

Dual Enrollment Application Instructions



1. Click on **Apply Now** button on Savannah Tech home page.



HOW TO APPLY

If you would like to download a printable form of this checklist, [click here](#).

STEP 1: COMPLETE AN APPLICATION

- **Online Application** [CLICK HERE](#) **Create an account and get started now!** The application fee for new and transfer students is \$25.00, which must be paid online by either a check or credit card. **Dual Enrollment** students do not pay the application fee.

(When you apply online, you can [check your application status](#) by clicking the above link and logging back into your application using the same web ID and pin you created. Once logged in, just click on the application to see a check list of items needed.)

Getting Started

Student Segments

New Student Resources

Admissions Forms

Financial Aid

2. Click on **Red Click Here** link.

Welcome to the online application for admissions to Savannah Technical College.

First-time users, click the **First time user account creation** button to create your account. **Returning applicants** please enter in the boxes below your login information you set up previously to **create, edit, or check the status** of your application.

IMPORTANT: If you lose or forget your PIN it **cannot** be retrieved. You will have to create a whole new account.

Please note that this is only the **first step** in the admissions process. You will need to provide us with your official **high school or GED transcript**, college transcripts for **all colleges previously attended**, and lawful presence documentation. You may also need to take our Accuplacer placement test. To find out more information about the application process, please click the [How to Apply](#) link below.

[How to Apply](#)

If you would like to **change your major, please **do not** fill out another application. You must speak with an admissions representative to assist you in this process.**

Login ID:

PIN:

Login

[First time user account creation](#)

[Return to Homepage](#)

3. Click on **First time user account creation**.

Please create a Login ID and PIN.

Your login ID can be up to nine alphanumeric characters.

Your PIN must be six numbers. Enter your PIN again to verify it and then select Login. Your ID and PIN will be saved.

IMPORTANT: Your PIN cannot be retrieved if you lose it. Write down this information so you can log back in and check your application status or create a new application.

Your PIN can be up to 15 numeric characters. Minimum 6 numeric characters are required. Enter your PIN again to verify it and then select Login. Your Login ID and PIN will be saved.

Create a Login ID:

Create a PIN:

Verify PIN:

Login

[Return to Homepage](#)

4. Create a **Login ID** and **PIN**. Your Login ID can be letters and numbers. Your PIN must be numbers only. **Make sure you remember or write them down** so you can log back in. **Your PIN cannot be retrieved if you forget it!** Then click **Login**.

Please read below and select the appropriate option from the **Application Type** box.

Beginning Student : I have never attended any college before.

High School Student : I am a high school student applying as a dual enrollment student.

Returning Student : I have attended Savannah Technical College in the past, but have been out several semesters.

Transfer Student : I have attended another college before that was not Savannah Technical College.

Transient Student : I have permission from my current college to take specific courses at Savannah Technical College.

Application Type: **High School Student-Dual**

Continue

[Return to Application Menu](#)

5. Select **High School Student Dual** from the drop down list. Then click Continue.

Select the term you want to apply for and then enter your name. When you're finished, click **Fill Out Application** to continue.

* - indicates a required field.

Application Type: High School Student MOWR

Admission Term:* **Fall Semester 2017**

First Name:*

Middle Name:

Last Name:*

Fill Out Application

[Return to Application Menu](#)

6. Select the term you want to attend. Fill in your name **capitalizing the first letter of each name**. Click on Fill out Application.

This is a checklist of your application sections. When you enter data in a section, a checkmark will appear by that section. When you have provided all the application information, click **Application is Complete** to start the application process. Incomplete applications may be updated at a later time.

Please verify all required items are complete. If you do not complete **all** checklist sections before making payment, you will be required to provide additional documentation to complete your enrollment.

Name Personal Information

Mailing Address and Phone High School

Cell Phone Planned Course of Study

Application is Complete

[Questions? Ask Admissions](#)

7. You must complete all items on this checklist. Click on the first item that says name.

Name (Checklist item 1 of 6)

Directions:
Please enter your name, using **upper and lower case**.
*** If you have attended school using different names please be sure to enter the previous name so that we may match your transcript to your application.***
When you're finished, click **Continue** to navigate to the next section.

