

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

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

- 1. HACC student currently enrolled in an AS, AA or ADN degree transfer program.**
- 2. Minimum 2.0 GPA (\* Early Childhood Education requires a 3.0 GPA)**
- 3. Submission of a Dual Admission Program application and official college transcripts.**
- 4. Continuous enrollment at HACC (excluding summer).**
- 5. Completion of AA or AS degree at HACC *prior to enrollment at MU***

Enrollment Process:

1. Complete HACC/MU Dual Admissions Application. This form is available in the HACC Harrisburg Campus Career and Transfer Center (CTC) and must be returned there. At the branch campuses, check with the Student Services Office for Dual Admissions Application forms.
2. HACC Career and Transfer Center (CTC) personnel or the Student Services Staff will record the student's intent to be in the DAP and forward the completed application along with an **official** HACC transcript, to the MU Admissions Office.
3. 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 this letter will be advisement check sheets or MU curriculum sheets.
6. MU personnel will visit each of the HACC campuses (Harrisburg, Lancaster, Lebanon, Gettysburg, York) periodically throughout the fall and spring semesters.
7. The MU Admissions Office will contact the DAP students periodically, assessing continued interest in the program.
8. HACC records office will send an official transcript 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 or AS degree in a transfer program at HACC to be admitted to MU as DAP student.
- 12. MU Admissions Office may remove students from the DAP for the following reasons:**
  - Continuous HACC 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 Sessions 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>

### HACC TRANSFER CONTACTS

Harrisburg Campus  
Mary Fourlas  
(717) 780-2407  
[mlfourla@hacc.edu](mailto:mlfourla@hacc.edu)

Lancaster Campus  
Jennifer Alleman  
(717) 358-2290  
[jlallema@hacc.edu](mailto:jlallema@hacc.edu)

York Campus  
TBD – Welcome Center  
(717) 718-0328

Lebanon Campus  
Ann Burriss  
(717) 270- 6319  
[amburriss@hacc.edu](mailto:amburriss@hacc.edu)

Gettysburg Campus  
Mary Arnold  
(717) 337-3855 x 3303  
[mfarnold@hacc.edu](mailto:mfarnold@hacc.edu)

#### **MU Transfer Coordinator:**

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

[Kyki.Bobotas@millersville.edu](mailto:Kyki.Bobotas@millersville.edu)

#### **MU Credit Evals. & Equivalencies:**

Frances Axsmith  
Academic Success Center  
Lyle Hall, 2<sup>nd</sup> Floor  
(717) 872-5566

[Frances.Axsmith@millersville.edu](mailto:Frances.Axsmith@millersville.edu)

#### **MU Learning Services**

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

[learning.services@millersville.edu](mailto:learning.services@millersville.edu)

#### **MU Nursing program:**

Barbara Zimmerman  
Caputo Hall  
(717) 872-3376  
[Barbara.Zimmerman@millersville.edu](mailto:Barbara.Zimmerman@millersville.edu)

#### **MU Financial Aid**

Dwight Horsey  
Office of Financial Aid  
Lyle Hall, 1<sup>st</sup> Floor  
(717) 872-3024  
[FA.mail@millersville.edu](mailto:FA.mail@millersville.edu)

#### **Transfer student applications and transcripts must be sent to:**

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

#### **HACC / MU Dual Applications should be returned to:**

##### **Harrisburg Campus**

Jean Tucker  
Advising and Transfer Center  
Cooper Student Center, Room 215

##### **Lebanon Campus**

Christy Gruber  
Welcome Center

##### **York Campus**

Welcome Center

##### **Lancaster Campus**

Leanne Frech  
Welcome Center  
Main Building

##### **Gettysburg Campus**

Welcome Center