Frequently Asked Questions from Students
Business and Technology Division
Delgado Community College
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Business & Technology Programs

What programs are offered in the B&T division?

- **Degrees**
  - Accounting A.A.S.
  - Architectural/ Design Construction Technology A.A.S.
  - Business Administration A.S.
  - Business and Management A.A.S.
  - Civil and Construction Applied Engineering Technology A.A.S.
  - Computer Aided Design and Drafting A.A.S.
  - Computer Information Technology A.A.S.
  - Computer Network Technology A.A.S.
  - Culinary Arts A.A.S.
  - Electrical-Electronics Engineering Technology A.S.
  - Electronics Service Technology A.A.S.
  - Fire Science Technology A.A.S.
  - Hospitality Management A.A.S.
- **Certificates**
  - Accounting Technology: Accounting Clerk C.T.S.
  - Computer Aided Design and Drafting C.T.S.
  - Computer and Electronics Service Technology C.T.S.
  - Culinary Management C.T.S.
  - Entrepreneurship C.T.S.
  - Fire Science Technology C.T.S.
  - Horticulture Technology C.T.S.
  - Legal Secretary C.T.S.
  - Logistics Technology C.T.S.
  - Pastry Arts C.T.S.
  - Web Site Design C.T.S.

Which Degrees/Certificates go together?

- Accounting A.A.S. & Accounting Technology: Accounting Clerk C.T.S.
- Computer Aided Design and Drafting A.A.S. & Computer Aided Design and Drafting C.T.S.
- Electronics Service Technology A.A.S. & Computer and Electronics Service Technology C.T.S.
- Fire Science Technology A.A.S. & Fire Science Technology C.T.S.
How many credit hours does this specific degree/certificate contain?
- To find out how many credit hours are required for your specific major, please go to the DCC homepage (www.dcc.edu), click on “Academics” > “Programs”. Select your specific program. Once there, scroll to the bottom of the page, and it will say how many credit hours are required in order to graduate.

What grade do I need to earn in order to pass this specific course?
- To find out which grade a student needs to earn in order to pass the course, please go to the DCC homepage, click on “Academics” > “Programs” and select their specific program. Once there, find the specific course and identify whether it requires a grade of “C” in order to pass. If not, the student will need to earn a grade of “D” or higher.

Are there any internship opportunities available through my program?
- All internship inquiries should be discussed with both your professors, as well as the career center, located in building 2, 3rd floor.

Are B&T courses available to take online/during the summer?
- You can view which courses are available to take online/summer through the LoLA system. (See: Registration #6)

Where can I view the course descriptions in my specific program?
- Go to the dcc.edu homepage > Academics > Programs > Choose your specific program to view the courses > Click on that course to view its description.

Course/Credit Transfer

How do I send my transcript to Delgado?
- In order to have your transcript sent to Delgado, please contact the previous school you’ve attended and request to have your transcript sent to the Delgado Admissions office, so that it may be processed.

Which courses/credits will transfer to Delgado?
- That will be determined upon further review once your transcripts have been processed by the Admissions office.
Which courses/credits will transfer to other universities?
- In order to determine which courses/credits will transfer to other universities, we advise that you directly contact that university.

Can I bring my transcript to the Registrar’s office in person?
- No, because the general rule is that, in order for a transcript to be deemed “official”, it must be sent directly from your previous institution and received either through mail, or e-mail.

How long will it take to process my transcript?
- This will depend on the amount of credits you are attempting to transfer, as well as the amount of requests that are being processed at that time.

How will I know when my transcripts have been successfully processed?
- You will be able to view your student records through the LoLA system, and see your uploaded transcripts through those student records.

Why didn’t this specific course transfer over?
- Course transferability is based on the curriculum of each course, and must cover each objective/principle of the matched course in order to be eligible for transferability.

Admissions

How do I apply to the school?
- You can apply online through the Delgado Website. (www.dcc.edu)

How much is the application fee for admissions?
- The application fee is $25. ($50 for international students)

What are the requirements in order to attend Delgado?
- Prospective students should have either a high school diploma, GED, or the equivalent of those mentioned above.

