

## OREGON TECH & PORTLAND COMMUNITY COLLEGE

### Dual Enrollment Process Guide

Benefits	<ul style="list-style-type: none"> <li>• Long standing Dual Enrollment Agreement</li> <li>• Over 700 student served in program</li> <li>• Optimized Credit Transfer</li> <li>• Advising at both institutions</li> <li>• Seamless pathway to numerous degrees</li> <li>• Institutional record sharing.</li> </ul>	<p>Partnership Information at OT:  <a href="http://www.oit.edu/dual-enrollment">www.oit.edu/dual-enrollment</a></p> <p>Admission Requirements:  <a href="http://www.oit.edu/admissions">www.oit.edu/admissions</a></p> <p>Partnership Information at PCC:  <a href="http://www.pcc.edu/admissions/dual">www.pcc.edu/admissions/dual</a></p>
Application Process	<p>Online application only. Steps for dual enrollment:</p> <ol style="list-style-type: none"> <li>1. Students must be currently admitted at either college.</li> <li>2. Fill out the OT dual application (<a href="http://www.oit.edu/apply">www.oit.edu/apply</a>).</li> </ol> <p>Students can be dually enrolled with multiple colleges at a time, but can only use credits from OT and one dual partner to count toward enrollment for financial aid.</p>	
Re-enrolling Process	<p>Students who have not attended OT in 4 or more terms must fill out OT's re-enrolling form (<a href="https://www.oit.edu/admissions/returning-student">https://www.oit.edu/admissions/returning-student</a>). Submit transcripts for other colleges attended after leaving OT. Linn-Benton Community College transcripts will automatically be sent to OT.</p>	
Deadlines & App. Fee	<p>Completed applications are due 3 weeks before the term starts. Cost is \$50, payable to OT. No cost if student is already admitted to OT.</p>	
Financial Aid	<ul style="list-style-type: none"> <li>• OFAX will be used for transmission of enrollment and grade information.</li> <li>• Students cannot have financial aid that pays out from more than one institution.</li> <li>• 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 OT 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 OT will be the home institution. Once a student has earned an AAS or AAOT, then OT will become the home institution.</li> <li>• Students must take at least 6 credits from their home institution to qualify for or receive financial aid.</li> </ul>	
Disability Services	<ul style="list-style-type: none"> <li>• Register with disability services at either institution where accommodations are needed. Each institution is responsible for providing accommodations in courses for its campus.</li> </ul>	
Articulations	<ol style="list-style-type: none"> <li>1. Apprenticeship State-wide Consortium Agreement to Operations Management</li> <li>2. Apprenticeship State-wide Consortium Programs to BAS Technology &amp; Management</li> <li>3. For updated articulations: <a href="http://www.oit.edu/articulations">www.oit.edu/articulations</a></li> </ol>	

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**Oregon Tech, Portland-Metro**

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**Portland Community College**

Main Phone Line	General Inquiries		971.722.6111
Enrollment Services	Registration Information	<a href="mailto:enroll@pcc.edu">enroll@pcc.edu</a>	971.722.8888
Financial Aid	General Inquiries		971.722.8888, op. 4

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