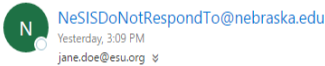


**Peru State College** **Dual Enrollment Online Application Process**  
COUNSELORS

Each time one of your students completes the online Dual Enrollment Application you will receive the following email.

Please note: You will not have immediate access to your students' information. There is a delay period (approximately 24 hours) from the time your student submits their application to the time you will be able to access their information.

PSC Early Entry Student Information



Dear Jane Doe,

Your student Billy Bobcat, has applied for early entry admissions to Peru State College. In order to complete the application we need you to log into our online form at the URL listed below:

In order for Billy Bobcat to be eligible for early entry admissions to PSC you must meet the following four criteria:

- 1. Be juniors or seniors.
- 2. Be recommended by the high school academic staff.
- 3. Meet the prerequisites of the courses; and
- 4. Have a cumulative grade point average of B or its equivalent or better; or rank in the top half of their high school class; or earn an ACT composite score of at least twenty (20); or an equivalent score on another valid assessment.

Please use these credentials to log in and verify the above information for Billy Bobcat

Your User ID : Your Username will appear here  
Password is : Your password will appear here

[https://cs1stsc.nebraska.edu/psc/cs1stsc/EMPLOYEE/HRMS/tz/OAA\\_ONLINE\\_APPLICATION.OAA\\_RECMDNER\\_LOGIN.GBL?Page=OAA\\_APPLICATION26&Action=U&OAA\\_REC\\_TEMPLATE\\_ID=NBP\\_COUNSELOR](https://cs1stsc.nebraska.edu/psc/cs1stsc/EMPLOYEE/HRMS/tz/OAA_ONLINE_APPLICATION.OAA_RECMDNER_LOGIN.GBL?Page=OAA_APPLICATION26&Action=U&OAA_REC_TEMPLATE_ID=NBP_COUNSELOR)

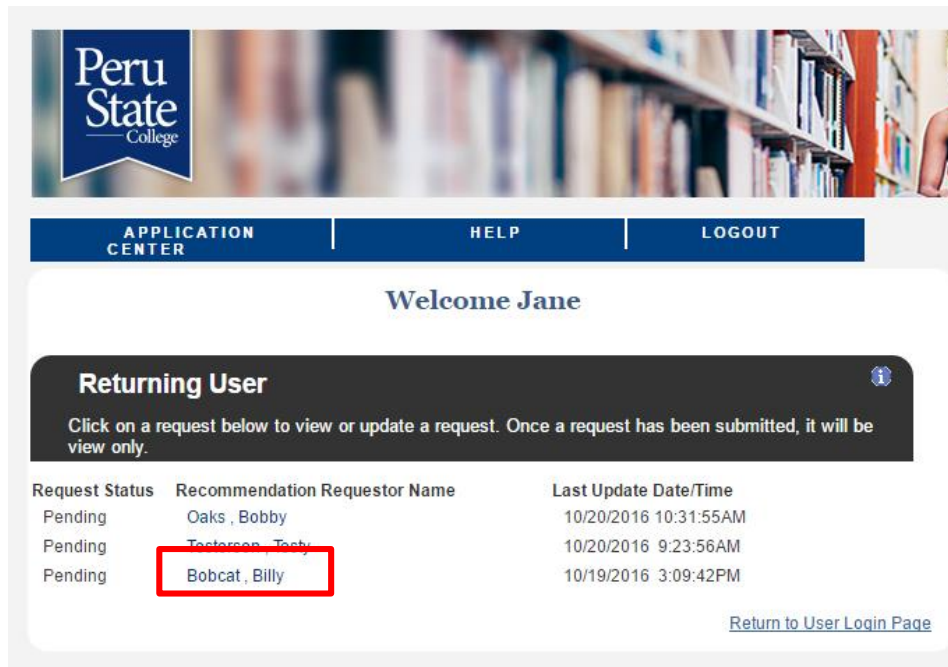
We appreciate your willingness to promptly complete this request.

