

# Admissions Checklist



## COLLEGE ADMISSIONS PROCESS

**Admissions Coordinator**

**218-335-4218 [admissions@lltc.edu](mailto:admissions@lltc.edu)**

Complete application online: <https://www.lltc.edu/apply-now/>

Submit all Verification requests to Admissions Coordinator at [admissions@lltc.edu](mailto:admissions@lltc.edu)

High school or GED transcripts request

[High School Transcript](#)

[GED Transcript](#)

[Tribal Enrollment Request](#)

[Immunization Form](#)

(form or records must be submitted within 45 days of semester)

**Transfer students only:** Submit Official Transcripts to Registrar

[Transfer worksheet](#) reviewed by Registrar

**Returning from suspension only:** Submit [Academic Appeal](#) to Academic Success Counselor

Will be reviewed by the Academic Success Counselor

**Elder/Employee Student Only:** [Tuition Waiver form](#)

Acceptance letter from Admissions Coordinator

Congratulations on your acceptance to the Leech Lake Tribal College!!

Before you can register, you must complete academic testing. Read more about it on page 2.

Placement test/assessment scores:

Accuplacer: Reading\_\_\_\_\_ Writing\_\_\_\_\_ Math\_\_\_\_\_

LLTC assessment: Writing\_\_\_\_\_ Math\_\_\_\_\_

Opt-out:\_\_\_\_\_



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## **INFORMATION ON ACCUPLACER/ASSESSMENTS**

The placement testing/assessment is an advising tool used by Student Services to test all new students, with the exceptions of:

- Transfer students that have completed passing credits in college level Math and/or English.
- Returning students who have completed passing credits in college level Math and/ or English. If it has been more than 5 years since you have completed passing credits, you may need to take the Accuplacer test.
- Have taken ACT/SAT.

Information from the placement test/assessment will be used to assess which courses will be mandatory for the students to assure academic success. Students who do not score at the level needed for Math and English will be required to enroll in the respective developmental course(s).

**ACCUPLACER** – a standardize, multiple choice test. Completed on campus.

Student will receive scores immediately. [Links to practice for Accuplacer](#) • [Reading](#) • [Writing](#) • [Math](#)

**LLTC DEVELOPED ASSESSMENT** - The English placement assessment involves writing a 250-500 word essay on a topic predetermined by the English department. The Math placement assessment involves a series of math questions at various level of skill.

**OPT OUT** – a student can choose to opt out of testing if they feel they need developmental courses.

Please make your selection below:

\_\_\_\_\_ Accuplacer test – on campus

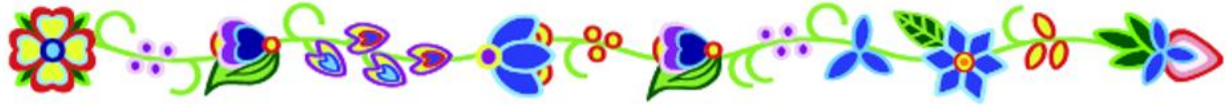
\_\_\_\_\_ College developed assessments

\_\_\_\_\_ Opt out – take developmental courses.





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## Registration & Advising

Roselynn Jones: 218-335-4211: [roselynn.jones@lltc.edu](mailto:roselynn.jones@lltc.edu)  
Jacqueline Dotson: 218-335-4248 [jacqueline.dotson@lltc.edu](mailto:jacqueline.dotson@lltc.edu)

Declare your Major. Read more about majors [here](#)

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Semester:  Fall  Spring  Summer Year: \_\_\_\_\_ Date: \_\_\_\_\_

### Associate of Arts

- Liberal Education
- Early Childhood Education
- Indigenous Leadership
- Indigenous Science
- Choose emphasis below
  - Forest Ecology
  - Human Health
  - Indigenous Science
  - Information Technology



### Associate of Applied Sciences

- Business Management
- Law Enforcement
- Integrated Residential Builder

### Diploma

- Residential Carpentry (1 Year)
- Electrical Technician (1 year)

- Office Use Only
- Declaration of Major       1st Change of Major       2nd Change of Major

Please note that you can only change your major 2 times

I acknowledge that I will be registered for these classes:

Course ID	Course Title	Instructor	Days	Time

Student Signature

Advisor Signature



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## [Orientation](#)

Please plan to attend orientation to learn more about the college. The college will present information on our history and mission. You will be able to meet with faculty and learn about the different majors and courses. Also meet staff to learn about the different departments that keep the college operating including student services, security, and financial aid.

Orientation is hosted on Thursday evening and Fall morning every Fall semester. It will be hosted on Friday only for Spring semester.

Be sure to complete our [SOLO support](#) new student survey.

Contact student services for more information: 218-335-4200 [studentservices@lltc.edu](mailto:studentservices@lltc.edu)

## [Financial Aid](#)

Complete the [Free Application for Federal Student Aid](#)

First time applying? Start with creating a [FSA ID](#)

LLTC FAFSA code – 030964

Check with LLTC's Financial Aid office 3-5 days after submitting to see if you need supporting documents

Enrolled Tribal Members: complete [Minnesota Indian Scholarship](#)

Contact Glen Sawa for more information: 218-335-4270 [glen.sawa@lltc.edu](mailto:glen.sawa@lltc.edu)

