

DUAL ENROLLMENT CHECKLIST

Applying for Dual Enrollment:

Review the admissions website and find a permitted course that fits your schedule

- Talk to your counselor to make sure the course you want to take is appropriate for your academic plan. Get course substitution approval signed by Dr. Gale if you want the college course to count for one of your core classes (see page 5 of the Penn Manor Course Selection Guide for list of core classes). Forms available in the counseling office.
- Print/Download transcripts from your sapphire account and attach to dual enrollment application
- Complete the appropriate application entirely with appropriate signatures and submit to counseling office by [Spring classes by mid-November] [Fall Classes by early-May]: _____

If applying to Millersville:

www.millersville.edu/admissions/undergrad/apply/special-high-school-students.php

- I have met the designated requirements to apply for a Dual Enrollment course (see MU website)
- I have called to schedule my placement testing if I am planning on taking a Chemistry, Foreign Language, or Mathematics course or requested AP Scores to be sent
- I have filled out the online application including:
 - Uploaded my transcripts
 - Uploaded my SAT/ACT Scores
- I have filled out the *Millersville Transcript Release Form* and turned it into PM counselors office with the PMHS Application

**Because the MU Application is online and does not require a school signature, it is up to the student to turn in the PMHS Application to the school counselors office to verify it will count for high school credit.*

If applying to HACC:

- I have completed the application in its entirety and included the following materials:
 - Application for Admission (blue form, do first time applying only).
 - Enrollment Form (red form)
- I have called to schedule my placement test if I did not meet the SAT/ACT requirement or if planning on taking a math course.
- I have checked to see if I am eligible for HACC Scholarships
- I have gotten the appropriate signatures on the application

If applying to other schools:

If the school you are interested in attending is not listed as a partner college/university, please see Ms. Wile to start the approval process.

- Fill out the PMHS Dual Enrollment Application
- Follow the check lists for applying and getting credit for the course at Penn Manor (above and below).

To get credit for the course at Penn Manor:

- Pay tuition to the college directly, typically online
- Submit proof of enrollment to your school counselor so the course can be put on your schedule
- At the end of the course, submit your final grade to your school counselor. Penn Manor will need the transcript from the college; however, in the mean-time submit a screen shot of your final grade to speed along the process.

PENN MANOR DUAL ENROLLMENT PROGRAM

Dual Enrollment is a special early entry program for talented high school students who wish to enroll part-time in college as they complete their junior and senior year in high school. To be admitted to early entry programs students must:

- ◆ Show college-ready competency in at least English and Math. This is shown through SAT , PSAT or placement testing, depending on the school →
- ◆ Have exhausted all or most of the academically challenging course work offered by the high school. Dual enrollment is meant to complement the course offerings at high school, special permission is needed to substitute credit for a core course
- ◆ Student must have acceptable grades in core subjects

Millersville:

SAT of 1000 combine Critical Reading and Math score, ACT composite score of 21 or higher.

HACC:

Take the placement test ,or SAT Verbal of 480, or ACT English score of 21, or higher. Will need a math placement test to take a math course.

Follow the application procedures and go through your assigned high school guidance for dual enrollment. Ms. Dana Wile is the dual enrollment liaison; however, students should go through their assigned counselor unless noted otherwise.

Tuition is paid directly to the college/university. Noted below are tuition reduction and scholarship opportunities that Penn Manor is aware of at partner schools. All course placements are subject to seat availability. Matriculated current college students receive priority.

PARTNER COLLEGES AND UNIVERSITIES

- **Millersville University.** Offers reduced tuition rate
- **Harrisburg Area Community College.** Offers reduced tuition rate and scholarships may be available from HACC Foundation
- **Seton Hill** offers blended courses. See Ms. Sallie Bookman for more information
- **Other schools.** Students have taken courses through these other colleges in the past: Lancaster Bible College, Penn State Harrisburg/York, and York College

These two partners schools follow their own timeline and checklist. Listen to announcements and subscribe to the counseling blog for more information:

- **Thaddeus Stevens College** Early Enrollment Program is a full-time 12th grade program for college ready students. The information meeting is typically held in early December for students to attend during junior year. Offers reduced tuition rate & Financial Aid
- **Franklin and Marshall College.** Typically offers one free course each semester to a Penn Manor student through a competitive application process.

Subscribe to the PMHS counseling blog to stay up-to-date on dual enrollment announcements, dual enrollment meetings, and more <http://blogs.pennmanor.net/pmhscounseling>