

ADMISSION PROCEDURES

Delaware County Community College is committed to providing an equal educational opportunity to all who can benefit. This open-door policy allows the College to admit any high school graduate or person who has passed the GED (high school equivalency) exam. Persons beyond their expected high school graduation date who have not obtained a high school diploma or a GED will be considered for admission on an individual basis. All students seeking to enroll in credit coursework must file an application for admission.

The College strongly recommends that students apply as early as possible. Our admissions process requires incoming students meet with College advisors and counselors for advice on the courses they select. Early applicants benefit from early placement testing, advising, and course selection and have the best chance to enroll in courses that fit their academic plans and schedules.

Contact Information:

Admissions Office

Marple Campus
 Founders Hall, Room 3500
 Phone: 610-359-5050
 Email: admiss@dccc.edu

Enrollment Steps

STEP 1 - Apply Online

Applying to the College is easy and free!

Visit [dccc.edu/apply](https://www.dccc.edu/apply) (<https://www.dccc.edu/apply>) to complete an application for admission.

What if I'm just looking for information?

Not ready to apply? No problem! Review our Academic Programs (<https://www.dccc.edu/academics/programs/academic-programs>) or check out our events calendar (https://dccc.secure.force.com/events?utm_source=dccc.edu&utm_medium=link&utm_campaign=future-students#/calendar) for information on upcoming tours and events.

Where can I get more information?

Visit [dccc.edu/admissions](https://www.dccc.edu/admissions) (<https://www.dccc.edu/admissions-financial-aid/admissions/admissions-office>).

STEP 2 - Create a Plan to Fund Your Education

Creating your plan to pay for college now can reduce stress later.

The College offers quality academic and career programs with robust student support at a great value. Additionally, most students may qualify for a form of federal financial aid if they apply. Regardless of your planned method to fund your education, including textbooks and supplies, it is best to prepare early.

How do I complete the Free Application for Federal Student Aid (FAFSA) to be considered for federal financial aid?

1. Go to studentaid.gov (<https://studentaid.gov/>).
2. Enter Delaware County Community College's school code on the FAFSA: 007110.
3. Pay attention and respond promptly to all communications that follow from the U.S. Department

of Education and the Pennsylvania Higher Education Assistance Agency (PHEAA).

When should I complete the FAFSA?

Students are encouraged to complete the FAFSA as early as possible! The sooner you complete it, the sooner you will know how much you may be eligible to receive. Once your FAFSA is complete, you will be sent an award letter (text/email) with a breakdown of your cost of attendance and award eligibility to help you plan for funding your education. The FAFSA for each academic year opens October 1 of the year prior to the upcoming academic year (e.g., the 2024-2025 FAFSA opens October 1, 2023).

What if I want financial aid but classes start soon?

The College's Office of Financial Aid processes FAFSA applications on a rolling basis and as quickly as possible. Unfortunately, sometimes delays in processing occur. As a result, it is wise to be prepared to pay your bill or enroll in a payment plan if you have completed or will complete your FAFSA within a few weeks of the start of the semester in which you plan to enroll.

Where can I get help completing my financial aid paperwork?

Contact the Office of Financial Aid by calling 610-359-5330, emailing finaid@dccc.edu, or scheduling an appointment to receive assistance in our Financial Aid Computer Lab (<https://www.dccc.edu/admissions-financial-aid/financial-aid/financial-aid-office>). Do not to pay for anyone to help you complete your FAFSA! We will help you free of charge.

Are high school dual enrollment students eligible for financial aid?

Unfortunately, no, however, the College offers discounted tuition for high school dual enrollment students.

How do I apply for scholarships at the College?

The College has a select number of recruitment scholarships available, including the Kelleher Connect Career Opportunity Fund (<https://www.dccc.edu/kelleher-connect-career-opportunity-fund>) for select workforce certificate programs. Students must complete the FAFSA and a few other steps to be considered for scholarships. Contact the Admissions Office at admiss@dccc.edu or 610-359-5050 or visit [dccc.edu/scholarships](https://www.dccc.edu/scholarships) (<https://www.dccc.edu/scholarships>) for more information.

