

# APPLICATION FOR ADMISSION

**Find yourself here.**

**Please complete this application and mail or bring to:**

Delaware County Community College  
Admissions Office  
901 South Media Line Road  
Media, PA 19063-1094



Please type or print legibly.

Check here if applying for readmission (no application fee required). **Please confirm major (see below).**

Anticipated Term of Attendance: *Check the first term you plan to attend.*

Fall (September–December) Year \_\_\_\_\_  Spring (January–May) Year \_\_\_\_\_

Summer I (May–June) Year \_\_\_\_\_  Summer II (July–August) Year \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Legal Name: \_\_\_\_\_  
LAST FIRST MIDDLE

Legal Address: \_\_\_\_\_  
STREET APT.#

CITY STATE ZIP

School District in which you reside: \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

<input type="checkbox"/> U.S. Citizenship	<input type="checkbox"/> Resident Alien: No. _____	<input type="checkbox"/> No Status
<input type="checkbox"/> Foreign National, Country of Origin: _____		
VISA Type: <input type="checkbox"/> F <input type="checkbox"/> B <input type="checkbox"/> H <input type="checkbox"/> J <input type="checkbox"/> Other	VISA Expiration Date: _____	

**ACADEMIC MAJOR CODE**     (Enter code from back page listing programs of study.)

APPLICATIONS WITHOUT A MAJOR CODE WILL BE RETURNED TO THE APPLICANT.

**Students undecided about a major should list Liberal Arts (LA).**

### SECONDARY EDUCATIONAL EXPERIENCE

**HIGH SCHOOL** \_\_\_\_\_  
NAME MO./YR. OF GRADUATION

**Or**

**HIGH SCHOOL EQUIVALENCY**—Provide name of the agency issuing the GED, address and date of certification.

\_\_\_\_\_  
NAME OF AGENCY ADDRESS OF AGENCY DATE OF CERTIFICATION

### POST-SECONDARY EDUCATIONAL EXPERIENCE

Please list each college or university you have attended and indicate whether you would like to have your credits evaluated for transfer. **Note: Your prior college experience will not affect your admissibility since we are an open door institution.**

**COLLEGE/UNIVERSITY** \_\_\_\_\_  
NAME DEGREE IF A GRADUATE

\_\_\_\_\_  
NAME DEGREE IF A GRADUATE

\_\_\_\_\_  
NAME DEGREE IF A GRADUATE

I would like my credits evaluated for transfer to Delaware County Community College:  Yes  No  
 If yes, refer to item 4 of the application instructions page attached to this application.

At Delaware County Community College there are opportunities for earning credit for college-level learning gained from work, military experience, on-the-job training, etc. Check the box if you think you may qualify.

I certify that the information I have herein provided is true to the best of my knowledge and realize that any falsification of information, particularly that concerning residency, may release the College from considering my application for admission or may lead to dismissal from the College at a later date. **NO APPLICATION WILL BE PROCESSED WITHOUT COMPLETE INFORMATION, YOUR SIGNATURE, AND ENCLOSURE OF A NON-REFUNDABLE \$25 APPLICATION FEE.**

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

**In order to gather information required by state and federal agencies, we request that you voluntarily provide the following information. Your decision to answer these questions is optional and will in no way affect admissions decisions. This information is confidential and only used for statistical research. Please check:**

Sex:     M     F

**ETHNICITY**

Hispanic/Latino:     Yes     No

Racial Group *(Select one or more)*

- |  |  |
|--|--|
| <input type="checkbox"/> 1. Black/African-American         | <input type="checkbox"/> 6. Other                                  |
| <input type="checkbox"/> 2. American Indian/Alaskan Native | <input type="checkbox"/> 7. Native Hawaiian/Other Pacific Islander |
| <input type="checkbox"/> 3. Asian                          | <input type="checkbox"/> 8. White                                  |

**Various services are available to students based on their individual needs. Many services are supported by grants to the institution. It is important that we have a profile of students' needs as they enter Delaware County Community College. Your assistance by answering the following questions will enable us to obtain the resources to provide the widest scope of services possible.**

1. Your **primary** educational goal in attending Delaware County Community College *(select one)*

- 1. Improvement of existing job skills
- 2. Preparation for a new job
- 3. Transfer credit
- 4. Personal interest
- 5. Preparation for retirement

2. How do you expect to accomplish your educational goal here at Delaware County Community College?

- 1. Selected courses
- 2. Certificate program
- 3. Two-year Associate Degree program

