

## Instructions for Completing the Online DSU Application Form for Concurrent Enrollment Only to be completed if you have never applied to DSU before

You will need this admission packet only if you have not completed an online application before. Do not re-apply if you have done so previously. (If you have a question, please contact Sheila Cannon at (435) 652-7739 before completing another one.) If you have not applied previously, it is necessary to complete the application process prior to completing the registration form for Concurrent Enrollment courses for the upcoming term.

Please read and follow directions carefully. If you fill out any type of application other than for Concurrent Enrollment, you will be admitted as a regular student and are subject to all policies and procedures for regular students.

1. In any web browser, go to <http://concurrent.dixie.edu/admissions>. Click on 'Apply Now' and you will be sent to the 'Admissions Login – New User page'.
2. Create a temporary login ID and a PIN. You will not need to remember this as it will never be used again. This only gives you access to complete the application. When the information is entered, click on Login.
3. **Choose Application type: WCSU Concurrent Enrollment. If you choose any other option, you will be admitted as a regular student and are subject to full tuition rates.**
4. Choose the next available Admission term: (example: Spring 2017)
5. Use your Legal Name: **MUST** be the same as your name on a birth certificate. Always use your full legal name on all university documents.
6. Use the following information when the appropriate screen comes up. Otherwise fill in the blanks as requested.
  - a. **Your SSN is MANDATORY; please fill it in correctly.** If you do not add your SSN, the IRS will fine you \$50. 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.
7. **Payment.** DSU will charge each concurrent enrollment student a partial tuition amount of \$5.00 per credit hour (example: 3 credits = \$15). The admission fee has been waived for our students. Please do not send payment with the registration form. Payments can be made online using your MyDixie account.
8. **Click Finish. If it tells you that the application is complete and then sends you back to the first of the application, you are finished. DO NOT REPEAT THE APPLICATION AGAIN.**

Physical Address: North Plaza, 46 South 1000 East (Northeast side of campus)

Office: (435) 652-7739 \* Fax: (435) 879-4031 \* Email: sheila.cannon@dixie.edu

9. **Watch for a mailing from DSU.** We will be processing mailings in batches so it may be up to three weeks before you receive this admission acceptance letter. This will include your DSU ID#, your username and password information for your MyDixie account (DSU equivalent to your high school schedule). As soon as you receive this mailing, you should follow the steps to access your MyDixie account. Tuition payments can be made through your account.
10. Request a copy of your high school transcript to be faxed by your counseling office to Sheila Cannon at (435) 879-4031 or through email to [sheila.cannon@dixie.edu](mailto:sheila.cannon@dixie.edu) as soon as you complete the application. We cannot process your admission without the transcript.
11. You are also responsible to provide placement test scores. This can be done in two ways.
  - a. If you are going to be a Senior and have taken the ACT in March of your Junior year, your ACT scores will already be posted to your high school transcript. Nothing more needs to be done.
  - b. If you do not have ACT scores, you will need to make arrangements to take the Accuplacer test. The cost is \$20 and can be taken at either the main testing center on the DSU campus ([www.dixie.edu/testing](http://www.dixie.edu/testing)) or at the Hurricane Education Center ([www.dixie.edu/hurricane](http://www.dixie.edu/hurricane)). Please go to the website to look at available hours.

**Admission to DSU and Registration for coursework are two separate processes. It is necessary for a student to be admitted to the university in order to be eligible to take concurrent enrollment courses.** The basic criteria are that you are a Junior or Senior, have a minimum GPA score, and have these courses as part of your educational plan. Therefore, it is necessary to receive the endorsement of your high school counselor and your parent to do this.

**The steps you have completed above only admit you to Dixie State University. You are NOT registered or receiving any university credits for courses until the semester registration takes place.** You can always confirm university registrations by accessing your MyDixie account (university equivalent to your high school schedule and not linked to your high school schedule – two separate accounts). Registration forms will become available for two different Concurrent Enrollment registration periods. A few of our courses are taught on the main campus and the deadline for registration will be in May for fall semester and November for spring. Registration forms for high school campus classes will be available to you when the school year begins in August for fall and again in January for spring. Your counselor will keep you apprised of these deadlines.

We look forward to working with you and having you part of our DSU family. If you have any questions, please contact one of the following individuals.

Kevin Simmons, Director  
Concurrent Enrollment  
(435) 652-7671  
[kevin.simmons@dixie.edu](mailto:kevin.simmons@dixie.edu)

Sheila Cannon, Administrative Specialist  
Concurrent Enrollment  
(435) 652-7739  
[sheila.cannon@dixie.edu](mailto:sheila.cannon@dixie.edu)

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