

APPLICATION FOR ADMISSION TO DUAL ENROLLMENT

PRINT LEGIBLY IN INK ONLY

ANTICIPATED TERM OF ATTENDANCE

Fall/Accelerated (September-December) Year _____ Summer I (May-June) Year _____
 Spring/Accelerated (January-May) Year _____ 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 or Chester County Technical College High School 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

I wish to participate in the **Delaware County Community College Dual Enrollment Program**. 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. Prior to my graduation from high school, I will notify my high school counselor and the College if I intend to continue at Delaware County Community College to complete my program of study. 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.

I authorize the College to send me text messages and/or robo calls about important information relative to my educational experience:

Yes No

STUDENT SIGNATURE REQUIRED _____

DATE _____

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.

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 coursework. **SIGNATURE REQUIRED.**

STUDENT'S SIGNATURE _____ DATE _____

PARENT OR GUARDIAN SIGNATURE _____ DATE _____

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



STEM Building at Marple Campus in Media, PA

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, call 610-359-5157, or email enroll@dccc.edu.

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, unofficial 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 the 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. 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

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. This information will be kept in strict confidence and has no effect on your admission to the College.

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), 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. 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 ENROLL@dccc.edu or the Dual Enrollment Office.
- Don't forget to sign up for the newsletter, DE Periscope, by visiting the website (dccc.edu/high school) and clicking on the "DE Periscope" sign up link.
- Follow us on Twitter to get the latest updates about events and opportunities with our office. @DCCC_DualEN

DUAL ENROLLMENT CONTACT INFORMATION		
Kia Baker	nbaker11@dccc.edu	610-359-5031
Sandy Cos	scos@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 AADJ	Education EDUC	Mathematics/Natural Science MNS
Business Administration BUAD	Engineering EGR	Photography PHO
Communication Arts	Engineering Technology EGRT	Psychology PSY
Communication Studies COMM	English ENG	Science for Health Professions HSCI
Journalism JOUR	Global Studies GLOS	Social Work SWO
Theatre THEA	Graphic Design GRA	Sociology SOC
Computer Science CIS	History HIS	Studio Arts STU
Early Childhood Education ECED	Liberal Arts LA	

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

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

* 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

to Dual Enrollment and High School Initiatives

Find yourself here.

Please complete this application and mail or bring to:

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

