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 19063-1094
Please type or print legibly.

☐ Check here if applying for readmission (no application fee required). **Please confirm major (see below).**

Anticipated Term of Attendance: **Check the first term you plan to attend.**

☐ Fall (September–December) Year ____________________  ☐ Spring (January–May) Year ____________________

☐ Summer I (May–June) Year ___________________________  ☐ Summer II (July–August) Year ____________________

Social Security Number: ___________   ________   _____________

Legal Name: __________________________________________________________________________________________

LASt FiRSt MiDDle

Legal Address: __________________________________________________________________________________________

STReet APt.#

________________________________________________________________________________________________________________________

City STAte ZiP

School District in which you reside: ________________________________________________________________

Home Telephone: _________________________________  Cell Phone: _________________________________________

E-Mail: ___________________________________________  Date of Birth: ________________________________

☐ U.S. Citizenship  ☐ Resident Alien: No. _____________________________  ☐ No Status

☐ Foreign National, Country of Origin: ___________________________________________

VISA Type:  ☐ F  ☐ B  ☐ H  ☐ J  ☐ Other  VISA Expiration Date: ____________________

**ACADEMIC MAJOR CODE**  ☐ ☐ ☐ ☐ (Enter code from back page listing programs of study.)

APPLICATIONS WITHOUT A MAJOR CODE WILL BE RETURNED TO THE APPLICANT.

*Students undecided about a major should list Liberal Arts (LA).*

**SECONDARY EDUCATIONAL EXPERIENCE**

HIGH SCHOOL

NAME ______________________________________________________________________________________

MO./YR. OF GRADUATION __________

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 EDUCATIONAL EXPERIENCE**

Please list each college or university you have attended and indicate whether you would like to have your credits evaluated for transfer. **Note: Your prior college experience will not affect your admissibility since we are an open door institution.**

**COLLEGE/UNIVERSITY**

NAME ______________________________________________________________________________________

DEGREE IF A GRADUATE __________________________________________________________________________

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 attached to this application.

☐ 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.
Various services are available to students based on their individual needs. Many services are supported by grants to the institution. It is important that we have a profile of students’ needs as they enter Delaware County Community College. Your assistance by answering the following questions will enable us to obtain the resources to provide the widest scope of services possible.

1. Your primary educational goal in attending Delaware County Community College (select one)
   ____ 1. Improvement of existing job skills
   ____ 2. Preparation for a new job
   ____ 3. Transfer credit
   ____ 4. Personal interest
   ____ 5. Preparation for retirement

2. How do you expect to accomplish your educational goal here at Delaware County Community College?
   ____ 1. Selected courses
   ____ 2. Certificate program
   ____ 3. Two-year Associate Degree program

3. Your primary source of information about Delaware County Community College (select one)
   ____ 1. Delaware County Community College employee
   ____ 2. High School faculty
   ____ 3. High School counselor
   ____ 4. Family or friends
   ____ 5. Local newspapers
   ____ 6. Radio
   ____ 7. Our brochures, catalog, newsletters, etc.
   ____ 8. Our website
   ____ 9. Other Internet resources
   ____ A. Outdoor or billboard advertisement
   ____ B. Television

4. Please 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 degree or higher

5. Please 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 degree or higher

6. Please indicate the primary language spoken at home:
   ____ 1. English
   ____ 2. Spanish
   ____ 3. Other, please list:

7. Please indicate below if you meet the definition of one or both of the following:
   ____ Displaced Homemaker – a separated, divorced, widowed homemaker or a homemaker with a disabled spouse who needs marketable skills to become economically self-sufficient.
   ____ Single Parent – an individual who is unmarried or legally separated and retains custody or joint custody of a minor child or children.
   ____ Both displaced homemaker and single parent.

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. Black/African-American
   ____ 2. American Indian/Alaskan Native
   ____ 3. Asian
   ____ 4. Native Hawaiian/Other Pacific Islander
   ____ 5. White

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, 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.
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 readmit 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. If you are a high school senior or graduated from high school within the past three years, you must submit an official transcript. Contact your high school guidance office for details. A final, official high school transcript must be sent upon graduation.

   If you earned the GED, have an official GED transcript sent to the College. Contact the Department of Education in the state where you earned the equivalency diploma and request that an official transcript be sent to the Admissions Office.

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

PLACEment testing And Advising

5. Within two weeks after we receive your completed application, the Admissions Office will send you an acceptance letter with information about placement testing. The test takes 2 1/2 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.

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 1/2 hours and students are advised in the order in which they arrive.

