



## **School District of Philadelphia– Arcadia Dual Enrollment Application**

Thank you for your interest in Dual Enrollment at Arcadia University. Dual Enrollment provides high school juniors and seniors with the opportunity to earn college credits at a steeply discounted rate and explore their interests in different fields of study before enrolling in college.

### **Features of the program:**

- Qualified students may take up to 4 courses in the 100–200 level, one per semester beginning in 11th grade.
- Tuition for Dual Enrollment is discounted at about 80% of the tuition for part-time students. It is subject to change annually.
- Students must have a 3.0 GPA or higher.
- Once students are registered, the [FERPA Act](#) goes into effect, so unless they sign a release form designating approved recipients of their records, Arcadia University will not grant anyone, except their schools, access to their records.

### **Next steps for students:**

- Research if the colleges to which you plan to apply will accept Dual Enrollment credits from Arcadia University if you would like to transfer these credits in the future. There are two types of DE courses.
  - A. One type indicates the course was taught on campus for undergraduate students at the university.
  - B. The other type, designated as SCS after the course number, indicates that the course was taught onsite at the high school.

Some colleges treat these two types of courses differently and may accept the credits for courses taken on campus at the university but not at the high school.

- Determine if your class schedule and extracurricular activities allow you to attend a DE class consistently and if you have the motivation to successfully complete a college course. Then follow the instructions below to apply to the program.

**Application Instructions:** Look for your status in the program and follow the instructions for either **FIRST-TIME (NEW ) APPLICANTS** or **RETURNING STUDENTS**

### **FIRST-TIME (NEW) APPLICANTS**

1. Select **TWO** courses from the [course catalog](#). Look at the bottom of the spreadsheet to find the right semester.
2. Apply to the Dual Enrollment Program using [this online application form](#). Use a **personal email address NOT issued by your school or iCloud**. Write down the course number & name in the fields for “Primary Course Requested” and “Secondary Course Requested.”
3. Ask the Dual Enrollment coordinator at your high school to upload **your high school transcript** to a shared Google folder.
4. Ask a parent/guardian and your Dual Enrollment coordinator at your high school to fill out the [permission form](#) and then upload it to the same Google folder.
5. **Application deadlines for**
  - Fall semester – middle of May
  - Spring semester – end of November

### **Next Steps:**

6. Ms. Tran Chau will check your transcript and permission form to make sure you are eligible for the program and then put you on a waitlist for a course.
7. At least **12 eligible students** need to apply for a course to run. You will be notified whether a course you selected will run or is canceled due to low enrollment.
8. If a course is offered, you'll be admitted to the DE Program. This will start a process in Arcadia's system that automatically generates an Arcadia's student ID# that begins with P000...) for you.
9. Check your inbox **and spam folder** for an email from the IT Help Desk asking you to [set up your Arcadia email account](#) so that you can access PortalGuard.
10. Make a copy of the [FERPA Form](#). Use the Arcadia student ID # in the message from the IT Help Desk and follow these [instructions](#) to fill out the FERPA form correctly.
11. Share the FERPA form or take a picture of it and send it as an attachment to Ms. Tran Chau.

### **CURRENT or RETURNING STUDENTS:**

12. If your personal information is the same as when you first applied to the program, Select **TWO** courses from the [course catalog](#). Look at the bottom of the spreadsheet to find the right semester. Then [fill out this Google form for current or returning students](#).

I'm excited to help you reach your academic goals at Arcadia University. Feel free to contact me if you have any questions or concerns.

Tran Chau (She/Her)

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[Schedule a Meeting](#)