This is an automatically generated email, please do not click reply. If you have questions concerning this process, please contact the Distance Education & Online Services Department at 888-258-5558.

You will click the link provided and use the User ID and password in the email to access your student's application and complete the counselor approval process.

*Your counselor User ID and password will remain the same for you to access all of your student's applications.*

Once you log in you will see a list of your students who have completed the Dual Enrollment Application.



Peru State College

APPLICATION CENTER | HELP | LOGOUT

Welcome Jane

**Returning User** ⓘ

Click on a request below to view or update a request. Once a request has been submitted, it will be view only.

Request Status	Recommendation Requestor Name	Last Update Date/Time
Pending	Oaks , Bobby	10/20/2016 10:31:55AM
Pending	Tectorson , Toby	10/20/2016 9:23:56AM
Pending	<b>Bobcat , Billy</b>	10/19/2016 3:09:42PM

[Return to User Login Page](#)

Click on the student's name to complete their counselor approval.

If you have a student who has completed the application and you do not see them in your account, it is possible they either did not hit the 'email counselor' button during their application process or they may have put in an incorrect email address for you. Please have them go back into their application and check these two items.

Once you click on a student's name you will be taken to a summary of their application. This is where you will verify their eligibility and input their course enrollment.

Student Eligibility Requirement

Student Information

APPLICATION CENTER | HELP | LOGOUT

To be eligible for early entry courses at PSC a student must meet the following criteria:

1. Be juniors or seniors;
2. Be recommended by the high school academic staff;
3. Meet the prerequisites of the courses; and
4. Have a cumulative grade point average of B or its equivalent or better; or rank in the top half of their high school class; or earn an ACT composite score of at least twenty (20); or an equivalent score on another valid assessment.

**Student Information**

Student Information

Last Name: Bobcat  
 First Name: Billy  
 Academic Institution: Peru State College  
 Admit Term: Spring 2017  
 Academic Career: Undergraduate  
 Academic Program: Early Entry  
 Academic Plan: High School Early Entry  Consent to view waived?

**Departmental Questions**

Questions marked with an asterisk \* are required.

Student High School Record

\* Verify the student's high school GPA or Class Rank.

Enter the student's high school GPA

Verify the student's highest ACT/SAT scores.

Enter the student's ACT/SAT score, if applicable.

\* List the courses the student will be taking at Peru State College.

Enter the student's Dual Enrollment course enrollment(s) here.

We recommend you copy and paste the appropriate course information directly from the course list you were sent for that particular term.

Peru State College

**Early Entry Courses**  
Your High School  
Term

Get on the fast track to college by enrolling in the Early Entry program at Peru State College!

Call #	Department	Course #	Section	Course Title	Credit Hours
12616	CHEM	101	00XL	General Chemistry	4
12618	EDUC	208	00XL	Teacher Education: Principles and Practicum	3
12619	ENG	202	00XL	Appreciation of Literature	3
12620	HIST	114	00XL	American History After 1865	3

Please make sure you are using the most recent course list for your school as course call numbers change every semester.

To Enroll Students Must:

1.) Be juniors or seniors; 2.) Chosen by the high school academic staff; 3.) Meet the prerequisites of the courses; 4.) Have a cumulative grade point average of B or its equivalent or better; or rank in the top half of their high school class; or earn an ACT composite score of at least twenty (20); or an equivalent score on another valid assessment.

The deadline for ~~Traditional~~ Early Entry applications is: **Date applications are due**

**Tuition** Early Entry tuition is \$60 per credit hour. First time students are required to pay an additional one-time matriculation fee of \$15.

Also, please make sure you are using the correct call numbers to indicate if the course is online or in the high school classroom.