When is the deadline to apply for admissions?
- Please see the activities calendar on the Delgado homepage for all dates concerning deadlines.

Where is the Admissions office located?
- The Admissions Office is located in building 2.
Registration

How do I register for classes?
- (Please send student visual directions through e-mail.) In order to register for classes, you will need to log onto your LoLA account, go to “Student Home” > “Look Up Classes” > Select which semester > Any preferences you may have and click submit.

Why can’t I register for this class / What does “C” mean?
- You may not be able to register for a class for multiple reasons. This could simply mean that the class has reached capacity (full). Please check back frequently to see if a spot will open up, at which time you can register for that class.

Why am I getting a “prerequisite” error message when I try to register for this class?
- You are receiving this message because the system is indicating that you do not have the required prerequisite course(s) needed to register for that specific course. Students must take the required prerequisite courses in order to continue on through their program.

What classifies me as being part-time / full-time?
- Part-time is considered to be those students who are taking less than 12 credit hours within a single semester. Full-time is considered to be those students who are taking 12 hours or more within a single semester. Although, we highly encourage full-time students to consider taking 15 credit hours each semester in order to graduate within a 2 year timeframe.

When does registration open?
- Please see the “Events” calendar on the DCC homepage. Here, you will be able to view the registration period.

How do I view online/hybrid courses?
- In order to view these courses, you must not put a preference for which campus you would like to attend for classes. Simply select “All” for the campus section.
Financial Aid

How do I apply for Financial Aid/Grants?
- You must complete the FAFSA form found at www.fafsa.ed.gov

Where is the Financial Aid office located?
- The financial aid office is located in building 2, 2nd floor.

How do they determine how much money I will receive?
- Loans and grants are awarded based on financial need.

How will I know if I have been awarded loans/grants?
- You will be notified through email if you have been awarded loans/grants.

How do I accept/deny my award offer?
- You can view and accept/deny your award offer through the LOLA system.

When will I get my loan refund?
- Loan refunds are sent out starting the official 14th day of class.

How are loan refunds received?
- Loan refunds are received through Delgado’s Dolphin One Card. You can read more about this card here: www.dolphinonecard.com

Graduation

How do I apply for graduation?
- To apply for graduation, please visit the Registrar’s office located in Building 2, 2nd floor.

How much is the graduation application fee?
- The application fee is $50 and can be paid at the bursar’s office.
How do I determine if I am ready to graduate?
- You can perform a degree audit by accessing your unofficial transcript through the LoLA system, or you can apply for graduation, where a final degree audit will be completed.

When is graduation?
- Please see the activities calendar on the DCC homepage.

What is a final degree audit?
- A final degree audit is a review of your transcript that will confirm that you have successfully taken and passed/completed all required courses necessary to graduate.

Will I still be able to walk at graduation, even if I do not successfully complete a final course?
- Yes. These students will be allowed to walk at their graduation ceremony. However, they will not receive their degree/certificate until they have successfully passed their required course, reapplied for graduation and have submitted their fees.

How long will it take me to graduate?
- This depends on the amount of credit hours you take per semester. All associate degrees are designed to be completed within two years, if the student takes at least 30 credit hours per year. This number varies for different programs, as not all programs require the same amount of credit hours.

Miscellaneous

How can I get into contact with my professor(s)?
- Students can either email their professor directly, or their can visit them during their indicated office hours. (on their syllabus)

Are there any open computer labs I can use?
- Students can find computer labs located in both Building 1, 1st floor in the Hibernia Center, and in Building 2, 2nd floor.
Are tutors available to assist me?
- Business & Technology does not have a tutoring center; however, students should consult with their professors if they are having issues with a specific course.

Are night classes offered?
- Yes, night classes are offered each semester. Please check the class schedule with their indicated times through the LoLA system. (The same method they use to register for classes.)