DUAL CREDIT APPLICATION INSTRUCTIONS

Oregon TECH DUAL CREDIT

Oregon Institute of Technology

Hands-on education for real-world achievement.
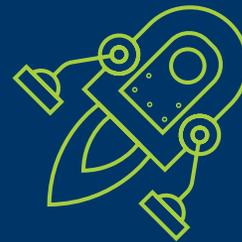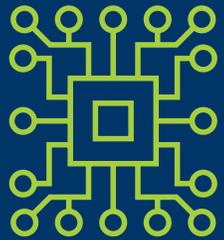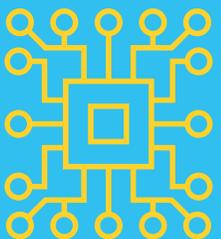
Welcome to Oregon Tech's Dual Credit Program

- 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

Step 1: Applying for dual credit admission

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

Admission & Registration Process

There is a three-step process to registering for Oregon Tech dual credit. First step is to complete OT's dual credit application. 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 or email outreach@oit.edu

#1: Fill Out Application

#2: Login and Register for Course

#3: Make Payment

DUAL CREDIT APPLICATION

Step 2: Enter Biographical Information

1. 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. We will call you by the name you enter into the "Preferred First Name" field.

2. Reminder: Social Security Number is not required, but it is recommended for tax purposes.
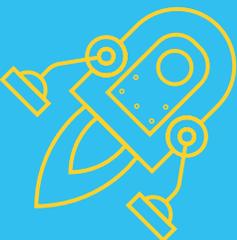
About You

Legal First Name (Required)

Middle Name

Legal Last Name (Required)

Preferred First Name (If different from Legal First Name)

Birthdate (Required)

Step 3: Enter Identity Information

1. Choose the appropriate response under "legal sex" and gender and sexuality drop down menus, as well as the racial/ethnic background questions.

Gender & Sexual Identity

Legal Sex (Required)

Binary "Male" or "Female" is required for federal reporting purposes (oit.edu/title-ix).

The following identity related questions are optional and the information you provide will **NOT** be used in a discriminatory manner. The State of Oregon requires us to ask the following questions, but you are not required to answer them. More information related to the state law can be found here.

Although the categories listed below may not represent your full identity or use the language you prefer, for the purpose of this application, please select your sexual and gender identity.

Sexual Identity

Gender Identity

- Please note, only the "legal sex" 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 type 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.

Contact Information

Email Address (Required)

We recommend using a standard email provider for your preferred email address such as gmail or yahoo. Email addresses assigned by your high school may filter or block messages sent from Oregon Tech.

Home Phone Number

Cell Phone Number

By providing your cell phone number you are consenting to Oregon Tech contacting you via text message. Text message rates may apply.

Mailing Address (Required)

Country
United States

Street

City

State
Select State

Postal Code

Do you physically live at the above address?
☑ Yes
☐ No

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.

Parent / Guardian Information

Parent/Legal Guardian First Name (Required)

Parent/Legal Guardian Last Name (Required)

Parent/Legal Guardian Phone

Parent/Legal Guardian Email (Required)

Relationship (Required)

Parent/Legal Guardian Mailing Address (Required)

Country
United States

Street

City

State
Select State

Postal Code

Emergency Contact

Emergency Contact First Name (Required)

Emergency Contact Last Name (Required)

Emergency Contact Primary Phone Number (Required)

Relationship of Emergency Contact (Required)
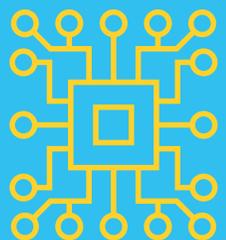
Emergency Contact Address(Required)

Country
United States

Street

City

State
Select State

Postal Code

Step 6: Enter High School Information

1. 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.

3. Enter your graduation date.

4. Enter your GPA.

5. Select "courses at my high school" if you are a dual-credit student or "courses at Oregon Tech" if you are taking classes at Oregon Tech.

High School Information

Secure School ID (SSID) (Optional)

Search for your high school (Required)
Search by city if you cannot find your high school

When will you graduate high school? (Required)

Please select a major that interests you (Required)

Unweighted Cumulative GPA
GPA Cannot be Greater than 4.00
(0.01 - 4.00 Only)
4 characters remaining

Where are you taking Oregon Tech classes? (Required)

Please rate your likeliness to attend Oregon Tech after graduating from high school. (Required)
○ 1 - I plan to attend elsewhere, definitely not Oregon Tech
○ 2 - Probably will not attend
○ 3 - Unsure, but I can be persuaded
○ 4 - Might attend
○ 5 - Definitely will attend

Step 7: Citizenship & Residency

1. Select your primary country of citizenship.

NOTE: You can register for dual credit even if your primary country of citizenship is not the United States.

Citizenship

Primary Country of Citizenship (Required)

Residency

Do you consider yourself a resident of Oregon? (Required)
- ● Yes
- ○ No

Step 8: 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.

Application Certifications

I authorize the release of any information submitted by me in connection with this application to any person, corporation, association or government agency by Oregon Tech only to verify or explain this information.
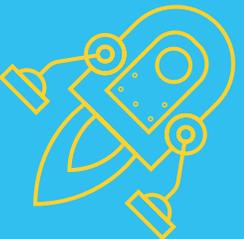
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▼

I represent that the information provided in this application is correct and complete. I understand that this application is only for the Early Owl Program or Dual Credit Program. I acknowledge that if I wish to attend Oregon Tech as a full time student, I must submit a degree seeking application as a first-year student for a future term. I understand if I am found to have made false or misleading statements on this application, or have omitted any required information, I may be subject to discipline, including cancellation of my application or dismissal from the university.

▼

Non-Discrimination and Equity Statement

Oregon Tech is an Affirmative Action/Equal Opportunity Educator and Employer. The university does not discriminate in access to its educational programs and activities, or with respect to hiring, or the terms and conditions of employment, on the basis of age, color, disability, marital status, national origin, race, religion or creed, sex or gender, gender identity or gender expression, sexual orientation, veteran status, or any other basis in law. Oregon Tech is committed to providing access and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. To request disability accommodation in the application process, contact the Office of Human Resource at 541-885-1028 or oithr@oit.edu.

In place of your signature, please type your full legal name. (Required)

Submit

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

Oregon TECH

Dual Credit Application

Your responses have been submitted.

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