



Cisco College Dual Credit Checklist

1. *Dual credit student:* speak with your high school counselor or high school dual credit representative to ensure that you are eligible to enroll in dual credit.
2. *Dual credit student AND parent:* complete FAFSA and submit a Confirmation Page to your counselor.
3. *Dual credit student:* complete Cisco College's online Admissions application. Application can be found by going to www.cisco.edu and clicking on Apply Button (upper right corner). Please choose Dual Credit/General Studies as your intended major/program.
4. *Dual credit student AND parent:* complete the Dual Credit Request Form. The form can be found on the Dual Credit webpage. Scroll down to your school's name and click on the link to the form.
5. *High school counselor:* submit high school transcript to Office of Dual Credit.
6. *High school counselor and/or student:* provide placement test scores or proof of exemption. Take the TSIA2 placement exam if test scores are needed.
7. *Dual credit student AND parent:* submit proof of Bacterial Meningitis Vaccine (BMV) if you are attending on either Cisco College campus. Check with your student's high school counselor for current vaccination records first.
8. *Dual credit student:* check Campus Connect for semester schedule. The Office of Dual Credit will perform registration once dual credit enrollment begins.
9. *Dual credit student AND parent:* make payment arrangements by Cisco College deadlines. Payment can be made online through Campus Connect, by phone, or in person.

Please contact the Office of Dual Credit with questions or concerns.

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