

Dual Credit Program Procedures

Students interested in taking dual credit classes should request an appointment with their high school counselor and/or Dual Credit Liaison for appropriate guidance and instructions for enrolling into dual credit courses.

The following steps are required for a student to be completely enrolled into the program.

Application Process –2022/2023 Registration (Includes Summer 2022)!



Students and parents should thoroughly read the Duncanville ISD [Dual Credit handbook](#) and sign the [DHS Dual Credit Application Agreement](#) at the conclusion of the handbook.



For ***New Dual Credit Students Only!*** - Complete a Dallas College online Admissions Application at www1.dcccd.edu/stuapp. This is to obtain a Dallas College ID# that you will need prior to registering for courses. **Print the confirmation** screen that appears after the application is completed and return the confirmation page to your counselor/dual credit liaison. ***If not new to dual credit (i.e. you already have a college ID#), please skip to the “Apply Now” section.***



Register on the [DHS Go Center website](#) to take the TSI Assessment or confirm exemption status with your academic counselor/dual credit liaison. After completion of the TSI test, please bring a copy of your score report to your counselor/dual credit liaison to confirm eligibility to proceed with registering for courses).



Complete the [DHS Dual Credit Enrollment Form](#). Once your enrollment form is submitted, the dual credit liaison will work with Dallas College to enroll you in the courses selected.



Dallas College will send both the student and parent/guardian an email requesting additional signatures to finalize the course registration and to complete a FERPA Release and Consent for Emergency Medical Treatment Form. This email will come from “SP_Workflows” and the ‘subject’ line will say “*Signature requested on Dual Credit High School Enrollment*”.