How do I apply for scholarships outside of the College?

External scholarships are available at websites such as [fastweb.com](https://www.fastweb.com), [scholarships.com](https://www.scholarships.com), [myscholly.com](https://www.myscholly.com), and [niche.com](https://www.niche.com). Be sure to never pay to apply for a scholarship. Contact the Financial Aid Office at finaid@dccc.edu or 610-359-5330 if you have any questions.

Does the College offer payment plans?

We sure do! Visit [dccc.edu/payment-plan](https://www.dccc.edu/payment-plan) (<https://www.dccc.edu/payment-plan>) for more information on the College's flexible payment plans. We highly recommend you first complete the FAFSA to apply for federal student aid or apply for a scholarship.

Where can I get more information?

Visit [dccc.edu/financialaid](https://www.dccc.edu/financialaid) (<https://www.dccc.edu/admissions-financial-aid/financial-aid/financial-aid-office>).

Where can I find tuition & fee information?

Visit [dccc.edu/tuition](https://www.dccc.edu/tuition) (<http://dccc.edu/tuition>).

STEP 3 - Have Course Placement Determined

Proper course placement helps to ensure student success.

Determining the right level of English and math courses will greatly increase your chances of success and is required before you may register for classes.

How can I receive course placement based on standardized test scores?

Students may receive course placement if they have received the following standardized test scores. Students should request test score reports be sent to the Assessment Services office at assess@dccc.edu.

Placement - Standardized Tests*

Test	Section	Score	School Code
SAT	EBRW	500 or higher	2125
SAT	Math	530 or higher	2125
ACT	Reading	18 or higher	3542
ACT	Math	20 or higher	3542
PSAT	English	500	N/A
PSAT	Math	530	N/A
Keystone	Literature/ Algebra	Proficient or Advanced	N/A

PLACEMENT - TRANSCRIPTS*

Transcripts	Placement	Requirements
College/University	English or Math	A college transcript indicating students have earned a U.S. college degree or have passed college-level English or math at an accredited U.S. college or university.
High School	English	Score of 3 on the AP English Lit/Com Exam, taken within the last 5 years.
High School	English	High school transcript with a GPA of 3.25 or greater for 4 years from an American high school with grades in all English classes of 'B' or higher.
High School	Math	High school transcript with a GPA of 3.25 or greater for 3 years from an American high school with grades in Algebra II and all other math classes of 'B' or higher.

* Please note that all test scores and/or transcripts must have been within 5 years of the student starting classes.

What if I don't meet the criteria listed above?

If you are unable to have your placement determined through one of the waiver options listed above, you will need to take a placement test. This computer-based test consists of writing an essay and questions to evaluate reading comprehension and mathematics and will help assess your skills to determine appropriate course placements. The test takes approximately two hours.

Assessment Services

Marple Campus
Academic Building, 4260
Phone: 610-359-5050
Email: admiss@dccc.edu

How can I schedule a placement test?

To schedule a testing session, email the Testing Center at testingcenter@dccc.edu, call 610-325-2776 or visit dccc.edu/assessment (<https://www.dccc.edu/assessment>) for additional information.

Do I have to come to campus to test?

You have two options for taking the Placement Test:

- In-person: Appointments are available for in-person testing following the College's COVID protocols. Walk-in appointments are on an available-seating basis.
- Remote: Proctoring via Zoom.

Should I prepare for the placement test?

Yes! Students are encouraged to be prepared to do their best. Preparing can save you time and money if you are able to place directly into college-level courses. To review basic concepts in mathematics, reading, and writing before taking the placement test, visit accuplacer.collegeboard.org (<https://accuplacer.collegeboard.org/>) for sample questions and a free study app.

What if I have a documented disability?

Students with documented learning, physical, and/or psychological disabilities seeking reasonable accommodations for placement testing and/or the classroom should contact the Office of Disability Services at 610-359-5229 or accommodations@dccc.edu.

STEP 4 - Become acquainted with student resources and services

Become acquainted with student resources and services.

