

# Pennsylvania College of Technology

PENNSTATE



## Application for Admission

**Submit this completed form and a nonrefundable \$50 application fee\* to:**

Admissions Office DIF 119

Pennsylvania College of Technology

One College Avenue

Williamsport, PA 17701-5799

PHONE 570-327-4761 OR 800-367-9222 • FAX 570.321.5551

E-MAIL [admissions@pct.edu](mailto:admissions@pct.edu) • WEBSITE [www.pct.edu](http://www.pct.edu)

## How to Apply for Admission

### 1. Complete this application form or apply online at [www.pct.edu/apply](http://www.pct.edu/apply)

Applications for the fall semester must be postmarked no later than July 1 of the application year for all full-time, first-year, degree-seeking applicants who are beginning college study during that fall semester. The College reserves the right to extend this deadline to no later than the first day of fall classes, upon appeal to the chief admissions administrator, in cases where personal hardship, military service, or home relocation reasonably prevents application before the deadline. There is no deadline to apply in the spring semester.

### 2. Submit a nonrefundable \$50 application fee

with your Application for Admission as a check or money order payable to Penn College or using your MasterCard, Visa, or Discover card. The College may waive an application fee when it can be determined that the fee is a financial hardship. To be considered for a waiver, you must submit to the Admissions Office documentation, in the form of a letter (*on official stationery from someone outside your household, such as a counselor, caseworker, clergy, etc.*) stating that the fee is a hardship.

Due to the wide variety of majors offered, admissions criteria vary. At a minimum, applicants must have a high school diploma or its equivalent. See steps 3-5.

### 3. Submit proof of eligibility for admission,

according to your particular situation.

#### HIGH SCHOOL STUDENTS

Ask your guidance counselor to submit your current high school transcript with your application. After you graduate, submit your official, final transcript with proof of credits and graduation from an accredited secondary school.

#### HIGH SCHOOL GRADUATES

You must show proof of graduation from an accredited secondary school. Ask your former high school to submit your official, final transcript with proof of credits and graduation.

#### HOME-SCHOOLED STUDENTS

You must provide proof of graduation from an organization governed by a State Board of Education, such as Pennsylvania Homeschoolers Accreditation Agency (PHAA), or submit an official General Equivalency Diploma (GED) transcript of your scores confirming receipt of a Commonwealth Diploma to be considered for admission.

#### OVER 18 WITHOUT A HIGH SCHOOL DIPLOMA

You must submit an official GED transcript of your scores confirming receipt of a Commonwealth Diploma to be considered for admission into a degree program. You may be considered for admission as a nondegree student if you have not earned a Commonwealth Diploma, but have been deemed to have the appropriate aptitude and ability to enter college.

*Nondegree students may register for no more than six (6) credits per semester and are not eligible for financial aid.*

#### EARLY ADMISSION

If you have completed the 11<sup>th</sup> grade, you may be considered for early admission as a full-time or part-time student. See the online College Catalog for details.

#### TRANSFER STUDENTS

Ask all previously attended college(s) to send your official transcript(s) to the Admissions Office at Penn College. An official transcript must come directly from the previous college(s) to Penn College – not from you. The Admissions Office also may require you to request a copy of your high school transcript.

### 4. Submit proof of your eligibility for admission to your selected degree:

#### BACHELOR'S DEGREE

If you are a high school student, or if you have completed high school within the last two years, you must request that your SAT/ACT test scores be submitted to the Admissions Office directly from College Board/Act to be considered for admission into a bachelor-degree major. Scores are only valid for two years from test date. Ask your former high school to submit your official, final transcript with proof of credits and graduation if you have not earned a college degree.

**The College reviews all SAT/ACT scores to determine acceptance in one's intended major. Upon meeting minimum scores in writing, reading, and math, acceptance to the College will be confirmed upon the receipt of the tuition deposit.**

Penn College's CEEB code for standardized tests is 002989.

#### ASSOCIATE'S DEGREE OR CERTIFICATE

You are not required to submit SAT/ACT test scores to be considered for admission into an associate-degree or certificate major. If your scores are available, you are encouraged to request that they be sent to the Admissions Office directly from College Board/ACT to assist in your proper placement and scheduling.

