Oregon TECH

Oregon Institute of Technology

DUAL CREDIT APPLICATION INSTRUCTIONS

Oregon's Polytechnic University

2025-193318_Jan25

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DUAL CREDIT

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.**

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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**

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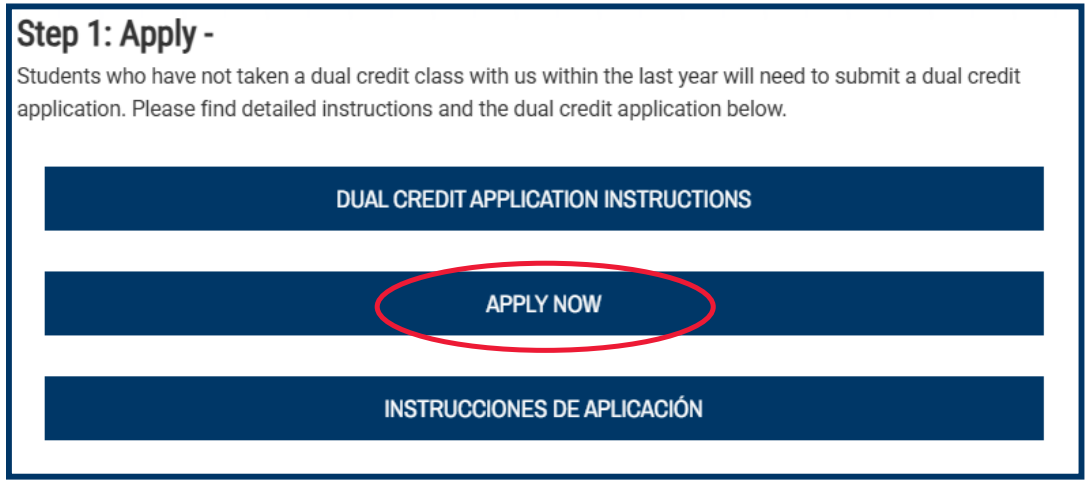
Step 1: Applying for Dual Credit Admission

1. Go to **www.oit.edu/dc-enroll**.

2. Select **"APPLY NOW"**.



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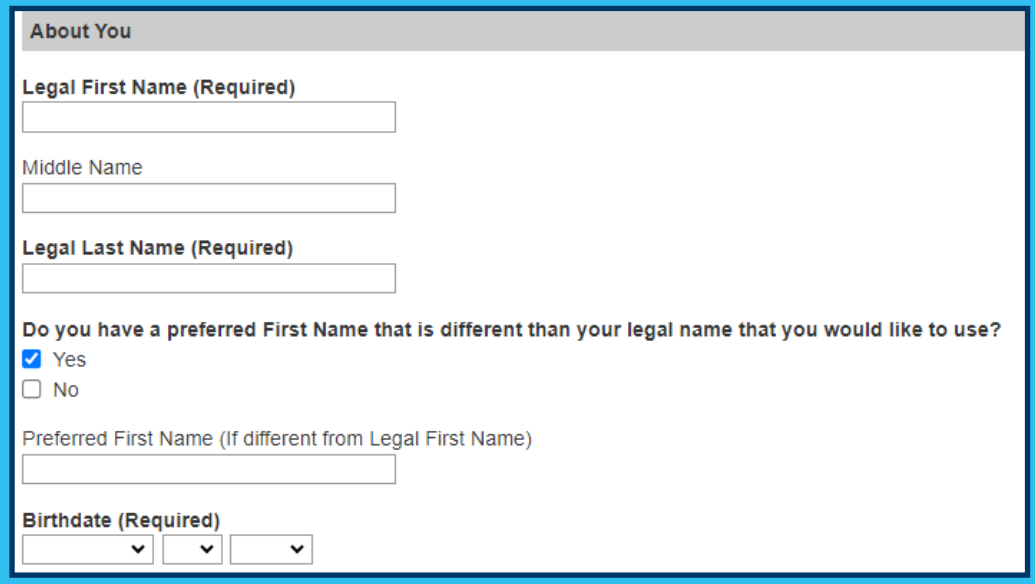
Step 2: Enter Biographical Information

1. Fill in all required fields (name and birth date).

   - **Please enter your legal first name.**
     We will call you by the name you enter into the "Preferred First Name" field.



