Dakota College at Bottineau
DCB Online Application Process

New Students Only:

All new dual credit students must complete the Online Application for Admission. This is a two-step process that requires students to "Create an Application Account" and then to "Complete the Online Application for Admission." The application process is the first step in enrolling as a DCB student. Here are the step-by-step instructions on how to complete the online application.

All students need to fill out this application themselves. All information must be the students' personal information, especially the personal email. All applications must be signed and submitted by the student and no one else. If a parent/guardian is completing the application for the student, the application will be marked as fraudulent.
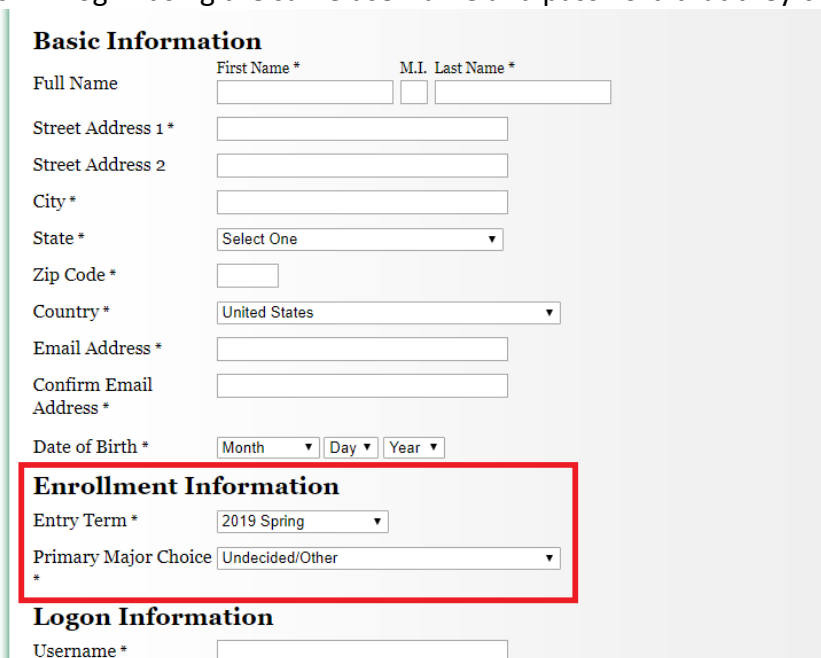
Step 1: Create an Application Account:

Follow the link to the Online Application for Admission.

1. Click "Create Account".
2. When filling out the information, students must put their **mailing** address in line "Street Address 1". Leave line "Street Address 2" blank.
3. Fill in the line "Email Address" with the **student's** most often checked personal e-mail.

Please note that the Mailing and Email addresses must match those provided in filling out the Online Application for Admission and filling out the Enrollment Form.

4. Under "Enrollment Information", select 2019 Fall for "Entry Term" and Undecided/Other for "Primary Major Choice". See picture below.
   The password that the student will choose must contain 1 uppercase letter, 1 lowercase letter, 1 number, and 1 special character, as well as being between 8 and 30 characters. For example: Lumberjack19!
5. Once the student accepts the terms and submits, they must choose "Start Application" at the top of the page.
6. Students will log in using the same username and password that they created.

