Admission Requirements for Part-time Special High School Students Applying to Millersville University through the HSCE Dual Admission Program

GUIDE FOR STUDENTS
FALL 2016

Millersville University offers a special early entry program for talented high school students who wish to enroll part-time into a Millersville University course as they complete their junior or senior year in high school. To be admitted into the early entry program students must fulfill the following requirements:

March 7, 2016  FALL 2016 class schedules are available online at www.millersville.edu/~registrar.

May 13, 2016  Due date to return the following completed and signed forms to your high school guidance counselor:

• Application for Part-time Non-Degree Undergraduate Enrollment
• Dual High School Student Enrollment Request Form
• Transcript Request Form

Estimated costs for Fall 2016:

Millersville is pleased to announce a new reduced tuition rate for students attending our partner schools:

$141.00 per credit plus $19 tech fee per credit ($480 total per 3-credit course)

Admissions Guidelines for Students

Millersville University offers a special early entry program for talented high school students who wish to enroll part-time into a Millersville University course as they complete their junior or senior year in high school. To be admitted into the early entry program students must fulfill the following requirements:

1. Students should have exhausted all or most of the academically challenging course work offered by their high school.

2. All course placements are subject to seat availability. Matriculated current Millersville students will receive priority.

3. Application for Part-time Non-Degree Undergraduate Enrollment
   The student must file this special admission application form. There is no fee charged to file this application.

4. Dual High School Student Enrollment Request Form
   The student must complete the Request for Special High School Student Enrollment Form. This form requires the student to precisely identify three courses in priority order in which they wish to enroll, including the CRN and Section numbers. The form also requires signatures from the following persons: (1) the student’s parent or guardian, and (2) their high school principal
   a. NOTE: The Admissions Office coordinator at Millersville will contact the appropriate Millersville Dean/Associate Dean for his or her signature to complete the form.
   b. When all of the student’s application materials have been completed and submitted by the established deadline and their application has been approved by our Office of Admissions, the high school student will be placed in an open section of a class. If admissible, Millersville guarantees placement in one of those three courses. Students wishing to take more than one course are asked to wait until the drop/add period before enrolling in additional courses and will need to use our existing drop/add process.
5. **Submitting Application Forms**
Once the signatures (see #4 above) have been obtained and the Application and Enrollment forms are complete, the high school Guidance Office will submit the forms to the Admissions Office at Millersville University.

6. **Transcripts**
Students must present an official high school transcript that documents excellent academic performance freshman through junior year. Specifically, the student must have acceptable grades in all core subjects (no D’s or F’s) and an overall core subject average of 3.0 (B) or higher. The official high school transcript must be sent directly from the high school to the Millersville University Admissions Office.

7. **Standardized Test Scores**
Students are required to submit standardized test scores. Acceptable tests are the ACT, SAT, PLAN, or PSAT. A score equivalent to a 1050 (combined Critical Reading and Math) on the SAT or a composite score on the ACT of 23 or higher is the expectation.

8. **Placement Testing**
Placement testing is required for all students who have an interest in taking a course in any the following subject areas:
   a. **Foreign Language**: Students must contact Dr. Susan Nimmrichter in the Foreign Languages Department at 717-871-7154 to arrange for placement testing.
   b. **Mathematics**: Students must contact Dr. Delray Schultz in the Mathematics Department at 717-871-7668 to arrange for placement testing.

9. **Transcript Request Form**
In order for students’ grades to be released by mail to your school district, the student must complete, sign, and return the Transcript Request Form. A new form must be submitted each semester the student is enrolled at Millersville University. It is the student’s responsibility to ensure that this form is completed and submitted to Millersville along with their application so that final grades can be sent to the student’s high school.

10. **E-Bills**
Millersville no longer sends bills to students via the US Mail. All bills are posted online on students’ MAX accounts. Fall bills will be posted during the third week of July with the due date falling within the first full week of August. More information can be found on the Bursar’s web site: [http://www.millersville.edu/bursar/](http://www.millersville.edu/bursar/)

11. Students who are denied admission for whatever reason will be formally notified of their denial and the reason for the denial by Millersville University’s Admissions Office.

12. **Contact Information**
Students are asked to contact their high school guidance counselor with any questions, or for assistance applying to Millersville University’s dual enrollment program or enrolling in courses at Millersville University.
APPLICATION FOR PART-TIME NON-DEGREE UNDERGRADUATE ENROLLMENT

Please return this completed form to:
Admissions Office
Millersville University
P.O. Box 1002
Millersville, PA 17551

For further information visit our website at www.millersville.edu, email us at admissions@millersville.edu, Fax us at 717-871-2147 or call 717-871-4625

Social Security Number _____-____-_______ Pennsylvania Resident: Yes ☐ No ☐ If yes, how long:________
Are you a U.S. Citizen? Yes ☐ No ☐ If you checked "NO" please indicate your country of Citizenship: _____________________
Visa classification (if known) or Resident Alien # ____________

Name __________________________________________________________________________________
Last Name First MI

Address ________________________________________________________________________________
Number and Street

City Country State Zip Code

Date of Birth _______________________________

Home Telephone Number ________________________ Work Telephone Number _______________________

Area Code Area Code

Email Address ____________________________________________________________________________

High School Attended ____________________________ Year of Graduation __________

Most recent college(s) attended ____________________________ Dates Attended ____________

Date on which you expect to enter Millersville University (Please check one)

Year 20__ Fall____ Winter_____ Spring _____ Summer 1 _____ Summer 2 _____ Summer 3 _____

In which program do you wish to enroll?