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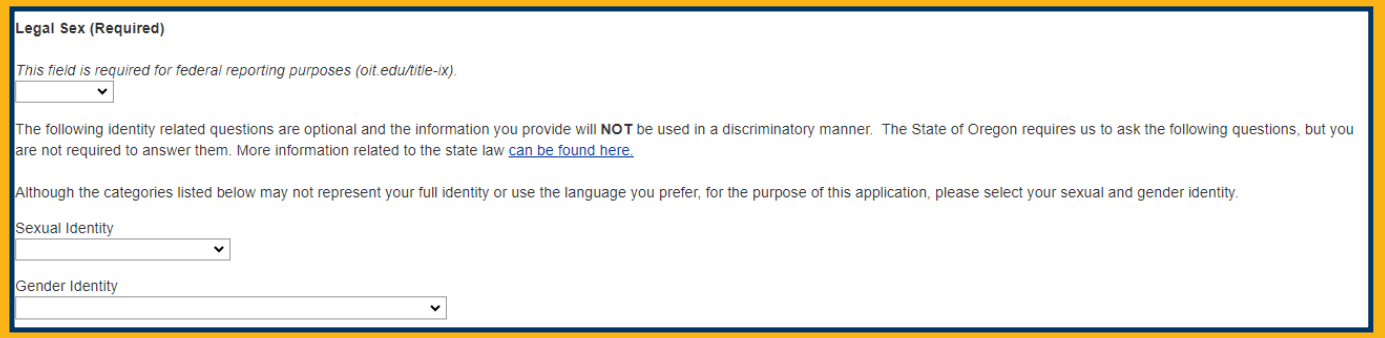
Step 3: Enter Identity Information

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

    - **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.



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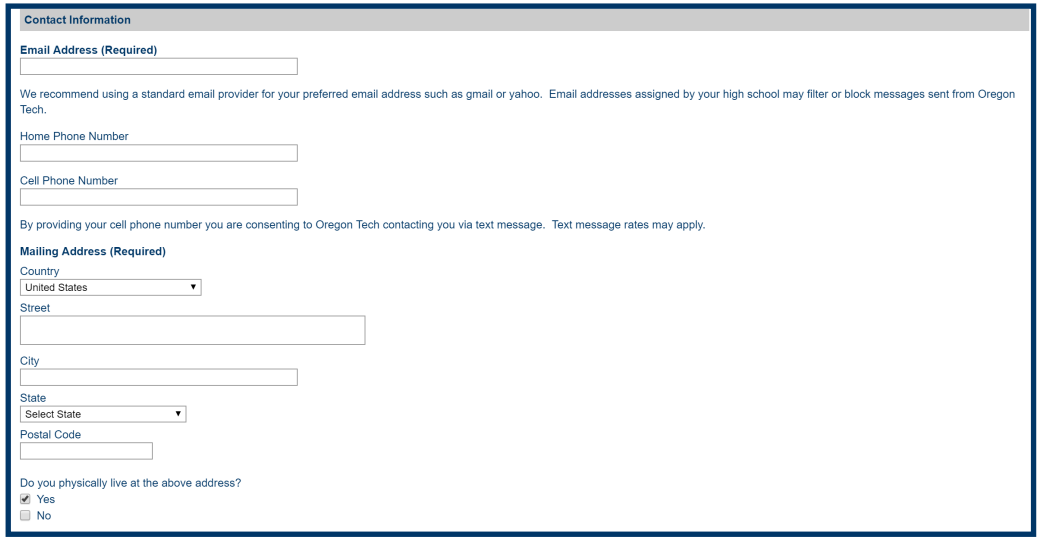
Step 4: Enter Contact Information

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 email address.