Basic Information

	First Name *	M.I.	Last Name *
Full Name			

Street Address 1 *

Street Address 2

City *

State * | Select One

Zip Code *

Country * | United States

Email Address *

Confirm Email Address *

Date of Birth * | Month | Day | Year

Enrollment Information

Entry Term * | 2019 Spring

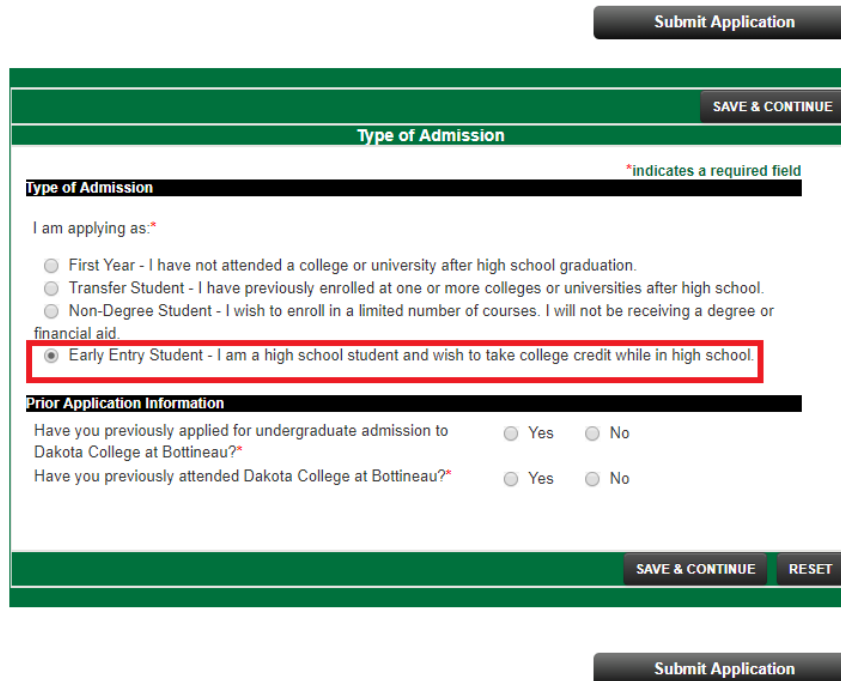Primary Major Choice * | Undecided/Other

Logon Information

Username *

Step 2: Complete the Online Application for Admission

Please note that only lines or questions with a red asterisk are required. The exception is Social Security Number, which we are requiring.

1. Type of Admission
   - Choose "Early Entry Student" boxed in red.
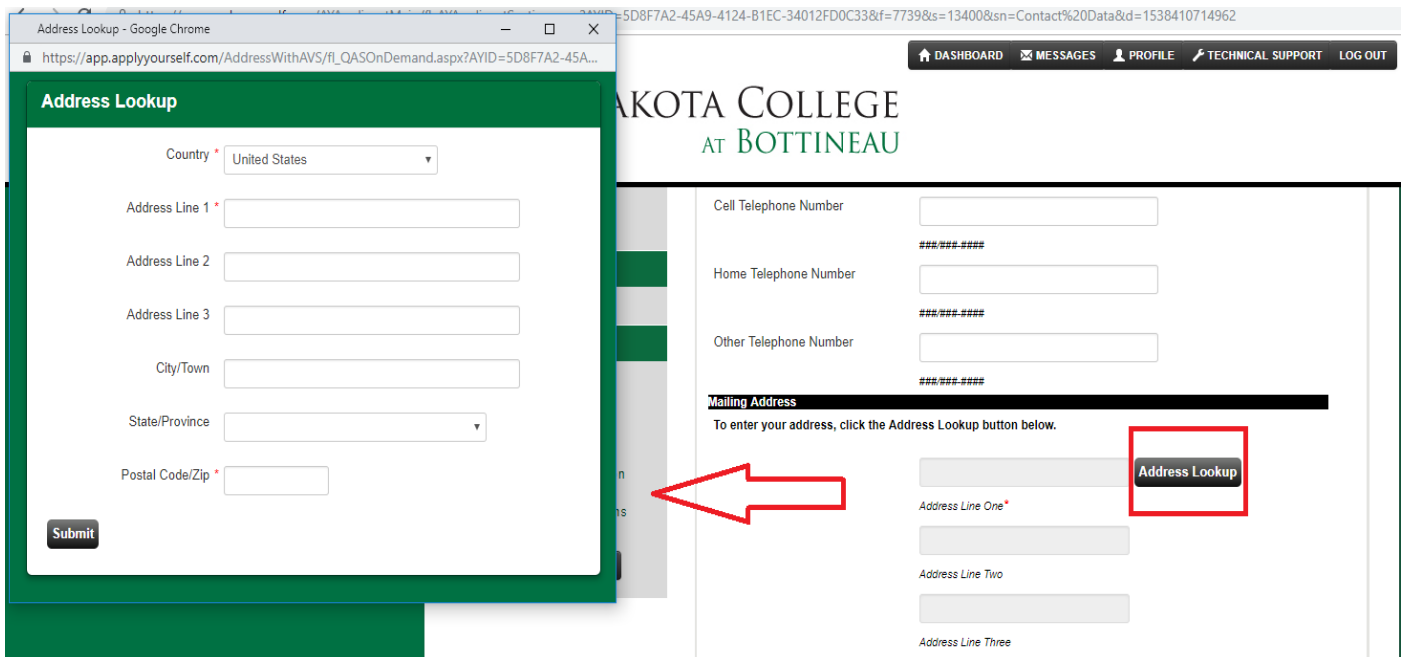   - All other questions are the students' own answers.

