



# Dual Credit Application Instructions

# Welcome to Oregon Tech's Dual Credit Program

- This presentation will help guide you through the application process
- You will need to complete all steps in order to successfully submit your application
- If the application is not submitted correctly, you will not be able to register for your dual credit course

\*Click through this tutorial to properly submit your application

# Before you Begin

- Valid Email Address – this should be an email you check frequently
- Social Security Number (not required, but recommended for tax purposes)
- Parent or guardian email address
- Know when parents/guardians moved to Oregon
- Know when parents/guardians were issued drivers license # in Oregon
- Know or estimate last 2 years your parents submitted taxes (hint: put years 2019/2020)

## Step 1: Applying for dual credit admission

1. Go to: [www.oit.edu/dual-credit](http://www.oit.edu/dual-credit)
2. Click “Students & Families”
3. Select “Dual Credit Application”

### Admission & Registration Process

There is a four-step process to registering for Oregon Tech dual credit. Once the application is completed, students will be issued an Oregon Tech ID#, email account, and log in instructions. It is imperative that students provide valid contact information, especially a current email address. Once a student is issued an Oregon Tech email address, they will be expected to log in regularly to their Oregon Tech issued email account.

If you have already been issued an Oregon Tech ID# (918#), or have taken a dual credit class from Oregon Tech within the last 12 months, you do not need to fill out the application. You can move on to STEP #2 or #3 if you already have login credentials.

If you do not know your Oregon Tech ID#, please call 541.885.1300

#1: Fill Out Application

#2: Login and Register for Course

#3: Make Payment

DUAL CREDIT APPLICATION

PAYMENT PORTAL

## Step 2: Enter Biographical Information

1. Fill in all required fields (name, birthdate, and citizenship)
  - Note... Oregon Tech does not report individual students' citizenship status.
  - Please enter your legal first name. Legal first name and last name will be used for username creation, unless you provide a preferred first name.
2. Reminder: Social Security Number is not required, but it is recommended for tax purposes.

### Dual Credit Application

This is the Dual Credit application designed **only** for high school students who wish to do the Early Owl Program or Dual Credit Program.

#### To be eligible you must:

- Currently be enrolled in high school
- At least 14 years of age
- Pass placement tests for Math courses and Writing courses
- Meet course prerequisites

If you wish to attend Oregon Tech as a first-year or transfer student for a later term, you must submit a new application at [oit.edu/apply](https://oit.edu/apply).

#### About You

##### Legal First Name (Required)

Preferred First Name

Middle Name

##### Legal Last Name (Required)

##### Birthdate (Required)

  

##### Primary Citizenship (Required)

Social Security Number (Optional)

## Step 3: Enter Identity Information

1. Choose the appropriate response in each of the drop down menus under the Gender & Sexual Identity questions as well as the Racial/Ethnic Background questions.
  - Please note, only the sex at birth question is required. Sexual Identity, Gender Identity, and Racial/Ethnic Background questions will **not** be used in a discriminatory manner and are entirely optional.

### Gender & Sexual Identity

**Sex at Birth (Required)**

*Binary "Male" and "Female" is required for federal reporting purposes (oit.edu/title-ix).*

The following identity related questions are optional and the information you provide will **NOT** be used in a discriminatory manner. The State of Oregon requires us to ask the following questions, but you are not required to answer them. [More information related to the state law can be found here.](#)

Although the categories listed below may not represent your full identity or use the language you prefer, for the purpose of this application, please select your sexual and gender identity.

**Sexual Identity**

**Gender Identity**

### Racial/Ethnic Background

Are you Hispanic or Latino?

Yes

No

Check all that apply

American Indian or Alaska Native

American Indian or Alaska Native - Tribe

Asian

Black or African American

Middle Eastern

Multiple

Native Hawaiian or Other Pacific

White

## Step 4 Enter Contact Information

1. We will send you an email with your student ID number and next steps to the email address you provide here. Be sure to check your junk/spam folder in case your email provider mistakes us for spam.
  - Double check to make sure you typed your email address correctly.
  - We recommend that you use a yahoo or gmail account rather than your high school email as high schools often block messages from Oregon Tech.
2. Enter your mailing address.

### Contact Information

**Email Address (Required)**

We recommend using a standard email provider for your preferred email address such as gmail or yahoo. Email addresses assigned by your high school may filter or block messages sent from Oregon Tech.

