

Dual Credit Application Instructions

Welcome to Oregon Tech's Dual Credit Program

- This presentation will help guide you through the application process
- You will need to complete all steps in order to successfully submit your application
- If the application is not submitted correctly, you will not be able to register for your dual credit course

*Click through this tutorial to properly submit your application



Before you Begin

□ Valid Email Address – this should be an email you check frequently □ Social Security Number (not required, but recommended for tax purposes) ☐ Parent or guardian email address ☐ Know when parents/guardians moved to Oregon ☐ Know when parents/guardians were issued drivers license # in Oregon ☐ Know or estimate last 2 years your parents submitted taxes (hint: put years 2019/2020)



Step 1: Applying for dual credit admission

- Go to: www.oit.edu/dual-credit
- 2. Click "Students & Families"
- 3. Select "Dual Credit Application

Admission & Registration Process

There is a four-step process to registering for Oregon Tech dual credit. Once the application is completed, students will be issued an Oregon Tech ID#, email account, and log in instructions. It is imperative that students provide valid contact information, especially a current email address. Once a student is issued an Oregon Tech email address, they will be expected to log in regularly to their Oregon Tech issued email account.

If you have already been issued an Oregon Tech ID# (918#), or have taken a dual credit class from Oregon Tech within the last 12 months, you do not need to fill out the application. You can move on to STEP #2 or #3 if you already have login credentials.

If you do not know your Oregon Tech ID#, please call 541.885.1300

#1: Fill Out Application

#2: Login and Register for Course

#3: Make Payment

DUAL CREDIT APPLICATION

PAYMENT PORTAL



Step 2: Enter Biographical Information

- Fill in all required fields (name, birthdate, and citizenship)
 - Note... Oregon Tech does not report individual students' citizenship status.
 - Please enter your legal first name. Legal first name and last name will be used for username creation, unless you provide a preferred first name.
- 2. Reminder: Social Security Number is not required, but it is recommended for tax purposes.

Dual Credit Application

This is the Dual Credit application designed only for high school students who wish to do the Early Owl Program or Dual Credit Program.

To be eligible you must:

- Currently be enrolled in high school
- At least 14 years of age
- · Pass placement tests for Math courses and Writing courses
- · Meet course prerequisites

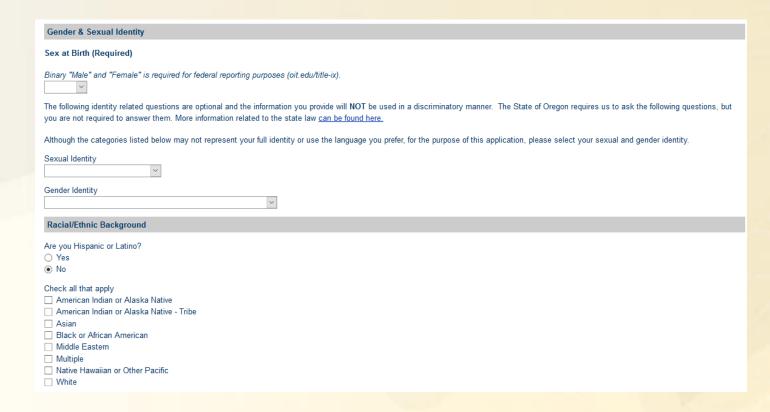
If you wish to attend Oregon Tech as a first-year or transfer student for a later term, you must submit a new application at oit.edu/apply.

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Step 3: Enter Identity Information

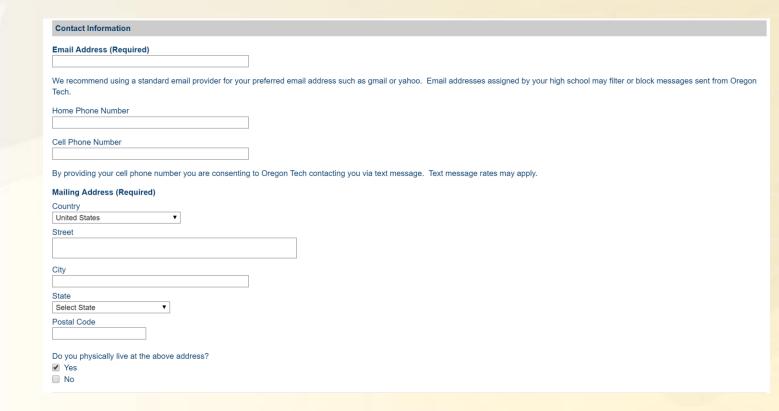
- 1. Choose the appropriate response in each of the drop down menus under the Gender & Sexual Identify questions as well as the Racial/Ethnic Background questions.
 - Please note, only the sex at birth question is required. Sexual Identity, Gender Identity, and Racial/Ethnic Background questions will **not** be used in a discriminatory manner and are entirely optional.





