ADMISSIONS CHECKLIST FOR DEFERRED ACTION (DACA) STUDENTS (v. 12/11/14)

To see a map of all admission steps, visit the destination graduation page at www.durhamtech.edu/future/newtodtcc.htm.
For a complete listing of the Durham Tech curriculum programs, go to www.durhamtech.edu/programs.

☐ Complete Durham Tech enrollment application for admission for your program of choice.
www.durhamtech.edu/application
- Online, for those with a social security number
- Print paper form, if no social security number (must include a working email address)

If you have taken ANY classes at Durham Tech previously and have an ID number, let us know. We may want you to do a paper application so we make sure you do not get a second ID number by mistake. Two ID numbers causes many problems.

☐ After receiving student ID number, register for and attend a ConnectSession (orientation). All students starting classes at Durham Tech are encouraged (must attend if less than 12 transfer credits) to attend a ConnectSession to learn about Durham Tech policies, procedures, and campus resources; and to understand the process of enrolling. You will also set up your Webadvisor and ConnectMail accounts, and make an appointment to meet with an advisor.
www.durhamtech.edu/connect.   Note: If you are waived from attending a Connect Session, you still must visit www.durhamtech.edu/connect to set up WebAdvisor and ConnectMail. *All communication goes to connectmail.*

☐ Take the necessary placement tests. Most programs require reading, writing, and possibly math tests unless you have transfer credit for those courses or have other test scores that exempt you (Accuplacer, ASSET, SAT, ACT, AP scores, etc).
- Visit www.durhamtech.edu/testing for the testing schedule and test preparation information. Health Technologies program applicants also take COMPASS ESL listening test and have a speaking assessment (or take TOEFL iBT). Some programs may also require other testing.

☐ Submit transcripts, diplomas, or other documentation proving you have completed high school, college, or the equivalent (required for admission into most programs) to the Center for the Global Learner (CGL) (address below)
- If you completed high school in the U.S., have your high school send your official transcript to Durham Tech. If you are currently in high school, have them send it after you graduate.
- If you have completed a degree or taken any credit classes at another college in the US, submit the official transcript to the Student Record office (Wynn Center, 2nd Floor) so they can evaluate it for transfer credit.
- Visiting students (those not applying to a program) must also submit a transcript showing prerequisites for course(s) they wish to take.

☐ Show official proof of your Deferred Action for Childhood Arrival (DACA) status
- Take your original EAD (work permit) and approval notice from USCIS (The approval notice is the document with UNITED STATES OF AMERICA at the top and the case type I-821) to the CGL office (address below). This information must be verified in order for you to get some of the benefits for DACA status. At the current time all students in DACA status must pay out-of-state tuition rates at all NC Community Colleges. Employer-sponsored tuition is an option for DACA students.

☐ Meet with an advisor and register for courses. Visit http://www.durhamtech.edu/advising for information.

☐ **NOTE THE PAYMENT DEADLINES FOR REGISTRATION. IF YOU DO NOT PAY, YOUR CLASSES WILL BE DROPPED.**
If your employer will sponsor your tuition, you must bring in a letter of sponsorship prior to the payment deadline. To get more information about employer-sponsored tuition, visit www.durhamtech.edu/cgl/EmployerSponsoredtuition.pdf.

Special Note on Summer Classes: Some classes in the summer term are "self-support" so the tuition is charged at the in-state rate for all students. To get a list of which classes will be "self-support" for a summer term, contact the Center for the Global Learner a few weeks before summer registration.

Scholarships: information on scholarships regardless of status can be found at: www.durhamtech.edu/cgl/scholarships/

Classes for Fall Spring Summer   2015 2016 2017 **start on _____.   Pre-registration begins _____.**
Visit http://www.durhamtech.edu/academics/importantdates.htm for the most up to date information on registration.

Questions?   Contact Heidi White, Director of International Student Services, Center for the Global Learner (CGL),
Durham Technical Community College, Main Campus - 1637 Lawson St, Durham, NC 27703
Office: Building #1 (White), 58   **Email**: whiteh@durhamtech.edu   **Phone**: 919-536-7200, ext. 4052   **Fax:** 919-536-7281
To make an appointment or for general questions, call CGL reception at 919-536-7264 extension 3228