



**High School  
Enrichment Student  
Manual  
(website version)**

**Delaware County Community College  
Admissions Office  
Main Campus, Room 3545  
901 S. Media Line Road  
Media, PA 19063  
610-359-5050  
admiss@dccc.edu**

Thank you for your interest in Delaware County Community College. The College strongly encourages students to complete their high school program. However, we do offer limited opportunities to “academically able” high school students for enrollment in course work at the College while still enrolled in high school. These are in addition to “dual enrollment” partnerships we have with a number of high schools.

The High School Enrichment Student program is limited to high school students entering or enrolled in their junior or senior years. Students requesting to take courses while still in high school must exhibit maturity and demonstrate above average academic achievement to benefit from a college-level class. An assessment will be made by review of the transcripts, courses taken, grades earned in individual courses, overall GPA, absenteeism, tardiness, and class rank among other factors.

## Guidelines and Procedures

1. Gather all required paperwork: HS Enrichment Concurrent Enrollment form with all signatures, a completed College application, and **official** high school transcripts. Students failing a course in high school will NOT be permitted to remediate through a college-level course.
2. Requested courses listed on Concurrent Enrollment form should be reviewed and approved by the high school counselor. (Note: HS Enrichment Students are limited to two courses in each of the Fall and Spring terms, and one course in each of the Summer terms.)
3. Call the Admissions Office (610-359-5050) to schedule an appointment with an Assistant Director of Admissions. Please bring the required paperwork listed above, as missing paper-work will impede the process! **The deadline to contact the Admissions Office for an appointment is August 1 for the Fall term, December 1st for the Spring term, May 1st for the Summer I term, and June 1st for the Summer II term.**
4. At the initial appointment, your ability to benefit from college courses will be assessed. You may be referred to the Admissions Committee for final approval.
5. If approved, you will be required to complete the College's full placement test. Please visit the following website for sample questions: [www.collegeboard.com/student/testing/accuplacer/preparation-sample.html](http://www.collegeboard.com/student/testing/accuplacer/preparation-sample.html).
6. A follow-up appointment, to be held approximately one week after testing, will also be scheduled to review your placement test scores and register for the course(s) requested, if appropriate. Course availability cannot be guaranteed.
7. Registration will be limited only to the courses listed on the Con-current Enrollment form that are approved by the high school counselor and for which you have satisfied all prerequisites or other requirements established by the College, unless permission for substitution is given. If you are not eligible for the courses listed and a substitution is made, it is your responsibility to communicate that substitution to the high school for approval.
8. You will receive a bill and schedule and must make payment by the due date; this due date may be immediate if you register close to the beginning of the semester. The College accepts cash, check, money order, Visa, Mastercard, American Express, or Discover. Payment via credit card is also accepted online via the "deLaGate" portal (see page 4). Failure to make payment arrangements by the due date will result in the cancellation of the course. We cannot guarantee that, if canceled for non-payment, you can be reinstated into the same course. The College offers a payment plan; for more information, contact the Cashier's Office at 610-359-5118. High school students are not eligible for financial aid.

### Things to consider...

**Academic Calendar:** Students are responsible for reviewing the academic calendar for important dates. Please visit [www.dccc.edu/calendar/academic.html](http://www.dccc.edu/calendar/academic.html) to view the current academic calendar.

**Adding / Dropping Courses:** High school enrichment students are not permitted to make changes to their schedules without consulting the Admissions Office staff first. A “Hold” has been placed on your account until you graduate from high school that requires you meet with an Admissions Officer before adding / dropping courses. Schedule changes may require the approval of your high school counselor. **No high school enrichment students may make schedule adjustments after the start of classes**, except to drop a course after it begins. No substitutions can be made. Courses dropped after the beginning of classes will be subject to the College’s refund policy (see page 4).

**Attendance:** Your instructor will review his/her attendance policy on the first day of the course. It will also be included in your syllabus for the course. If problems with attendance arise, it is **your** responsibility to communicate with your instructor and make arrangements to complete required work. You may also contact the Admissions Office and speak with a staff member for guidance and advice.

**Bookstore:** The College’s Bookstore is located on the Main Campus in Room 2545. Other campuses provide book sales at the beginning of each semester. Please bring a copy of your schedule with you to ensure you purchase the correct book. For bookstore hours, please contact them directly at 610-359-5180.

