Dual Credit High School Application Instructions

Follow the instructions below to submit the online application to participate in the Dual Credit High School program through Stockton University. An application is required to be submitted each year/term of participation.

NOTE: After your application has been submitted, a registration session will be scheduled at the high school. At the session, you will setup/access your official online goStockton account and register for the course. You will also receive instructions to make payment and access your transcripts through your goStockton account.

> From go.stockton.edu
> Scroll to the bottom of the page
> Click on the **Self-Service Web Services for Students and Employees** link
> Click on **Non-Matriculated Student Application**

From the Non-Matriculated Student Application Login page
> Click on **<u>CREATE A LOGIN ID</u>** (under the Login button)
> Create a Login ID (up to 9 characters)
> Create a PIN (must be 8 characters)
> Verify the PIN (must be 8 characters)
> Click Login

*NOTE: Your **Fall 2017** application will be saved and can be accessed at a later date by logging in with your Login ID and PIN to add information or make revisions before submitting. This is <u>NOT</u> your official goStockton account. You will receive your official goStockton account at the registration session scheduled at the high school.*

From the Select a Non-Matriculated Application Type page
> Choose **<u>DUAL CREDIT HIGH SCHOOL</u>** (from the Application Type drop down menu above the Continue button)
> Click Continue

From the Start the Application page
> Choose **Fall 2017** from the Admission term drop down menu (just above the First Name field)
> Enter Your First Name
> Enter Your Middle Initial (if you have one)
> Enter Your Last Name
> Click Fill Out Application

From the Application Checklist page
> Click on Address and Phone
> Enter Your Address and Phone information
> Click Continue (to proceed through all Checklist items)

Enter Your Personal Information (including your Social Security Number with no dashes)
> Click Continue

From the Additional Information Page
> Read and answer all questions
> Enter the name of your Parent/Guardian and their relationship to you in the box so they are able to access your goStockton account, view your registration, make payment, view your transcript, etc.
> Click Continue

On the High School page
Enter Your High School Code (see the list below)
Click Continue

HIGH SCHOOL	CODE:
Absegami	310759
ACIT	310780
Atlantic City	310030
Cedar Creek	310782
Charter Tech	310696
EHT	311581
Holy Spirit	310025
Lower Cape May	310210
Mainland	310698
MATES	311473
Middle Township	310215
Millville	310800
Oakcrest	310758
Ocean City	311045
Pleasantville	311235
Southern Regional	310743
St. Augustine	311302
Sterling	311363
Vineland	311555
Washington Township	311364

Click **Submit Application**
Click *I agree to these terms*

NOTE: You must click Submit Application and agree to the terms for your application to be successfully submitted. Once your application has been accepted, you will get a confirmation page.

If you receive an error message that there is a problem processing your application, please notify the Registrar's Office at registrar@stockton.edu. **DO NOT** resubmit the application or create a new one.