



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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