MISSISSIPPI DELTA COMMUNITY COLLEGE

BANNER –Applying Online for Admission to MDCC

1. To apply online for admission to MDCC, click on the Apply link of the MDCC website.
2. Log in as follows:

   If you have attended MDCC (part-time, full-time or dual-enrolled) between Fall 1990-Present

   ♦ Click Enter Secure Area and log on using your student ID number and password/pin. If you do not know your Banner ID number, you can use your SSN (do not key the dashes). If you don't remember your MyBanner password/PIN or you can't log on to MyBanner, please enter your ID # (or SSN) & then click the Forgot PIN? link. You will be prompted to answer your security question and reset your own password/PIN.

   If you have <u>never</u> attended MDCC <u>or</u> if you were enrolled prior to 1990

   ♦ Click the Apply/Review Admissions Applications link.
   ♦ Click the First time user account creation link.
   ♦ Create your login ID/webID and pin, and then click the Login button.
3. Select the General Admission/Readmission application, and click Continue.
4. Select the term you are applying for, and verify or make changes (if necessary) to your name.
5. Click the Fill Out Application button.
6. Click on each area of the checklist to complete those sections of the application.
7. When completing sections, selecting Checklist saves your changes on the screen you have displayed, and then displays the Application Checklist. Selecting Continue saves your changes on the screen displayed, and moves to the next section. Selecting Finish Later saves your changes and displays the Application Menu. Selecting Return to Checklist returns to the Checklist without saving changes.
8. When all sections are complete, click the Application is Complete button. The Application will be verified for accuracy. If an error is found you will be directed to the field in question to correct. Once corrected click on the submit changes button again. Select Finish Later if you would like to finish your application later.
9. Please be sure you have completed & submitted all sections of the application, agreed to the Admissions Agreement and the web acknowledgement letter from the Registrar displays.
10. A statement of acceptance will not be issued to the applicant until the required documents are received and approved by the Registrar.

TO CHECK THE STATUS OF A COMPLETED/SUBMITTED APPLICATION
1. Log back in to MyBanner as follows:
2. Click on the Apply link of the MDCC website.

   If you have attended MDCC (part-time, full-time or dual-enrolled) between Fall 1990-Present

   ♦ Click Enter Secure Area and log on using your student ID number and password/pin. If you do not know your Banner ID number, you can use your SSN (do not key the dashes). If you don't remember your MyBanner password/PIN or you can't log on to MyBanner, please enter your ID # (or SSN) & then click the Forgot PIN? link. You will be prompted to answer your security question and reset your own password/PIN.

   If you have never attended MDCC or if you were enrolled prior to 1990

   ♦ Click the Apply/Review Admissions Applications link.
   ♦ Log in using the log in ID/webID and password/pin that you created when you applied online.

3. Click the Student tab, then click Admissions link.
4. The application you submitted will be listed under the "Submitted Applications" or "Processed Applications" section as shown in the screenshot below.

Processed Applications
Admission Term
Spring 2018

Return to Menu

5. Click the application you want to review. An application Summary will display as shown in the screenshot below. The "Application Status", "Decision" and "Requirements" will be displayed.

Application Summary

This is a summary of the processed application that was selected.

Application Summary

Name and Address

Name:	Lis_ ....
Nickname:	Lis_
Mailing:	PO B ... ., Mississippi .... , MS
Phone Number:	662 89. ....
Permanent:	P.O. B.. .. .., Mississippi .... , MS

Application Data

Admission Term:	Spring 2018
Admission Type:	Regular Admit
Application Status:	Incomplete items outstanding
Decision:	Application Received
Current Program	
Associate in Arts	
Level:	Undergraduate
Program:	AA-General Education
Catalog Term:	Spring 2018
College:	Academic
Major:	General Education
Date Created:	Jan 08,2018

Requirements

Requirement	Received	Note	
ACT Scores	Feb 20,2017	Test Date 01-FEB-1988	
ACT Composite	Feb 20,2017	Test Date 01-FEB-1988	
College Transcript	Nov 16,2007	Delta State University	
College Transcript		Miss University for Women	
Official HS/GED Transcript		Indianola Academy	

This example is an application that is incomplete because of outstanding required items. See Requirements section below to see which items are outstanding.

Once all items are received and you have met the requirements for admission, the Decision will change to Accepted.

Requirements show what documents you are required to submit for your application to be complete. If there is a date in the Received column, this requirement has been satisfied. Items without a received date must be received by the Office of Admissions before you can be accepted for admission.

6. Once you have been fully accepted to MDCC, you should begin logging on to MyDelta Portal. Instructions for activating your portal account and using the MyDelta portal can be accessed at http://www.msdelta.edu/computer-services/