

UNDERGRADUATE APPLICATION PACKET FOR RRC

RURAL REGIONAL COLLEGE OF NORTHERN PA PROGRAMS ARE OFFERED BY GANNON UNIVERSITY
IN PARTNERSHIP WITH THE EDUCATION CONSORTIUM OF THE UPPER ALLEGHENY.

Application for Undergraduate RRC Programs and
High School Dual Enrollment

High School Dual Enrollment Authorization Form

High School Transcript Request



Believe in the possibilities.

Contact us.

- *Financial Aid:* (814) 871-7481
Fax: (814) 871-5826
financialaid@gannon.edu

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(814) 603-1229
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Non-discrimination Policy

It is the policy of Gannon University to affirmatively implement equal opportunity to all qualified applicants and existing students and employees. In administering its affairs, the University shall not discriminate against any person on any basis prohibited by law. All aspects of employment including recruitment, selection, hiring, training, transfer, promotion, termination, compensation and benefits conform to this policy. All aspects of student affairs and education of students including recruitment, admissions, financial aid, placement, access to facilities, student discipline, student life and student employment conform to this policy. Questions or inquiries regarding the University's policy should be directed to the Director of Human Resources, Gannon University, 109 University Square, Erie, PA 16541-0001; phone (814) 871-5615.

Advocate for Campus Accessibility

Dr. Harvey Kanter is the 504/ADA coordinator for students who are impaired in ways requiring accommodation of facilities, programs, or services of the University. Students seeking information or assistance in any matter regarding accessibility or accommodations should contact him at (814) 871-5522 promptly upon admission to the University.

Gannon University pursues a policy of non-discrimination in all activities and programs under its sponsorship. Gannon University makes all decisions regarding selection for admission, financial assistance to students, application for employment, and all other personnel actions without regard to race, creed, color, national origin, age, sex or disability as defined by law. Questions or inquiries regarding the University's non-discrimination policy should be directed to the Director of Human Resources, Gannon University, 109 University Square, Erie, Pennsylvania 16541-0001; Phone (814) 871-5615.

GANNON UNIVERSITY

Enrollment Instructions

for full-time, transient and transfer students

DUAL ENROLLMENT STUDENTS, PLEASE SEE REVERSE ➔

Admissions Process

Please return the completed Admissions Application in the envelope provided. Please type or print clearly. Applicants should submit the following:

- Gannon University Admissions Application (pages 5-6)
- An official high school transcript and **Gannon University Student Transcript Request Form** (page 7)
- A letter of recommendation from a supervisor, peer, guidance counselor, etc. recommending your admission into this program
- Course/site registration form
- On a separate piece of paper, provide a typed one page statement describing your activities since completing high school and your goals for higher education and future employment
- Transfer students should request official transcripts from all colleges attended be forwarded to the Admissions Office

Costs

The tuition cost for those involved in the RRC program (non-High School Dual Enrollees) is \$180 per credit hour in addition to any applicable fees (\$18 per credit for 1-5 credits; \$100 flat fee for 6 credits or more) and books.

Financial Aid Process

File the Free Application for Federal Student Aid (FAFSA) form at www.fafsa.ed.gov. We recommend you submit this form online as soon as possible after October 1. All requests from the Financial Aid Office for information should be returned promptly.

Gannon requires all students who want to be considered for financial aid (including loans) to file the Free Application for Federal Aid (FAFSA) and to list Gannon University, code 003266.

Instructions

Student Transcript Request

Please complete the top portion of the transcript request form and mail it to your high school. Gannon's accreditation requires complete academic files showing that all enrolled students have completed high school. All transcripts become the property of Gannon University and cannot be returned to the applicant nor forwarded to a third party.

GED students must submit an official transcript showing all years of high school completed as well as an official report of the GED scores. Students who completed their GED in Pennsylvania can request copies of their scores by sending their name, date of birth, social security number, and year they tested to the following address:

The Department of Education
Commonwealth Diploma Program
333 Market Street
Harrisburg, PA 17126-0333

Please visit the Department of Education website at www.education.state.pa.us for fee information and to print a form.

Transfer Students

Request that an official transcript be forwarded to the Admissions Office from all colleges attended. Official transcripts must be received to complete the file and in order to transfer any credits to Gannon. All transcripts become the property of Gannon University and cannot be returned to the applicant nor forwarded to a third party.

