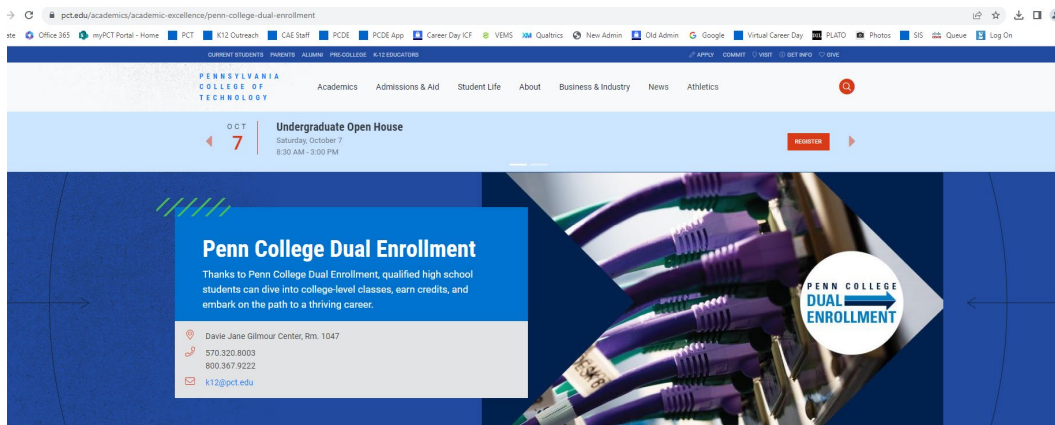# PENN COLLEGE DUAL ENROLLMENT

Student Enrollment Procedures

2023-2024

All documents referenced here can be found under "Educator Resources" at
https://www.pct.edu/academics/academic-excellence/penn-college-dual-enrollment/educator-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. Note: deadline for fall-only and year-long courses is ***Friday, October 20, 2023,*** however, you may enroll your spring students during this window as well. Spring-only deadline ***Friday, February 16, 2024***.

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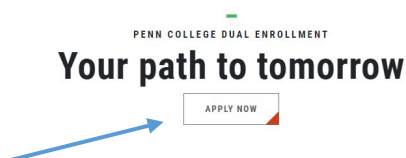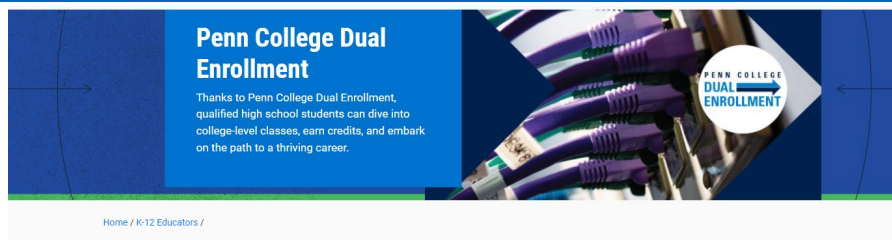
e. **NEW PENN COLLEGE DUAL ENROLLMENT STUDENTS (students who have <u>never</u> applied, tested, or taken a course must first create an account):**
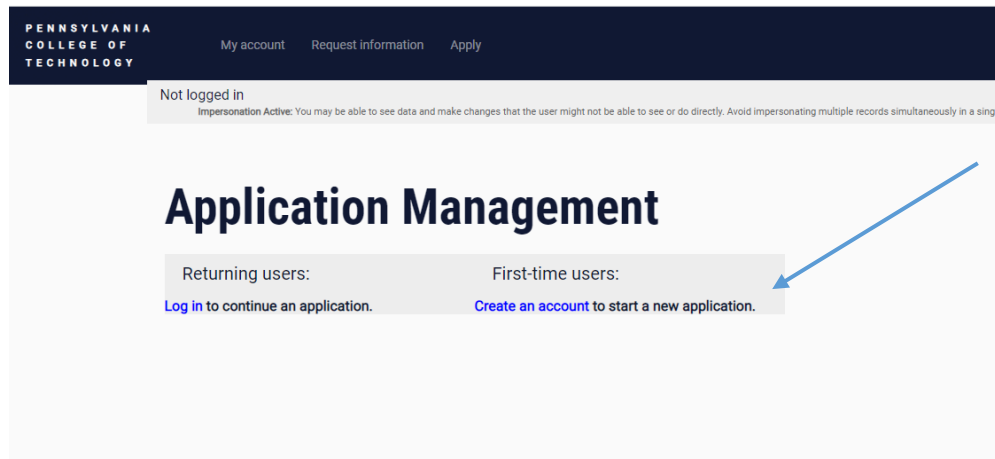

i. Students will then see this screen and should click "Create an account"

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 <u>now must complete the application.</u>

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 <u>have</u> previously applied, tested, and/or taken a course):**

i. Students will see this screen and should click "Log In"
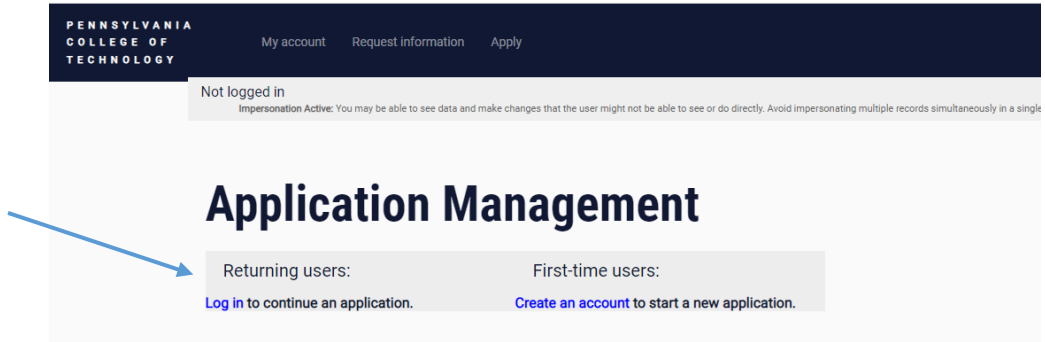
   ii. Enter the email address and password used for previous application

      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. <u>**ASSIGN**</u> **- 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. <u>**CONFIRM**</u> **- 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