3. Your **primary** source of information about Delaware County Community College *(select one)*

- 1. Delaware County Community College employee
- 2. High School faculty
- 3. High School counselor
- 4. Family or friends
- 5. Local newspapers
- 6. Radio
- 7. Our brochures, catalog, newsletters, etc.
- 8. Our website
- 9. Other Internet resources
- A. Outdoor or billboard advertisement
- B. Television

4. Please indicate the highest educational attainment of your mother.

- 1. less than a high school diploma
- 2. high school diploma or GED
- 3. some college but no degree
- 4. two-year degree
- 5. Bachelor degree or higher

5. Please indicate the highest educational attainment of your father.

- 1. less than a high school diploma
- 2. high school diploma or GED
- 3. some college but no degree
- 4. two-year degree
- 5. Bachelor degree or higher

6. Please indicate the primary language spoken at home:

- 1. English
- 2. Spanish
- 3. Other, please list: \_\_\_\_\_

7. Please indicate below if you meet the definition of one or both of the following:

Displaced Homemaker – a separated, divorced, widowed homemaker or a homemaker with a disabled spouse who needs marketable skills to become economically self-sufficient.

Single Parent – an individual who is unmarried or legally separated and retains custody or joint custody of a minor child or children.

Both displaced homemaker and single parent.



## **APPLICATION INSTRUCTIONS**

The following information will help you successfully complete the application process. All students planning to take credit classes at the College, full or part time, must complete the application. We recommend that you complete the process as early as possible to allow sufficient time for processing, placement testing, advising, and financial aid processing. If you have questions regarding the process, please visit the Admissions Office in room 3545 at the Main Campus, call 610-359-5050, or e-mail [admiss@dccc.edu](mailto:admiss@dccc.edu).

**Thank you!**

### **APPLICATION INSTRUCTIONS**

1. Please complete and return the application, along with the **non-refundable** \$25 application fee, to:

**Delaware County Community College**  
**Admissions Office**  
**901 South Media Line Road**  
**Media, PA 19063-1094**

Make your check payable to "DCCC." Applications received without the academic major code, citizenship, high school or GED information (including date), and signature will be returned. This will delay the admissions and registration process. Application fees will not be refunded for lack of course availability or course cancellation, but will be honored for future terms of enrollment.

2. If you previously enrolled at Delaware County Community College and stopped attending for one year or longer, you must submit a readmit application. **Please use the regular application and check the box indicating you are applying for readmission. Returning students do not need to submit another application fee.**

### **TRANSCRIPTS**

3. If you are a high school senior or graduated from high school within the past three years, you must submit an official transcript. Contact your high school guidance office for details. A final, official high school transcript must be sent upon graduation. If you earned the GED, have an official GED transcript sent to the College. Contact the Department of Education in the state where you earned the equivalency diploma and request that an official transcript be sent to the Admissions Office.
4. If you are seeking transfer credit, you must have an official transcript sent from each college you attended. Contact your college Records or Registrar's Office and ask that your transcript be sent to our Admissions Office. You may be asked to submit your request in writing along with a transcript fee. Transcripts not received directly from a college must be received in a sealed college envelope.

To request an official evaluation of your transcript(s), contact the Assessment Center at 610-359-5322 and request a petition for transfer credit. Complete the petition and return it to the Assessment Center immediately. We recommend visiting students submit official transcripts and transfer their credits to make registering for classes, especially online, easier.

### **PLACEMENT TESTING AND ADVISING**

5. Within two weeks after we receive your completed application, the Admissions Office will send you an acceptance letter with information about placement testing. The test takes 2 1/2 hours. If you are a returning student who previously took the placement test, you do not need to re-take it. If you successfully completed college level math and English Composition, you can waive the placement test. We recommend you transfer the credit to Delaware County Community College to facilitate your registration.
6. At the placement test session, you should sign up for a college planning session to review your test scores with an advisor and register for classes. If you waived the placement test by returning the card included with the acceptance letter, you will receive a college planning date in the mail. The college planning can last 2 1/2 hours and students are advised in the order in which they arrive.

## STUDENTS WITH DISABILITIES

7. Students with documented learning, physical, and/or psychological disabilities seeking reasonable accommodations for placement testing and/or the classroom should contact the Office of Disability Services at 610-359-5229 (v) or 610-359-5020 (TTY). This information will be kept in strict confidence and has no affect on your admission to the College.

## FINANCIAL AID AND SCHOLARSHIPS

8. If you are seeking financial aid, please include your social security number on your Application for Admission so the College can match this to your Free Application for Federal Student Aid (FAFSA), available online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). For more information, contact the Financial Aid Office at 610-359-5330. The financial aid application process takes time, so please allow at least four weeks to complete.