**delaGATE:** You may log into your account on the College’s portal to view your schedule, request transcripts, make payments online, check your College email account, and access important information from your instructors. This portal is the College’s primary mode of communication to you. From the homepage, [www.dccc.edu](http://www.dccc.edu), move the cursor to “delaGATE: login now!” You must provide your DCCCid number (begins with a “P”) and follow the instructions provided for logging on the first time. You should change your PIN immediately. There is a place to record your DCCCid and PIN number on page 10 of this manual.

**Developmental Courses:** The College requires High School Enrichment students, like all other degree-seeking students, to take a placement test in reading, writing, and math. This placement test, completed primarily on the computer, indicates your academic starting point, so it is important to take the test seriously. The test is designed to test the knowledge generally attained after four years of high school study. At times, and especially for students applying for the High School Enrichment program who have not yet completed four years of high school-level study, placement test scores indicate a need for developmental or transitional courses. These courses are required for students who would not otherwise be successful in college-level courses. These courses are also a pre-requisite for many 100-level courses. Students required to take any developmental course(s) will earn a grade of “NP- No Pass”, “P- Pass”, or “HP- High Pass”. A grade of P or HP is required to move to the next level. It is important to note that developmental courses, while necessary to remedy individual skill deficiencies, will not transfer to other institutions. High school enrichment students who test “minimum entry” on any part of

the placement test are not permitted to enroll in courses until graduation from high school. At your follow up appointment, we will discuss the results of your placement tests and note them in this manual for your future reference (see page 7).

**Family Educational Rights and Privacy Act (FERPA):** Although most high school enrichment students are still minors, according to FERPA, the College must treat you as though you are 18 years of age. As such, the College can only discuss your academic life with your parents or guardians if you give us permission. This includes your schedule, your attendance, and your performance in the classroom.

**Final Exams:** To complete a course and receive a grade, you must take the final examination as stated in the instructor's syllabus.

**Grades and GPA:** The College does not mail student grade reports. Students may log into "deleGATE" to check their grades after the end of the semester. See page 3 for logging into "deleGATE". All students enrolled in college-level course work at Delaware County Community College, including those enrolled in the High School Enrichment program, will earn a grade point average and credits that must be reported when applying to other institutions and may affect admissibility. The Admissions Office staff, in evaluating students wishing to participate in the High School Enrichment program, selects those we feel will benefit from its opportunities, while not sacrificing the quality of high-school work nor jeopardizing future college plans.

**Home school students:** Delaware County Community College welcomes home schooled students to participate in the High School Enrichment program. Home schooled students must meet the same requirements for consideration into the program as any student coming from a public, parochial, or private school. If as a home schooled student, you are unable to provide an official, written transcript of courses completed and the grades earned at the initial interview, you must instead provide a portfolio of work completed at the high school level and placement testing would, of course, be required to gauge your preparedness for the courses you may wish to take.

**ID cards:** All students are encouraged to obtain a College Photo ID card. Please present a copy of your schedule and a picture ID to the Library (Main Campus) or Learner Services Office (all other campuses).

**Online or Distance Learning Courses:** Delaware County Community College offers several types of distance learning courses. High school enrichment students are not permitted to enroll in an online or other distance-learning course during their first term of enrollment. We strongly believe that qualified high school enrichment students must first experience a "typical" college course and adjust to the difference in academic rigor before attempting a non-traditional course offering, such as distance learning. Consideration for enrollment in a distance-learning course in a future term will be based upon the student's on-going success at both the high school and college level, and demonstrated maturity level.

**Orientation:** You may consider attending the general Orientation session offered by the College for all new students. Information is sent to all new students before the beginning of the semester. If a specific orientation for High School Enrichment Students is planned, you will be notified.

**Refunds:** Students withdrawing from courses after the start of the semester are subject to the College's refund policy which can be found in the current Catalog or online at [www.dccc.edu/tuition/policy.html](http://www.dccc.edu/tuition/policy.html).

**Students with Documented Disabilities:** Students with documented learning, physical, and/or psychological disabilities seeking accommodations for placement testing and/or the classroom should notify the Admissions Office during the initial interview. The Admissions Office staff will work closely (continued from previous page)

with the College's Office of Special Needs Services to consider the accommodations for placement testing and/or for the classroom. The Office of Special Needs Services facilitates accommodations for individuals with documented needs, but instruction is not adapted. For some special needs students, the High School Enrichment program may not be appropriate. In most cases, an Individualized Education Program (IEP) is **not** sufficient documentation to provide accommodations. For more information on the required documentation or services offered, please contact the Office of Special Needs Services at 610-359-5229.