2. Applicant Information
   - All questions must the **students' own answers**.
   - Social Security Number is not required, but it does make other steps in the process easier if provided.
3. Contact Information
   - "E-mail Address" and "Mailing Address" **should match** those from "Create Account" and the Enrollment Form.
   - To enter "Mailing Address", click on the "Address Lookup" button.
   - The box shown below will appear, and students can enter their **mailing** address.
   - Students should provide **at least one parent**'s name and email address for billing purposes, if possible.
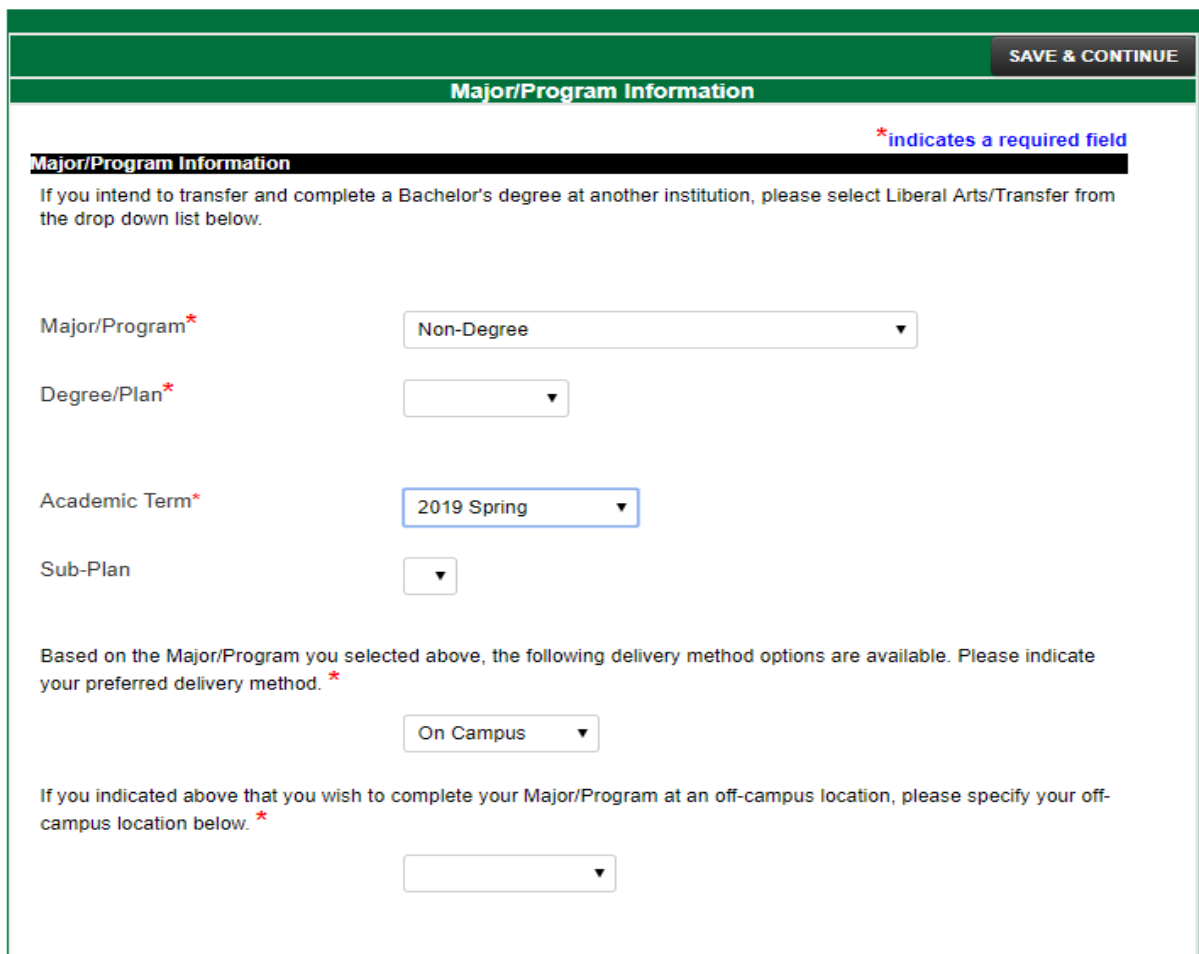
4. Major/Program Information
   - For "Major/Program", select Non-Degree.
   - For "Degree/Plan", select Non-Degree
   - For "Academic Term", select Fall 2019.
   - For all other questions, leave them as is. See picture below.

