

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 twostep 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 **<u>student's</u>** 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.

- 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 Inform	ation
Full Name	First Name * M.I. Last 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 T Day Year T
Enrollment In	nformation
Entry Term *	2019 Spring •
Primary Major Choic *	e Undecided/Other
Logon Inform	ation
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.

			SAVE & CONTINUE
Type of Adm	ission		
e of Admission		*indica	tes a required field
m applying as.*			
First Year - I have not attended a college or university aft			
Transfer Student - I have previously enrolled at one or m New Decrease Students, I wish to enroll in a limited symplem			
Non-Degree Student - I wish to enroll in a limited number ancial aid.	r of courses. I w	III not be receivi	ng a degree or
Early Entry Student - I am a high school student and wish	h to take college	credit while in	high school.
or Application Information			
ave you previously applied for undergraduate admission to	O Yes	No	
	 Yes Yes 	No	
ave you previously applied for undergraduate admission to akota College at Bottineau?*		0	
ave you previously applied for undergraduate admission to akota College at Bottineau?*		0	
ave you previously applied for undergraduate admission to akota College at Bottineau?*		No	& CONTINUE RESET
ave you previously applied for undergraduate admission to akota College at Bottineau?*		0	

- 2. Applicant Information
 - All questions must the **<u>students' own answers</u>**.
 - 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" <u>should match</u> 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 <u>at least one parent</u>'s name and email address for billing purposes, if possible.

DAKOTA COLLEGE		Last Updated: 7/19/2019
AT BOTTINEAU	=5D8F7A2-45A9-4124-B1EC-34012FD0C33&f=7	'39&s=13400&sn=Contact%20Data&d=1538410714962
Address Lookup - Google Chrome Address Lookup - Google Chrome https://app.applyyourself.com/AddressWithAVS/fl_QASOnDemand.aspx?AYID=5D8F7A2-45A	<	🛉 DASHBOARD 🛛 MESSAGES 🗜 PROFILE 🖌 TECHNICAL SUPPORT LOG OUT
Address Lookup Country * United States •	AKOTA COLLEGE at Bottineau	
Address Line 1 *	Cell Telephone Number	
Address Line 2	Home Telephone Number	******
Address Line 3		102/025.5365
City/Town	Other Telephone Number	###.7## F .####
State/Province	Mailing Address To enter your address, click the Ad	dress Lookup button below.
Postal Code/Zip *		Address Line One*
Submit	15	Address Line Une
		Address Line Two
		Address Line Three

- 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.

		SAVE & CONTINUE
	Major/Program Information	
	*indicates a	a required field
Major/Program Information If you intend to transfer and complete a the drop down list below.	a Bachelor's degree at another institution, please select Liberal Arts	/Transfer from
Major/Program [*]	Non-Degree	
Degree/Plan*	▼	
Academic Term*	2019 Spring V	
Sub-Plan		
Based on the Major/Program you select your preferred delivery method. *	ted above, the following delivery method options are available. Ple	ase indicate
	On Campus 🔹	
If you indicated above that you wish to campus location below. *	complete your Major/Program at an off-campus location, please sp	ecify your off-
	•	



- 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.

Dakota College at Bottineau W	/hitley Wyciskalla - Google Chrome	- 🗆 🗙 🖉	8F/AZ-45A9-4124-81EC-34012FDUC33&T=7739&S=28294&Sn=High%205Cn001%20History&a=15384108159t
https://app.applyyourself.c	com/AYCodeLookUp/fl_code_lookup.asp?Clier	ntAbbr=NDUSMISUB&cl	🕈 DASHBOARD 🛛 MESSAGES 👤 PROFILE 🖌 TECHNICAL SU
LookUp		K	kota College
Angeles" in the City field. If y field.	our school is located in Beijing, China, search with "E	Beijing" in the City	at Bottineau
	Territory s located in North Dakota, in the United States, searc abbreviations, please spell out the full name of the st		Submit Appli
	s located in North Dakota, in the United States, searc ise abbreviations, please spell out the full name of the		
	ind your school please complete the following steps in	n the LOOK UP table:	SAVE High School History
Type in School Not Listed in	n the School Name field and then click on "search".		
Name:			*indicates a requir High School
Citra			List the last high school attended.
City:			Use the LOOKUP button to find the high school information. If your high school is found, select it and the information
State:		_	be filled in for you. If your high school name comes over as School Not Listed, please remove the words School N Listed and replace with your schools name and complete the remainder of the section.
Country:		_	Look up
	search	_	School Code
		×	
		Safety and Security Information	Name of institution

- 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.

Dakota College at Bottineau Whitley Wyciskalla - Google Chrome – 🗆 🗙	P8F7A2-45A9-4124-B1EC-34012FD0C33&f=7739&s=13404&sn=Academic%20Information&d=1538410852290
$https://app.applyyourself.com/AYCodeLookUp/fl_code_lookup.asp?ClientAbbr=NDUSMISUB&cl$	🕈 DASHBOARD 🖾 MESSAGES 上 PROFILE 🗡 TECHNICAL SUPPORT LOG O
LookUp	kota College
Angeles' in the City field. If your school is located in Beijing, China, search with "Beijing" in the City field.	at Bottineau
3. Search by U.S. State or Territory For example, if your school is located in North Dakota, in the United States, search with "North Dakota" in the State field. Do not use abbreviations, please spell out the full name of the state. 4. Search by Country For example, if your school is located in North Dakota, in the United States, search with "United States" in the Country field. Do not use abbreviations, please spell out the full name of the country.	Submit Application
Please Note: If you cannot find your school please complete the following steps in the LOOK UP table: Type in School Not Listed in the School Name field and then click on "search".	SAVE & CONTINUE College/University History
Name:	Most Recent College or University
City:	In chronological order, with the most recent school first, list all colleges, universities and schools from which you have attempted college credit, even if you earned college credit while also enrolled in high school. Exclusion of any institutions may result in significant delays in the review of your application.
Country:	Use the LOOK UP button to find the college information. If your college or university is found, select it and the information will be filled in for you. If your college name comes over as School Not Listed, please remove the words School Not Listed and replace with your schools name and complete the remainder of the section.
search	
	School Code
Safety and Security	
Supplemental Form	Name of institution



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?*
O Yes O 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?*



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	Yes	No
dependent, answer '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	s 🔘 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?* O Yes O 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.

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	Yes	No
Institution? (If you are not married or if no one claims you as a dependent, answer		
'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 narried or if no one claims you as a dependent, answer 'no'.)?*
Yes No
f 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 <u>EXCLUDES</u> 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 <u>EXCLUDES</u> 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 <u>INCLUDES</u> juvenile offenders who are required to register)*				
O Yes No				
Have you been dismissed or suspended from a college or university for disciplinary reasons within the last 5 years? (This <u>EXCLUDES</u> 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.





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 sports: (check all that apply to you)*	 Mens Basketball Mens Baseball 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 Ores 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.