PENN COLLEGE DUAL ENROLLMENT

STUDENT ENROLLMENT PROCESS

POINT OF CONTACT (POC) PROVIDES ENROLLMENT TIMELINE TO PENN COLLEGE DUAL ENROLLMENT (PCDE) STAFF

▼
Student application deadline, testing window (CIT160, EET145, ENL111, MTH123 only)

Course assignment window, final student enrollment target date

ALL STUDENTS COMPLETE PCDE ONLINE APPLICATION

▼
POC tracks and informs PCDE when all students have applied

www.pct.edu/dual-enrollment

PCT ADMISSIONS PROCESSES; PCDE STAFF PROVIDES APPLICANT REPORT TO POC

▼
POC CONFIRMS STUDENT ELIGIBILITY

Refer to courses and requirements document for GPA criteria

POC confirms GPA criteria for each applicant

AND / OR

▼
STUDENTS TAKE PLACEMENT TEST(S)

CIT160, EET145, MTH123 only: Penn College official math placement test required

ENL111 only: English placement test required

Students may retest one time (per test) unless otherwise indicated

POC COMPLETES COURSE ASSIGNMENTS FOR ELIGIBLE STUDENTS

▼
POCs use report (spreadsheet) to assign eligible students to the course(s) they will be taking

PCDE SCHEDULES EACH STUDENT INTO ASSIGNED COURSE(S) IN PCT SYSTEM

▼
Sends master student list to Bursar

PCDE SENDS CONFIRMATION EMAIL TO POC, SECONDARY TEACHERS, FACULTY LIAISONS

▼
Registration complete; **teachers and faculty liaisons check PCT rosters in P.L.A.T.O. against secondary rosters**

POC CONFIRMS STUDENT AND COURSE ENROLLMENT

▼
Inform PCDE immediately of discrepancies

See Master Calendar for dates