Learning how to access the College's resources is key to success, learning to navigate delaGATE (<https://delagate.dccc.edu/>) is essential, and completion of New Student Orientation (NSO) (<https://www.dccc.edu/student-services/new-students/new-student-orientation>) is required for all students who are new to college.

What is delaGATE?

delagate (<https://delagate.dccc.edu/>) is the College's student portal which allows students to access their student email and to view important information, including class schedules, student accounts and billing, the academic calendar, and the online orientation. delaGate also provides access to Canvas, the college's learning management system, which delivers course syllabi, materials, assignments, quizzes and tests, and more.

How can I access delaGATE?

delagate can be accessed at delagate.dccc.edu (<https://delagate.dccc.edu/>). First-time users may access instructions on how to log into delagate (<https://www.dccc.edu/oit/kb/how-to-login-to-delagate-student>).

What is DUO Security and Two-Step Verification and why is it required?

Two-step verification helps protect your account from unauthorized access should someone manage to obtain your password and is required to protect your data and to improve overall security at the College. The College has partnered with Duo Security (<https://www.dccc.edu/duo>) to provide this service.

How do I sign up for DUO Security?

Visit the DUO Security FAQ (<https://www.dccc.edu/duo>) page or the How to Enroll Video (https://www.youtube.com/watch?v=9FgUI_97D0k) for more information.

How can I access my student email account?

Once logged in to delagate, visit the Student Email link under the Apps menu. **Be sure to check your student email account early and often as it is the official way in which the College communicates with students.**

Who needs to complete online orientation?

The following groups of students are encouraged, but not required to participate in a mandatory orientation:

- Readmitted students
- Students who earned a previous college degree

The following groups of students are exempt from participating in a mandatory orientation:

- Visiting students (with appropriate documentation)
- International students on an F-1 Visa
- Paramedic and Emergency Management and Planning majors

How can I access the online orientation?

Visit orientation.dccc.edu (<https://orientation.dccc.edu/>) or follow the link under the Students menu on delagate or under Student Services > New Students on the public website.

What happens after I complete orientation?

Upon FULL completion of New Student Orientation (<https://orientation.dccc.edu/>), you will receive a Certificate of Completion. Be ready to show this to an academic advisor when you move on to Step 5.

STEP 5 - Advising & Course Selection

Now comes the fun part!

Congratulations! You're ready to receive academic advising and select your courses.

How do I register for classes?

Academic advising and course registration is available by appointment either virtually (on Zoom) or in person at any campus location. To schedule an appointment with an academic advisor, contact the Career & Counseling Center at 610-359-5324 or register@dccc.edu. Prefer not to make an appointment? Visit [dccc.edu/registration](https://www.dccc.edu/registration) (<https://www.dccc.edu/registration>) to

review days, times, and various ways in which you can speak with an academic advisor.

What if I am a current high school student participating in dual enrollment?

Current high school students participating in open dual enrollment (taking college courses independently of your high school and not as part of College in the High School or Pathway programs), should visit [dccc.edu/HighSchool/Enrollment-Process](https://www.dccc.edu/HighSchool/Enrollment-Process) (<https://www.dccc.edu/highschool/enrollment-process>) for instructions on the process to schedule classes.

STEP 6 - Pay Your Bill & Get Ready

You're almost there!

It is important to make sure your bill is paid by the published due date! Find tips on how to pay your bill and prepare for the start of your classes below.

Where can I access my bill?

View or pay your bill at dccc.edu/view-your-bill (<https://www.dccc.edu/view-your-bill>) (delagate log in required).

When are bills due?

Tuition due dates vary by semester and are listed on the Student Bill.

Who can I contact with questions related to payment?

Our cashiers are ready to answer any questions you may have related to your bill. Feel free to contact the Office of Student Accounts at 610-359-5118 or studentaccounts@dccc.edu.

What if my plans change and I choose not to attend?

It is critical that you officially withdraw from classes you do not plan to attend. Do not assume your classes will be dropped or that you will not be charged.

Where can I purchase textbooks?

The College's bookstore is a great place to purchase your textbooks. Visit [dccc.edu/bookstore](https://www.dccc.edu/bookstore) (<https://www.dccc.edu/bookstore>) for more information.