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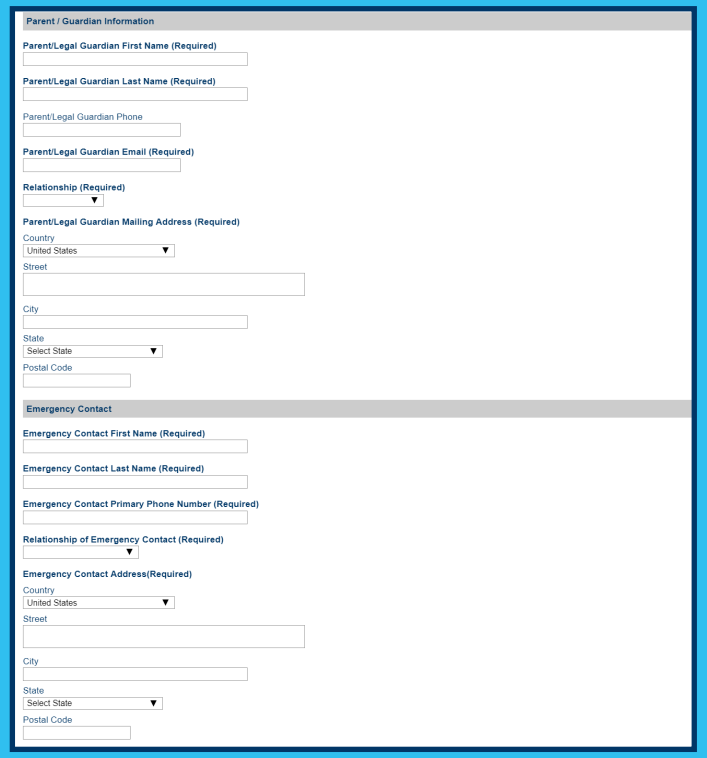
Step 5: Parent/Guardian & Emergency Contact Info.

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.



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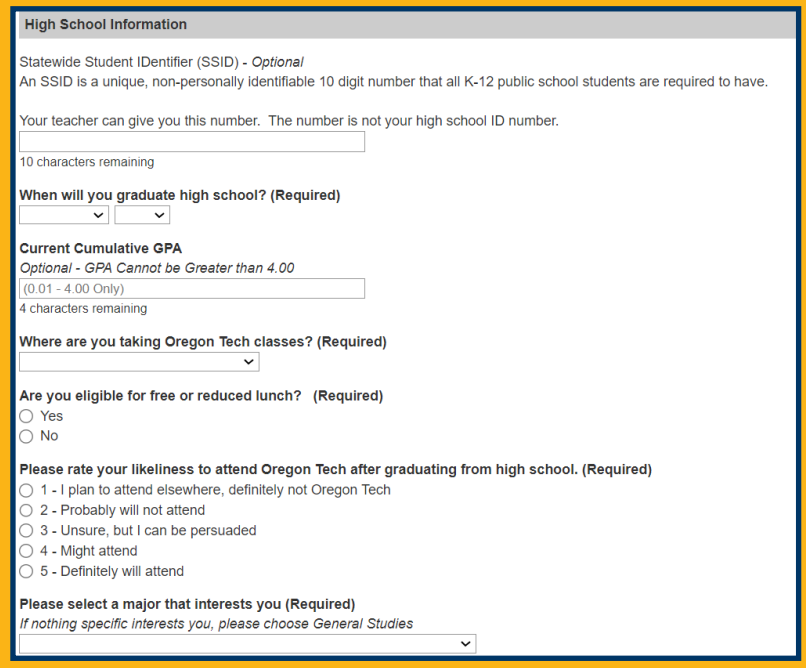
Step 6: Enter High School Information

1. Enter your **Secure School ID (SSID)**. Your teacher can help you if you don't know it. **This field is required for Willamette Promise students. Optional for all others.**
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 **June 1** of your graduation year
4. Enter your GPA. **Please note that this field is optional.**
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.
6. Please indicate whether you quality for free/reduced lunch at your high school. We waive tuition for qualified students.