5. High School History

- Click the "Lookup" button, and a box will appear that will allow the student to search for their high school. See picture below.
- Fill in the Name line and scroll back up after clicking search to select the school highlighted in blue.
- Only the "College or university coursework" question shows required, but also fill out the "Graduation Date" question in this manner: i.e. 05/2020
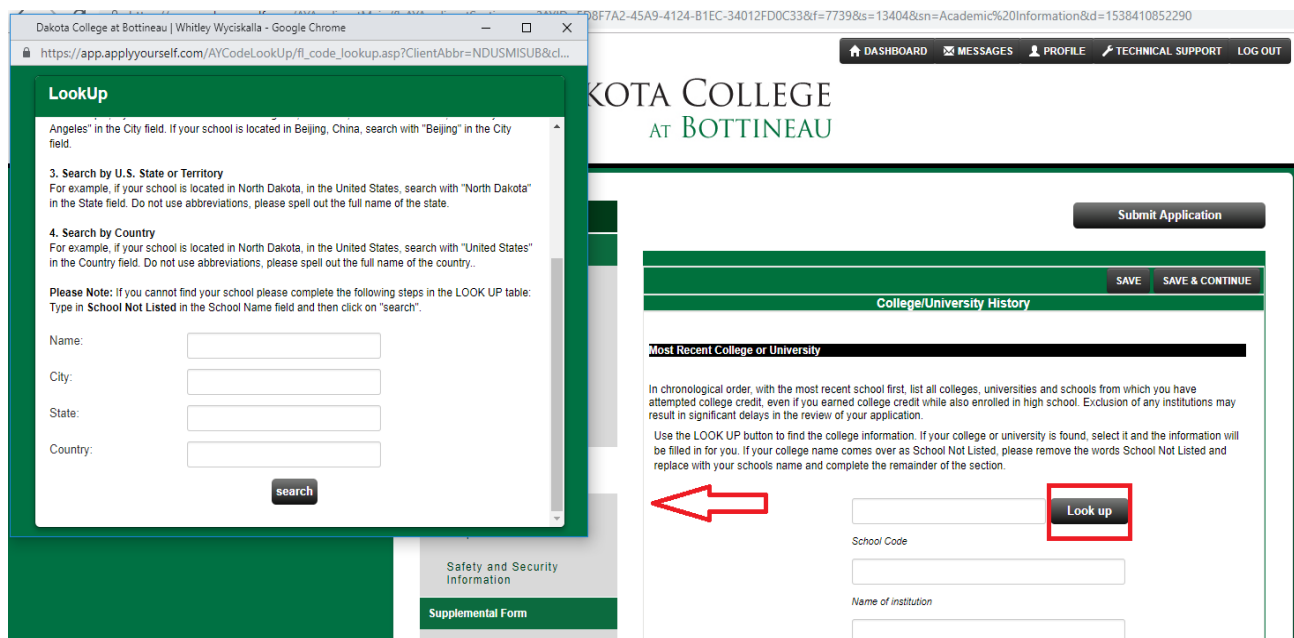
Please note that if a student clicks yes for the "college or university coursework" question, the student must complete Step 6. If they do not, please skip to Step 7.

6. College/University History

- Only complete this step if the student answered yes to the "college and university coursework" question from the previous step.
- Click the "Lookup" button. Search for the college or university in the same manner that was used for the high school lookup. See picture below.
- All other questions are not required.

7. Residency for Tuition Purposes
   - This section will be broken down by question.
   - Answer this question and enter the dates as shown in the picture below: 2-digit month and 4-digit year.

Resident Information

The State of North Dakota has established specific laws and entered into contractual agreements with other states to offer discounted tuition for those who qualify. All applicants must complete this section in order to determine eligibility for these discounted rates.

You will be required to answer many of these questions. If you are not married or are not a dependent answer these questions "NO".

Are you a Legal Resident of North Dakota?*

⊙ Yes   ⊙ No

If Yes, list the dates during which time you have been a legal resident of North Dakota.

From: Use DOB if born in ND To: Use Today if Current Resident

08/1993	10/2018
MM/YYYY	MM/YYYY

Answer the below question. The answer is yes if the student was born in North Dakota

Have you been a legal resident of North Dakota for three consecutive years of the past six years?*

⊙ Yes   ⊙ No

Answer the below question. If the student is under 18, the answer is yes.

Are you the dependent of a legal resident of North Dakota(If no one claims you as a dependent, answer 'no'.)?*   ⊙ Yes   ⊙ No

Answer the question below. The answer is no if the student is not married.

Is your spouse a legal resident of North Dakota(If you are not married, answer 'no'.)?*   ⊙ Yes   ⊙ No

Answer the question below. The answer should be yes.

