

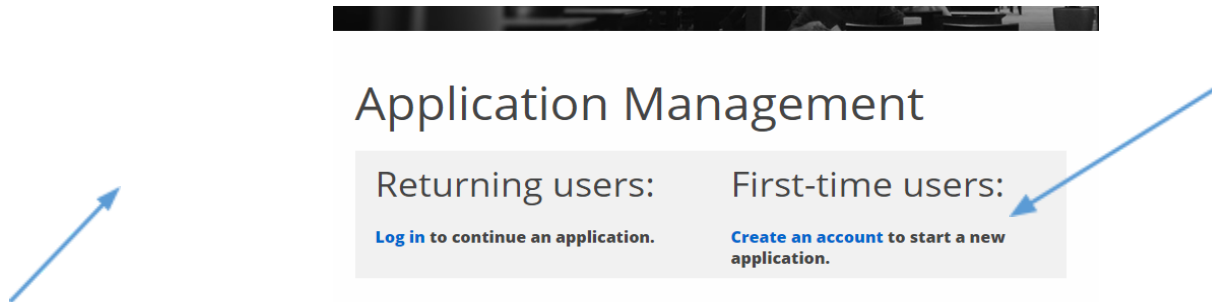
How to Apply for Penn College Dual Enrollment

1. **APPLY** – ALL STUDENTS COMPLETE PENN COLLEGE NOW APPLICATION

- a. **Every student applies every year!**
- b. If using a school/CTC email address, please whitelist admissions@pct.edu.
- c. Go to our website at [Penn College Dual Enrollment Application](#)
- d. Click the blue “Apply Now” button under Penn College NOW logo

2. **NEW PENN COLLEGE NOW STUDENTS** (students who have **never** applied, tested, or taken a course must first create an account):

- i. Students will then see this screen and should click “Create an account”



- ii. Register to use the application site; this is a preliminary step to the application, not the application itself!
 1. Enter email address, first name, last name, and date of birth
 2. Student will receive an email with *account activation link* and temporary PIN (check spam folder/email filter if not received)
 3. Click the link contained in the email; enter temporary PIN and date of birth
 4. Follow instructions to create a password

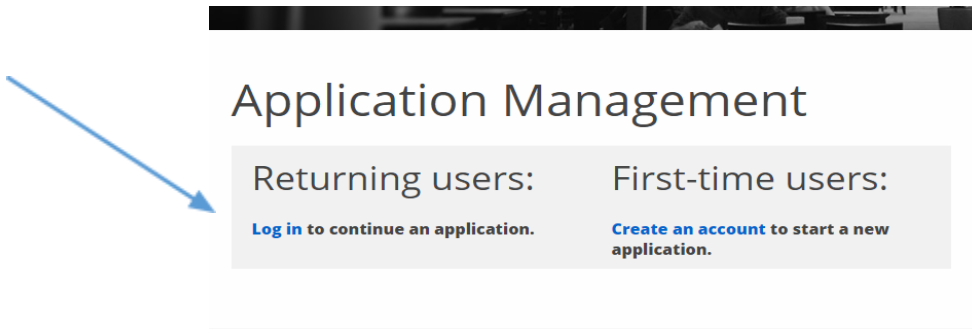
The student is registered for the site and now must complete the application.

- iii. Click “Start New Application,” complete the information, and submit
Students will receive a **confirmation message with reference number**¹ once they submit a complete application; if not, then the application is NOT complete.

¹ Send a screenshot of your confirmation to Mrs. Lucas at alucas@kcsd.us

3. **RETURNING PENN COLLEGE NOW STUDENTS** (students who have previously applied, tested, and/or taken a course):

- i. Students will see this screen and should click “Log In”



- ii. Enter the email address and password used for previous application
 1. Students **must** use the email address provided in the previous application. If forgotten, please call Penn College Dual Enrollment staff at 570-320-8003.
 2. If the student does not remember the password, click “Forgot Your Password?” and follow the instructions.
- iii. Complete the information and submit
- iv. Students will receive a **confirmation message with a reference number** once they submit an application; if not, then the application is NOT complete.²

² Send a screenshot of your confirmation to Mrs. Lucas at alucas@kcsd.us

Placement Testing Procedures and Instructions

1. APPLIES TO MTH123 ONLY:

- a. "C" overall average AND students must take the Penn College math placement test **online**
 - i. Test includes a math survey (all students for these courses must complete)
 - ii. Process includes submission of each student's transcript (required)
- b. Qualifying scores – MTH123: 3

2. APPLIES TO ENL111 ONLY:

- a. Overall average "C" or higher AND students must take the Penn College English placement test **online**
- b. Qualifying score - 3

Students may submit SAT/ACT scores electronically to Penn College in lieu of placement testing

- 1. Scores take a *minimum* of 2-3 weeks to process! Please inform Mrs. Lucas if you will submit your scores.
- 2. Scores **must** be sent electronically, directly to Pennsylvania College of Technology from College Board/ACT
- 3. Students must log into their CB/ACT account and choose "Send My Scores"
- 4. Minimum scores for placement test exclusion:

SAT Math 580	ACT Math 24
SAT Writing/Lang 28	ACT English 21

Penn College **cannot** waive placement tests for screenshots of test scores or other unofficial score reports; only electronically submitted scores from College Board/ACT are considered.

Keystone Central Career and Technology Education

Points of Contact: Mr. Kurt Lynch, Director of CTC
Mrs. April Lucas, CTC Secretary

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