How can I get a student ID?

Get a Student ID card at Enrollment Central (<https://www.dccc.edu/about/locations/marple-campus/enrollment-central>) (located on the Marple Campus in Founders Hall) or the Learning Commons (<https://learningcommons.dccc.edu/home>) at branch campuses. Be sure to bring proof of your class registration and a current photo ID with you.

How can I check my class schedule to make sure I registered for classes for the right days, times and locations?

You don't want to be that person who shows up to the wrong campus or to class on the wrong day. Confirm your class schedule, start dates, times, and locations in delagate.

How do I access and start my online or hybrid course?

The College uses Canvas to deliver online, hybrid, and classroom courses. To access your courses, log in to delagate.dccc.edu (<https://delagate.dccc.edu/>) and then click the Apps icon in the upper right part of the screen, then select Canvas from the sidebar menu. **Students are encouraged to log in to their online course(s) on the first day of the semester.** A welcome letter will be emailed

to your student email account within minutes of registering for an online course. Please make sure you read this information.

What else can I do to prepare for the semester?

You can go back into the Online Orientation (<https://www.dccc.edu/student-services/new-students/new-student-orientation>) to help you prepare for your first semester or any time you need a refresher. Asking questions is a sign of strength! Be strong and ask any questions you may have along the way! We are here to help!

I have an online class but I don't have a laptop. Can the College help?

The College offers a laptop loan program (<https://dccc.libcal.com/appointments/laptoploanprogram>) for students.

Visiting Students

Delaware County Community College defines "visiting students" as individuals who are matriculated (enrolled) at another college or university and who wish to enroll at our College for course work that will transfer back to their home institution.

STEP 1- Gather Documentation & Class Information

As a visiting student, you are required to submit two pieces of information prior to receiving permission to register.

1. A letter from an advisor at your home institution, on institutional letterhead, indicating that your home institution supports your registration and that the course(s) will transfer back to that institution.
 - a. This document must include the name(s) of the course(s) in which you intend to enroll.
 - b. If unable to obtain the letter stated above, you can submit an unofficial copy of your transcript to demonstrate that you meet the prerequisite(s) for the course(s) in which you intend to enroll.
 - By submitting a transcript instead of the letter stated above, the student understands that **confirming transferability of courses is their responsibility**. Delaware County Community College cannot approve courses to transfer back to a student's home institution.
2. Detailed course information for the class(es) in which you intend to enroll, including Subject Code/Description (e.g., [ACC] Accounting), Course Number (e.g., 111) and Course Title (e.g., Financial Accounting). This information can be found using our Class Search Tool (<https://prod-xe-web-a.dccc.edu/StudentRegistrationSsb/ssb/term/termSelection?mode=search>).

STEP 2A- Apply Online (New & Readmit Students Only)

As a new or readmit student (i.e., individual who has not attended DCCC in the past calendar year), you must complete an Application for Admission (https://dccc.my.site.com/TX_SiteLogin?startURL=%2FTargetX_Portal_PB) and:

- indicate that you are a visiting student by selecting "Visiting Student" under the "Application Type" menu;

- upload the documentation gathered in Step 1, including detailed course information for the class(es) in which you intend to enroll;
- sign and submit your application;
- log back into the application portal after 72 hours to retrieve an electronic copy of your welcome letter.

Note: Registration requests may take up to 7 business days to be processed and incomplete submissions may cause further delays.

What major should I choose on my application?

If you are pursuing a major at your home institution that does not align with a major at DCCC, we suggest you select Liberal Arts or General Studies.

STEP 2B - Submit Course Info (Continuing Students Only)

As a continuing student (i.e., individual who has attended DCCC in the past calendar year), you do not need to reapply. Instead, you may submit the documents gathered in Step 1 to records@dccc.edu.

Note: Registration requests may take up to seven (7) business days to be processed and incomplete submissions may cause further delays.

STEP 3 - Create a Plan to Fund Your Class(es)

It is important to make sure your bill is paid by the published due date. As a result, we suggest you visit [dccc.edu/tuition](https://www.dccc.edu/admissions-financial-aid/cost/tuition-fees) (<https://www.dccc.edu/admissions-financial-aid/cost/tuition-fees>) to view tuition and fee rates and ways in which to make payment, including payment plans.

