Supplemental Enrollment

Information and Application

3300 Century Avenue North
White Bear Lake, Minnesota 55110
651.773.1700
century.edu
Supplemental Enrollment

What is Supplemental Enrollment?
High school students who are not enrolled in the Post Secondary Enrollment Options program may still be eligible to register for courses at Century College through the supplemental enrollment process. The supplemental enrollment process is for high school sophomores, juniors and seniors who are interested in registering for courses at Century College, but are either ineligible for the PSEO program, or are interested in taking summer courses.

Only college level courses (courses numbered at 1000 or higher) are eligible for this program, with the exception of developmental math courses which Supplemental Enrollment students may be eligible for on a space available basis.

Supplemental enrollment is not an open enrollment program; students must meet minimum criteria in order to be eligible and courses are offered on a space-available basis only. Tuition and any other fees accrued are the sole responsibility of the student. Seniors must be in the top 50% of their high school class; sophomores and juniors must be in the top 33%. Students that do not meet the class rank requirement, or come from a high school that does not rank its students (which includes home schools and ALCs), may still be considered for the program through an appeal process as described on page two of this application.

Please note, applications are valid for only one semester. Students wishing to participate for more than one semester must fill out a new application each semester. However, students will only be charged the $20 application fee one time.

Enrollment Steps

You will need to notify your high school that you are interested in participating in the Supplemental Program. There are three basic steps in applying for and enrolling in Century’s Supplemental Enrollment program:

- **Step 1** – Meet college-level Reading Comprehension requirement
- **Step 2** – Meet and gather application materials for Option 1 or Option 2
- **Step 3** – Complete and Submit Application Materials with the $20 application fee to: Century College
  - Office of Admissions
  - 3300 Century Ave. N.
  - White Bear Lake, MN 55110
- **Step 4** – Attend a New Student Orientation Session

Steps 1-3 must be completed before the following deadlines:

**Deadlines**

<table>
<thead>
<tr>
<th>Term</th>
<th>Deadline</th>
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<tr>
<td>Spring, Summer, or Fall</td>
<td>Minimum 5 business days prior to start of class</td>
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Students are accepted on a rolling basis.
Step 1 – Demonstrate college-level placement in Reading Comprehension

Century College believes the best mechanism for measuring student readiness for college is our ACCUPLACER Course Placement Test in reading comprehension and mathematics. (For information about the ACT, please see section below.)

Taking ACCUPLACER: ACCUPLACER needs to be completed before the application deadline, and a copy of the ACCUPLACER score report must be submitted with the application. Keep in mind that the test may only be taken twice in a 12 month period. In addition, students testing for the second time will be charged a $10 retest fee. Accommodations for test takers can be provided through the Access Center. Please call 651.779.3354 to see if a student qualifies for accommodation services.

Students must bring a photo ID.

What are the required assessment test scores?

<table>
<thead>
<tr>
<th>REQUIRED</th>
<th>Reading</th>
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<tbody>
<tr>
<td></td>
<td>➢ College-level placement on ACCUPLACER</td>
</tr>
<tr>
<td></td>
<td>OR</td>
</tr>
<tr>
<td></td>
<td>➢ 21 or higher in Reading on the ACT</td>
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<table>
<thead>
<tr>
<th>OPTIONAL</th>
<th>Math</th>
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<tbody>
<tr>
<td></td>
<td>➢ Students are required to take the math course in which they place</td>
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*Please see the Testing Center website for ACCUPLACER and ACT, MCA and SAT scores and placement into Century College math courses.

If a student meets the minimum ACT scores, taking ACCUPLACER is not required. Please submit a copy of your ACT score report with your PSEO application.

Please Note: Information on this application is subject to change without notice.

Century College is a member of the Minnesota State system. We are an affirmative action, equal opportunity employer and educator. This document can be available in alternative formats to individuals with disabilities by calling 651.779.3354 or 1.800.228.1978 x 3354.

Notice of Annual Security Report Availability

Century College is committed to assisting all members of our community in providing for their own safety and security. The Annual Security Report contains information regarding campus security and personal safety including topics such as: crime prevention, public safety authority, crime reporting policies, disciplinary procedures and other matters of importance related to security and safety on campus. It also contains information about crime statistics for the three previous calendar years concerning reported crimes that occurred on campus, in certain off-campus buildings or property owned or controlled by Century College; and on public property within, or immediately adjacent to and accessible from the campus. The Annual Security Report is available on the Department of Public Safety website at [https://www.century.edu/home/public-safety](https://www.century.edu/home/public-safety).