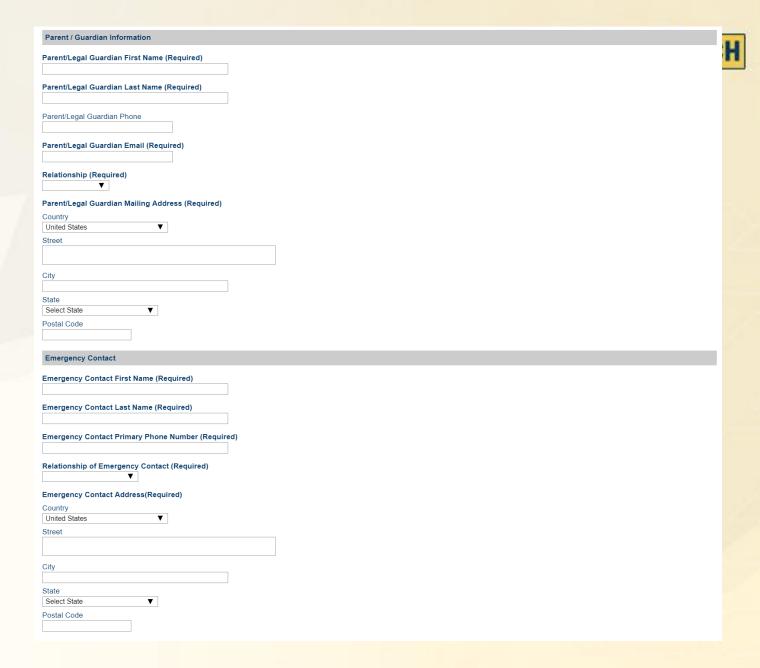
Step 4 Enter Contact Information

- 1. We will send you an email with your student ID number and next steps to the email address you provide here. Be sure to check your junk/spam folder in case your email provider mistakes us for spam.
 - Double check to make sure you typed your email address correctly.
 - We recommend that you use a yahoo or gmail account rather than your high school email as high schools often block messages from Oregon Tech.
- 2. Enter your mailing address.



Step 5: Parent/Guardian & Emergency Contact Information

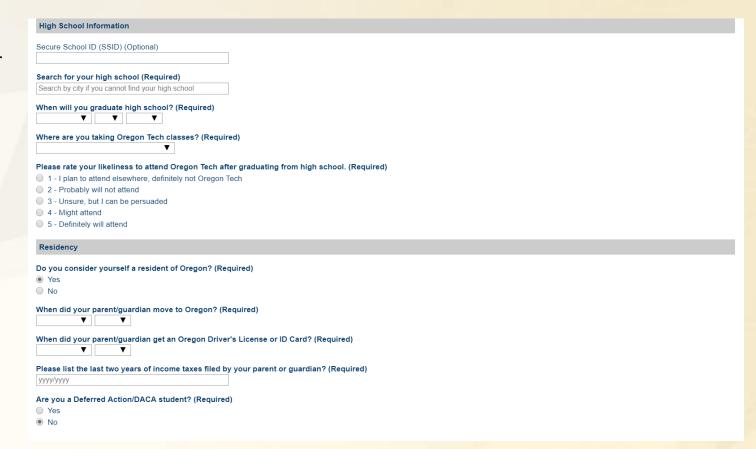
- 1. Enter your parent/guardian contact information.
 - Provide parent/guardian email if you do not have this information please provide your valid email address
- 2. Enter the name and contact information for an emergency contact.





Step 6: Enter High School/ Residency Information

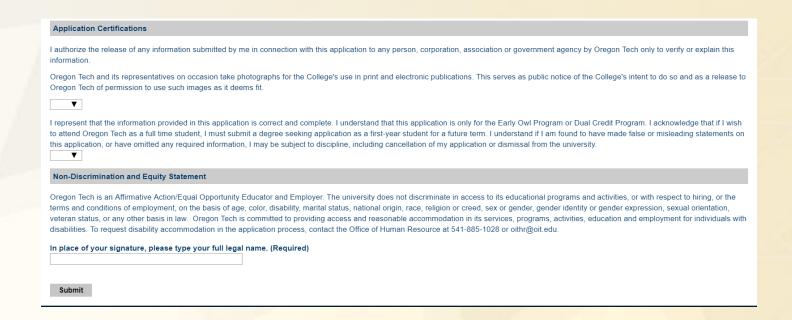
- Enter your Secure School ID (SSID). Your teacher can help you if you don't know it.
- 2. Search for your high school. You can enter your city and state and choose your school if you can't find your high school.
- Estimate when you will graduate from high school. It is likely in June of your graduation year.
- 4. Answer the residency questions to the best of your ability. We know that you may need to estimate when your parent moved to Oregon and got a driver's license.
- 5. Reminder: the last two years your parent or guardian filed taxes are likely 2018/2019





Step 7: Application Certification & Submission

- 1. Answer the application certification question.
- 2. Type your full legal name into the signature box.
- 3. Click Submit to complete your application.





Congratulations on submitting your application! You will receive an email with instructions on your next steps....