Note: Students cannot have financial aid disbursed at more than one institution. It is recommended that you consult your home institution's Financial Aid Office if receiving financial aid. It may be helpful to discuss the potential for a Consortium Agreement with your home institution in case you may be considered for financial aid for courses taken at Delaware County Community College.

STEP 4 - Check Your Email

You will receive an email at the email address provided on your application for admission (new and readmit students), the email from which you submitted documentation to the Records Office (continuing students), and your DCCC student email (all students) once your registration request is approved.

Note: It will be important to follow the steps in this email to register for the approved class(es).

STEP 5 - Log in to delaGATE and Register

delaGATE is the College's student portal. This portal allows you access to your student email account and view important information related to being a student, including registering for classes.

- Log in to delaGATE (<https://login.dccc.edu/>). First-time users may access instructions on how to log into delaGATE (<https://www.dccc.edu/oit/kb/how-to-login-to-delagate-student>).
- If registration is open and you are confirmed to proceed with registration, please complete the steps as indicated in the email received in Step 4.

- Access your DCCC student email account under Student Email in the Apps Menu. **Be sure to check your student email account early and often as it is the official way in which the College communicates with students.**

Note: It is important to verify registration dates prior to accessing the registration tool. If you receive a confirmation email that you may enroll, but are unable to register for the class(es) for which you received permission, please resubmit your letter or form along with the course details to records@dccc.edu.

STEP 6 - Pay Your Bill & Get Ready

Make sure your bill is paid by the published tuition due date. Visit [dccc.edu/view-your-bill](https://delagate.dccc.edu/students/student-accounts/view-your-bill) (<https://delagate.dccc.edu/students/student-accounts/view-your-bill>)(delaGATE login required) for more information.

The College uses Canvas to deliver online, hybrid, and classroom courses. To access your courses, log in to delagate.dccc.edu (<https://delagate.dccc.edu/>) and then click the Apps icon in the upper right part of the screen, then select Canvas from the sidebar menu. **Students are encouraged to log in to their online course(s) on the first day of the semester.** A welcome letter will be emailed to your student email account within minutes of registering for an online course. Please make sure you read this information.

No High School Diploma or GED

Persons beyond their expected high school graduation date who have not obtained a high school diploma or a GED will be considered for admission on an individual basis. To apply:

1. Contact the Admissions Office at admiss@dccc.edu or 610-359-5050 to make an appointment for an interview with a member of the admissions staff.
2. Complete a Petition for Admission of Non-High School Graduate (<https://www.dccc.edu/sites/default/files/admissions-financial-aid/admissions/special-application-procedures/PetitionForAdmissOfNonHSGrad.pdf>).
3. Submit a completed Application for Admission (<https://www.dccc.edu/apply>) and complete the Enrollment Steps (<http://www.dccc.edu/EnrollmentSteps>).

Note: Students without a high school diploma or GED are ineligible for Federal financial aid even if admitted to the College.

Academic Advisement for New Students

An important aspect of the admission process is the mandatory orientation and academic advising. After completing the mandatory orientation (<https://www.dccc.edu/student-services/new-students/new-student-orientation>), new students are encouraged to meet with an academic advisor in the Career and Counseling Center (<https://www.dccc.edu/student-services/support-services/career-counseling-center/academic-advising>) to discuss their personal goals and educational plans so they may gain the most from College programs. The College is committed to providing students with the information needed for them to take responsibility for making good decisions to reach their life and educational goals.

After enrolling in the first semester, students are assigned an academic advisor. Advisors help students evaluate their progress at the College and provide information to help students make appropriate course choices. For students with disabilities, early advisement is particularly important.

Helpful hints, campus orientation, and supplemental assistance are provided where appropriate for students with documented learning, physical, and/or psychological disabilities. Contact the Office of Disability Services at 610-359-5229 or accommodations@dccc.edu for more information.

