

# APPLICATION FOR ADMISSION TO DUAL ENROLLMENT

## PRINT LEGIBLY IN INK ONLY

### ANTICIPATED TERM OF ATTENDANCE

Fall (September-December) Year \_\_\_\_\_  Summer I (May-June) Year \_\_\_\_\_  
 Spring (January-May) Year \_\_\_\_\_  Summer I Power Up (June-August) \_\_\_\_\_  
 Summer II (July-August) Year \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Legal name: \_\_\_\_\_  
LAST FIRST MIDDLE

Legal address: \_\_\_\_\_  
HOUSE NUMBER STREET APT#

CITY STATE ZIP

School district in which you currently reside: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_ 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: \_\_\_\_\_

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 CURRENT GRADE MONTH / YEAR OF GRADUATION

**For students enrolled at Delaware County Technical School (DCTS) or Chester County Technical College High School (TCHS) please indicate program and campus:**

PROGRAM \_\_\_\_\_ CAMPUS \_\_\_\_\_

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.

STUDENT SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

# DUAL ENROLLMENT AGREEMENT FORM

PRINT LEGIBLY IN INK ONLY | MAKE A COPY FOR YOUR RECORDS

Name (please print): \_\_\_\_\_  
LAST FIRST

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) AGREEMENT (SIGNATURE REQUIRED)

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level.

A full description and disclosure of the College's obligations under FERPA may be found at [www.dccc.edu/FERPA](http://www.dccc.edu/FERPA).

By providing the signatures below, the dual enrollment student gives his/her permission to allow Delaware County Community College's **Dual Enrollment Office** to share admission, testing, registration, and billing information ONLY with the student, parent or guardian, and high school counselor to facilitate the student's enrollment. College Employees will not be permitted to discuss the student's academic performance in college course work.

College credits earned will become part of my official academic history, and I understand that they must be reported when applying to other academic institutions. In addition, I authorize my high school and the College to exchange necessary information, including my academic history, to facilitate awarding of college credit and enrollment at the College.

\_\_\_\_\_  
STUDENT SIGNATURE

\_\_\_\_\_  
DATE

## RELEASE SIGNATURE (It is recommended that you indicate "yes" to receive information in a timely manner.)

I agree to receive text messages and / or phone calls with important information relative to my educational experience and registration:

Yes  No

\_\_\_\_\_  
STUDENT SIGNATURE

\_\_\_\_\_  
DATE

I agree to receive text messages, email and / or phone calls with important information relative to my son or daughter's registration:

Yes  No

\_\_\_\_\_  
PARENT SIGNATURE

\_\_\_\_\_  
PHONE NUMBER

\_\_\_\_\_  
EMAIL

## ADDITIONAL INFORMATION

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      \_\_\_ 3. American Indian/Alaskan Native      \_\_\_ 5. Asian      \_\_\_ 7. Other  
\_\_\_ 2. Black/African-American      \_\_\_ 4. Native Hawaiian/Other Pacific Islander      \_\_\_ 6. White

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, and advising. If you have questions regarding the process, please visit the Dual Enrollment Office, room 3500, at the Marple Campus, or call 610-359-5157.

**Application, testing and registration processing can take up to three weeks to complete.**

No new applications will be accepted after the following deadlines: August 15 for Fall, December 15 for Spring, May 1 for Summer I and June 15 for Summer II.

**APPLICATION INSTRUCTIONS**

1. Please complete and return the application to:

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

**TRANSCRIPTS**

2. Applicants are required to submit a current, official high school transcript. Please include your high school transcript with your completed application for efficient processing.
3. Students seeking to transfer-in Advanced Placement (AP) credits or credits from another college or university must contact Assessment Services at 610-359-5322 and request a petition for transfer of credits.

**PLACEMENT TEST, ADVISING AND COURSE REGISTRATION**

4. After we receive your completed application, we will send you a "Next Steps" letter with information about placement testing. The test takes 2½ hours.

SAT or ACT scores may be used for placement in math and/or English courses. 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

**If you have eligible scores, please send a copy or screen shot of your scores with your application. Copy must include name and date of test.**

**STUDENTS WITH DISABILITIES**

5. Students with a documented learning, physical and/or psychological disability seeking reasonable accommodation for placement testing and/or the classroom should visit the Office of Disability Services website [dccc.edu/student-disabilities](http://dccc.edu/student-disabilities). This information will be kept in strict confidence and has no effect on your admission to the College.