**5. Submit proof of your eligibility, as required for majors with special admission requirements.** All bachelor-degree majors and some associate-degree majors are restricted to students who meet certain academic skills and prerequisites and have attained levels of academic achievement, including acceptable SAT/ACT scores. Review the specific requirements for your degree in the online College Catalog.

▶ Your Application for Admission, nonrefundable \$50 application fee, and educational transcript must be on file in the Admissions Office before you will be considered for admission.

## Apply online: [www.pct.edu/apply](http://www.pct.edu/apply)

\* The College will waive the application fee for individuals who tour the College on a scheduled tour day or tour as part of a personal appointment with the Admissions Office. The individual must submit an Application for Admission on this day. This does not include individuals who tour the campus as part of a high school field trip.

# After You Apply for Admission

If there are no concerns regarding your application, you will be asked to complete the following steps:

**1. Pay a \$100 tuition deposit.** You may submit a check or money order payable to Penn College or pay online with MasterCard, Visa, or Discover. The deposit will be credited toward your first semester tuition bill.

If you decide not to enroll and notify the Admissions Office IN WRITING by June 1 for the fall semester or by November 1 for the spring semester, you may transfer your deposit to a future semester or request a \$50 refund.

After the College receives your tuition deposit, you will receive notification of your placement testing date. You will be notified if you are exempted from placement testing.

**2. Take Penn College placement tests** on the assigned date. Your math, reading, and English test results will help to determine whether or not you are prepared for success in your first-semester courses.

A Parent/Guest Information Session is offered during placement testing. This session will provide information and opportunities for questions regarding a variety of topics of concern to prospective students and their families.

You will **not** receive your test results on the day that you test. You will receive your results at your Pre-Enrollment Advising Session.

You are not officially accepted into any Penn College major prior to placement testing or notification of your exemption from testing.

If your test results indicate that you are not prepared for the rigors of your selected major, you may be denied acceptance.

**3. Return to campus** for your Pre-Enrollment Advising Session. At this time, you will meet with faculty and staff to review your test results, receive scheduling information, and plan for the start of classes.

**4. Pay your tuition and fees.** A bill for tuition and fees will be available online in early July (with payment due early August) for the fall semester and

in mid-November (with payment due mid-December) for the spring semester. Take care of all financial aid (grants, loans, and scholarships) well in advance of your payment deadline.

The period of time following the tuition due date through the first day of classes is considered the Late Registration period. Students will incur a late fee if tuition is not paid in full by the due date.

Students with unpaid tuition bills when the semester begins will have their schedules purged at the close of business on the first day of the semester. If this happens, you will need to reschedule your classes.

**5. Take part in Connections**, a required, two-day orientation program to help new students, including transfer and adult students, and their parents/families get ready for college.

**6. Attend classes and make the most of your time as a student.** Take full advantage of all that Penn College has to offer in classes, programs, and services.

**7. Earn your *degree that works.***

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Pennsylvania College of Technology is committed to providing an educational environment that provides equal access to all students. Penn College prohibits discrimination or harassment against any person because of race, color, religion, national origin, sex, gender identity or expression, disability/handicap, age, sexual orientation, political affiliation, status as a protected veteran, genetic information, or any characteristic against which discrimination is prohibited by applicable law.

Announcement of this policy is in accordance with the State law including the Pennsylvania Human Relations Act and with Federal law, including Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990.

Any student complaints of harassment or discrimination pertaining to education should be addressed through the College's Title VI, IX, and Section 504 process:

Kathy Zakarian, Assistant Director of Counseling Services  
Deputy Coordinator & Lead Investigator of Title VI, IX and  
Section 504 Student Issues  
Pennsylvania College of Technology  
One College Avenue  
Williamsport, PA 17701-5799  
E-mail: [kathy.zakarian@pct.edu](mailto:kathy.zakarian@pct.edu)  
Phone: 570-327-4765 • Fax: 570.321.5545

OR

Elliott Strickland, Chief Student Affairs Officer  
Coordinator of Title VI, IX and Section 504  
Pennsylvania College of Technology  
One College Avenue  
Williamsport, PA 17701-5799  
E-mail: [estrickl@pct.edu](mailto:estrickl@pct.edu)  
Phone: 570-320-5310 • Fax: 570.327.4531

Complaints can also be sent to the Director of the Office for Civil Rights, Department of Education, Office for Civil Rights, Washington, D.C. 20202.