_____ 1. Continuing Education

_____ 2. Transient

__X  3. Special High School Student

Supplemental Information
Completion of this section is voluntary. The purpose of this information is to submit reports to governmental compliance agencies and for university administrative data collections. This information will not affect the admissions decision.

Racial/Ethnic Identity: ☐1 Black (non-Hispanic origin) ☐3 Asian or Pacific Islander ☐5 White (non-Hispanic origin)
☐2 American Indian or Alaskan ☐4 Hispanic

Sex: ☐Male ☐Female  Foreign Student: ☐Yes ☐No  Veteran: ☐Yes ☐No
**MILLERSVILLE UNIVERSITY**

**DUAL HIGH SCHOOL STUDENT ENROLLMENT REQUEST FORM**

**FALL 2016**

*Note: All signatures are required prior to submission (except MU Dean and MU Admission Officer)*

Name of School District: ____________________________________________

*If Home Schooled, list name of School District in which student resides.*

Student Name: ___________________________ Social Security #: ___________________________

Home Phone #: __________________________ Cell #: __________________________ Email: ___________________________

### Courses Requested in Order of Preference:

<table>
<thead>
<tr>
<th>1st Choice:</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>CRN</td>
<td>Subject</td>
<td>Course Number</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Signature of High School Department Chair/Coordinator</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2nd Choice:</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>CRN</td>
<td>Subject</td>
<td>Course Number</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Signature of High School Department Chair/Coordinator</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3rd Choice:</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>CRN</td>
<td>Subject</td>
<td>Course Number</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Signature of High School Department Chair/Coordinator</td>
</tr>
</tbody>
</table>

**Parental Approval:** I give permission for my son or daughter to take one or more of the above courses at MU.

Signature of Parent: __________________________ Date Signed: __________________________

**Principal Notification and Approval:** I support the student’s plan to enroll in one of the courses above.

Signature of High School Principal: __________________________ Date Signed: __________________________

*Note: Applicants must have earned satisfactory scores on the SAT I or ACT examination. Applicants must submit an official high school record that demonstrates strong performance in college prep course work.*

Please send this completed, signed form, along with all other required related forms and information to:

MILLERSVILLE UNIVERSITY, ADMISSIONS OFFICE, P.O. BOX 1002, MILLERSVILLE, PA, 17551-0302

**FOR MILLERSVILLE OFFICE USE ONLY:**

**Millersville School Dean Approval:** I approve this student’s enrollment in the course circled above.

Signature of Millersville University Dean/Assoc Dean: __________________________ Date Signed: __________________________

**Millersville Admissions Office Approval:** I approve this student’s enrollment in the course circled above.

Signature of Millersville University Admissions Officer: __________________________ Date Signed: __________________________
TRANSCRIPTS TO BE MAILED

PLEASE PRINT ALL REQUESTED INFORMATION

Name (Last, First, MI) ____________________________________________

______________________________________________________________

Student ID (or SSN)

Maiden or other name(s) under which records may exist

______________________________________________________________

Daytime Phone #

Currently enrolled at MU?

_____ Yes       _____ No If no, date last attended: ________________

Did you graduate from MU?

_____ No       _____ Yes If yes, date: ________________

MAIL TRANSCRIPTS

_____ Immediately      OR     After one of the following:

☐ X After posting grades for: (check one)

_____ Fall   _____ Winter   _____ Spring

_____ First Summer   _____ Second Summer   _____ Third Summer

☐ After posting degree for: (check one)

_____ Fall   _____ Winter   _____ Spring

_____ First Summer   _____ Second Summer   _____ Third Summer

Mail 2# copy(ies) to:

Mail _____# copy(ies) to:

☐ Special Request (in signed, sealed envelope)

☐ Special Request (in signed, sealed envelope)

Address 1 (Insert HS Guidance Address) ________________________________

______________________________

______________________________

______________________________

______________________________

Address 2 (include addressee and full address)

______________________________________________________________

______________________________________________________________

______________________________________________________________

______________________________________________________________

__________________________________________________________________________

Student Written Signature (required) __________________________________________________________________________

Date __________________________________________________________________________

THERE IS NO TRANSCRIPT FEE.

PLEASE ALLOW 3 - 5 BUSINESS DAYS FOR PROCESSING.

A Member of the Pennsylvania State System of Higher Education.