



Oregon Institute of Technology

# **DUAL CREDIT APPLICATION INSTRUCTIONS**

**Oregon's Polytechnic University**



# 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/dc-enroll](http://www.oit.edu/dc-enroll).
2. Select **"APPLY NOW"**.

### Step 1: Apply -

Students who have not taken a dual credit class with us within the last year will need to submit a dual credit application. Please find detailed instructions and the dual credit application below.

DUAL CREDIT APPLICATION INSTRUCTIONS

APPLY NOW

INSTRUCCIONES DE APLICACIÓN

## 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.

**About You**

**Legal First Name (Required)**

Middle Name

**Legal Last Name (Required)**

Do you have a preferred First Name that is different than your legal name that you would like to use?  
☒ Yes  
☐ No

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.

- **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.

**Legal Sex (Required)**  
This field 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





## 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.

The screenshot shows a web form titled "Contact Information". It includes the following fields and sections:

- Email Address (Required)**: A text input field.
- Home Phone Number**: A text input field.
- Cell Phone Number**: A text input field.
- Consent**: A line of text stating "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)**: A section containing:
  - Country**: A dropdown menu with "United States" selected.
  - Street**: A text input field.
  - City**: A text input field.
  - State**: A dropdown menu with "Select State" selected.
  - Postal Code**: A text input field.
- Residence Confirmation**: A section with the text "Do you physically live at the above address?" and two radio buttons: "Yes" (checked) and "No".



## 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.

The screenshot shows a web form titled "Parent / Guardian Information" and "Emergency Contact". The "Parent / Guardian Information" section includes fields for: Parent/Legal Guardian First Name (Required), Parent/Legal Guardian Last Name (Required), Parent/Legal Guardian Phone, Parent/Legal Guardian Email (Required), Relationship (Required) (dropdown), Parent/Legal Guardian Mailing Address (Required) (Country: United States, State: dropdown, Street, City, State: dropdown, Postal Code). The "Emergency Contact" section includes fields for: Emergency Contact First Name (Required), Emergency Contact Last Name (Required), Emergency Contact Primary Phone Number (Required), Relationship of Emergency Contact (Required) (dropdown), Emergency Contact Address (Required) (Country: United States, State: dropdown, Street, City, State: dropdown, 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. 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 qualify for free/reduced lunch at your high school. We waive tuition for qualified students.

### High School Information

Statewide Student Identifier (SSID) - *Optional*  
An SSID is a unique, non-personally identifiable 10 digit number that all K-12 public school students are required to have.

Your teacher can give you this number. The number is not your high school ID number.

  
10 characters remaining

When will you graduate high school? (Required)

Current Cumulative GPA  
*Optional - GPA Cannot be Greater than 4.00*

  
(0.01 - 4.00 Only)  
4 characters remaining

Where are you taking Oregon Tech classes? (Required)

Are you eligible for free or reduced lunch? (Required)

☐ Yes

☐ No

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

Please select a major that interests you (Required)  
*If nothing specific interests you, please choose General Studies*





## 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.

Citizenship
Primary Country of Citizenship (Required) <input type="text"/>
Residency
Do you consider yourself a resident of Oregon? (Required) <input checked="" type="radio"/> Yes <input type="radio"/> 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**

Under the Family Educational Rights and Privacy Act (FERPA), I understand that my educational records cannot be released without my written permission.

I, therefore, authorize the release of academic records and personally identifiable information between the high school district I attend and their post-secondary partners for purposes of determining eligibility to enroll in dual credit courses, to create an enrollment record with the post-secondary partner, and support my success in college level coursework. This may include, but is not limited to, application details, academic prerequisite information required to participate in specific courses, attendance records, test scores, progress reports from College instructors, course grades, tuition, and final exam grades.

When applicable, Oregon Tech will release tuition balance & payment information to payers. Oregon Tech will not release academic information to parents or guardians without a FERPA authorization form on file with the institution.

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.

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.



**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...**