Select Post Secondary Enrollment Options (PSEO) Student**

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### Application Type

\* Please indicate the type of student you will be?

☐ First Year, Returning, or Transfer Student  
(Pursuing certificate, diploma, or a two-year or four-year degree; not seeking a degree, or returning student)

☒ Post Secondary Enrollment Options (PSEO) Student  
[What's this?](#)

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## 21. Major-Educational Intent- Select Earn Associate degree and transfer- select Part Time Student

### Online Application



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#### Major - Educational Intent

\* Select the option that best describes your educational goal while attending Central Lakes College:

- ☒ **Earn Associate (two year) degree and transfer.**  
You intend to complete a two-year degree and then transfer to complete additional college level courses at another college or university.
- ☐ **Earn Associate (two year) degree.**  
You intend to complete a two-year degree leading to employment in a particular field or industry.
- ☐ **Earn occupational certificate/diploma.**  
You intend to complete a certificate or diploma program to learn a specific skill, enhance your knowledge in a subject area, or enter the workforce. Certificate and diploma programs are designed with primarily career-focused courses. (Note: some certificate programs may not be eligible for state or federal student financial aid).
- ☐ **Complete courses and transfer without a degree.**  
You intend to use the courses you complete to fulfill degree requirements at another college or university, rather than at this school. (Note: if you choose this status you will not be eligible for state or federal student financial aid for classes taken under this status at this institution).
- ☐ **Complete courses, but not a degree.**  
The courses you intend to take are only for personal enrichment, not to meet any degree requirements (Note: if you choose this status you will not be eligible for state or federal student financial aid).

\* Do you plan to attend Central Lakes College as a:

- ☐ Full Time Student
- ☒ Part Time Student

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## 22. Major- Academic Program – Select Add Major/Program

### Online Application



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#### Major - Academic Program

Selecting a major/academic program of interest is optional. However, to be eligible for financial aid choosing a major/program is highly recommended.

Campus

Delivery of Major

Major

Degree seeking

Concentration

← Back

+ Add Major/Program

Next →



- Make sure to select correct information as stated in picture below. Select add this major.

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### Major - Academic Program of Interest

Please indicate your major/academic program of interest below.

\* Campus location of the major:  
 Central Lakes College-Brainerd Campus

\* Preferred delivery method:  
 On Campus

\* Desired major/academic program:  
 Associate of Arts

\* Desired degree/award:  
 Associate of Arts

← Back + Add this Major

- Your screen should look like the following. If so, Select Next.

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### Major - Academic Program

Selecting a major/academic program of interest is optional. However, to be eligible for financial aid choosing a major/program is highly recommended.

Campus	Delivery of Major	Major	Degree seeking	Concentration	
Central Lakes College-Brainerd Campus	On Campus	Associate of Arts	Associate of Arts		Edit Delete

← Back + Add Major/Program Next →

23. Major- Application Campus- Always select CLC Concurrent Enrollment (unless you are taking PSEO online or PSEO on campus classes along with your CIS classes. In this case you would select CLC Brainerd Campus.)

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### Major - Application Campus

\* On which campus do you intend to receive services while a student?

- ☒ CLC Concurrent Enrollment
- ☐ Central Lakes College-Brainerd Campus
- ☐ Central Lakes College-Staples Campus

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24. Major- Application Information- This should be No- If you have applied to CLC as a CIS/PSEO student previously, you do not need to apply again as CIS/PSEO.

## Online Application



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### Major - Application Information

\* Have you attended Central Lakes College before?

