Steps to Complete CIS Application

1. Visit [http://www.clcmn.edu/admissions/](http://www.clcmn.edu/admissions/) and click on apply now
   
   Click on start application button

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

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

5. **Personal-SSN and DOB (Must at least enter Date of Birth)**
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.

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

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

- In Add screen- Enter your complete mailing address- Then select Add Permanent address.
• After entering address select add Permanent address. **Always use Suggested.**

11. **Contact-Phone Number** - **Must provide one working number.**
12. Education-High School Information: **Always Select Yes.**

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

### English and Mathematics (step 1 of 3)

**Mathematics**
- Elementary Algebra: [Blank]
- Intermediate Algebra: [Blank]
- Geometry: [Blank]
- Pre-calculus: [Blank]
- Other Math: [Blank]

**English**
- [Blank]

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

### Sciences and Social Studies (step 2 of 3)

**Sciences**
- Biological Science: [Blank]
- Chemistry: [Blank]
- Physical Science: [Blank]
- Physics: [Blank]
- Other Science: [Blank]

**Social Studies**
- Geography: [Blank]
- US History: [Blank]
- Other Social Studies: [Blank]
16. Education-High School Preparations Standards *(Optional)* - you can skip these and select Next

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)

<table>
<thead>
<tr>
<th>World Culture</th>
<th>Other Electives</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>World Language</th>
</tr>
</thead>
<tbody>
<tr>
<td>French</td>
</tr>
<tr>
<td>German</td>
</tr>
<tr>
<td>Other World Languages</td>
</tr>
</tbody>
</table>

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

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 document
See 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
- non-binary or non-conforming
- trans
- two spirit
- man
- woman
- additional gender identity [Specify here]
- 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

← Back to Education  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.

20. Application Type- Always Select Post Secondary Enrollment Options (PSEO) Student
21. Major-Educational Intent- Select Earn Associate degree and transfer- select Part Time Student

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

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

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.

<table>
<thead>
<tr>
<th>Campus</th>
<th>Delivery of Major</th>
<th>Major</th>
<th>Degree seeking</th>
<th>Concentration</th>
</tr>
</thead>
</table>

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

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

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

**Recreational and club sports**
- CLC Trap Shooting Club

**Student government**
- Student Senate

**Theater, dance, music**
- Music
- Theater

**Men’s Sports**
- Baseball
- Basketball
- Football

**Women’s Sports**
- Basketball
- Softball
- Volleyball

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

**Additional - Application Questions**

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

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

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.

Go to [http://www.clcmn.edu/admissions/pseo/](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](http://www.clcmn.edu/admissions/pseo/)

2) PSEO form: [Complete a PSEO Program Notice of Student Registration (pdf)](http://www.clcmn.edu/admissions/pseo/)

3) Transcripts: Request current high school transcript to be sent to CLC