



Serving Delaware and Chester Counties

**Dual Enrollment Manual**  
**Delaware County Community College**  
**Office of Dual Enrollment and High School Initiatives**  
Marple Campus, Room 3545  
901 S. Media Line Road  
Media, PA 19063  
610-359-5157  
[ENROLL@dccc.edu](mailto:ENROLL@dccc.edu)

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<sup>1</sup> As of September 2015

Thank you for your interest in Delaware County Community College. We offer a unique opportunity for high school students to enroll in college course work while still in high school.

The College will offer eligible high school students the opportunity to enroll in courses at a tuition rate far below the regular tuition and fees. Sponsoring school districts residents will pay only **\$40** per credit and non-sponsoring district residents will pay only **\$80** per credit. Eligible high school students may earn up to 21 credits at these reduced rates.

## **Guidelines and Procedures**

*Gather all required paperwork:*

- A completed College application
- A high school transcript

Submit your required paperwork as listed above to the following address:

**Delaware County Community College  
DUAL ENROLLMENT OFFICE  
901 South Media Line Road  
Media, PA 19063  
Attention: Linda Supper**

- ❖ **The deadline to contact the Dual Enrollment Office for admission is August 1st 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.**
- ❖ Discuss with your High School Counselor the option of receiving ‘high school’ credit toward graduation. Each high school has different policies for awarding high school credit for college-level courses. The *College* offers college credit only.
- ❖ Accepted Dual Enrollment students will be instructed to schedule the College’s placement test. You must complete the College’s entire placement test, covering reading comprehension, math, and a writing sample. The “green ticket” (included with your acceptance letter) and a photo ID are required for admission to the testing. Make sure to tell the Testing Center that you are a Dual Enrollment student so your results are handled properly. 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).

OR

Submit SAT or ACT scores to waive the College’s placement test if you have:

SAT scores of at least **Math 500 and Reading 500**  
ACT scores of at least **Math 20 and Reading 18**

- ❖ For all new DE applications, it is suggested the student attend a college planning session students can call the DE office to register. Returning DE students register through the DE office. Please see the DE website(dccc.edu/highshool) for walk in registration dates available. If you are homeschooled or there are no walk in registration dates available for your school, please contact the Dual Enrollment office. If you are unable to make a College Planning Session, you may call the Dual Enrollment office to schedule your follow-up registration appointment. This appointment may take place by phone or in person. At the follow up appointment, a Dual Enrollment Advisor will review your placement test scores and complete your registration for a course(s).
- ❖ Be sure that the course(s) you choose to take at the College are approved by the high school counselor *if you are receiving high school credit as well as college credit.*

- ❖ As soon as you receive your college student ID number, go to the [www.dccc.edu](http://www.dccc.edu) and select delaGATE at the top of the page to set up your account (see enclosed handout). From delaGATE, you can access *your bill/schedule for the term, information on student services and new student orientation, and your college email account.*
- ❖ Credits earned beyond the 21 discounted Dual Enrollment credits will be assessed at the College's stated tuition and fees.

## ***You are now a College Student!***

Please review the College's Catalog (<http://www.dccc.edu/programs-study/college-catalog>) and Student Handbook (available from the Campus Life or Learner Services Offices) thoroughly. You were selected to participate in this program not only because of your above average academic achievement, but also because of your maturity level! **Congratulations!**

**Academic Calendar:** You can review the academic calendar for important dates. Please visit [www.dccc.edu/about-us/events](http://www.dccc.edu/about-us/events) and click on "View the Academic calendar" to view the current academic calendar. This is important to note College closings or in-service dates. You are responsible for following the College's calendar. Your school may not be in session but the expectation is you follow the College calendar as well as your syllabus to ensure success.

**Adding / Dropping Courses:** As a dual enrollment student you have a "**hold**" placed on your account until you graduate from high school that requires you to contact your Dual Enrollment advisor before adding / dropping courses. Courses dropped after the beginning of classes will be subject to the College's refund policy.

**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, you must take the responsibility to communicate with your instructor and make arrangements to complete required work. The Dual Enrollment Office is available for you when in need of guidance and advice.

**Bookstore:** The College's Bookstore is located on the Marple 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 payment 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), click on "delaGATE". 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 and set up the required security questions in the event you forget your password.