- ☐ Yes
- ☒ No

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## 25. Additional-Activities & Sports- **Optional**- Continue to Review

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Additional - Activities & Sports

Please indicate any activities you are interested in at Central Lakes College:

Academic

☐ Honors Program

Community and human services

☐ Single Parent Support

Ethnicity, language and culture

☐ Cultural Student Organizations

☐ Study Abroad Programs

☐ World Languages

Social organizations

☐ Drug & Alcohol Recovery

☐ Rainbow Coalition Club

Student government

☐ Student Senate

Theater, dance, music

☐ Music

☐ Theater

Men's Sports

☐ Baseball

☐ Basketball

☐ Clay Target

☐ Football

Women's Sports

☐ Basketball

☐ Clay Target

☐ Softball

☐ Volleyball

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Continue to Review →

## 26. Additional- Application Questions: If you have never attended another college leave blank.

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Additional - Application Questions

1

The following information will help Minnesota State Colleges and Universities evaluate student recruitment and retention policies. It will not be used as a basis for admission. Providing this information is voluntary.

If you have attended another college, is your G.P.A. 2.0 or higher?

☐ No, my college G.P.A. is not a 2.0

☐ Yes, my college G.P.A. is at least 2.0

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Continue to Review →



**27. Application Review- Review all information and make sure everything is correct. Scroll to bottom select Continue to Submit Application.**

Online Application Privacy

Degree Earned: Associate of Applied Science

**Confidential**

Demographic Information

Sex shown on your Official Documents: Female

Gender Identity: woman

Race or Ethnic Background

White: Yes

**Major**

Application Term

Term: Spring Semester 2024 Type: Post Secondary Enrollment Options (PSEO)

Educational Intent

Educational Goal: Earn associate (two-year) degree and transfer Status: Part Time

Application Campus

Campus that you intend to receive services:

Previous Attendance Information

Have you previously attended Central Lakes College: N

**Additional**

← Return Continue to Submit Application →

**28. Applications- Check box next to application and Verify your StarID Password. Then Select Submit Selected Application.**

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**Applications**

In order to submit your application(s) you must first read and then check the confirmation box for each Institution.

Application(s) ready for submission

**Central Lakes College** Delete Review

Application Year Term: Spring Semester 2024 Application Type: Post Secondary Enrollment Options (PSEO) Last Modified: Oct 31, 2023

☐ By checking this box I am confirming I want to submit this application and:

1. I verify all the information included on this application is true and complete to the best of my knowledge.

2. I understand withholding information requested on this application or giving false information may make me ineligible for admission or subject to dismissal.

3. I understand that once I submit my application, my application is final and changes can only be made by directly contacting the Admissions office.

☐ By checking this box, I give permission for the college or university to which I am applying to access previously submitted ACT scores within Minnesota State for the purposes of course placement.

☐ Select All

☐ Verify StarID Password

Submit Selected Application(s)

← Back + Apply to Another Institution

**29. You have completed the application process!!**

**30. Following the application, You will need to submit your most current High School Transcript to CLC or the CIS/PSEO Enrollment form if your school is using the form (ask your High School Counselor).**

- Sophomores- Need a Cumulative GPA of 3.0 or higher and a letter of support from the School.
- Juniors- Needs a Cumulative GPA of 3.0 or higher
- Seniors- Needs a Cumulative GPA of 2.5 or higher

**\*If you are a student taking PSEO courses online or PSEO classes at the CLC campus- you will need to submit a Postsecondary Enrollment Options Program Notice of Student Registration form for each semester you plan to attend. Sophomores wanting to take PSEO courses will also need to provide 8<sup>th</sup> grade MCA reading score for admissions.**

**Go to <http://www.clcmn.edu/admissions/pseo/> to find the PSEO Program Notice of Student Registration:**

#### **Eligibility for PSEO**

12th grade/Senior must have a high school GPA of 2.5 or greater

11th grade/Junior must have a high school GPA of 3.0 or greater

10th grade must have taken the 8th grade MCA reading test and have met the proficiency of "meets or exceeds". If student meets the standards he/she may be eligible to enroll in a Career and Technical Education course.

1) Application: [Complete a CLC application](#)

2) PSEO form: [Complete a PSEO Program Notice of Student Registration \(pdf\)](#)

3) Transcripts: Request current [high school](#) transcript to be sent to CLC