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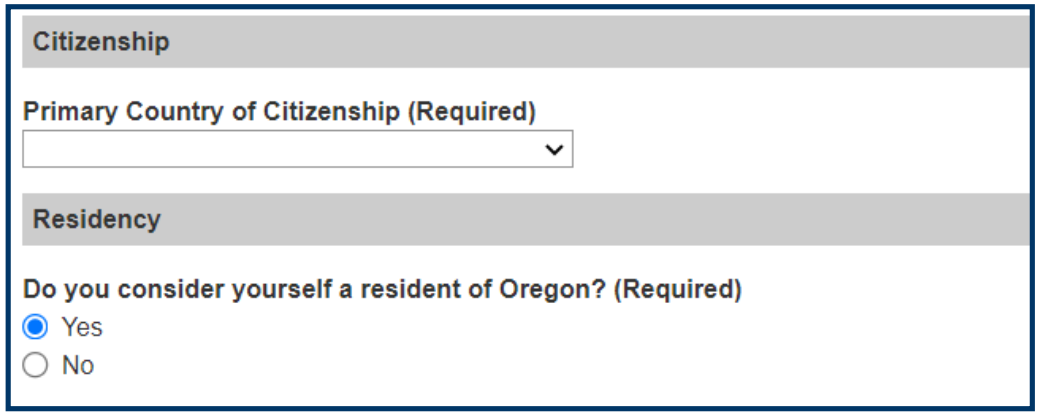
Step 7: Enter Citizenship & Residency

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.



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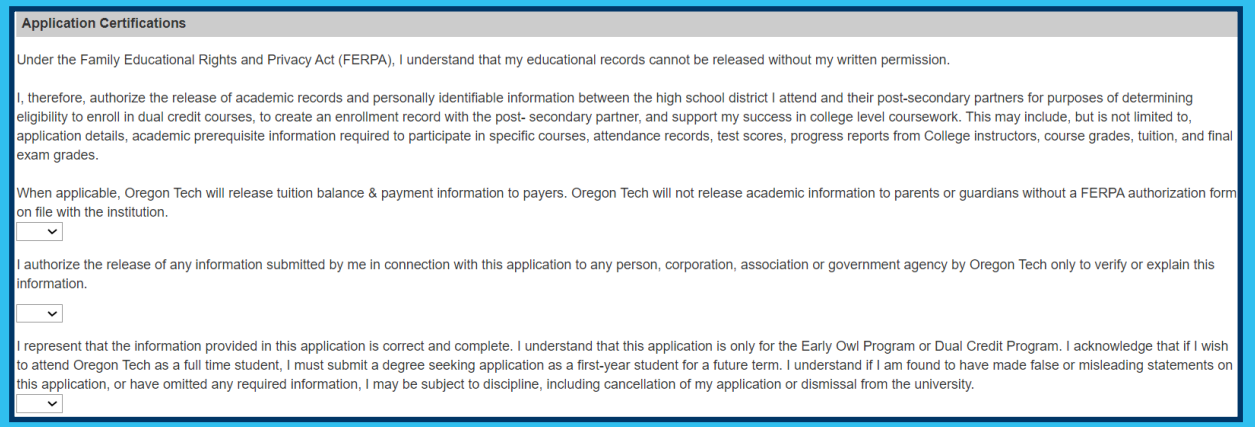
Step 8: Application Certification & Submission

1. Answer the application certification question.

2. Type your full legal name into the signature box.

3. Click **"Submit"** to complete your application.



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Congratulations on submitting your application!
You've finished the first step in registering for dual credit.

Please note that you are **NOT** yet registered.

You will receive an email with instructions on your next steps...

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