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.
- Leave major set to “University Studies.” Do not change.
- 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 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 eTC 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 eTC. Click on the Get Set tab, then Bill & Schedule located under #6. 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
- 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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