Transfer students with fewer than 30 college credits must also submit an official copy of their high school transcript.

Transfer students may be asked to submit a college clearance form from the Dean of Students at the most recent college attended. Receipt of this form is required in order for students to complete final registration.

Academic Programs

Carefully review the academic program listing below. Select the major that best suits your academic interest and indicate the program and code number on the application.

Business

Associate's Degree Programs

Business Administration (AS-BADM-UO)

Humanities and Social Sciences

Associate's Degree Programs

Interdisciplinary Studies (AA-INTRDISP-UO)

It is imperative that you have access to a computer and the internet in order to participate in these programs and complete the courses.

GANNON UNIVERSITY

Enrollment Instructions

for high school dual enrollment students

Admissions Process

Please return the completed Admissions Application in the envelope provided. Please type or print clearly. Applicants should submit the following:

- **Gannon University Admissions Application** (pages 5-6) *Be sure to select "High School Dual Enrollment" in the "Applying For" Section*
- An official high school transcript and **Gannon University Student Transcript Request Form** (page 7)
- A **High School Dual Enrollment School Authorization Form** (insert) signed by your guidance counselor or principal
- Course/site registration form

Eligibility

High School Dual Enrollment can begin following the completion of sophomore year and ends after the spring semester of senior year.

Seniors

Seniors with at least a 3.25 cumulative GPA on a 4.0 scale may be eligible for admission as a High School Dual Enrollee. Students applying to take classes starting in the fall of their senior year can take no more than nine credit hours/semester at any one/or a combination of Gannon's dual enrollment sites.

Juniors

Juniors with at least a 3.5 cumulative GPA on a 4.0 scale may be eligible for admission as a High School Dual Enrollee. Student's applying to take classes starting in the summer following the completion of their sophomore year and into their junior year can take no more than six credit hours/semester at any one/or a combination of Gannon's dual enrollment sites.

Continuing Enrollment Eligibility

Once a student is accepted into the Dual Enrollment program, subsequent enrollment requires a minimum of 2.00 or better in each Gannon course and continued approval by high school guidance counselor/principal. Student must also submit a new School Authorization Form to the Office of Admissions for each semester.

Costs

The tuition cost for High School Dual Enrollees is \$60 per credit hour in addition to any applicable fees (i.e. course fees, lab fees) and books. If a course has a '#' in front of the class an additional fee will be charged. The fee will vary based on course. Please refer to Gannon's Dual Enrollment website or see your guidance counselor for more information.

Registration for Courses

Initial registration will be coordinated by the Office of Admissions in conjunction with the Registrar's Office. Once a student is accepted as a Dual Enrollee and has paid tuition in full, the student will be registered.

Payment

Students applying for High School Dual Enrollment must submit payment in full for the course(s), which includes the cost of the credits and all applicable fees (ie. course fees, lab fees) at the time of application.

Refunds as a High School Dual Enrollee will follow the same guidelines as part time students credited with 80% of the tuition he/she has been charged if he/she withdraws properly within the first week of the semester, 60% if within the second, 40% if within the third. There is no reduction of the charges after the third week. In terms shorter than a semester, a credit of 75% of tuition will be made for proper withdrawal

within the first week of the term and none thereafter. There will be no refund of fees paid.

Transfer of Dual Enrollment Credits

All colleges and universities have specific policies regarding acceptance of transfer, dual enrollment, and Advanced Placement credits. High school students, particularly those interested in graduate or professional schools (i.e. Pharmacy, Law, or Medical Schools) should know that some colleges, universities and graduate and professional schools can choose not to accept/recognize dual enrollment, articulation or advanced placement credits. Therefore, any high school student who enters into a dual enrollment or articulation program or who takes advanced placement credits must realize that the professional schools could require such students to take additional higher level courses in the same discipline or meet other criteria to compensate for dual enrollment/articulation/advance placement credit. It is highly recommended that, before dual enrolling, students should discuss specific transfer and dual enrollment policies with the Program Directors at the colleges and universities to which they are planning to apply/transfer.

Online Resources

Dual Enrollment webpage:
www.gannon.edu/dual
Grades: my.gannon.edu

Questions?