(Continued on back)
STUDENTS WITH DISABILITIES

7. Students with documented learning, physical, and/or psychological disabilities seeking reasonable accommodations 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 affect 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 web site at http://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. At this location 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 the Assessment Center at 610-359-5322. In the meantime, please select another major code.


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.

15. If you are enrolled in high school as a junior or senior and seek enrichment classes, we will consider your eligibility to take credit classes on an individual basis. Please contact the Admissions Office or visit www.dccc.edu/enrichment

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.

17. If you are a Registered Nurse (RN) applying for Perioperative Nursing, you must contact the Allied Health and Nursing Department at 610-359-5353.

18. Visiting Students from another college/university should visit our website for registration instructions: www.dccc.edu/visiting

Federal law requires colleges and universities to make available information on campus crime rates and security provisions. Copies of this report are available on-line at www.dccc.edu. Once you have reached Delaware County Community College's web site, click on About Us, then click on Safety/ Security. You may call the Campus Security Office at 610-359-5303 or visit the Department of Safety and Security 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.
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 in order to complete baccalaureate degree programs. Delaware County Community College offers associate degrees in the following fields:

<table>
<thead>
<tr>
<th>Behavioral Science</th>
<th>Business Administration</th>
<th>Communication Arts</th>
<th>Computer Information Systems</th>
</tr>
</thead>
<tbody>
<tr>
<td>Education EDUC</td>
<td>Engineering EGR</td>
<td>Graphic Design GRA</td>
<td>Human Service HUS</td>
</tr>
<tr>
<td>Liberal Arts LA</td>
<td>Natural Science NSCI</td>
<td>Science for Health Professions HSCI</td>
<td>Studio Arts AFA</td>
</tr>
</tbody>
</table>

† For students who want to study anthropology BANT, psychology BPSY, or sociology BSOC.
* For students who want to study accounting BUAC, management BUMG, marketing BUMR, sport management BUSS, or general business majors BUAD.
** For students who want to study theatre THEA, journalism JOUR, or communication studies COMM.

CAREER PROGRAMS (AAS DEGREE)

Delaware County Community College offers the associate in applied science degree in more than 40 areas of specialization 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  
Administration of Justice ADJ  
Architectural Technology ARC  
Automated Manufacturing/Robotics Technology ROBO  
Automotive Technology AUTO  
Business Management BUSM  
Computer-Aided Drafting and Design DDT  
Computer Applications ITCA  
Computer Programming DPRP  
Construction Management Technology CTEC  
Early Childhood Education ECE  
Electronic Commerce ECM  
Electronics Technology ETEC  
Emergency Management and Planning  
Energy Technology EGY  
Facility Management Technology FTEC  
Game Development ITGD  
General Business BGEN  
General Studies GEN  
Health Care Management AHM  
Health Studies HSTU  
Heating, Ventilation, Air Conditioning and Refrigeration HVAC  
Help Desk/Technical Support DPM  
Hotel and Restaurant Management HRM  
Industrial Systems Technology ISTD  
Insurance Claims Adjuster INS  
Interactive Multimedia IMM  
Machine Tool Technology MTT  
Mechanical Technology ATEC  
Medical Assistant MED  
Nanofabrication Manufacturing Technology NMT  
Network Engineering DPRN  
Nursing † HSTN  
Paralegal Studies PLG  
Paramedic † EMTP  
Respiratory Therapy † RESP  
Small Business Management BUSC  
Surgical Technology † ORT  
Technical Studies † ITWD  

CAREER PROGRAMS (CERTIFICATE)

Students 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  
Early Childhood Director ECD  
Electrical ELT  
Electronic Commerce ECMC  
Emergency Medical Services Technology EMSC  
Entrepreneurship BUSE  
Heating/Ventilating/Air Conditioning/Refrigeration HVA  
Human Resource Management CHRM  
Industrial Systems Technology IST  
Interactive Multimedia IMMC  
Latino-American Studies CLAS  
Machining-Operations-Level I MTC1  
Machining-Operations-Level II MTC2  
Managed Care AHMC  
Manufacturing Operations MAN  
Medical Assistant CMED  
Medical Billing MB  
Medical Coding and Billing MC  
Medical Coding and Billing for Healthcare Professionals MCH  
Municipal Police Academy †† MPT  
Paralegal Studies ** CPLG  
Perioperative Nursing †† NURP ***  
Photography PHOT  
Plumbing Apprenticeship †† PLB  
Process Control Technology I PCT  
Process Control Technology II PCTP  
Small Business Management CSBM  
Theatre Arts THEC  
Web Development WEB  
Welding WLD  

* Students without a bachelor's (B.A.) degree may enroll; having a B.A. 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.
◊ For students interested in fire science EMF, municipal police officer EMP, emergency medical technician EMM concentrations.