DUAL ENROLLMENT ADMISSION AND REGISTRATION PROCESS

Student Checklist

Admissions: Two Step Process

Step One:

- Students must apply online
  - Apply Online at www.tctc.edu/apply as a Dual Enrollment student (Type 6). There is no fee to apply as a dual enrollment student.
  - Click Apply Now, then First Time User Account Creation and create a Login ID and PIN.
  - Select Application Type “6 – Dual Enrollment”
  - Under Admission Term, select the first semester you plan to attend.
  - Enter your Driver’s License/Permit number, the date of issue, and state. Omitting this step requires that you complete a Declaration of Citizenship Form* with appropriate documentation.
  - Enter your expected high school graduation date.
  - Select Major:
    - University Transfer Students select “University Studies.”
    - Technical Career Pathway Students select the applicable major for area of interest.
  - Click Application is Complete to submit the application.

Step Two:

- All Students: Submit Dual Enrollment Permission Form to your school counselor for administrative approval
- TCP Students: Submit Acknowledgement Form

Forms – Access necessary forms at www.tctc.edu/DE or from your school’s guidance office.

REGISTERING FOR COURSES: STUDENTS SHOULD ATTEND AN ORIENTATION PRIOR TO REGISTERING FOR COURSES

- Take ACCUPLACER assessment if you have not already done so at your high school and if required for the courses you wish to register. Make sure that you have applied online prior to taking ACCUPLACER and allow 24-48 hours for your application to be processed.
- CHECK FOR QUALIFYING PLACEMENT LEVELS for the courses you wish to take
- RECEIVE AND KEEP YOUR ACCEPTANCE LETTER- The letter will contain log-in information
- SET UP YOUR MyTCTC ACCOUNT & TCTC EMAIL
- SUBMIT COURSE REQUESTS TO HIGH SCHOOL COUNSELOR OR TRI-COUNTY DUAL ENROLLMENT OFFICE
- Dual Enrollment students may not register themselves. Tell your high school counselor which TCTC courses you wish to take during course enrollment at your high school. Confirm your course choices with your school counselor.
- Search for courses by clicking Course Search at the bottom of www.tctc.edu.
- Verify your schedule by logging in to my.tctc.edu Click on the My Bill/Schedule icon. If you see a mistake in your schedule, contact your guidance office immediately and they will notify us of changes that need to be made.
- PAY TUITION & FEES- log into my.tctc.edu Click on the My Payments icon.
- OBTAIN STUDENT ID & PARKING DECAL IF NECESSARY
- PURCHASE BOOKS & SUPPLIES

*Forms - Access necessary forms at www.tctc.edu/DE

STUDENTS MUST ATTEND CLASS AND LOGIN TO ONLINE CLASSES THE FIRST WEEK OR THEY WILL BE DROPPED FOR NONATTENDANCE.

Questions? Contact:
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