

**Reading Area Community College / Millersville University
Dual Admissions Program (DAP)
Guidelines**

To enroll in the Dual Admissions Program, the following criteria *must* be met:

- 1. RACC student currently enrolled in an AS, AA or ADN degree transfer program.**
- 2. Minimum 2.0 GPA**
- 3. Submission of a Dual Admission Program application and official college transcripts.**
- 4. Continuous enrollment at RACC (excluding summers).**
- 5. Completion of AA, AS or ADN degree at RACC prior to enrollment at MU**

Enrollment Process:

1. Complete RACC/MU Dual Admissions Application. The application fee will be waived. This form is available in the Reading Area Community College Transfer Center and must be completed and returned there.
2. RACC Transfer Center personnel will record the student's intent to be in the Dual Admission Program and will forward the completed application along with a RACC transcript, to the MU Admissions Office.
3. Student must arrange to have official college transcripts sent directly from all institutions previously attended.
4. The MU Admissions Office will enter the student into the MU computer system and will provide annual transcript credit evaluations.
5. MU Admissions Office will then notify the student that s/he has been accepted into the DAP. Included with the letter will be advisement check sheets or MU curriculum sheets.
6. MU personnel will visit RACC each fall and spring semester.
7. The MU Admissions Office will contact the DAP students periodically, assessing continued interest in the program.
8. RACC Transfer Center will send a transcript (electronic or paper) for each DAP student to the MU Admissions Office, at the conclusion of each semester.
9. MU Admissions Office will send an Admission Letter requesting a confirmation fee to each DAP student approximately 6 months prior to the anticipated MU enrollment date.
10. DAP students will be required to submit a confirmation fee prior to the semester for which they wish to be enrolled at MU. This fee confirms their intent to enroll at MU.
11. Student **MUST** complete the AA, AS or ADN degree in a transfer program at RACC to be admitted to MU as DAP student.
- 12. MU Admissions Office may remove students from the DAP for the following reasons:**
 - Continuous RACC enrollment is not maintained (determined by the absence of a transcript at the conclusion of a semester).
 - GPA falls below 2.0
 - Student indicated an MU enrollment date which has passed.
 - **A request to change the original "anticipated MU enrollment date" has not been received within 1 term of that date.**
13. If a student has been removed from the program or he or she no longer intends to complete an Associates Degree prior to enrolling at MU, he or she may apply as a regular transfer student at <http://www.millersville.edu/admissions/undergrad/apply/transfers.php>
14. Weekly Information Session are offered on the MU campus throughout the year. Dates and registration at <http://www.millersville.edu/admissions/undergrad/visit/>

MU EQUIVALENCY LISTS

<http://www.millersville.edu/registrar/transferequivalency.php>

RACC TRANSFER CONTACTS

Jane Dietrich
Transfer Specialist
Reading Area Community College
610.372.4721. Ext. 5271
jdietrich@racc.edu

MU Transfer Coordinator:

Kyki Bobotas
Admissions Office
Lyle Hall, 2nd Floor
(717) 872-3371

Kyki.Bobotas@millersville.edu

MU Credit Evals. & Equivalencies:

Francis Axsmith
Transfer Credit Coordinator
Lyle Hall, 2nd Floor
(717) 873-3035

Francis.Axsmith@millersville.edu

MU Learning Services

Sherlynn Bessick
Office of Learning Support
348 Lyle Hall
(717) 872-3178

learning.services@millersville.edu

MU Nursing program:

Barbara Zimmerman
Caputo Hall
(717) 872-3376

Barbara.Zimmerman@millersville.edu

MU Financial Aid

Dwight Horsey
Office of Financial Aid
Lyle Hall, 1st Floor
(717) 872-3024

FA.mail@millersville.edu

Transfer student applications and transcripts must be sent to:

Admissions
Millersville University
PO Box 1002
Millersville, PA 17551-0302

RACC / MU Dual Applications should be returned to:

Jane Dietrich
Transfer Specialist
Reading Area Community College
610.372.4721. Ext. 5271
jdietrich@racc.edu