Did you graduate or are you preparing to graduate from a North Dakota high school?*   ⊙ Yes   ⊙ No

Answer the question below. The answer is yes if either of the student's parents is an active or former military member. If the answer is yes, the student must answer supplemental questions.

Are you actively serving or have served in the U.S military or are you a spouse/dependent of a full time active duty member or former military member.   ○ Yes   ○ No

Answer the question below. The answer is yes if either of the student's parents graduated from a North Dakota University System Institution. (This does not include tribal colleges or private colleges.)

Are you the spouse or dependent of a graduate of a North Dakota University System Institution? (If you are not married or if no one claims you as a dependent, answer 'no'.)?*   ○ Yes   ○ No

If yes, which institution(s)?

-- Please Select -- ▼

-- Please Select -- ▼

Answer the question below. The answer should be no.

Are you a benefited employee of the North Dakota University System? *   ○ Yes   ○ No

Answer the last question below. The answer is yes if either of the student's parents are employed by a North Dakota University System Institution (see above).

Are you the spouse or a dependent of a benefited employee of the North Dakota University System? (If you are not married or if no one claims you as a dependent, answer 'no'.)?*

○ Yes   ○ No

If yes, which institution(s)?

-- Please Select -- ▼

-- Please Select -- ▼

8. Safety and Security Information

If the student is not a felon, all answers are no. See the picture below.

All students making application must answer the following questions. An affirmative response to any of these questions will not automatically prevent admission, but you will be asked to provide additional information. The information will be reviewed by a campus officer or committee charged with that responsibility. Falsification or omission of information may result in a denial of admission, rescission of admission, dismissal, or other appropriate sanction.

Have you ever pled guilty (or no contest) to or been convicted on any felony? (This EXCLUDES juvenile court proceedings)*

○ Yes ◉ No

Within the past 10 years, have you pled guilty (or no contest) to or otherwise been convicted of a misdemeanor crime involving violence or the threat of violence in any court? (This EXCLUDES juvenile court proceedings)*

["Crime of violence" means an offense that involves substantial risk that physical force may be used against a person or property of another. Examples of crimes of violence include, but are not limited to, abuse, arson, assault (including sexual assault or domestic violence) battery, breaking and entering, burglary, criminal mischief or vandalism, harassment, homicide, menacing, reckless endangerment, stalking, terrorizing and unlawful restraint or imprisonment.]

○ Yes ◉ No

Are you currently required to register as a sex offender in any state? (This INCLUDES juvenile offenders who are required to register)*

○ Yes ◉ No

Have you been dismissed or suspended from a college or university for disciplinary reasons within the last 5 years? (This EXCLUDES suspension based on academic performance)*

["Dismissed for disciplinary reasons" means a permanent separation from an institution due to conduct or behavior. "Suspended for disciplinary reasons" means a sanction imposed for disciplinary reasons that results in a student leaving school for a fixed period but not permanently.]

○ Yes ◉ No

9. Supplemental Form

The first 2 questions are required even though the second question does not have a red asterisk by it. Please select the appropriate option.

How did you learn about Dakota College at Bottineau?*　　School Counselor ▼

Who were you referred by?　　School Counselor ▼

For the athletics question, click no as this question does not pertain to dual credit students. Leave the choice of sports blank as shown below.

Do you plan to participate in
collegiate athletics while enrolled
at DCB?*   ○ Yes   ◉ No

If yes, please indicate which   ☐ Mens Basketball
sports: (check all that apply to   ☐ Mens Baseball
you)*   ☐ Mens Ice Hockey
                                       ☐ Mens Football
                                       ☐ Womens Basketball
                                       ☐ Womens Fast-Pitch Softball
                                       ☐ Womens Volleyball

For the last question, the students must ask themselves "Do either or both of my parents have a 4-year bachelor's degree?" If the answer is yes, click no. If the answer is no, click yes. For example, a student's father has a 4-year bachelor's degree. The answer is no. See the picture below.

Are you a first-generation student   ○ Yes   ◉ No
(neither parent has completed a
baccalaureate degree)?*

After completing Step 9, the application is nearly complete. It will ask for a payment method choice. If a student is a Bank of North Dakota student, select check as the Bank of ND will cover this charge. You do not need to mail a check. All other students have a choice. If they select credit card, they must fill in the information and pay for it immediately. If not, choose check, and either pay by check or call the Business Office at (701) 228-5430 to pay by card over the phone.

The last step is for the student to agree that all information is correct, and they must type **their own full name** as their electronic signature. Click submit, and the application is complete.

The student needs to make sure that they have clicked submit, and that the submission has gone through. The Application Status will reflect this saying Complete or Submitted.