## Parent Authorization Form

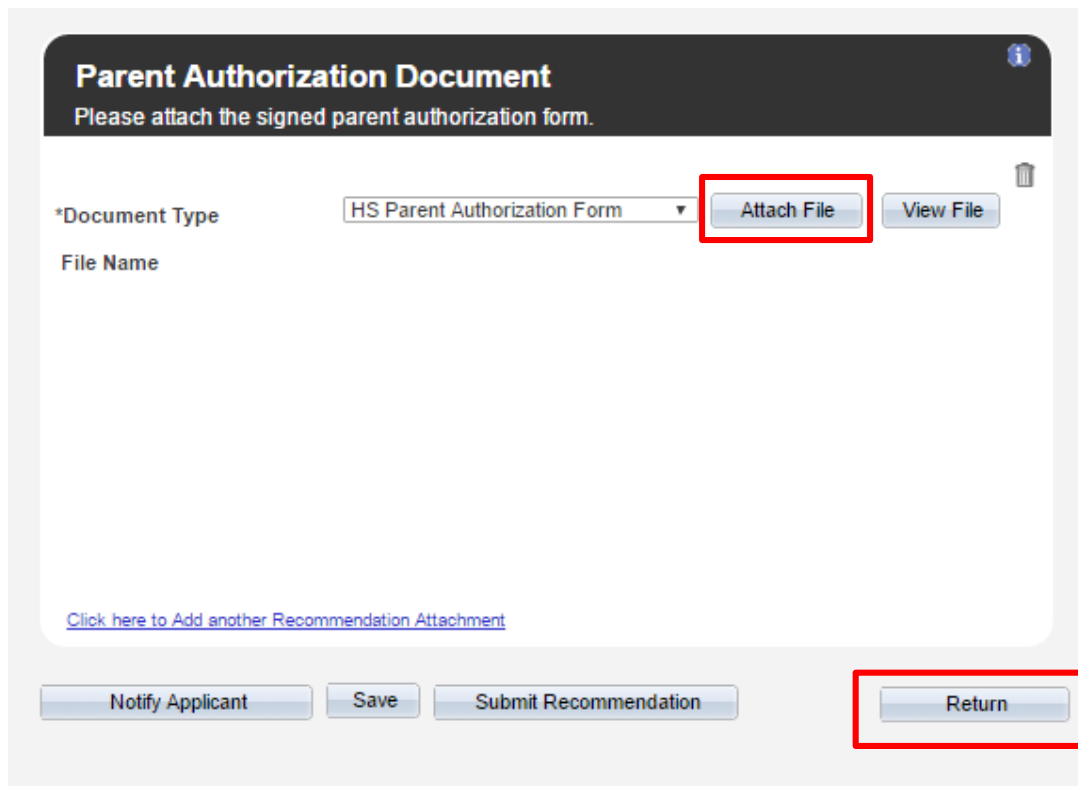
If your student has returned a signed and completed Parent Authorization Form, you can save the document to your computer and attach it here.

Or

You can also skip this step during the approval process and send the completed Parent Authorization Form(s) to our office via email or fax. **However, please keep in mind that all students will be required to have a signed Parent Authorization Form turned in before they can be enrolled in courses.**

**Parents can also complete and submit this form online at [www.peru.edu/dualenrollment](http://www.peru.edu/dualenrollment).**

Click 'Return' to complete your approval process for this student.



The screenshot shows a web interface for uploading a Parent Authorization Document. At the top, a dark header contains the title "Parent Authorization Document" and the instruction "Please attach the signed parent authorization form." Below this, there is a dropdown menu for "Document Type" currently set to "HS Parent Authorization Form". To the right of the dropdown are two buttons: "Attach File" and "View File". The "Attach File" button is highlighted with a red rectangle. Below the dropdown is a "File Name" label and a large empty text area for the file name. At the bottom of the form area, there is a blue link: "Click here to Add another Recommendation Attachment". At the very bottom of the interface, there are four buttons: "Notify Applicant", "Save", "Submit Recommendation", and "Return". The "Return" button is highlighted with a red rectangle.

***Thank you for your assistance in this process!***