Dear Prospective Student:

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

ADMISSIONS STEPS FOR THE COMMUNITY AND MEDICAL SPANISH FACILITATOR CERTIFICATES

Step 1: Attend a mandatory information session.
http://www.durhamtech.edu/programs/spiinfosession.htm

Step 2: Submit an enrollment application to Durham Tech’s Admissions office.
http://www.durhamtech.edu/admissions/index.htm

Step 3: Submit official transcripts and completed prerequisites to Durham Tech’s Student Information and Records office.

Step 4: If you are not a US citizen, we are required to review your immigration documents as part of Durham Tech’s enrollment process. Please contact the Director of International Student Services, Margaret Newhouse, at 919-536-7200, ext. 4052 or email newhousem@durhamtech.edu. This step in the enrollment process must be completed before you can take classes.

Step 5: Take the COMPASS test if applicable. (Candidates have to place out of English 090 and Reading 090 or show proof that they have taken ENG 111 or received equivalent credit in order to be admitted to any of the Spanish Certificates.)
http://www.durhamtech.edu/admissions/placementtesting.htm

Step 6: Take the Spanish Placement test at the information session.

Step 7: Take the Computer Competency test. (If you do not pass the test, you need to take CIS 113 (Computer Basics) or CIS 110 (Introduction to Computers), in order to take courses in the Certificates.)
http://www.durhamtech.edu/admissions/placementtesting.htm

Step 8: Activate your ConnectMail and WebAdvisor accounts and follow the registration steps including meeting with an advisor.
http://www.durhamtech.edu/html/current/advising.htm

Most students will need to attend a ConnectSession for orientation, where an advisor will be available at the end of the orientation.
http://www.durhamtech.edu/admissions/connectsession.htm for more information.

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, visit http://www.durhamtech.edu/admissions/ConnectSessionChecklist.pdf.
When will I meet with an academic advisor?
At the end of the ConnectSession, you will meet with an academic advisor for advising and registration for the upcoming semester. All the steps above must be completed prior to signing up for and attending a Connect Session (with the exception of applying for financial aid).

Please bring the following documents to your advising appointment:

1. Email with permission of the Program Director to sign up for Spanish courses
2. An unofficial copy of your transcripts
3. COMPASS and Computer Competency test scores, if applicable

Notes:
Steps 5, 6 and 7 can be completed in any order but you have to complete them prior to signing up for and attending a ConnectSession.

Need more information?
Admissions 919-536-7202
http://www.durhamtech.edu/admissions/index.htm

Financial Aid 919-536-7209
http://www.durhamtech.edu/html/prospective/financialaid.htm

Placement Testing 919-536-7200, ext. 1109
http://www.durhamtech.edu/admissions/placementtesting.htm

Advising and Registration 919-536-7205
http://www.durhamtech.edu/html/current/advising.htm