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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: Carol Mullin, Director of Assessment Services, room 4265, 610-359-5318, or Kendrick Mickens, Director of First-Year Experiences, room 2170, 610-359-5340. TTY for the hearing impaired: 610-359-5020. Inquiries related to accessibility services for students should be directed to the office of disability services, ([abinder@dccc.edu](mailto:abinder@dccc.edu)), 610-359-5229. **Delaware County Community College is an Equal Opportunity Employer.**

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.

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](http://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.)

## WHAT TO EXPECT NEXT IN THE DUAL ENROLLMENT PROGRAM:

- Submit all completed and signed paperwork. Mail to Delaware County Community College 901 South Media Line Road, Media, PA 19063, Attention Dual Enrollment Office.
- You will receive a letter indicating receipt of your paperwork with instructions to proceed to testing or submission of qualifying SAT/ACT scores. If your qualifying scores were included in your paperwork you can proceed to register for a course by contacting one of the dual enrollment advisors listed below.
- Don't forget to sign up for the newsletter, DE Periscope, by visiting the website ([dccc.edu/highschool](http://dccc.edu/highschool)) and clicking on the "DE Periscope" sign up link.
- Follow us on: **Facebook** – DCCC DualEnrollment  
**Instagram** – dcccdualenrollment  
**Twitter** – @DCCC\_DualEN

DUAL ENROLLMENT CONTACT INFORMATION		
Amy Parsons	aparsons5@dccc.edu	610-359-5031
Evelyn Navarro	enavarro1@dccc.edu	267-804-0290
Katie Horn	khorn5@dccc.edu	610-325-2791
Sue Oakley	soakley@dccc.edu	267-804-0169
Pat Shannon	pshannon@dccc.edu	610-325-2831
Linda Supper	lsupper@dccc.edu	610-359-5157

# 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 <b>AADJ</b>	Education <b>EDUC</b>	Mathematics/Natural Science <b>MNS</b>
Business Administration <b>BUAD</b>	Engineering <b>EGR</b>	Photography <b>PHO</b>
Communication Arts	Engineering Technology <b>EGRT</b>	Psychology <b>PSY</b>
Communication Studies <b>COMM</b>	English <b>ENG</b>	Science for Health Professions <b>HSCI</b>
Journalism <b>JOUR</b>	Global Studies <b>GLOS</b>	Social Work <b>SWO</b>
Theatre <b>THEA</b>	Graphic Design <b>GRA</b>	Sociology <b>SOC</b>
Computer Science <b>CIS</b>	History <b>HIS</b>	Studio Arts <b>STU</b>
Early Childhood Education <b>ECED</b>	Liberal Arts <b>LA</b>	

## 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 <b>ACCT</b>	Information Technology	Medical Coding and Billing <b>MCBA</b>
Advanced Technology * <b>ADVT</b>	Computer Programing <b>DPRP</b>	Neurodiagnostic Technology <b>†† HSNT</b>
Culinary Arts <b>CUL</b>	Game Development <b>ITGD</b>	Nursing <b>†† HSTN</b>
Emergency Management and Planning <b>EMER</b>	Help Desk/Technical Support <b>DPM</b>	Paralegal Studies <b>PLG</b>
General Business <b>BGEN</b>	Interactive Multimedia <b>IMM</b>	Paramedic–Advanced Life Support <b>†† EMTP</b>
General Studies <b>GEN</b>	Mobile Computing <b>MOB</b>	Respiratory Therapy <b>†† RESP</b>
Health Care Management <b>AHM</b>	Network Engineering <b>DPRN</b>	Skilled Trades ** <b>SKTR</b>
Health Studies <b>HSTU</b>	Web Development <b>ITWD</b>	Surgical Technology <b>†† ORT</b>
Health Studies–Pre-Nursing <b>HSTN</b>	Machine Tool Technology <b>MTT</b>	Technical Studies <b>††</b>
Hotel and Restaurant Management <b>HRM</b>	Medical Assistant <b>MED</b>	

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

\* 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.

# APPLICATION FOR ADMISSION

## Dual Enrollment and High School Initiatives

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

Delaware County Community College  
Dual Enrollment Office  
901 South Media Line Road  
Media, PA 19063

