

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