**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: Submission of this application does NOT mean you are registered for a dual credit course. A registration session will be set up at the high school. Once this application is completed, you will receive access to your official online goStockton account and instructions to make payment and access your transcripts through your goStockton account.***

***EHTHS Online Application DUE DATE: Thursday, October 17th***

 From [go.stockton.edu](https://intraweb.stockton.edu/eyos/gologin/content/docs/loginbypass/prod_login.html)

 Scroll to the bottom of the page that says Stockton Services

 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 **CREATE A LOGIN ID** (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 2019*** *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 NOT your official goStockton account. You will receive your official goStockton account at the registration session scheduled at the high school or from your high school teacher.*

From the Select a Non-Matriculated Application Type page

 Choose **DUAL CREDIT HIGH SCHOOL** (from the Application Type drop down menu above the Continue button)

 Click Continue

From the Start the Application page

 Choose **Fall 2019** 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

 Enter Your Address

 Click Continue (to proceed through all Checklist items)

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

 **YOU MUST ENTER YOUR CORRECT SSN. PLEASE DO NOT ENTER ALL ZEROS.**

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:**

 EHT 311581

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.