

Date

Year Term

Name

Address

City, State Zip Code

Dear First Name:

It is with great pleasure that I write to inform you that you have been accepted for admission to Normandale Community College. On behalf of the faculty and staff at Normandale Community College, I congratulate you on this accomplishment and welcome you to the Normandale community. We are dedicated to helping you achieve academic success and fulfill your educational goals while you are a student at Normandale. To begin the road to academic success, there are a few steps you need to complete in order to become officially enrolled as a student at Normandale and to make your entry to college as smooth as possible.

1) Review the enclosed “New Student Checklist”.

Please review the enclosed checklist for further information on the final steps to enrollment. It is very important that you satisfy placement testing and attend an Advising and Registration session as soon as possible to ensure best course selection. Please contact us if you need any assistance completing these steps.

2) Student Tech ID and StarID

Your Student Tech ID number is included at the bottom of this letter. You will need this number to schedule your placement testing and your Advising and Registration session. This number will also be used by Normandale staff to maintain and track your information. You should be prepared to give your Tech ID number and a photo ID to campus staff anytime you are requesting assistance. You have also been assigned a StarID which you will use to log into campus computers, eServices, D2L (our online learning system) and other campus services. The checklist includes instructions on how to retrieve your StarID and set a password.

3) Finalize arrangements for financing your education.

The tuition payment deadline is usually due one month before the first day of the semester. After the tuition payment deadline, payment is due 24 hours after registration. For information on financing options, please visit the Normandale website at www.normandale.edu. Click on “Future Students” and then select “Financing Your Education”. Various forms of financial aid as well as a monthly payment plan are available to help you in meeting your tuition and fee obligations.

Accommodations for individuals with disabilities are available with advance notice by contacting the Office for Students with Disabilities at (952) 358-8625 or email OSD@normandale.edu.

We look forward to working with you at Normandale Community College! Questions? Call us at (952) 358-8201 or email admissions@normandale.edu.

Sincerely,

Nancy L. Pates

Nancy Pates,
Director of Admissions

IMPORTANT! RETAIN THIS NUMBER!

Tech ID: XXXXXXXX

This is your assigned Tech ID number. You will frequently be asked to provide this number while you are a student at Normandale.