Home Phone Number

Cell Phone Number

By providing your cell phone number you are consenting to Oregon Tech contacting you via text message. Text message rates may apply.

**Mailing Address (Required)**

Country

Street

City

State

Postal Code

Do you physically live at the above address?  
 Yes  
 No

## Step 5: Parent/Guardian & Emergency Contact Information

1. Enter your parent/guardian contact information.
  - Provide parent/guardian email – if you do not have this information please provide your valid email address
2. Enter the name and contact information for an emergency contact.

**Parent / Guardian Information**

Parent/Legal Guardian First Name (Required)

Parent/Legal Guardian Last Name (Required)

Parent/Legal Guardian Phone

Parent/Legal Guardian Email (Required)

Relationship (Required)

Parent/Legal Guardian Mailing Address (Required)

Country  
United States ▼

Street

City

State  
Select State ▼

Postal Code

**Emergency Contact**

Emergency Contact First Name (Required)

Emergency Contact Last Name (Required)

Emergency Contact Primary Phone Number (Required)

Relationship of Emergency Contact (Required)

Emergency Contact Address(Required)

Country  
United States ▼

Street

City

State  
Select State ▼

Postal Code



## Step 6: Enter High School/ Residency Information

1. Enter your Secure School ID (SSID). Your teacher can help you if you don't know it.
2. Search for your high school. You can enter your city and state and choose your school if you can't find your high school.
3. Estimate when you will graduate from high school. It is likely in June of your graduation year.
4. Answer the residency questions to the best of your ability. We know that you may need to estimate when your parent moved to Oregon and got a driver's license.
5. Reminder: the last two years your parent or guardian filed taxes are likely 2018/2019

**High School Information**

Secure School ID (SSID) (Optional)

**Search for your high school (Required)**

**When will you graduate high school? (Required)**

**Where are you taking Oregon Tech classes? (Required)**

**Please rate your likeliness to attend Oregon Tech after graduating from high school. (Required)**

1 - I plan to attend elsewhere, definitely not Oregon Tech  
 2 - Probably will not attend  
 3 - Unsure, but I can be persuaded  
 4 - Might attend  
 5 - Definitely will attend

**Residency**

**Do you consider yourself a resident of Oregon? (Required)**

Yes  
 No

**When did your parent/guardian move to Oregon? (Required)**

**When did your parent/guardian get an Oregon Driver's License or ID Card? (Required)**

**Please list the last two years of income taxes filed by your parent or guardian? (Required)**

**Are you a Deferred Action/DACA student? (Required)**

Yes  
 No

## Step 7: Application Certification & Submission

1. Answer the application certification question.
2. Type your full legal name into the signature box.
3. Click Submit to complete your application.

### Application Certifications

I authorize the release of any information submitted by me in connection with this application to any person, corporation, association or government agency by Oregon Tech only to verify or explain this information.

Oregon Tech and its representatives on occasion take photographs for the College's use in print and electronic publications. This serves as public notice of the College's intent to do so and as a release to Oregon Tech of permission to use such images as it deems fit.

I represent that the information provided in this application is correct and complete. I understand that this application is only for the Early Owl Program or Dual Credit Program. I acknowledge that if I wish to attend Oregon Tech as a full time student, I must submit a degree seeking application as a first-year student for a future term. I understand if I am found to have made false or misleading statements on this application, or have omitted any required information, I may be subject to discipline, including cancellation of my application or dismissal from the university.

### Non-Discrimination and Equity Statement

Oregon Tech is an Affirmative Action/Equal Opportunity Educator and Employer. The university does not discriminate in access to its educational programs and activities, or with respect to hiring, or the terms and conditions of employment, on the basis of age, color, disability, marital status, national origin, race, religion or creed, sex or gender, gender identity or gender expression, sexual orientation, veteran status, or any other basis in law. Oregon Tech is committed to providing access and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. To request disability accommodation in the application process, contact the Office of Human Resource at 541-885-1028 or [oihr@oit.edu](mailto:oihr@oit.edu).

**In place of your signature, please type your full legal name. (Required)**

Submit

Congratulations on submitting your application! You will receive an email with instructions on your next steps....



### Dual Credit Application

Your responses have been submitted.