**Pre-Requisite Scores:** Most courses require a college ready score as a pre-requisite. At times, and especially for students applying for the Dual Enrollment program who have *not yet*

*completed four years* of high school-level study, placement test scores indicate the need for developmental or transitional courses. The College will allow a high school student to re-test in the area of need after a period of further learning at the high school level but will not allow high school students to register for developmental course work. Dual Enrollment students who test “minimum entry” are encouraged to retest after strengthening their skills through tutoring or by using the Accuplacer Practice Questions on the College Board Website. We will discuss the results of your placement tests at the time of your registration appointment.

***Family Educational Rights and Privacy Act (FERPA):*** Although most Dual Enrollment 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 on the dual enrollment form.

***Grades and GPA:*** The College does not mail student grade reports. Students may log into “delaGATE” to check their grades after the end of the semester. All students enrolled in college-level course work at Delaware County Community College, including those enrolled in the Dual Enrollment program, will earn a grade point average and credits that must be reported when applying to other institutions and may affect admissibility.

***Home school students:*** Delaware County Community College welcomes home schooled students to participate in the Dual Enrollment 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, please provide a portfolio of work completed at the high school level.

***Photo ID cards:*** All students are encouraged to obtain a College Photo ID card. Please visit Enrollment Central in Founder’s Hall (Marple Campus) and first check-in with the concierge or Learning Resource Center (all other campuses).

***Online or Distance Learning Courses:*** Delaware County Community College offers several types of distance learning courses. Dual Enrollment students are generally encouraged to enroll in an online or other distance-learning course after their first term of enrollment in a traditional course delivery. It is advised to experience a “typical” college course and adjust to the difference in academic rigor before attempting a non-traditional course offering, such as distance learning. However, we understand that many students are already participating in online courses through their high school, and can fully participate in online courses if that is the most appropriate option. A special online delivery of courses, called *Power Up!* is offered during the summer and lasts from June to August. These 10- week courses are a great way to earn credit and acclimate to the online college learning environment.

***Orientation:*** You may consider attending the general Orientation sessions offered by the College for all new students. Information is available on the website, [www.dccc.edu/about-us/events](http://www.dccc.edu/about-us/events). Orientation is optional.

**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 should notify the Disability Services Office at 610 325-2748 and provide the required documents. The Office of Disability Services facilitates accommodations for individuals with documented needs, but instruction is not adapted. For some special needs students, the Dual Enrollment program may not be appropriate. In most cases, an Individualized Education Program (IEP) is **not** sufficient documentation to provide accommodations. For more information please contact the Office of Disability Services.

**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, you can request your transcript be mailed to you through "delaGATE" under the 'Records/Registration' tab "*request a transcript*". We recommend that you request double the amount of transcripts needed. Once you open your sealed transcript it is no longer considered official. It is your responsibility to request transcripts for all colleges and universities you may be attending post high school.

**Transferability of courses:** Each year, over 1,200 Delaware County Community College students transfer successfully to hundreds of colleges and universities throughout the United States. Please note, however, that transfer of credit to another institution is ultimately decided by the *accepting institution* and not by Delaware County Community College. The Dual Enrollment advisors can help you to determine course work that typically transfers seamlessly to other institutions. Please consult any schools to which you are applying for more information.

**Registering for a future semester:** Dual Enrollment students currently enrolled in courses will need to be aware of the open registration date for any upcoming semester. Please contact the Dual Enrollment Office (610-359-5157) 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**. When calling for an appointment, please identify yourself as a continuing Dual Enrollment student. We suggest you meet with your school counselor before your scheduled appointment if you are seeking to fulfill high school credit requirements.

## **Continuing at Delaware County Community College...**

We welcome you to continue at the College and since you are already one of our students your next steps are very simple:

- Request a final high school transcript, including the date of graduation, be mailed to the Admissions Office so that the registration "Hold" may be removed.
- Schedule a College Planning Session (610 359-5050) to be registered with the help of a college advisor as a full time college student. These college planning sessions are different from our Dual Enrollment College Planning sessions, so you should attend before you begin your freshman year.
- Complete the fafsa.gov for possible financial aid.

- Review our transfer programs by visiting the ‘Quick link’ at the top of our homepage and scroll to ‘transfer’. You are now on the road to a wonderful and affordable college education!!

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

Sincerely,  
Office of Dual Enrollment and High School Initiatives

**For Your Record**

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

Your delaGATE password: \_\_\_\_\_