

Dear Prospective Student:

Thank you for your interest in the Community and Medical Spanish Facilitators Certificates at Durham Technical Community College. Please, read **carefully** the information listed below. We look forward to receiving your application soon.

ADMISSIONS STEPS

- **Step 1: Attend a mandatory information session.**
<http://www.durhamtech.edu/html/prospective/programsofstudy/spiinfosession.htm>
- **Step 2: Submit an enrollment application to Durham Tech's Admissions office.**
<http://www.durhamtech.edu/html/prospective/admissions/admissions.htm>
- **Step 3: Activate your ConnectMail and WebAdvisor accounts and attend a mandatory ConnectSession orientation** (for first-time students at Durham Tech only).
Once your enrollment application has been processed, you will receive an email or a letter with instructions on how to activate your student email and web registration accounts. For more information, call 919-536-7206 or visit
<http://www.durhamtech.edu/html/current/connectsessionchecklist.html>.
- **Step 4: Take the COMPASS, test if applicable.** (Candidates have to place out of English 090 and Reading 090 to be admitted to any of the Spanish Certificates.)
<http://www.durhamtech.edu/html/prospective/admissions/placementtesting.htm>
- **Step 5: Take the Spanish Placement Test.**
<http://www.durhamtech.edu/html/prospective/programsofstudy/spiinfosession.htm>
- **Step 6: Take the Computer Competency Test.** (If you do not pass the test, you need to take *CIS 110, Introduction to Computers* in order to take courses in the Certificates.)
<http://www.durhamtech.edu/html/prospective/admissions/placementtesting.htm>
- **Step 7: After completing all the above prerequisites, please contact your assigned advisor.** He or she will let you know what courses you qualify to take.
- **Step 8: Register for classes.** After communicating with your advisor, you will have permission to register on WebAdvisor, the online registration system, or on TECHLINE, the telephone registration system.

Notes:

- Steps 4, 5, and, 6 can be completed in any order.
- If you are not a U.S. citizen, we are required to review your immigration documents as part of Durham Tech's enrollment process. Please schedule an appointment with our International Student advisor at 919-536-7202. This step in the enrollment process must be completed before you can take classes.