Visit our web site at <http://www.dccc.edu> to apply for and to learn about scholarship opportunities. Upon reaching our site, click on **Current Students** or **Prospective Students** then **Financial Aid**. At this location you can view steps to the financial aid process, scholarships, and FAFSA information.

If you wish to obtain financial aid, you must submit an official, final high school or GED transcript.

## SPECIAL ADMISSION PROGRAMS

9. If you are applying for **Nursing**, **Respiratory Therapy**, or **Surgical Technology**, you must contact the Admissions Office at 610-359-5050 for information on special application procedures or visit [www.dccc.edu/admissions](http://www.dccc.edu/admissions).
10. If you are applying for **Municipal Police Training**, you must contact the Municipal Police Academy at 610-359-7386 for admission information or visit [www.dccc.edu/teched/police/](http://www.dccc.edu/teched/police/)
11. Applicants interested in **Technical Studies** must contact the Assessment Center at 610-359-5322. In the meantime, please select another major code.
12. **Plumbing Apprenticeship** applicants must contact 610-356-4800 for special admission procedures.
13. **Paramedic** applicants must contact the program coordinator at 610-723-6315 for special admission procedures or visit [www.dccc.edu/admissions/special-paramedic.html](http://www.dccc.edu/admissions/special-paramedic.html)
14. If you are 19 years of age or older and have not graduated from high school or passed the GED, we will consider you for admission on an individual basis. Please contact the Admissions Office for procedures.
15. If you are enrolled in high school as a junior or senior and seek enrichment classes, we will consider your eligibility to take credit classes on an individual basis. Please contact the Admissions Office or visit [www.dccc.edu/admissions/special-concurrentenrollment.html](http://www.dccc.edu/admissions/special-concurrentenrollment.html)
16. If you are a **Foreign National** seeking a student visa (F-1 or M-1), you must contact the Admissions Office for the application and procedures. If you are a foreign national seeking to enroll part-time, you can complete the regular application.
17. If you are a Registered Nurse (RN) applying for **Perioperative Nursing**, you must contact the Allied Health and Nursing Department at 610-359-5353.
18. **Visiting Students** from another college/university should visit our website for registration instructions: [www.dccc.edu/admissions/special-visiting.html](http://www.dccc.edu/admissions/special-visiting.html)

Federal law requires colleges and universities to make available information on campus crime rates and security provisions. Copies of this report are available on-line at [www.dccc.edu](http://www.dccc.edu). Once you have reached Delaware County Community College's web site, click on About Us, then click on Safety/Security. You may call the Campus Security Office at 610-359-5303 or visit the Office of Safety and Security in person. Colleges and universities also must make available information on graduation, transfer, persistence, and attrition rates for full-time, first-time, degree-seeking students. (See student handbook.)

Delaware County Community College is an equal employment and educational opportunity institution conforming to all applicable legislation that prohibits discrimination. The College does not discriminate on the basis of race, color, religion, sex, age, national origin, disability, veteran status, sexual orientation or any other characteristic protected by state or federal laws in its educational programs, activities, admission or employment policies, as required by Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and other applicable statutes. Inquiries concerning Title IX and/or 504 compliance should be referred to: Associate Dean for Student Success, room 2195, 610-359-5320; and/or Vice President of Human Resources, room 3572, 610-359-5094. TTY for the hearing impaired: 610-359-5020.

DCCC is accredited by the Middle States Association of Colleges and Schools, Commission on Higher Education, 3624 Market St., Philadelphia, PA 19104.

**COLLEGE AND UNIVERSITY TRANSFER PROGRAMS (AA & AS DEGREE)**

These majors are for students planning to transfer credits to four-year colleges in order to complete baccalaureate degree programs. Delaware County Community College offers associate degrees in the following fields:

Behavioral Science ‡	Computer Information Systems <b>DPRS</b>	Liberal Arts <b>LA</b>
Business Administration *	Education <b>EDUC</b>	Natural Science <b>NSCI</b>
Communication Arts **	Engineering <b>EGR</b>	Science for Health Professions <b>HSCI</b>
	Human Service <b>HUS</b>	

‡ For students who want to study anthropology **BANT**, psychology **BPSY**, or sociology **BSOC**.  
 \* For students who want to study accounting **BUAC**, management **BUMG**, marketing **BUMR**, sport management **BUSS**, or general business majors **BUAD**.  
 \*\* For students who want to study theater **THEA**, journalism **JOUR**, or applied communications **COMM**.

**CAREER PROGRAMS (AAS DEGREE)**

Delaware County Community College offers the associate in applied science degree in more than 40 areas of specialization for students seeking training in preparation for full-time employment. With planning, these programs may prepare students for transfer to a four-year college.