Transferring to Delaware County Community College

When transferring to Delaware County Community College from another college, you must first submit an application to the College. You must also request an official transcript from each institution where you have received college credits be sent to the Records Office at Delaware County Community College:

Records Office
Delaware County Community College
901 South Media Line Road
Media, PA 19063-1094

Electronic transcripts may be submitted to records@dccc.edu (Records@dccc.edu).

- Current and former students may transfer a maximum of 36 credits from a regionally accredited institution towards an associate degree and half of the total credits required towards a certificate.
- If you transfer in English Composition and/or college-level mathematics courses with grades of "C" or better from a regionally accredited institution of higher learning, you may waive the requirement for placement testing.
- If you graduated from high school within three years of the date you plan to attend, an official high school transcript must also be submitted. Students seeking financial aid or applying for admission to Nursing, Surgical Technology or the Municipal Police Academy are also required to submit an official high school transcript.

Residency Requirements

For purposes of enrollment at Delaware County Community College, a resident is defined as a citizen or permanent resident of the United States. Residents of sponsoring school districts in Delaware County are eligible for the reduced sponsoring tuition rate, as these districts contribute to the College. Residency must be established at least three months prior to registration. If residing within the sponsoring district for less than three months, the applicant may still be eligible for the reduced tuition if they can prove that residency was established for a reason other than attending the College.

Applicants residing in non-sponsoring school districts in Delaware County must pay the non-sponsoring tuition rate. Residents of other Pennsylvania counties also pay the non-sponsoring tuition rate. Out-of-state residents must pay the out-of-state tuition rate. Students with an immigrant visa enrolling at the College pay the out-of-state tuition rate and a per credit international student fee. Students who do not have a valid immigration status and have not graduated from a high school in the United States also pay a per credit international student fee. Current tuition and fee information is available at www.dccc.edu/tuition (<http://www.dccc.edu/tuition>).

Shared Programs with Bucks, Montgomery and Philadelphia County Community Colleges

A shared program allows students from sponsoring school districts or counties to take courses that are not offered at their home institution but available at another local community college. Students who elect to enroll at participating community colleges must be authorized by the director of admissions and pay the host college's sponsored student rate for courses taken at the host college. Delaware County Community College students residing in sponsoring school districts may participate in the following shared program opportunities¹:

Offered at Bucks County Community College

Fine Woodworking
Furniture and Cabinetmaking
Historic Preservation Certificate
Meeting, Convention and Event Planning
Sports Management

Offered at Community College of Philadelphia

Chemical Technology
Dental Hygiene
Diagnostic Medical Imaging
Interpreter Education
Photographic Imaging

Offered at Montgomery County Community College

Addictions
Biotechnology
Dental Hygiene
Engineering Technology
Health and Fitness Professional
Medical Laboratory Technology
Radiography
Sound Recording and Music Technology

For further information, contact Admissions at 610-359-5333 or admiss@dccc.edu. Individuals from Bucks, Montgomery, and Philadelphia counties should consult their home institution's catalog for eligible programs offered by Delaware County Community College.

¹ Programs listed are subject to change.

Dual Enrollment Procedures for High School Students

The College's High School Dual Enrollment Program offers students the opportunity to earn college credits while still in high school at a fraction of the College's standard tuition rates. Interested high school students in grades 10 through 12 are invited to apply and complete course placement to determine course eligibility. For further information and application materials, visit [dccc.edu/dualenrollment](http://www.dccc.edu/dualenrollment) (<http://www.dccc.edu/dualenrollment>) or email admiss@dccc.edu.

International Procedures for International Applicants

Non-immigrant students who require a Certificate of Eligibility (Form I-20) in order to obtain a student visa must complete the College's

International Student Application (<https://www.dccc.edu/admissions-financial-aid/international-students/international-admissions>). The admission process requires students to submit additional academic and financial documentation as outlined on the International Student Application (<https://www.dccc.edu/admissions-financial-aid/international-students/international-admissions>) page.

Non-immigrant students who require a student visa may apply to the College for admission to the fall and spring semesters, as well as for the summer English Language Learners(ELL) semester. Due to the time needed to process applications for students requiring a Form I-20, the Admissions Office must receive application materials by the following deadlines:

- Fall Semester - July 1
- Spring Semester - November 1
- Summer ESL semester - April 1.