Please contact us at (814) 603-1229.
Mail all materials to:
Potter County Educational Council
PO Box 5
Coudersport, PA 16915
Fax: (814) 274-4887

Application for Undergraduate RRC Programs

(Please Print All Information)

First Name _____ Middle Name _____ Last Name _____ Suffix _____

Nickname or Preferred First Name _____ Other last name(s) under which your transcripts might be submitted _____

Home/Permanent Address (Number and Street) _____ _____ _____ City, State/Province, Zip/Postal _____ Country _____	Social Security Number (U.S. Citizens Only) _____ Birth Date _____ <input type="checkbox"/> Male <input type="checkbox"/> Female Home Telephone Number (Including Area Code) _____ Cell Phone Number (Including Area Code) _____ E-mail Address _____ Preferred Contact Method (Check One) <input type="checkbox"/> Home Phone <input type="checkbox"/> Cell Phone <input type="checkbox"/> E-mail
Mailing Address (if different than Home/Permanent address) _____ _____ _____ City, State/Province, Zip/Postal _____ Country _____	

Citizenship/Language (Check One)

U.S. Citizen Dual U.S. Citizen U.S. Permanent Resident: Visa Type _____ Alien Registration # _____

Other Citizenship: Visa Type _____ Country of Citizenship _____ Country of Birth _____

First/Native Language _____

<p>Ethnicity/Race (Optional; this information is for statistical purposes only and has no bearing on admission to the University.)</p> Are you Hispanic/Latino? <input type="checkbox"/> Yes <input type="checkbox"/> No Check the following race(s) that apply to you: <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Black or African American <input type="checkbox"/> White <input type="checkbox"/> Asian <input type="checkbox"/> Native Hawaiian or Other Pacific Islander
<p>Religious Affiliation (Optional; this information is for statistical purposes only and has no bearing on admission to the University.)</p> <input type="checkbox"/> Roman Catholic <input type="checkbox"/> Greek Catholic <input type="checkbox"/> Greek Orthodox <input type="checkbox"/> Jewish <input type="checkbox"/> Baptist <input type="checkbox"/> Episcopal <input type="checkbox"/> Lutheran <input type="checkbox"/> Methodist <input type="checkbox"/> Presbyterian <input type="checkbox"/> Other: _____

Additional Personal Information (Check if applicable.)

Currently serving on active duty in the U.S. Armed Forces (for purposes other than training) Veteran of the U.S. Armed Forces

Have you ever been convicted of a misdemeanor, felony or other crime? Yes No

Do you plan to pursue a degree at Gannon University? Yes No

<p>Applying for:</p> <input type="checkbox"/> Fall 20____ Term <input type="checkbox"/> Spring 20____ Term <input type="checkbox"/> Summer 20____ Term	<p><u>Full-time (12 or more credits)</u></p> <input type="checkbox"/> Freshman (1st time in college) <input type="checkbox"/> Transfer (attended another college)	<p><u>Part-time (less than 12 credits)</u></p> <input type="checkbox"/> Freshman (1st time in college) <input type="checkbox"/> Transfer (attended another college) <input type="checkbox"/> Transient (guest student) <input type="checkbox"/> High School Dual Enrollment
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Area of Academic Interest (List only one, extras listed will not be considered. Not applicable for High School Dual Enrollment Students)

See academic programs offered on page 3.

Major _____

Academic Program Code _____

High Schools/Secondary Schools Attended

Name _____	Location _____
Name _____	Location _____
Year of Graduation _____ or GED Received (month/year) _____	

Colleges and Institutions Attended (Include ALL colleges attended; list most recent first)

Name _____	City, State _____	Number of credits completed _____	Currently enrolled? <input type="checkbox"/> Yes <input type="checkbox"/> No
Name _____	City, State _____	Number of credits completed _____	Currently enrolled? <input type="checkbox"/> Yes <input type="checkbox"/> No
Name _____	City, State _____	Number of credits completed _____	Currently enrolled? <input type="checkbox"/> Yes <input type="checkbox"/> No
Name _____	City, State _____	Number of credits completed _____	Currently enrolled? <input type="checkbox"/> Yes <input type="checkbox"/> No

Please have official copies of all high school and college transcripts forwarded directly to the Center for Adult Learning, Gannon University, 109 University Square, Erie, PA 16541-0001.

