

Institution Account (+)

Enrolled Students (+)

Applications (-)

This section is for applicants not yet enrolled.

Scholarship Certification & Application Application

View Applicants

Scholarship Recertification of Eligibility

Annual Report | View Submissions

Forms Deletion

Delete Submissions

To add Double Credit 3 IMPORTS to your ANNUAL REPORT  
Start with your Annual Report and select ADD new Student by Clicking Here

Add new students by [clicking here](#)

**Imports for 2016-2017**

Continue to Page 2 and Page 3 for the rest of the story.

When you select the Double Credit Program option the Drop Down Box contains ONLY TE DC 3 approved Programs Select the correct DC 3 Program and then Add Student

All students added in the fashion appear immediately on your Annual Report.

There is a \$35 per DC 3 import fee. Open your Annual Report, select Submit and the Participation Fee Invoice generate.

**Students**

Last Four Digits of SSN or another number that is unique to the student  REQUIRED

Last Name  REQUIRED

First Name  REQUIRED

Address

Email

Parent

Parent Email


Eligible Semesters Slide Number  REQUIRED

Entry Class  REQUIRED

Entry Semester  Fall 2016  Winter 2017  Fall 2017  Winter 2018  REQUIRED

Program Option  Traditional  Double Credit Program (\$35 fee) [What is this?](#)

Importing Institution (School Student will Attend)  REQUIRED



Check out the Annual Report Imports

Dodson, Janet	1234	DC3	9/1/2016	6/1/2020	8
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Once you confirm the DC 3 students appear Click the submit button and an updated P-Fee Invoice is generated. Notice it even tells you Participation Fees & Double Credit Participation Fees.

Fee Type	Amount	
Participation Fees	\$35.00	(1 exported students)
Double Credit Participation Fees	\$35.00	(1 double credit students)
Fees Paid	\$0.00	
Balance Due	\$70.00	

And what you owe to date. This example had not yet paid any 16-17 P-fees.

*Please note: This invoice reflects Participation Fees ONLY. You were billed separately for Institutional Membership Dues.*