

Become a DTC student in **5 steps!**

1. Decide on the DTC Program & DTC Schedule

✓ Explore **DAVIS TECH PROGRAMS** at davistech.edu.

✓ Take a virtual or live tour at 

✓ For information and support, **Stacy Johnson**, *CTE Coordinator*, in the counseling center.

- Use the appointment QR code  or email her at stajohnson@dmail.net.

✓ **Read both the *Q&A DTC Information* (below) and the *HS / DTC agreement* (found on the Transmittal Request form).**

Q&A DTC Information

When can I register for the DTC?

Once you meet the age requirement for the program, you can register a month before you want to begin the *open enrollment program* or before you leave school for the Summer. If the program has a *training schedule*, you can register as soon as you see the schedule you wish to attend.

How do classes at Davis Tech work?

Watch this [DTC video](#) that explains Davis Tech, registering for MOST classes, our processes for MOST classes, how grading works with progress and attendance, how to access your Student Portal, and how competency-based education works.

Do I pay tuition at Davis Tech?

High school students must pay a \$40 registration fee plus student fees **at the time of DTC registration**. They do not pay tuition while in high school. Scholarships and Financial Aid are available for those needing to finish their program shortly after graduation.

Can my parent/guardian complete my registration for me?

Your parent/guardian can certainly assist you with the registration process, but the person who will be attending Davis Tech must be the one completing the registration to acknowledge and accept policies and procedures at Davis Tech. Davis Tech is a college and has different rules and laws than high schools. We follow the FERPA law severely limiting us on what we can and cannot disclose to parents (even if the student is under 18).

What will I need to complete my registration?

Each application's requirements are different so refer to the program's webpage for admission requirements. However, all students completing registration will need the following:

- A government-issued photo ID (driver's license, state ID, passport, etc.)
- Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN)
- HS transcripts to see if you qualify to have assessment testing waived

Do I have to take entrance assessments for all programs?

Some programs require entrance assessments. **If contacting the Assessment Center is on your Task List** during the registration process, you will need to go to Davis Tech to do so.

How can I get to campus if I don't have transportation?

All Davis Tech students are eligible for a free UTA bus pass! Go to Student Services and ask for your UTA pass.

If you have any questions regarding registration or enrollment, please contact Student Services at 801-593-2332 or enrollment@davistech.edu.

2. Are you on track for graduation – credit, GPA, citizenship, IEP/504?

- Consider discussing your **graduation summary** with your counselor.
 - Do you have **room in your schedule** for at least two periods at the DTC?
- Will you need a **Success Plan agreement**?
 - When there is a concern for the student’s success in the program, lacking HS credits, or there is a *U* or *F* on the student’s transcript, an agreement is set up with the counselor and the student works towards correcting the concern. An agreement not adhered to may mean removal from the DTC.



If you **receive Special Ed services**, contact **Julia Heaton 801-593-2370** BEFORE meeting with student services. She is the student liaison. www.davistech.edu/disability-services.

3. Complete two applications

A. LHS DTC Transmittal Request form

- ✓ Return to CTE secretary, *Mrs. Robinson*, in the counseling center or at MROBINSON@dsdmail.net
- ✓ Watch for an **email** from Mrs. Robinson with your official Transmittal document.

B. on the DTC program page or click (on the home page).

- ✓ Complete the checklist items in your **DTC Dashboard** until it says **100% complete**.
- ✓ Watch for an **email** to complete the [Enroll in Davis Tech New Student Orientation \(instructure.com\)](http://instructure.com)
If this is **not seen within 3 business days**, **call them** at 801-593-2500 or 801-593-2332 or let the CTE coordinator know.

4. Make an appointment to (on the home page), **get admitted, and to pay the \$40.00 registration fee plus any program fees.**

5. Bring the official DTC Registration paper back to LHS CTE Secretary

- ✓ This is used to place the DTC program in your LHS schedule.

Tell us when you complete your full program, if you stop attending the DTC, or have any problems.