**Transcripts:** The transcript is a record of all courses and grades you have earned each semester. If you are planning to transfer to a four-year school or your high school requests an official transcript of your work at the College, it is **your** responsibility to request a transcript. There are transcript request forms available at the Student Records Window (Main Campus) or Learner Services (all other campuses). Transcript requests may also be made through "delaGATE".

**Transferability of courses:** Each year, over 1200 Delaware County Community College students transfer successfully to hundreds of colleges and universities throughout the United States. High school enrichment students at the College find that benefit one of the greatest advantages of applying for admission to the Enrichment program. You should note, however, that transfer of credit to another institution is ultimately decided by the accepting institution and not by Delaware County Community College. A number of factors, like the institution itself or the program of study selected at that institution, will determine the transferability of courses. The Admissions Office staff can help you to determine course work that typically transfers seamlessly to other institutions.

### Registering for a future semester

High school enrichment students currently enrolled in courses will be notified by mail when registration for the next term(s) begins. You must contact the Admissions Office for an appointment **no later than** August 1 for the Fall term, December 1 for the Spring term, May 1 for the Summer I term, and June 1 for the Summer II term. Requests made after these deadlines may not be accommodated. When calling for an appointment, please identify yourself as a continuing high school enrichment student. As stated previously, a “Hold” placed on your account prevents you from registering without meeting with an Admissions Officer. In many cases, only one appointment is needed for continuing high school enrichment students, as placement testing was already completed.

At the appointment, continuing high school enrichment students must provide the following:

1. An updated High School Enrichment Concurrent Enrollment form. This form may be downloaded at [www.dccc.edu/HS\\_Enrich\\_form.pdf](http://www.dccc.edu/HS_Enrich_form.pdf)
2. An updated official high school transcript

If either document is not available at the appointment time, approval for additional courses may not be granted and an additional appointment may be necessary.

We suggest you meet with your school counselor before your scheduled appointment. This allows you to discuss which course(s) your “home” school will provide and which course(s) you would like to take at the College. This provides you the opportunity to obtain the documents listed above.

Please remember that this program is only available to juniors or seniors demonstrating maturity and above average academic achievement. We will review your current, official high school transcript, as well as your performance in your college courses thus far, to ensure this program will continue to be a benefit to you, while not sacrificing the quality of your work for your home school or jeopardizing your future college plans. If you are earning C’s or lower in either your high school or college coursework, you will not be permitted to continue in the High School Enrichment program.

### A few last thoughts...

High School Enrichment Students are expected to follow all College rules. Please review the College's Catalog (available in the Admissions Office) and Student Handbook (available from the Campus Life or Learner Services Offices) thoroughly. Failure to comply may result in dismissal from the College.

It is your decision whether you choose to disclose to your instructor and classmates that you are still enrolled in high school. You were selected to participate in this program not only because of your above average academic achievement, but also because of your maturity level.

Once you complete your graduation requirements for your high school, you may enroll at the College as a full-time student, provided you are not on academic dismissal or probation and all previous tuition balances are paid in full. Please request that a final high school transcript, including the date of graduation, be mailed to the Admissions Office so that the registration "Hold" may be removed. Students may then call the Admissions Office to schedule a College Planning Session to register with the help of a college advisor.

If you are interested in applying for Early Admission to Delaware County Community College, please contact the Admissions Office for additional procedures. You may be considered for early, full-time admission to the College after completion of your junior year in high school. Please note that the College is unable to provide high school graduation requirements in Physical Education and High School Graduation Projects.

We wish you the best of luck in your future educational endeavors!

Sincerely,

The Admissions Staff

### For Your Record

College ID #: \_\_\_\_\_

Your delaGATE PIN: \_\_\_\_\_

### Placement Test Results

The Admissions Office will complete this section with the courses with which you must begin at Delaware County Community College, based on the placement test scores you received:

English writing: \_\_\_\_\_

Reading comprehension: \_\_\_\_\_

Mathematics: \_\_\_\_\_