

Online Application Procedure and Instructions- Public/Private students

1. Create Account.

- Complete all required fields
- Your submitted email address will also be the username for your account
- Date of birth format: MM/DD/YYYY
- Search for your high school in the search box
- Punctuation will not be recognized in the search box
- **Admission Type:** non-degree: I do not plan to seek a degree/certificate
- **Student Type:** Dual Enrollment
- **Academic Program:** High School- Dual Enrollment
- **Entry Term:** the term you are intending to begin courses
- Create and confirm password and click *Create Account*
- **Note:** The email submitted and password created will be the login credentials to access your application account

2. Create a New Application

- Under “My Applications”, click *Create a New Application*
- Click *Start a New Undergraduate Admissions Application*
- Click *Start My Application*

3. Complete Application

- Complete all required fields.
- Click *Save & Continue* after each page.
- **Admission Type:** non-degree: I do not plan to seek a degree/certificate
- **Student Type:** Dual Enrollment
- **Academic Program:** High School- Dual Enrollment
- **Entry Term**
- **High School Information.** Click “NO” to indicate you have not and will not receive a High School Equivalency Certificate such as a GED or HiSET.
- Sign the application by typing your name in the *Signature* box and click **Submit Application**
- Effective Summer 2020, Dual Enrollment students will no longer be required to pay an application fee. Please enter the promo code found on the second page of the Enrollment Request. Fee waiver may take up to 24 hours to reflect on submission status as “received”.
- Please do not attempt to pay application fee. Any fees paid will not be refunded.
- Click *Submit*

Once your application has been submitted, you will be able to view the application and status under “My Applications” in your Admissions account. Please monitor your email for updates and next steps to take to complete the Admission process. You will receive an email regarding submission within 24 hours.