OREGON INSTITUTE OF TECHNOLOGY & PORTLAND COMMUNITY COLLEGE **Dual Enrollment Process Guide**		
Benefits	- Long standing Dual Enrollment Agreement - Over 700 student served in program - Optimize Credit Transfer - Advising at both institutions - Seamless pathway to numerous degrees - Institutional record sharing.	Partnership Information at OIT: www.oit.edu/dual-enrollment Admission Requirements: www.oit.edu/admissions Partnership Information at PCC: www.pcc.edu/programs/dual/
Application Process	Online application only. Steps for dual enrollment: 1. Students must be currently admitted at either college. 2. Fill out the OIT dual application (www.oit.edu/apply). Students can be dually enrolled with multiple colleges at a time, but can only use credits from OIT and one dual partner to count toward enrollment for financial aid.	
Re-enrolling Process	Students who have not attended OIT in 4 or more terms must fill out OIT's re-enrolling form (https://www.oit.edu/admissions/returning-student). Submit transcripts for other colleges attended after leaving OIT. Linn-Benton Community College transcripts will automatically be sent to OIT.	
Deadlines & App. Fee	Completed applications are due 3 weeks before the term starts. We require a $50 application fee at the time the application is submitted unless the student has an application fee waiver. We also require a confirmation of attendance and $100 enrollment deposit, which goes towards their tuition and fees when they take classes and is non-refundable after certain dates, depending on the term. Also, if a student applies to OIT and does not take classes in the term they are admitted, they must re-apply.	
Financial Aid	- Students dual enrolling with PCC and OIT utilizing financial aid must complete a Consortium Agreement each term. If Oregon Tech is the home school the OIT Consortium Agreement must be received within the first two weeks of the term. - Students cannot have financial aid that pays out from more than one institution. - The "home" institution (the college that pays the financial aid) shall be determined by the student's immediate degree objective. For example, if the student's immediate degree objective is a bachelor's degree, then OIT will be designated as the "home" institution. Should the student be pursuing Associate degree prior to completing a bachelor's degree, PCC will be designated as the "home" institution. Once a student has earned an Associate degree, then OIT will be the home institution. Once a student has earned an AAS or AAOT, then OIT will become the home institution.	

	• Students must take at least 6 credits from their home institution to qualify for or receive financial aid.
Disability Services	• Register with disability services at either institution where accommodations are needed. Each institution is responsible for providing accommodations in courses for its campus.
Articulations	1. Apprenticeship State-wide Consortium Agreement to Operations Management 2. Apprenticeship State-wide Consortium Programs to BAS Technology & Management 3. For updated articulations: www.oit.edu/articulations

CONTACTS

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Portland Community College

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