Purdue Fort Wayne Collegiate Connection Application Instructions

DUAL CREDIT APPLICATION INSTRUCTIONS

✓ Using Chrome (preferred), do not use Explorer, go to www.ipfw.edu/connection
✓ Click on the short cut link under the picture on the right side of the screen.
   o Or on the left side of the screen, click on How to Apply. Under First Steps, step 3, click on 2018 Application
✓ Scroll to the bottom of the screen and under First-time users, click on Create an account.
✓ Complete the form using your personal email address and click Continue.
✓ You will received a temporary pin number through your email.
✓ Retrieve the pin number and enter the pin number and your birthdate on the form and click Login.
   o Or you can login at this point with your Facebook, Linkedin, or Google account
✓ Create your password using the guidelines on the right.
✓ Then click on Start New Application on the bottom.
✓ In the drop down box select 2018 Collegiate Connection.
✓ Click on Create New Application.
✓ Click on Open Application.
✓ Complete the application and remember to click Submit at the end.

If you are taking a class at your high school, please complete the Course Request Form which can be found at the top of your status page which is sent to you immediately upon submitting the application.

COMMONLY ASKED QUESTIONS

Add Institution: You need to click on this to add your high school. Begin typing the name and a list of potential matches will pop up. Click on the appropriate choice.

Dates of Attendance: August of your freshman year through June of your graduation year

Degree: Select No Degree Awarded or Expected

Student Residency: Most students will be eligible for in-state tuition. Only students who are here on a VISA will be out-of-state students.

Other Questions: Email connection@pfw.edu or call 260-481-5478.

COURSE REQUEST INSTRUCTIONS

If you did not complete a Course Request Form (there is a link at the top of the student status page), you need to tell us which class(es) you want to take at your high school.
✓ Go back to ipfw.edu/connection by typing it in the URL.
✓ Click on the How to Apply on the left. Scroll down to the How to Register section and click on Course Request form.
✓ Complete the form, select your school, and indicate which course(s) you wish to take. The names of the courses are PFW names, not high school names.
✓ Click submit.

REMINDERS

The PFW Collegiate Connection office will request official high school transcripts or you can send the transcripts yourself either through Parchment or mail.

You must submit your Parent/Guardian Permission Form before you can be admitted. The form may be mailed to the PFW Collegiate Connection office, 2101 E. Coliseum Blvd., Fort Wayne, In 46805 or turned in to your guidance office.

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