Accounting <b>ACCT</b>	Electronics Technology <b>ETEC</b>	Interactive Multimedia <b>IMM</b>
Administration of Justice <b>ADJ</b>	Emergency Management and Planning ◊	Machine Tool Technology <b>MTT</b>
Architectural Technology <b>ARC</b>	Facility Management Technology <b>FTEC</b>	Mechanical Technology <b>ATEC</b>
Automated Manufacturing/ Robotics Technology <b>ROBO</b>	Game Development <b>ITGD</b>	Medical Assistant <b>MED</b>
Automotive Technology <b>AUTO</b>	General Business <b>BGEN</b>	Nanofabrication Manufacturing Technology <b>NMT</b>
Business Management <b>BUSM</b>	General Studies <b>GEN</b>	Network Engineering <b>DPRN</b>
Computer-Aided Drafting and Design Technology <b>DDT</b>	Graphic Design <b>CART</b>	Nursing †† <b>HSTN</b>
Computer Applications <b>ITCA</b>	Health Care Management <b>AHM</b>	Paralegal Studies <b>PLG</b>
Computer Programming <b>DPRP</b>	Health Studies <b>HSTU</b>	Paramedic †† <b>EMTP</b>
Construction Management Technology <b>CTEC</b>	Heating, Ventilation, Air Conditioning and Refrigeration <b>HVAC</b>	Respiratory Therapy †† <b>RESP</b>
Early Childhood Education <b>ECE</b>	Help Desk/Technical Support <b>DPM</b>	Small Business Management <b>BUSC</b>
Electronic Commerce <b>ECM</b>	Hotel and Restaurant Management <b>HRM</b>	Surgical Technology †† <b>ORT</b>
	Industrial Systems Technology <b>ISTD</b>	Technical Studies ††
	Insurance Claims Adjuster <b>INS</b>	Web Development <b>ITWD</b>

**CAREER PROGRAMS (CERTIFICATE)**

Students interested in entering the workforce after completing a year or less of college experience may earn a certificate in one of the following areas:

Accounting (Professional) * <b>ACC</b>	Emergency Medical Services Technology <b>EMS</b>	Medical Assistant <b>CMED</b>
Automotive Technology I <b>AUT</b>	Entrepreneurship <b>BUSE</b>	Medical Coding and Billing <b>MC</b>
Automotive Technology II <b>AUTC</b>	Health Unit Coordinator <b>AHU</b>	Medical Coding and Billing for Healthcare Professionals <b>MCH</b>
Carpentry (Residential) <b>CPT</b>	Heating/Ventilating/Air Conditioning/ Refrigeration <b>HVA</b>	Municipal Police Training †† <b>MPT</b>
Carpentry (Finish) <b>CPTC</b>	Human Resource Management <b>CHRM</b>	Paralegal Studies ** <b>CPLG</b>
Child Development Associate <b>ECA</b>	Industrial Systems Technology <b>IST</b>	Patient Care Assistant <b>PCA</b>
CNC Programming-Lathe & Mill <b>CNC</b>	Interactive Multimedia <b>IMMC</b>	Perioperative Nursing †† <b>NURP</b> ***
Computer Aided Drafting and Design Technology <b>DDTC</b>	Latino-American Studies <b>CLAS</b>	Photography <b>PHOT</b>
Computer Aided Machining <b>CAM</b>	Machining Operations-Level I <b>MTC1</b>	Plumbing Apprenticeship †† <b>PLB</b>
Construction Supervision <b>CSUP</b>	Machining Operations-Level II <b>MTC2</b>	Process Control Technology I <b>PCT</b>
Early Childhood Director <b>ECD</b>	Managed Care <b>AHMC</b>	Process Control Technology II <b>PCTP</b>
Electrical <b>ELT</b>	Manufacturing Operations <b>MAN</b>	Small Business Management <b>CSBM</b>
Electronic Commerce <b>ECMC</b>		Web Development <b>WEB</b>
		Welding <b>WLD</b>

\* Students without a bachelor's (B.A.) degree may enroll; having a B.A. degree is required to sit for the CPA exam.  
 \*\* An associate or bachelor's degree with at least 21 credits in approved General Education courses is required for admission to the Paralegal Studies Certificate Program.  
 \*\*\* This certificate requires that the student be a registered nurse (RN) prior to beginning the program.  
 †† These programs have special application procedures. See Special Admission Programs on the instruction sheet.  
 ◊ For students interested in fire science **EMF**, municipal police officer **EMP**, emergency medical technician **EMM** concentrations. **EMP** applicants should see Special Admission Programs on the instruction sheet.