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

Delaware County Community College

www.dccc.edu | 610-359-5050 | Serving Delaware and Chester Counties

APPLICATION FOR ADMISSION

PLEASE TYPE OR PRINT LEGIBLY

☐ Check here if applying for readmission (no application fee required if previously paid).

☐ Check here if you are a visiting student. (see #19 under Special Admission Program)

ANTICIPATED TERM OF ATTENDANCE

☐ Fall/Accelerated (September-December) Year _____

☐ Winter (December-January) Year _____

☐ Spring/Accelerated (January-May) Year _____

☐ Summer I (May-June) Year _____

☐ Summer II (July-August) Year _____

Social Security Number: _____ Date of birth: _____

Legal name: _____
LAST FIRST MIDDLE

Legal address: _____
STREET APT#

_____
CITY STATE ZIP

School district in which you currently reside: _____

Home telephone: _____ Cell phone number: _____ Email: _____

STATUS (please check one)

☐ U.S. Citizen ☐ Resident Alien: No. _____ ☐ No Status

☐ Immigrant Visa (attach proof) ☐ Refugee (attach proof) ☐ Asylum (attach proof)

☐ Non-Immigrant, Foreign National, Country of Origin: (attach proof) _____

Visa Type: ☐ F ☐ B ☐ H ☐ J ☐ Other Visa Expiration Date: _____

VETERANS ONLY

☐ Other eligible Veteran only ☐ Vietnam Veteran only ☐ Both Vietnam / Other eligible Veteran

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ACADEMIC MAJOR CODE ☐ ☐ ☐ ☐

Students undecided about a major should list Liberal Arts (LA).
Application without a major code will be returned to the applicant.

SECONDARY EDUCATION EXPERIENCE

High School: _____
NAME OF HIGH SCHOOL MONTH / YEAR OF GRADUATION

_____
ADDRESS CITY STATE ZIP

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 EDUCATION EXPERIENCE

College/University _____
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.

☐ 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 and citizenship, 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)

___ 1. Two or more races
___ 2. Black/African-American
___ 3. American Indian/Alaskan Native
___ 4. Native Hawaiian/Other Pacific Islander
___ 5. Asian
___ 6. White
___ 7. Other

Many student services are supported by grants. It is important that we have a profile of students' needs as they enter the College. Answering the following will enable us to provide the widest scope of services possible.

1. Your PRIMARY education goal in attending Delaware County Community College. (select one)

___ 1. Graduate with a two-year Associate Degree
___ 2. Complete a certificate program
___ 3. Selected courses, no degree plan
___ 4. Selected courses, uncertain of degree plan
___ 5. Other

2. Do you plan to transfer your credits from Delaware County Community College to another school?

___ 1. Yes
___ 2. No
___ 3. Unsure/undecided

3. To which college do you plan to transfer your Delaware County Community College credits? (select one)

___ 1. Drexel Univ.
___ 2. Immaculata Univ.
___ 3. Neumann Univ.
___ 4. Penn State Univ.
___ 5. West Chester Univ.
___ 6. Widener Univ.
___ 7. Temple Univ.
___ 8. Other
___ 9. None

4. 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's degree or higher

5. 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's degree or higher

6. Indicate the primary language spoken at home.

___ 1. English
___ 2. Spanish
___ 3. Other, please list: _____

7. Indicate if you meet the definition of one or more:

___ 1. Displaced Homemaker–separated, divorced, widowed homemaker or homemaker with a disabled spouse who needs skills to become economically self-sufficient.
___ 2. Single Parent–individual who is unmarried or legally separated and retains custody or joint custody of a minor child or children.
___ 3. Both displaced homemaker and single parent.
___ 4. None

8. If you are employed, how many hours per week do you work on average:

___ 1. Currently unemployed
___ 2. 1-20 hours per week
___ 3. 21-35 hours per week
___ 4. More than 35 hours per week

Delaware County Community College

Application Instructions

Please keep for future reference.

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, room 3500, at the Marple Campus, call 610-359-5050, or email 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 re-admit 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. We strongly recommend that all students apply for financial aid. All financial aid applicants are required to submit an official, final high school transcript with the date of graduation and final grades or GED transcript. Financial aid will not be disbursed until all requirements are met, including the official transcript being received by Student Records. High school graduates should contact their high school guidance office to have the transcript sent. GED recipients should contact the Department of Education in the state where they earned the diploma to request a transcript.

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 Records 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 Assessment Services at 610-359-5322 and request a petition for transfer credit. Complete the petition and return it to Assessment Services immediately. We recommend visiting students submit official transcripts and transfer their credits to make registering for classes, especially online, easier.

PLACEMENT TEST AND ADVISING

5. Within seven days after we receive your completed application, the Admissions Office will send you an acceptance letter with information about placement testing. The test takes 2 ½ 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.

   SAT or ACT scores may be used for placement in math and/or English courses. Students should have their official scores sent to Assessment Services at the College. The College's school code for the SAT is 2125 and for the ACT is 3542. Scores must be current within 5 years of the student starting classes. To waive the placement test, students must receive the following minimum scores: English/Reading = SAT verbal: 500; ACT verbal: 18
   Math = SAT math: 500; ACT math: 20

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 ½ hours and students are advised in the order in which they arrive.

