

Dear Student:

Thank you for your interest in Delaware County Community College. DCCC strongly encourages students to complete their high school program. There are, however, limited opportunities for high school students to enroll in course work at the College while still enrolled in high school.

High school students interested in supplementing their curriculum with college course work during their junior and senior year may request consideration for Concurrent Enrollment. The Admissions Office, in consultation with the guidance counselor, evaluates each request on an individual basis. Students considering Concurrent Enrollment must exhibit maturity and demonstrate above average academic achievement (A/B average) to benefit from a college level class.

To be considered for Concurrent Enrollment a student must:

- 1) Make an appointment to interview with the Director or an Assistant Director of Admissions. The **deadline** to contact Admissions for an appointment is **July 1st** for the fall semester, **November 1st** for the spring semester, **April 15th** for summer I and summer II. These deadlines are earlier than DCCC's other registration deadlines to ensure enough time for the approval, testing, and advising process.
- 2) Students must bring to the appointment the completed High School Enrollment Form, a completed application for admission, and an official high school transcript. Unofficial transcripts are acceptable if they are in a sealed envelope.
- 3) Students accepted for Concurrent Enrollment are scheduled for a placement test in math and/or English and Reading Comprehension within a week or two of acceptance. The placement test lasts 2½ hours.
- 4) Approximately two weeks after placement testing the student will return to Admissions for advising. Concurrent Enrollment students can register for only one or two classes in each semester (only one class in each summer session is permitted). Students must meet the prerequisite for the class(es) in which they are registered.
- 5) Students should be prepared to make payment at the time of registration. DCCC accepts cash, money orders, personal checks, VISA, Master Card, American Express and Discover. A payment

plan is available for a non-refundable enrollment fee of \$30. High school students are not eligible for financial aid.

- 6) Upon completion of course work it is the student's responsibility to request that a DCCC transcript is sent to the high school. *Grades received at DCCC become part of the permanent college transcript and must be reported to any college or university applied to in the future. Transferability of DCCC coursework is at the discretion of the transfer institution.
- 7) Concurrent Enrollment students are expected to follow all College rules. Failure to do so may result in dismissal from the College.
- 8) Concurrent Enrollment students are not permitted to make changes to their schedule without first consulting with the Admissions Office.
- 9) Upon proof of graduation from high school or receipt of the GED, the student is permitted to enroll as a full-time student, provided he/she is not on academic dismissal or probation and all previous tuition balances are paid in full.

If you have any questions or need to schedule an appointment, please call 610-359-5050. Please identify yourself as a high school enrichment student when calling. Classes fill quickly so the earlier you start the process the better your chances of getting the class(es) you want. We wish you well in your educational endeavors and look forward to assisting you in reaching your goals.

Sincerely,

Hope Lentine
Director of Admissions and
Enrollment Services

