

Millersville University Dual Enrollment Checklist

- ☐ 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 Millersville University Dual Enrollment Application. Students should submit an electronic application for Dual Enrollment (Paper applications are no longer accepted). Note that you will need your SAT or PSAT scores for the application.
- ☐ Ask your counselor to send your transcript to Millersville. You can do this in person or via Xello.
- ☐ 2-3 weeks after the application date, students will receive a communication to their application email including admissions information and course(s) confirmation. Parents and school counselors will be included on this email. If you are interested in taking a course in mathematics or a foreign language, you will be required to take a placement test:
 - ☐ Foreign Language: Students must contact Dr. Susan Nimmrichter in the Foreign Languages Department at 717-871-7154 to arrange for placement testing.
 - ☐ Mathematics: Students must contact Dr. Delray Schultz in the Mathematics Department at 717-871-7668 to arrange for placement testing.
- ☐ Complete the Transcript Request Form at Millersville to ensure your final grades are sent to McCaskey. This will ensure you get high school course credit.
- ☐ After students are placed into courses, students are encouraged to check their Millersville University email address regularly for important updates related to their course(s). Parents and school counselors will not be included on emails sent to Millersville University email addresses.
- ☐ Pick up your textbooks at the Millersville University bookstore. Give them your name and inform them you are a student from McCaskey. You will have an account on file to purchase textbooks which will be billed to McCaskey directly.
- ☐ Purchase a student ID and a parking pass (if needed). Save the receipt(s) and submit to Melissa Rhynes at the JP McCaskey office for reimbursement. You will need to complete additional paperwork for this component.
- ☐ Please contact Katy Charles-Admission Office @katy.charles@millersville.edu if you should have any questions.
- ☐ Stay in contact with the College and Career Center – (East A126 or JP 147)