Employer Information

Name _____	Position _____	Number of Years _____	
Address _____		Phone Number (Including Area Code) _____	
Will you receive tuition reimbursement from your employer? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If not employed, please indicate previous employment history:			
Type of Work _____	Dates _____	Employer _____	Address _____
Type of Work _____	Dates _____	Employer _____	Address _____

Parent/Guardian/Family Information

Name of Father/Guardian (<input type="checkbox"/> Living <input type="checkbox"/> Deceased) _____	Name of Mother/Guardian (<input type="checkbox"/> Living <input type="checkbox"/> Deceased) _____
Address _____	Address _____
City, State/Province, Zip/Postal _____ Country _____	City, State/Province, Zip/Postal _____ Country _____
<input type="checkbox"/> 8 years or less of elementary school <input type="checkbox"/> Some high/secondary school, but not diploma <input type="checkbox"/> Graduated from high/secondary school (or equivalent) <input type="checkbox"/> 1 to 3 years of college (including study at a technical, community or junior college) <input type="checkbox"/> A 4-year undergraduate college degree (bachelor's degree) <input type="checkbox"/> A master's degree <input type="checkbox"/> A professional degree (medicine, dentistry, law, philosophy or other similar degrees)	<input type="checkbox"/> 8 years or less of elementary school <input type="checkbox"/> Some high/secondary school, but not diploma <input type="checkbox"/> Graduated from high/secondary school (or equivalent) <input type="checkbox"/> 1 to 3 years of college (including study at a technical, community or junior college) <input type="checkbox"/> A 4-year undergraduate college degree (bachelor's degree) <input type="checkbox"/> A master's degree <input type="checkbox"/> A professional degree (medicine, dentistry, law, philosophy or other similar degrees)
Employer/Occupation _____	Employer/Occupation _____
Gannon Graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, indicate class year _____	Gannon/VMC Graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, indicate class year _____

My signature below indicates all information in my application is complete, accurate and honestly presented. I am also granting Gannon University permission, if necessary, to request any missing credentials and verify that all information is correct. I understand any misrepresentation may void my application.

Signature _____	Date _____
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Student Transcript Request

Applicants:

Please complete the top portion of this form and send it to your high school guidance office. This is required of all applicants with fewer than 30 college credits. All records become the property of Gannon University and cannot be returned nor forwarded to a third party.

 First Name Middle Name Last Name Suffix

 Other last name(s) under which your transcript(s) might be submitted

 Home Telephone Number (Including Area Code) Social Security Number

 Address (Number and Street) City State Zip/Postal Code

 High School Name Location Year of Graduation

 Area of Academic Interest at Gannon University

Transcript Release Authorization

 Signature Date

Guidance Counselors:

Our review process is very personal and we work to give applicants every possible opportunity. Therefore, we appreciate your cooperation in providing the following information.

Along with this form,

1. Please submit a copy of the high school transcript, including senior year courses, for the above-named student to:
 Center for Adult Learning • Gannon University • 109 University Square • Erie, Pennsylvania 16541-0001

2. _____
 Weighted GPA Unweighted GPA

3. _____
 Overall Rank in Class/Total Number in Class We do not rank

**Note: SAT/ACT scores must also appear on student's transcripts or be sent directly to Gannon in order for the University to consider scores official. SAT/ACT scores are not required for admission to Gannon University outreach programs.*

4. SAT Scores:* _____
 Verbal /Critical Reading Math Writing

5. ACT Scores:* _____
 Verbal Math Reading Sci. Reasoning Composite

6. Do you weight your honors and/or AP course grades to:
 Calculate grade point average and rank Calculate rank only No course weighting is used

7. Please list all appropriate grading information in the format below. Your assistance is needed to evaluate each student fairly.

	Grading Scale	Honors-level quality points	AP-Level quality points
A (4 quality points) =	_____	_____	_____
B (3 quality points) =	_____	_____	_____
C (2 quality points) =	_____	_____	_____
D (1 quality point) =	_____	_____	_____
F (0 quality points) =	_____	_____	_____

8. Indicate your specific recommendation of this student to the Admissions Committee at Gannon University:
 recommended highly not recommended
 recommended no basis for judgment
 recommended with reservation

9. Please send a copy of your current High School Profile including a grading scale.

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