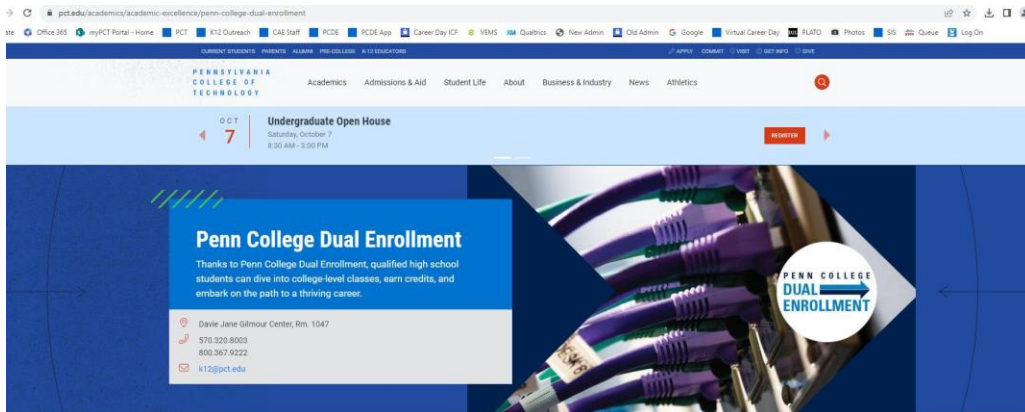


PENN COLLEGE DUAL ENROLLMENT

Student Enrollment Procedures

All documents referenced here can be found under “Enrollment Resources” at <https://www.pct.edu/academics/academic-excellence/penn-college-dual-enrollment/partner-resources>



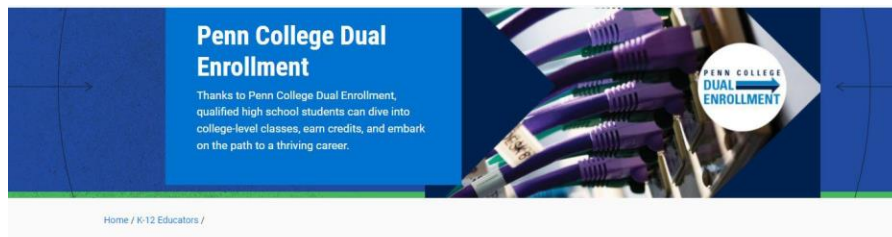
APPLY, QUALIFY, ASSIGN, CONFIRM

1. PLAN YOUR SCHEDULE:

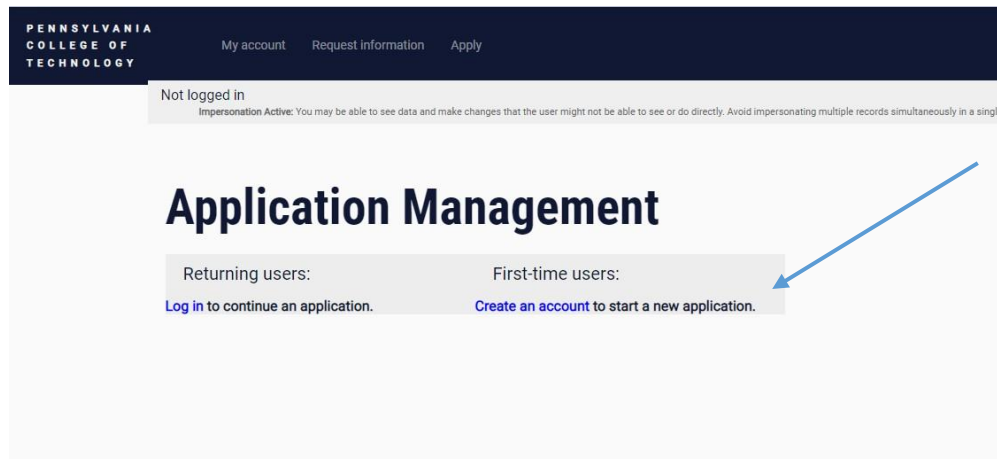
- a. Communicate with Penn College Dual Enrollment staff:
 - i. Date window during which your students will complete applications
 1. **Every student applies every year!**
 - ii. Date window during which your students will complete placement tests, *if applicable*
 1. CIT160, EET145, MTH123, ENL111 ONLY
 - iii. Estimated target date for completing student enrollment process
 1. See Master Calendar for deadlines.

