

PNC'S Dual Credit Program Information

Steps to Apply:

1. Complete the application (available in the guidance office, on-line, or through the Office of School Partnerships at PNC).
 - a. Please complete all information **including** the required signatures, **courses desired** to take for dual credit in the high school, and the free/reduced lunch inquiry.
2. Submit your completed application to your high school counselor for counselor information and signature.
3. Request a transcript/ E-transcript to be sent to Purdue North Central. Until the transcript is received, your application to the Dual Credit Program will not be processed.
4. An admission letter will be sent by mail containing the student's **user name and password** for their PNC student account (used to access grades, PNC information, and make payments on-line). The student will need to follow the instructions regarding password changes, and **keep** the information in a place that is safe and easily accessible.

Registration/Payment of Fees:

1. Registration for Fall will take place in June/July/August. Registration for Spring will take place in November/December. Tuition Fees (\$25 per credit hour for courses on the State Dual Credit/Concurrent Enrollment Priority Course List; \$101.55 per credit hour for courses not listed on the State Priority Course List) are typically due in August (for Fall) and in December (for Spring). **Schools on trimesters may choose to register third trimester students for the first summer session which ends in early June. Registration for the summer session begins in April and fees are due the first week of May.*
2. Students must meet the course pre-requisites of the university. *Pre-requisites are available on the dual credit website www.pnc.edu/admissions/dualcredit - Dual Credit/Concurrent Enrollment Course Descriptions.*
3. Upon registration for the courses indicated on the application, a statement of tuition fees will be accessible on-line. Students are able to access their tuition statement through their student account by using their **user name and password**. The tuition statement will also be mailed to the student's home address.
4. Payment can be made on-line through the student account, by check (to Purdue North Central) via US mail, by check or cash at the Office of the Bursar, or by a convenient payment plan (which has deadlines for signing up). Be sure to include your student PUID number (9 or 10 digits located on the tuition statement) with your payment. Payment information can be found at the Bursar's web page: <http://www.pnc.edu/br/index.html> (*Free/Reduced Lunch students receive 100% tuition assistance.*)
5. Each subsequent semester, students will need to submit a registration form, complete with signatures and course requests, before registration can be completed. These forms will be available in the guidance office, on-line or in the Office of School Partnerships at PNC.

Student Resources and Responsibilities:

1. Dual credit/concurrent enrollment students have access to academic resources on our campus. Information is available on the Dual Credit/Concurrent Enrollment web page. <http://www.pnc.edu/admissions/dualcredit.html>
2. Dual credit/concurrent enrollment students can review the PNC student conduct and academic integrity policies on the Dual Credit/Concurrent Enrollment web page. <http://www.pnc.edu/admissions/dualcredit.html>

Contact information

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