STUDENTS WITH DISABILITIES

7. Students with a documented learning, physical and/or psychological disability seeking reasonable accommodation 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 effect 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**. 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 website at **www.dccc.edu** to apply for and to learn about scholarship opportunities. Upon reaching our site click on Admissions and Financial Aid, then Financial Aid. There 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/specialapps**.
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/policeacademy**.
11. Applicants interested in Technical Studies must contact Assessment Services 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/paramedic**.
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 and forms.
15. If you are a high school junior or senior and are interested in the College's High School Dual Enrollment Program, please visit **www.dccc.edu/highschool**.
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. B Visa holders are not permitted to take credit classes.
17. If you are a Registered Nurse (RN) applying for Perioperative Nursing, you must contact the Allied Health, Emergency Services, and Nursing Department at 610-359-5285.
18. Neurodiagnostic Technology applicants must contact Allied Health, Emergency Services, and Nursing Department at 610-359-5353.
19. Visiting students from another college/university should visit our website for registration instructions: **www.dccc.edu/visiting**.

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 Connie L. McCalla, vice president of human resources and Title IX Coordinator, (cmccalla@dccc.edu), 610-359-5094; Betty Brown, associate dean for student success, (bbrown1@dccc.edu), 610-359-5320. Inquiries related to accessibility services for students should be directed to the office of disability services, (abinder@dccc.edu), 610-359-5229.

Delaware County Community College is an Equal Opportunity Employer.

Federal law requires colleges and universities to make available information on campus crime rates and security provisions. Copies of this report are available online at **www.dccc.edu**. Once you have reached Delaware County Community College's website, click on About Us, and then click Safety/Security. You may call the Department of Safety and Security at 610-359-5303 or visit them 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 accredited by the Middle States Association of Colleges and Schools, Commission on Higher Education, 3624 Market St., Philadelphia, PA 19104.

Delaware County Community College

Programs of Study and Major Codes

COLLEGE AND UNIVERSITY TRANSFER PROGRAMS (AA, AFA, & AS DEGREES)

These majors are for students planning to transfer credits to four-year colleges/universities in order to complete baccalaureate degree programs.

Administration of Justice **AADJ**
Behavioral Science – Anthropology **BANT**
Business Administration **BUAD**
Communication Arts
- Communication Studies **COMM**
- Journalism **JOUR**
- Theatre **THEA**

Computer Science **CIS**
Early Childhood Education **ECED**
Education **EDUC**
Engineering **EGR**
Engineering Technology **EGRT**
English **ENG**
Global Studies **GLOS**
Graphic Design **GRA**
History **HIS**
Liberal Arts **LA**
Mathematics/Natural Science **MNS**
Photography **PHO**
Psychology **PSY**
Science for Health Professions **HSCI**
Social Work **SWO**
Sociology **SOC**
Studio Arts **STU**

CAREER PROGRAMS (AAS DEGREES)

Delaware County Community College offers the associate in applied science degree 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 **ACCT**
Advanced Technology * **ADVT**
Culinary Arts **CUL**
Emergency Management and Planning **EMER**
General Business **BGEN**
General Studies **GEN**
Health Care Management **AHM**
Health Studies **HSTU**
Hotel and Restaurant Management **HRM**
Information Technology
- Computer Programing **DPRP**
- Game Development **ITGD**
- Help Desk/Technical Support **DPM**
- Interactive Multimedia **IMM**
- Mobile Computing **MOB**
- Network Engineering **DPRN**
- Web Development **ITWD**

Machine Tool Technology **MTT**
Medical Assistant **MED**
Medical Coding and Billing **MCBA**
Neurodiagnostic Technology **††**
Nursing **†† HSTN**
Paralegal Studies **PLG**
Paramedic **†† EMTP**
Pre-Nursing **HSTN**
Respiratory Therapy **†† RESP**
Skilled Trades ** **SKTR**
Surgical Technology **†† ORT**
Technical Studies **††**

* *For students seeking hands-on training and education in areas such as manufacturing, electronics, industrial production, process control, computer aided design and drafting, facilities management and CNC operations.*
** *For students seeking a skilled trade in automotive, electrical, plumbing, HVAC, carpentry and welding.*
†† *These programs have special application procedures. See Special Admission Programs on the instruction sheet.*

CAREER PROGRAMS (CERTIFICATE)

Student 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) * **ACC**
Automotive Technology I **AUT**
Automotive Technology II **AUTC**
Carpentry (Residential) **CPT**
Carpentry (Finish) **CPTC**
Child Development Associate **ECA**
CNC Programming- Lathe & Mill **CNC**
Computer-Aided Drafting and Design **DDTC**
Computer-Aided Machining, Lathe, Mill and EDM **CAM**
Construction Supervision **CSUP**
Culinary Arts **CULC**
Early Childhood Director **ECD**
Electrical **ELT**
Emergency Medical Technician **EMTC**
Entrepreneurship **BUSE**
Heating, Ventilation, Air Conditioning, and Refrigeration **HVA**
Human Resource Management **CHRM**
Industrial Production Technician **IPT**
Industrial Systems Technology **IST**
Interactive Multimedia **IMMC**
Manufacturing Operations **MAN**
Medical Assistant **CMED**
Medical Billing **MB**
Medical Coding and Billing **MC**
Mobile Computing **MOBC**
Municipal Police Academy **†† MPT**
Paralegal Studies ** **CPLG**
Perioperative Nursing **†† NURP** ***
Photography **PHOT**
Plumbing Apprenticeship **†† PLB**
Plumbing Technology **PLBC**
Process Control Technology I **PCT**
Small Business Management **CSBM**
Theatre Arts **THEC**
Web Development **WEB**
Welding **WLD**

* *Students without a bachelor's degree may enroll; having a bachelor's 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.*

7/15 5K