If you would like to receive a paper copy of the Annual Security Report which contains this information, you can contact the Department of Public Safety on East Campus room E1392 or by calling (651) 747-4000.

This information is required by law and is provided by the Century College Public Safety Department.
Step 2 – Meet Option 1 or 2

Option 1:
- Class Rank (Sophomores & Juniors - top third of class, Seniors - top half)
- Decile (Sophomores & Juniors- 3rd decile or higher, Seniors – 5th decile or higher)
- GPA (Sophomores & Juniors- 3.0 or higher, Seniors- 2.5 or higher)

Option 2: Students who do not meet Option 1, but who still wish to apply for the Supplemental Enrollment Program need to submit a high school transcript and write the following essay:
How will you benefit from the Supplemental Enrollment program and what can you contribute to Century College as a Supplemental Enrollment student?
The essay needs to be two pages, typed, double-spaced, and in 12 point font.

Step 3 - Complete and Submit the Application Materials

A) Students must submit:
   1) ACCUPLACER or ACT score reports
   2) A high school transcript and any materials required in Step 2
   3) Page four of this application
   4) $20 application fee

All of the items listed above must be submitted TOGETHER to the Admissions Office. Incomplete applications will not be accepted.

Step 4 - Attend a New Student Orientation

If accepted, Century College will send an acceptance letter to students via the US postal service. Information about the New Student Orientation session will come to the student’s email listed on page four of this application. Students who are unable to attend the New Student Orientation session may automatically forfeit their spot in the Supplemental Enrollment Program.

The New Student Orientation session is a MANDATORY event that involves both large and small group activities.
   It is designed to prepare students for a successful start at Century College. New Student Orientation sessions take approximately 2.5 hours.

The session will cover all services, programs and activities available to Century students. It is our attempt to inform students about everything that is available to them at Century. Critically important college policies are also discussed.

At the New Student Orientation session, students will meet with an Academic Advisor or Counselor individually and are given the opportunity to register for courses. Students can ask Century staff about the best way to set up a course schedule in light of overall college goals or demands such as work, high school extracurricular activities, transfer to four year colleges, etc. Students should meet with their high school counselor prior to their New Student Orientation session in order to confirm any courses they may be required to take at Century to fulfill any incomplete graduation requirements.

Questions?

Questions should be directed to Katy Moore - 651.779.3962 or katy.moore@century.edu
Supplemental Enrollment Application Form

Name (Last, First, Middle) ________________________________

Date of Birth ________________________ Student Email (REQUIRED) ________________________________

Street Address ________________________ City ________________________ State ________ Zip ____________

County _________________ Home Phone ________________________ Cell Phone ________________________

How long have you lived in your state of residence? ____________

High School ____________________________________________

If Home schooled, what high school would you normally attend? ______________________________________

Anticipated Year of High School Graduation: __________________________

Expected Start Date: Year ______ Term _________

What is your current educational intent at this institution?
☐ Complete courses, but not a degree ☐ Earn associate (two-year) degree ☐ Earn associate (two-year) & transfer
☐ Earn occupational certificate/ diploma ☐ Complete courses & transfer without a degree

Request for Confidential Information
The information requested below is voluntary and will assist Minnesota State Colleges and Universities in evaluating student recruitment and retention policies. It will NOT be used as a basis for admission or in a discriminatory manner. You will not be subjected to adverse treatment if you do not provide any of the requested information.

Gender: □ Female □Male
Are you Hispanic or Latino (a person of Cuban, Mexican, Chicano, Puerto Rican, South or Central America, or other Spanish culture, regardless of race)? □Yes □No

Race and Ethnic Background (select any that apply)
☐ American Indian or Alaska Native - A person having origins in any of the original peoples in 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 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
☐ Native Hawaiian or 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

What is the highest level of education for your parent(s)/ guardian(s)? Please respond for the parent(s), step-parent(s), adoptive parent(s), or guardian(s) who raised you. Check only one box for each parent/guardian.

   Parent/Guardian #1                  Parent/Guardian #2
☐ No high school diploma            ☐ No high school diploma
☐ High school diploma              ☐ High school diploma
☐ Some college                      ☐ Some college
☐ Two-year college degree/ diploma  ☐ Two Year college degree/ diploma
☐ Bachelor’s degree or higher      ☐ Bachelor’s degree or higher
☐ Not sure/ don’t know              ☐ Not sure/ don’t know

Applicant Signature
I hereby certify that the information provided on this application form and in all other admissions materials is complete, accurate, and true to the best of my knowledge. I also understand that I am financially responsible for any courses taken through the Supplemental Enrollment program.

Signature: __________________________ Date: __________________

Parent Signature: (if under 18) ______________ Date: ______________