* - indicates a required field.
Last Name:* Doe
First Name:* Jane
Middle Name: Alice
Prefix:
Suffix:

Checklist Continue Finish Later

[Return to Checklist without saving changes](#)

8. Make sure your name is filled in and capitalized correctly. Then click **Continue**.

* - indicates a required field.
Street Line 1:* 1 My Place St
Street Line 2: Apt 2
City:* Savannah
State Code:* Georgia
ZIP:* 31405
County:* Chatham
Phone Number (xxxxxx)-(xxxxxxxxxx) (xxxxxxxxxx extension):* 912 - 5555555 x

Checklist Continue Finish Later

[Return to Checklist without saving changes](#)

9. Fill in your address with proper spacing and capitalization. If you live in an apartment, the number goes on line 2. **When entering your phone number, put the area code in the first box and then the rest of the phone number (all seven digits) in the second box. Leave the third box blank.** See example. Then click Continue.

Cell Phone (Checklist item 3 of 6)

Provide your cell phone number. When you provide a cell phone number you are granting Savannah Technical College permission to contact you by voice or text messages.
Enter the area code in the first box and the next 7 digits in the second box.
When you're finished, click **Continue** to navigate to the next section.

Phone Number (xxxxxx)-(xxxxxxxxxx) (xxxxxxxxxx extension): 912 - 5555555 x

Checklist Continue Finish Later

[Return to Checklist without saving changes](#)

10. If you have a cell phone, enter it here. Even if you already entered it on the previous screen. Use the same format as before (area code in the first box and the rest of the number in the second box). Leave the third box blank. Click Continue.

* - Indicates a required field.

Email: myemail@gmail.com

Verify e-mail address: myemail@gmail.com

SSN (XXXXXXXX): 111223333

Gender: Male Female

Birth Date: Month February Day 14 Year (YYYY) 2001

What is your ethnicity?

Ethnic Category: Hispanic or Latino Not Hispanic or Latino

Select one or more races to indicate what you consider yourself to be.

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

Citizenship: United States Citizen

Are you a military Spouse or Dependent?: Dependent/Spouse Active Army

Did your mother/parent graduate from college? Yes No

Did your father/parent graduate from college? Yes No

Checklist Continue Finish Later

[Return to Checklist without saving changes](#)

11. Answer **all** of the questions on this page. If you were born in America, you are a United States Citizen.

High School Code: [Lookup High School Code](#)

If School not found:

High School Name:

High School Street1:

High School City:

High School Zip Code:

High School State: None

Enter or View another High School

Checklist Continue Finish Later

12. Click Lookup High School Code. Then follow the steps of selecting your State, Country, and City to find your high school. Then click Copy selected High School information to Data Entry form. You only need to list the high school you are currently attending. Then click continue.

Planned Course of Study (Checklist item 6 of 6)

1. All Health Science diploma and associate degree programs are considered competitive admission programs. Students intending to enroll in an associate degree Health Science program must select "Health Science TCC". Students intending to enroll in a Health Science diploma program should select "Health Care Assistant TCC".

2. Click Enter Other Majors, Minors and Concentrations (a Concentration box will appear under Planned Course of Study).

3. Select your desired Health Sciences program from the concentration box.

4. When you are finished, click **Continue** to navigate to the next section.

Planned Course of Study: Institutionally Accepted

What campus do you want to attend: Crossroads, Effingham, Ft. Stewart, Liberty, or Savannah? Savannah

Checklist Continue Finish Later

[Return to Checklist without saving changes](#)

13. Choose **Institutionally Accepted** as your Planned Course of Study and type Savannah for the campus you want to attend. Then click Continue.

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Please verify all required items are complete. If you do not complete **all** checklist sections before making payment, you will be required to provide additional documentation to complete your enrollment.

- ✓ Name
- ✓ Mailing Address and Phone
- ✓ Cell Phone
- ✓ Personal Information
- ✓ High School
- ✓ Planned Course of Study

Application is Complete Finish Later

[Questions? Ask Admissions](#)

14. Make sure all items on checklist have a red check and then click Application is Complete. Then click I agree to the Terms and Conditions.