Admission Requirements for Part-time Special High School Students Applying to Millersville University through the HSCE DUAL ENROLLMENT program

GUIDE FOR STUDENTS: FALL 2015

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 9, 2015    FALL 2015 class schedules are available online at www.millersville.edu/~registrar.

May 15, 2015    The following items are due to the Admissions Office at Millersville:
                   • Application for Part-time Non-Degree Undergraduate Enrollment
                   • Dual High School Student Enrollment Request Form
                   • Transcript Request Form

Estimated costs for Fall 2015:
$299.00 per credit ($281 tuition plus $18.00 tech fee) or $897 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

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 Ms. Diane Marion-Zammetti in the Foreign Languages Department at 872-3740 to arrange for placement testing.

b. Mathematics: Students must contact Dr. Schultz in the Mathematics Department at 872-3535 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/

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 counselor with any questions, or for assistance applying to Millersville University’s dual enrollment program or enrolling in courses at Millersville University. For questions about applying to Millersville University, please contact 1-800-MU-ADMIT.
APPLICATION FOR PART-TIME NON-DEGREE UNDERGRADUATE ENROLLMENT

Please return this completed form to:
Admissions Office
Millersville University
P.O. Box 1002
Millersville, PA 17551-0302

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 __________________________
Mo __________________________
Day __________________________
Year __________________________

Home Telephone Number __________________________ Work Telephone Number __________________________
Area Code __________________________
Area Code __________________________

Email Address __________________________

High School Attended __________________________
Year of graduation __________________________
Most recent college(s) attend __________________________
Dates Attended __________________________

Date on which you expect to enter Millersville University: __________________________
(Please Check One)
Year 20 _____ Fall _____ Winter _____ Spring _____ Summer _____

In which program do you wish to enroll? __________________________
(BEFORE COMPLETING, PLEASE READ INFORMATION ON REVERSE SIDE)

1. Continuing Education Credit Status
2. Transient
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 effect 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 2015

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:

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<tr>
<th>1st Choice:</th>
<th>CRN</th>
<th>Subject</th>
<th>Course Number</th>
<th>Section</th>
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<tr>
<td>Signature of High School Department Chair/Coordinator</td>
<td>Date Signed</td>
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<th>2nd Choice:</th>
<th>CRN</th>
<th>Subject</th>
<th>Course Number</th>
<th>Section</th>
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<th>3rd Choice:</th>
<th>CRN</th>
<th>Subject</th>
<th>Course Number</th>
<th>Section</th>
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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, 17551-3002

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
TRANSCRIPT REQUEST FORM
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? 
X Yes ___ No, If no, date last attended: ____________________________

Did you graduate from MU? 
X No ___ Yes. If yes, date: ____________________________

MAIL TRANSCRIPTS:

___ Immediately OR

X After posting grades for: (check one)

___ First Summer ___ Second Summer ___ Third Summer

___ Fall ___ Winter ___ Spring

___ First-Summer ___ Second Summer ___ Third Summer

Mail 2 copy(ies) to:

X Special Request (in signed, sealed envelope)

Address 1 (Insert HS Guidance Address)

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

Mail ___ copy(ies) to:

Special Request (in signed, sealed envelope)

Address 2

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

THERE IS NO TRANSCRIPT FEE.
PLEASE ALLOW 5 BUSINESS DAYS FOR PROCESSING.

Student Signature (required) ____________________________ Date __________