2. APPLY – ALL STUDENTS COMPLETE PENN COLLEGE DUAL ENROLLMENT APPLICATION

- a. **Every student applies every year!**
- b. If using school/CTC email address, please whitelist admissions@pct.edu.
- c. Go to our website at <https://www.pct.edu/academics/academic-excellence/penn-college-dual-enrollment>
- d. Click the “Apply Now” button under Penn College Dual Enrollment logo OR click on this link: <https://admissions.pct.edu/apply/?sr=d1edc808-285d-4381-8876-e8de4b0552ab>



- e. **NEW PENN COLLEGE DUAL ENROLLMENT STUDENTS** (students who have never applied, tested, or taken a course must first create an account):

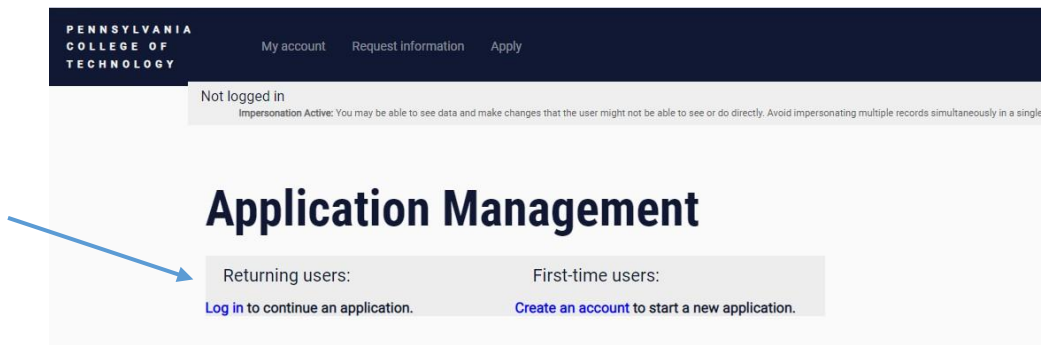


- i. Students will then see this screen and should click “Create an account”
- ii. Register to use the application site; this is a preliminary step to the application, not the application itself!
 1. Enter email address, first name, last name, and date of birth
 2. Student will receive an email with *account activation link* and temporary PIN (check spam folder/email filter if not received)
 3. Click the link contained in the email; enter temporary PIN and date of birth
 4. Follow instructions to create a password

The student is registered for the site and now must complete the application.

- iii. Click “Start New Application,” complete the information, and submit
 - iv. Students will receive a **confirmation message with reference number** once they submit a complete application; if not, then the application is NOT complete.
- f. **RETURNING PENN COLLEGE DUAL ENROLLMENT STUDENTS** (students who have previously applied, tested, and/or taken a course):

- i. Students will see this screen and should click “Log In”



- ii. Enter the email address and password used for previous application

1. Student **must** use the email address provided in the previous application. If forgotten, please call Penn College Secondary Partnerships staff at 570-320-5228.
2. If the student does not remember the password, click “Forgot Your Password?” and follow the instructions.

- iii. Complete the information and submit

- iv. Student will receive a **confirmation message with reference number** once they submit an application; if not, then the application is NOT complete.

g. Track your students’ applications at your site.

- h. Once you confirm that students have completed applications, contact Penn College Secondary Partnerships staff to run a report of your applicants with PCT ID #s listed

- i. Previously qualified students (i.e. students who have applied and met qualifications prior to 2023-24) will be indicated on this report

3. **QUALIFY - (A) STUDENTS TAKE PLACEMENT TEST(S) for ENL111, CIT160, EET145, MTH123**

SEE ONLINE PLACEMENT TESTING INSTRUCTIONS

QUALIFY - (B) POC CONFIRMS STUDENT ELIGIBILITY

- a. POC uses applicant report to verify student eligibility according to *Courses and Requirements* (GPA and/or course grades, placement test results where applicable, pre- and co-requisites)

4. **ASSIGN** - ELIGIBLE STUDENTS ASSIGNED TO PENN COLLEGE DUAL ENROLLMENT COURSE(S)

- a. ASSIGNING STUDENTS TO COURSES INDICATES THAT THE STUDENT QUALIFIES FOR PENN COLLEGE Dual Enrollment, BASED ON CRITERIA ESTABLISHED IN *COURSES AND REQUIREMENTS*
- b. Use the spreadsheet to indicate students' course assignments; once complete, send back
 - i. **Please preserve the structure of the report!** Changing section numbers, headings, and/or course names slows the registration process!
- c. Laura schedules students for coursework using Penn College's student management system
 - i. Final student list sent to Bursar for tuition waivers
 - ii. POC/secondary teachers/faculty liaisons receive email when registration is complete for each partner
- d. **POC distributes:**
 - i. **NEW students only: network/PLATO access information letters**
 - 1. **Returning students do not receive network/PLATO information**
 - 2. In the event that a student has not retained this information, please have the student call **570.329.4848**

5. **CONFIRM** - TWO WAYS

- a. POCs, teachers, liaisons receive confirmation email when enrollment is complete
- b. POCs, teachers **verify rosters and student enrollment**, and immediately inform PCDE staff of discrepancies