For information on accommodations for persons with disabilities, contact: Kay Dunkleberger, Coordinator of Disability Services  
Pennsylvania College of Technology  
One College Avenue  
Williamsport, PA 17701-5799  
E-mail: [disabilityservices@pct.edu](mailto:disabilityservices@pct.edu)  
Phone: 570-320-5225 • TTY: 570-321-5528 • Fax: 570.327.4501

This notification is available at [www.pct.edu/studentpolicy](http://www.pct.edu/studentpolicy) and is on file in Braille and audio in the following offices at the College: Financial Aid, Student & Administrative Services Center, Room 1013; Admissions, Student & Administrative Services Center, Room 1068; Counseling Services, Bush Campus Center, Room 204; and the Madigan Library.

An affiliate of The Pennsylvania State University

*Penn College operates on a nondiscriminatory basis.*

# Application for Admission



An affiliate of The Pennsylvania State University

**Submit a nonrefundable \$50 application fee with your application.**

Check enclosed  Money order enclosed

Credit card *(Complete information below.)*

MasterCard  Visa  Discover

Card # \_\_\_\_\_

Name on credit card \_\_\_\_\_

Expiration date \_\_\_\_\_ Security code \_\_\_\_\_

Authorized signature \_\_\_\_\_

Please Print so that your responses are easy to read.

Last name \_\_\_\_\_ First name \_\_\_\_\_ Middle initial \_\_\_\_\_

Social Security number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ PCT ID # \_\_\_\_\_

We are requesting your Social Security number pursuant to Public Law 93-579 for our records as well as for compliance with federal and state reporting requirements. A Social Security number is required if you are applying for financial aid, but is not required for admission. However, providing your Social Security number on the application will speed the processing of your application. Pennsylvania College of Technology is committed to ensuring your privacy and the confidentiality of student records and will not disclose your Social Security number without your consent for any purpose except as allowed by law.

## Current Legal Residence

Address \_\_\_\_\_  
*Street address / Box number / Apartment City State ZIP code*

## Current Contact Information

E-mail address \_\_\_\_\_ *Applicant* E-mail address \_\_\_\_\_ *Parent/Guardian*

Telephone number including area code \_\_\_\_\_  
*Primary Secondary*

Are you a legal resident of Pennsylvania?  No  Yes, for **more** than one year  Yes, for **less** than one year

*If yes, county of residence* \_\_\_\_\_

Date of Birth \_\_\_\_\_  Female  Male

If your name has been changed, please provide your name as it may appear on other records. \_\_\_\_\_

## Please identify your closest relative to be contacted in case of emergency.

Check the appropriate relationship to you:  Parent  Guardian  Spouse  Other \_\_\_\_\_

Last name \_\_\_\_\_ First name \_\_\_\_\_ Middle initial \_\_\_\_\_

Address \_\_\_\_\_  
*Street address / Box number / Apartment City State ZIP code*

Telephone number including area code \_\_\_\_\_

\_\_\_\_\_  
*Primary Secondary Work*

### High School or GED

TYPE OF INSTITUTION	NAME OF SCHOOL	CITY, STATE	YEAR OF GRADUATION OR GED EXAM	CODE (OFFICE USE ONLY)
High School				
AVTS / Career & Technology Center				
GED				

### College or University

NAME OF COLLEGE OR UNIVERSITY	CITY, STATE	YEAR OF GRADUATION OR LAST ATTENDANCE	DEGREE EARNED	CODE (OFFICE USE ONLY)
			<input type="checkbox"/> None <input type="checkbox"/> Certificate <input type="checkbox"/> Associate's <input type="checkbox"/> Bachelor's <input type="checkbox"/> Master's <input type="checkbox"/> Doctorate	
			<input type="checkbox"/> None <input type="checkbox"/> Certificate <input type="checkbox"/> Associate's <input type="checkbox"/> Bachelor's <input type="checkbox"/> Master's <input type="checkbox"/> Doctorate	

**Significant Achievements** Please list your significant achievements to date, including participation in student organizations, activities, sports, and community service, as well as any special awards you have earned.

