

Application for Admission to Dixie State University

You are admitted only one time to DSU Concurrent Enrollment but register for courses each semester.

The following information will assist you in submitting an application to DSU and the Concurrent Enrollment program for the 2015-16 school year. You should plan to complete the application process if you are thinking about the university credit option even if you do not yet have a confirmed high school schedule. Please check with your high school counselor to make sure that Concurrent Enrollment options are part of your CCR for the upcoming year. You will need to apply now even though you may not actually register for courses. The completion of the application will admit you to DSU and its Concurrent Enrollment program and enable us to establish a concurrent enrollment which includes a permanent Dixie ID and a MyDixie account (University version of PowerSchool). The timeframe to **complete your online application** for university admission is short and must be completed no later than **Friday, May 1, 2015**. You are only completing DSU admission paperwork right now **not** registering for the course(s).

- **Determine whether university credit is an option you want to pursue.** Please review our concurrent enrollment video with your parents at home, which can be found at www.dixie.edu/concurrent and titled “What does it mean to sign up for college credit?” Discuss the university credit options with your parents and about the responsibilities of becoming a university student. It is particularly important to know that the university credit option goes on a permanent university transcript and cannot be erased later. You should also have discussed the university credit option with your high school counselor and this should be part of your graduation plan.
- **Determine your eligibility.**
 - You must be a Junior or Senior to register for credit
 - Your high school cumulative GPA must be 3.0 or higher
 - If a placement test is required (as per the registration form), you must have scores that meet the eligibility requirements
 - Please refer to www.dixie.edu/concurrent for a complete description of these options
- **Apply for admission to DSU, if you have never applied for admission before.** Use the step-by-step instructions found on page 3 of this packet to apply online. The admission fee of \$35 will be deferred at this time. When you actually register for your first course(s), we will add the admission fee to your account only to be paid at that time. If you have PREVIOUSLY completed an application and/or have registered for concurrent enrollment courses, do not reapply to DSU. Please call Sheila Cannon at 652-7739 to obtain your current admission status if you have questions.
- **Obtain a high school transcript** from your counselor’s office, which may already include required test scores from your ACT testing. If you are taking the ACT test this spring, make sure that you include DSU as one of your post-secondary options for scores. We will be able to review those scores from our system.
- **Take the Accuplacer test** if you do not have ACT scores on your high school transcript (mostly applies to sophomores coming in as Juniors next year.) Please make arrangements to complete the Accuplacer prior to submitting your registration form. DSU will be offering an Accuplacer test session at your school during the month of April. Check with your high school counselor for

information. You may also complete this test at the DSU Testing Center, which is located in the North Plaza Building at 46 South 1000 East in St. George, Utah, telephone number (435) 652-7696. You may also take this test at the Hurricane Education Center, located at 112 South 700 West in Hurricane, Utah, telephone number (435) 652-7910. If you take the test outside of your high school, you will need to provide to our office a copy of those test scores. These are not automatically put into the system for a student with no current application status. See www.dixie.edu/testing for the days and hours when you may test. The following information is required for testing:

- A photo ID
- \$20 to pay for the entire test (English, math, and reading)
- Approximately 1-1½ hours to complete testing
- Submission of a copy of your test scores to the Concurrent Enrollment office.
- **Submit the following items** to the Concurrent Enrollment office on or before the deadline of May 1, 2015 to the address or fax number at the bottom of this page. If you are in Hurricane, you may bring your papers to our Hurricane Education Center at 112 South 700 West.
 - A copy of your high school transcript which may also include your test scores
 - A copy of your test scores if they are not recorded on your high school transcript unless you have requested the scores to be sent to DSU.

Sheila Cannon is your Dixie State University contact in charge of your admission. Her email is sheila.cannon@dixie.edu; phone number is (435) 652-7739 and fax number is (435) 879-4031. Our physical office is located at 46 South 1000 East in St. George, Utah. Our office hours are 8am – 5pm, Monday-Friday.

Good luck to you in your pursuit of opportunities in higher education even as you finish your high school diploma. We look forward to having you as a student at Dixie State University. As applicable, continue on to page 3 to complete the DSU application for admission which includes special instructions for some of the categories.

Note: This process will only admit you to DSU. You will not be enrolled in any coursework until you are given a separate registration form, which you will complete and submit to our office at a later date. This registration process is completed each semester.

Sincerely,

CONCURRENT ENROLLMENT



Becky A. Smith, Dean
Academic and Community Outreach

Instructions for Completing the DSU Online Concurrent Enrollment Application – DUE May 1, 2015

STOP: Do not complete this application again if you have ever applied to DSU at any time in the past.

Please read and follow directions carefully. If you fill out any type of application other than Concurrent Enrollment, you will be admitted as a regular student and will not be eligible for the concurrent enrollment tuition break.

1. In any web browser, go to www.dixie.edu/concurrent click on Admission to Concurrent Enrollment Only Once and look for the Application Link toward the bottom of the page.
2. You will be on the Admissions Login – New User page.
3. Create a temporary login ID and a PIN. You will not need to remember this as it will never be used again. This gives you access to complete an application. When the information is entered, click on Login
4. **Choose Application type: WCS D Concurrent Enrollment.** Choose any other option and you will be admitted as a regular student subject to full tuition rates.
5. Choose **Admission term: i.e. Fall 2015**
6. Use your **Legal Name: MUST** be same as name on birth certificate. Always use your full legal name on all university documents. Do not use nicknames.
7. Use the following information when the appropriate screen comes up. Otherwise fill in the blanks as requested.
 - a. Your SSN is required. Your parents will receive a tax notice for the partial tuition payment.
 - b. Use “look up high school code” button for HS information
 - i. Enter state info
 - ii. Select town
 - iii. Select school
 - c. HS GRADUATION DATE: **enter June 1** and then the year you will graduate
 - d. In the emergency contact screen, enter your parent or legal guardian information
8. **Payment. Click on Pay Later.** As was mentioned above, you will not be charged an Admission Fee until you are actually registering for your first course. If you never register for a course, you will not be charged until you submit an Entering Freshman application.
9. **Click Finish.**
10. **Approximately two weeks following your admission, you should watch for a mailing from DSU with your admission letter.** This will include your DSU ID#, your username and password information for your MyDixie account. As soon as you receive this mailing, you should follow the steps to access your MyDixie account. When logging on to this account, you will eventually be able to view an unofficial transcript, see charges and payments, update your address and phone numbers, etc. It is a permanent record of your history as a student at Dixie State University.

REGISTRATION FORMS FOR ACTUAL COURSE REGISTRATION WILL BE OBTAINED
FROM YOUR HIGH SCHOOL COUNSELING OFFICE.

To see the courses available to you at your own high school or on the DSU campus,
go to www.dixie.edu/concurrent and select Register Each Semester
then select your high school link

Physical Address: North Plaza Building, 46 South 1000 East (just south of SWIG on Tabernacle)
Office: (435) 652-7739 Fax: (435) 879-4031 Email: sheila.cannon@dixie.edu