On-Campus 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 their junior year.

● 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.
• Search for TWO courses in the **100-200 level** from the course catalog in Self-Service. Remember to select the correct semester in the drop-down menu in “Period.” Then type in the keywords of a subject that you’re interested in.

**Application Instructions:**

1. Apply to the Dual Enrollment Program using **this online application form**. Please use a personal email address **NOT issued by your school or iCloud**. Then write down the course name and number in the fields for “Primary Course Requested” and “Secondary Course Requested.”

2. Ask your school guidance counselor or another high school administrator to upload your high school transcript to a shared Google folder.

3. Make a copy of the **permission form** and ask a parent/guardian as well as your guidance counselor to fill it out and upload it to the same Google folder. Please do this as quickly as possible because some courses have limited seats.

4. Once all your paperwork is received and your eligibility is determined, you’ll be admitted to the DE Program. This will start a process in Arcadia’s system that automatically generates a Power Campus ID (Arcadia’s student ID# that begins with **P000...**) for you.

5. 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.

6. In the message from the **IT Help Desk**, please find your **PCID#**. Use that PCID# and follow these **instructions to fill out the FERPA Form**, which grants permission to designated people to access your records at Arcadia. **DO NOT use your high school ID#, please.** Without your permission, Arcadia cannot share anything with anyone, including your friends and family.

   - Make a copy of the **FERPA Form** and fill it out completely.
   - Email it to Tran Chau (chaut@arcadia.edu)

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.

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**Schedule a Meeting**

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