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**Select Your Start Time** Please indicate the semester and year that you plan to begin college.

- Fall Year \_\_\_\_\_ Fall classes begin in August.  
 Spring Year \_\_\_\_\_ Spring classes begin in January.

**Select Your Major** From the **Academic Majors booklet or online at [www.pct.edu/catalog](http://www.pct.edu/catalog)**, please enter the appropriate **code** to identify the major in which you wish to apply for enrollment. The code appears in parenthesis following the name of each major. **Enter only one major code.** Please choose the code that applies to the degree you are interested in seeking (Bachelor's, Associate's, Certificate, or Competency Credential).

- Bachelor's (B.S.) CODE   
 Associate's (A.A.S., A.A.A., or A.A.) CODE  
 Undecided
- Certificate CODE  
 Competency Credential CODE

**Undecided?** If you are unsure about your selection of a major, you may apply as "undecided". For assistance in selecting a career and major that is right for you, call Counseling Services at 570-327-4765 or e-mail [counseling@pct.edu](mailto:counseling@pct.edu).

Federal law requires that institutions of higher education gather the following information regarding the ethnicity and race of its students and employees. Your individual information will be kept strictly confidential. The law only requires institutions to report aggregate totals for each category.

**Select the appropriate responses regarding your ethnicity (Part 1) and your race (Part 2):**

Part 1: Is your ethnicity Hispanic/Latino (*Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin*)?

- Yes, Hispanic/Latino       No, not Hispanic/Latino

Part 2: What is your race? (*select one or more*)

- White     Black or African American     Asian     American Indian or Alaska Native     Native Hawaiian or Other Pacific Islander

**American Indian or Alaska Native:** A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

**Asian:** A person having origins in any of the original peoples of the Far East, Southeast Asian, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

**Please check the most appropriate response.** This information will be used to plan programs and services to benefit you and other students. The data will not be used in the admissions process and will have no effect on your acceptance.

1. What are your primary reasons for applying to Penn College?  
(Choose all that apply.)

- a. Choice of major and courses
- b. Reputation as a quality institution
- c. Affordable cost/value for your money
- d. Graduate-placement history
- e. Location
- f. Availability of quality on-campus housing

2. What are your primary goals in attending Penn College?  
(Choose all that apply.)

- a. Preparing for first job
- b. Retraining for a new career
- c. Upgrading current skills to advance in your field
- d. Transferring to another college/university
- e. Satisfying a personal interest

3. Have you applied to other colleges?

- a. Yes       b. No

If yes, is Penn College your first choice?

- a. Yes       b. No

4. Please tell us the number in your immediate family, including yourself, \_\_\_\_\_ and estimate your annual household income. (This information will be kept confidential.)

- a. Less than \$8,999
- b. \$9,000 - \$16,999
- c. \$17,000 - \$24,999
- d. \$25,000 - \$34,999
- e. \$35,000 - \$49,999
- f. more than \$50,000

5. Have any other members of your family ever attended Penn College, Williamsport Area Community College, or Williamsport Technical Institute?

- a. Yes       b. No      *If yes, please specify:*

Name \_\_\_\_\_

Relation \_\_\_\_\_

Name \_\_\_\_\_

Relation \_\_\_\_\_

6. As you became familiar with Penn College, which of these features impressed you? (Choose all that apply.)

- a. Small classes
- b. Access to technology
- c. Facilities, equipment
- d. Computer-to-student ratio
- e. Student extracurricular activities
- f. Classes taught by professors, not graduate assistants

7. How did you first learn about Penn College?  
(Choose all that apply.)

- a. Friend who attended Penn College
- b. High school/vo-tech teacher
- c. Penn College faculty
- d. Guidance counselor
- e. Parent
- f. Penn College representative at school or college/career event
- g. Internet search for colleges
- h. Advertisement for Penn College  
(Circle all that apply.)  
Radio   Television   Newspaper  
Magazine   Billboard
- i. College directory: Petersons, etc.
- j. Received information in the mail  
(Circle all that apply.)  
Brochure  
Open House Invitation
- k. Employee

