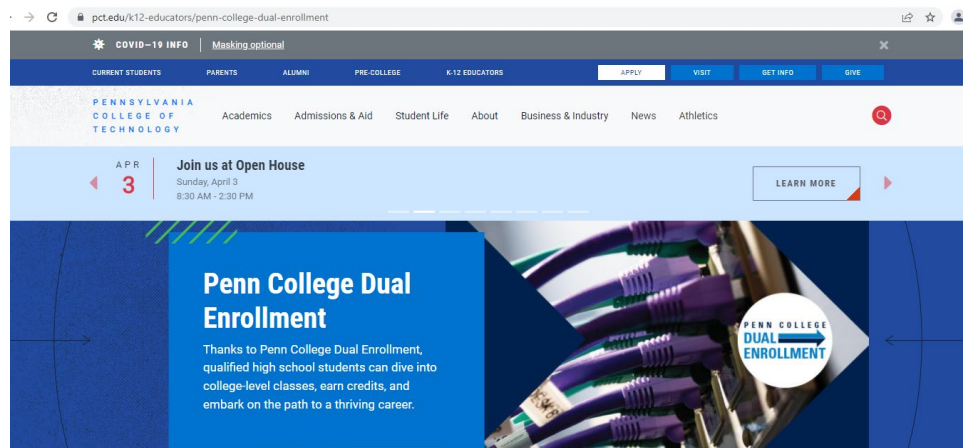


PENN COLLEGE DUAL ENROLLMENT

Student Enrollment Procedures 2022-2023

*All documents referenced here can be found under “Educator Resources” at
<https://www.pct.edu/k12-educators/penn-college-dual-enrollment>*



APPLY, QUALIFY, ASSIGN, CONFIRM

1. PLAN YOUR SCHEDULE:

- i. Students must complete the application by **Friday, Aug. 26, 2022!**

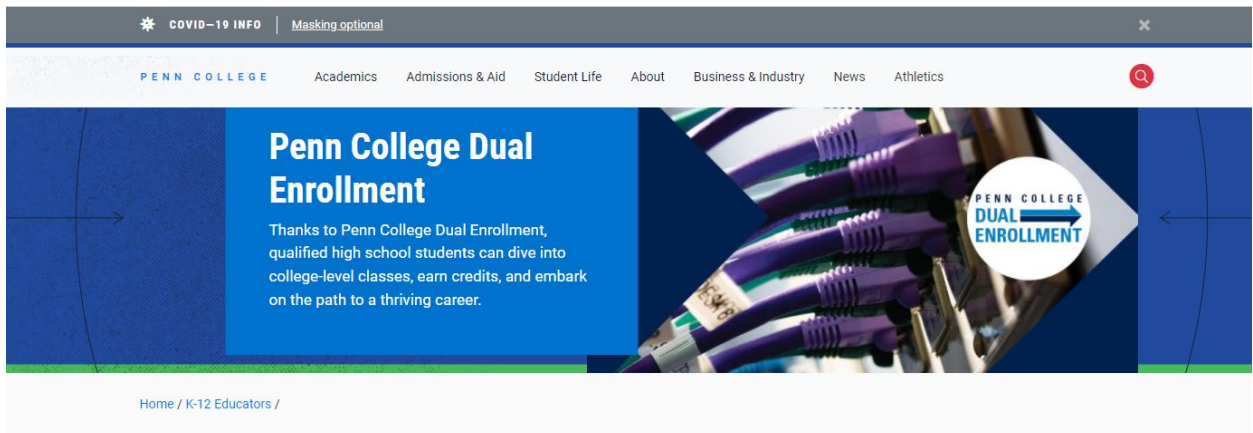
Every student applies every year!

- ii. Date window during which your students will complete placement tests, *if applicable*

- 1. CIT160, EET145, MTH123, ENL111 ONLY
- 2. See **forthcoming document** for testing date windows, retest information, and instructions.

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/k12-educators/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>

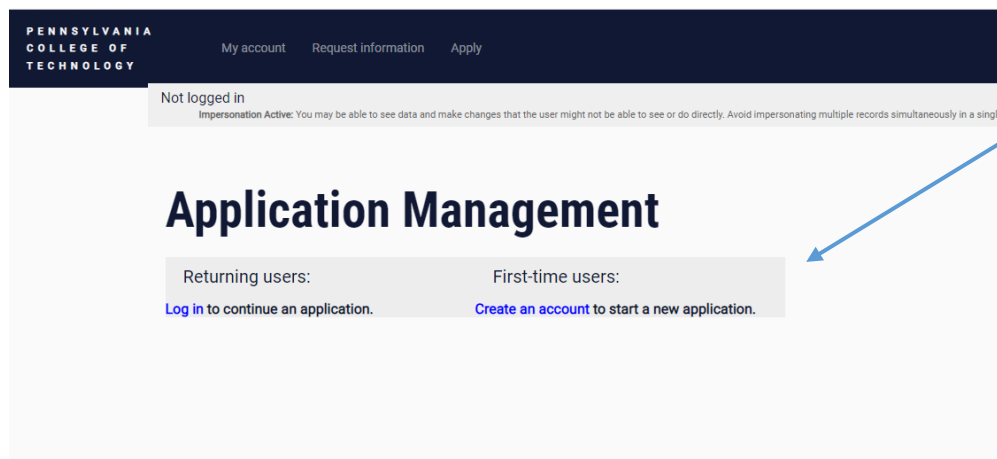


PENN COLLEGE DUAL ENROLLMENT

Your path to tomorrow

APPLY NOW

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

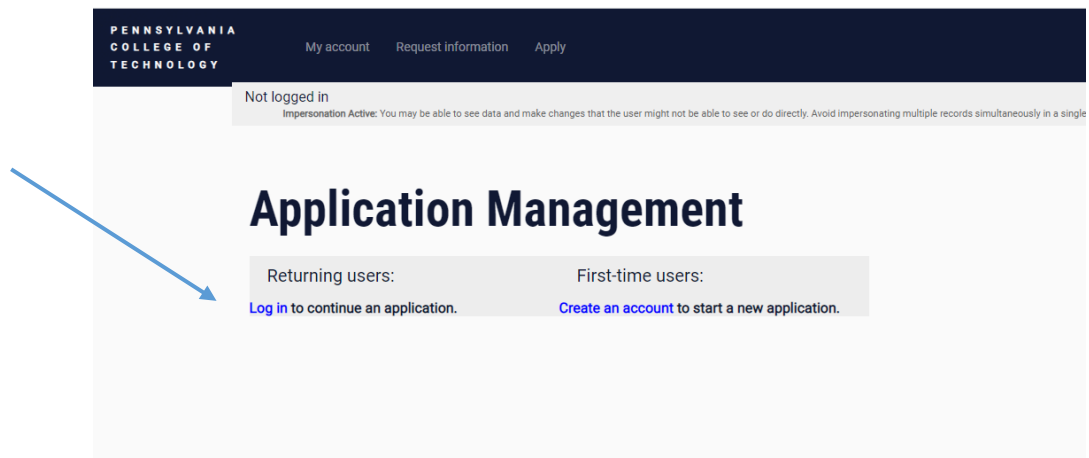


- i. Students will then see this screen and should click “Create an account”

- 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 K-12 Outreach staff at 570-320-8003.
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.

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

SEE PAGE 7 FOR PLACEMENT TESTING INSTRUCTIONS

OR 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)
- b. School Counselor 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