



Thaddeus Stevens Dual/Early Enrollment Checklist

Registration Process

- ☐ Schedule a meeting with your counselor to discuss if dual enrollment is the right fit for you.
- ☐ Complete the School District of Lancaster Dual Enrollment Request form and get your counselor and campus administration's approval. You can get a request form from the College and Career Center (JP 147, East A126) or the counseling office.
- ☐ Once approved, visit the College and Career Center to discuss next steps.
- ☐ Complete the online Thaddeus Stevens application. Note that applications require student *and* parent/guardian signatures to be processed. Access the online application at: www.tinyurl.com/StevensEarly.
- ☐ Ask your counselor to send your transcript. You can request this in-person or via Xello.
- ☐ Once Thaddeus Stevens receives your application and transcript, you will receive an email to schedule a placement test. Schedule a placement test at this time. You can register at <https://stevenscollege.edu/admissions/entranceexam/>. The placement test is available Monday-Friday at 10am. **McCaskey is offering transportation to and from the placement test on November 7th, 2019.**
- ☐ Prepare for the placement test by visiting <https://accuplacerpractice.collegeboard.org/> and taking practice exams
- ☐ Take the placement test. You must have a photo ID to test.

If Accepted:

- ☐ Complete all required paperwork and drug screening within 30 days of receiving it from Thaddeus Stevens (if you do not submit your paperwork in time your acceptance will be at risk).
- ☐ Complete Federal Student Aid ID (FSA ID) <https://fsaid.ed.gov> and Free Application for Federal Student Aid (FAFSA) <https://fafsa.ed.gov>. The College and Career Center (JP 147, East A126) can guide your through this process.

Important Dates

- ☐ First Round of Application Decisions: January 31st, 2020 (application and placement test must be completed by January 24th)
- ☐ Second Round of Application Decisions: March 31st, 2020 (application and placement test must be completed by March 24th)