8. How certain are you about your intended major?

- a. Very certain
- b. Somewhat certain
- c. Uncertain

9. Please indicate your parents' educational history below.  
(Check appropriate box.)

	PARENTS' HIGHEST EDUCATIONAL LEVEL	
	FATHER	MOTHER
a. Less than high school	<input type="checkbox"/>	<input type="checkbox"/>
b. High school	<input type="checkbox"/>	<input type="checkbox"/>
c. Some college	<input type="checkbox"/>	<input type="checkbox"/>
d. Two-year degree	<input type="checkbox"/>	<input type="checkbox"/>
e. Bachelor's degree	<input type="checkbox"/>	<input type="checkbox"/>
f. Master's degree	<input type="checkbox"/>	<input type="checkbox"/>
g. Doctorate or equivalent	<input type="checkbox"/>	<input type="checkbox"/>

10. Are you a single parent with custody of a child under the age of 18 or a single, pregnant female?

- a. Yes       b. No

11. Have you previously cared for your home and family without pay and are now attending college to develop job skills?

- a. Yes       b. No

# Financial Aid Authorization

This application is used to collect data that will be used in the processing of all grants, loans, and scholarships. You must also submit a Free Application for Federal Student Aid (FAFSA) for your academic year of attendance at [www.fafsa.gov](http://www.fafsa.gov). If you need educational loans, student and/or parent loan applications must also be submitted. Refer to [www.pct.edu/finaid](http://www.pct.edu/finaid) for financial aid information. (FEDERAL TITLE IV CODE – 003395)

What are your planned living arrangements during the school year?

- (1) Live with parents or with other individuals providing you free room and board
- (2) Live off-campus or in own home or apartment and you pay your own room and board
- (3) Live on-campus in College-owned housing

If you are commuting daily, how many miles ROUND TRIP each day? \_\_\_\_\_ miles

Will you receive benefits for educational costs from: (Check Yes or No)

- Office of Vocational Rehabilitation (OVR) .....  Yes  No
- Workforce Investment Act (WIA) .....  Yes  No
- National Guard (EAP).....  Yes  No
- Federal Tuition Assistance (FTA) (National Guard/Reserves) .....  Yes  No

Will you be receiving reduced tuition because of your, your spouse's, or a parent's employment at one of the following? (This does not refer to the \$100 tuition deposit waiver.)

- Penn College  Yes  No
- Penn State  Yes  No

Will you have a bachelor's or a graduate degree by the date of your first enrollment?

- (1) Yes  (2) No

## Statement of educational purpose and crediting of financial aid funds for this and all future academic years at Pennsylvania College of Technology

- I agree to use any money I receive under federal loan, grant, or work-study programs, private alternative loans, and scholarships only for expenses related to my attendance at Pennsylvania College of Technology.
- I agree that at the time of receiving federal aid funds I am not or will not be incarcerated in a Federal or State penal institution.
- I understand that any money I receive under federal or state grant or loan programs will be credited to my account.
- I give my permission to use any credit for funds received through federal or state grant or loan programs, private alternative loans and scholarships towards expenses for the College Store, College-owned housing, meal plan, and parking permit.
- I understand that if I receive aid from another institution of higher education during the period I am enrolled and awarded aid at Penn College, I may need to return some or all of my aid.
- I further understand that, in the event I become ineligible for any aid that has already been credited to my account, I will be responsible for payment in full for any tuition and fees due to Pennsylvania College of Technology.
- I understand that, if I fail to make the payments necessary to satisfy any outstanding balance, my account will be turned over to an outside collection agency. I agree that I will be responsible for all collection costs in addition to the principal and late fees.
- I understand that if I have unpaid financial obligations to the College, I am ineligible to receive services from the College until the financial obligation is satisfied.
- I understand that the College may choose to notify me electronically of my admission status and financial aid eligibility.

**Please sign here** *By signing below, I agree to ALL of the 'bulleted' statements above and I certify that all information on this application is accurate. I understand that any falsification of the above information may invalidate my application.*

Signature \_\_\_\_\_ Date \_\_\_\_\_

**This page must be filled in and signed to complete your application.**