Students should also consider the time required to obtain their academic and financial documentation and begin the application process as early as possible.

All students entering Delaware County Community College on a student visa must purchase health insurance through the College.

Current immigration regulations prohibit B-visa holders from enrolling in credit courses, however, they may enroll in up to two non-credit classes each semester.

Students in other non-immigrant statuses, immigrants, refugees, asylees, and legal Permanent Residents should follow the regular admission process. Please contact the Admissions Office for application materials and information:

Delaware County Community College
901 South Media Line Road
Media, PA 19063-1094 USA
610-359-5050
international@dccc.edu

Follow DCCC International on social media!

Facebook: <https://www.facebook.com/dcccintl/>

Instagram: https://www.instagram.com/dccc_intl/#YouAreWelcomeHere

Special Admission Programs Procedures for Programs with Special Admission Requirements

- Individuals who wish to attend on a student visa complete a special international student application form (<https://www.dccc.edu/admissions-financial-aid/international-students/international-admissions>).
- Nursing and surgical technology programs have special admission procedures. Applicants should follow the instructions as outlined in the Nursing Entrance Requirements Packet (<https://www.dccc.edu/wp-content/uploads/2025/08/Nursing-Packet-2025-Final-1.pdf>). Contact the Admissions Office at 610-359-5050 or admiss@dccc.edu to request more information on the procedures and guidelines for these programs.
- Students interested in Municipal Police Training should call the Police Academy at 610-359-7386 or visit the [dccc.edu](https://www.dccc.edu) website (<https://www.dccc.edu>)

www.dccc.edu/academics/municipal-police-academy/) for more information.

- Students interested in the Plumbing Apprenticeship should call 610-356-4800 for admission procedures.
- Paramedic-Advance Life Support applicants (<https://www.dccc.edu/admissions-financial-aid/admissions/special-application-procedures#collapseTen>) must contact the Program Manager at 610-723-6315 for special procedures.
- Perioperative Nursing applicants should call the Allied Health and Nursing Department at 610-359-5353 to request information.
- Technical Studies applicants must contact Assessment Services at 610-359-5322.

Readmission

Procedures for Readmission

Delaware County Community College welcomes back students who were previously enrolled at the College. Individuals who stopped attending for one year or longer or previously applied but did not take classes should follow the Readmission process. View the Returning Students Enrollment Steps (<https://www.dccc.edu/returning-students>) for full details on readmission. Below is a simple checklist:

1. Visit dccc.edu/apply (<http://dccc.edu/apply>) to complete submit an online application and select "Returning Student."
2. Create a plan to fund your education, including applying for financial aid (see the Returning Students Enrollment Steps (<https://www.dccc.edu/returning-students>) for more information.)
3. Complete course placement (<https://www.dccc.edu/welcome#Step3>) if not done when you previously applied to the College.
4. If you attended another college since leaving or previously applying to Delaware County Community College, you must submit an official transcript to transfer the credits here. Visit Transfer into Delaware County Community College (<https://www.dccc.edu/admissions-financial-aid/transfer/transfer-college>) for more information.
5. If you have not done so previously, complete the College's mandatory New Student Orientation (NSO) (<https://www.dccc.edu/student-services/new-students/new-student-orientation>) to learn more about Delaware County Community College.
6. Academic advising and course registration are available by appointment either virtually via Zoom or in person at our branch locations. To schedule an appointment with an academic advisor once you have completed Enrollment Steps 1-4, contact Career & Counseling Services at 610-359-5324 or schedule an appointment at dccc.edu/DropIn (<https://www.dccc.edu/dropin>). Although appointments are highly recommended, you can visit dccc.edu/registration (<https://www.dccc.edu/registration>) to review days and times in which you can speak with an academic advisor without an appointment.

Enrolled service members (including Reserve or National Guard) who have been absent due to required active-duty service or training may be readmitted to their previous program and status at any time within a five-year period. If the student's previous major has been deactivated, they will be readmitted into an appropriate major (or degree).