



Next Steps to Becoming an ASTEP Student

The first step for students interested in ASTEP is the **Eligibility Process**. To begin the eligibility process, if possible, please contact ASTEP **9 to 12 months** prior to the fall semester in which the student plans to start college. The student, parent/guardian, teacher or other professional (VR, DD) may initiate this process.

Step 1: Eligibility Process

- Contact the ASTEP program to discuss your interest or complete the [ASTEP Referral Form](#)
- Email, fax or mail a release of information to ASTEP for contacting the high school and any outside support services (DD, VR, etc.)
- Email, fax or mail a copy of the student's most current IEP and any current assessments or pertinent medical information to ASTEP
- ASTEP will review the IEP and assessment records for pre-eligibility determination using the eligibility criteria on the following page
- ASTEP will notify the student and family if he/she has been determined pre-eligible
- If determined pre-eligible, ASTEP will schedule a campus tour and student interview with ASTEP
- Attend the MSU campus tour and complete the student and parent interview
- Submit three letters of recommendation to Project Director (use form provided)
- ASTEP will notify the student and parent regarding final decision of student eligibility and notify them of the next step





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The next step is considering what financial and support services are available and appropriate for the student. Please consider the following.

Step 2: Finances and Collaboration of Services and Financial Support

- Review overall program cost information.
- Discuss interest in ASTEP with high school IEP case manager and principal to discuss collaboration of services and possible financial support to attend ASTEP.
- Contact [Division of Vocational Rehabilitation \(VR\)](#) and [Developmental Disability \(DD\) Services](#); if not already receiving services, apply for services. If eligible for services, discuss possible collaboration of services.
- Contact ASTEP Program Director regarding what was determined at these meetings.
- Apply for scholarships as appropriate.
- Complete the [FAFSA](#) as soon as possible even if you do not think you will be eligible, this information is required by VR even if not eligible for Federal Aid. Use the [Dakota College at Bottineau](#) school code: **002995**.

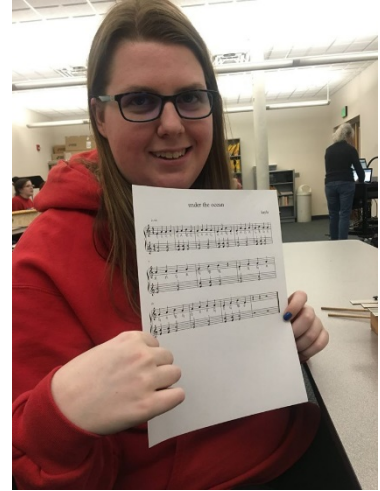




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Step 3: Program Application

- Receive a program application packet once determined eligible
- Complete the application packet and collect the following additional information:
 - Official Copy of High School Transcript
 - ACT/SAT Results
 - Copy of Guardianship papers (if applicable)
 - Proof of Immunizations
 - Check for application fee written to Dakota College at Bottineau (DCB)
- Student and parent/guardian signature required on all documents
- Submit completed application packet to ASTEP



Step 4: Program Acceptance

- Receive letter for acceptance from Dakota College at Bottineau (DCB)
- Claim Campus Connection account per directions from DCB
- Complete online MSU Housing Application and pay fee – request housing accommodations as needed
- Meet with ASTEP staff to develop plan of study
- Attend MSU New Student Orientation in June/July (student and parent attendance required)
- Attend first ASTEP Person-Centered Planning meeting in July/August
- Attend MSU New Student Welcome Weekend and ASTEP New Parent Orientation (weekend before classes begin)

