

**** Before you get started, you need to be sure you are using Google Chrome!! You will also need your Social Security Number (if you do not have one, there is a link in the application to get an Alt ID) and your parent's email address that they check daily.**

To get started, you need to first go to: <http://austincc.edu/admissions/apply-now>

1. The first thing you will do is create an Application Portal/Account. Scroll down and click on Create Account:

Start Your Application

Students attending ACC for **the first time** will follow the steps below to apply:

1. **Check your browser** - For the best system performance, use the latest version of **Google Chrome** and **disable third-party cookie blocking in the settings**. Third-party cookie blocking can prevent you from saving your application information and resuming previously saved applications.
2. **Set up your application account** - Create your account to use during the application process.



Once here, this is where you will put in your basic information. All areas with a **red asterisk *** **MUST** be completed to move forward. **For your email address, please use your PERSONAL email and NOT your ISD email address!!** This is to ensure you can complete this step. Use an email address that you have access to on your cell phone.

Submit

2. Once you click Submit you will need to immediately go to your email that you used for this portion of the application process.
3. You will receive an email titled: **"Thanks for your interest in Austin Community College!"**
4. Click on this email. This email contains your User Name and a hyperlink that you **MUST** click on to set up your Application Portal Password. Once you have set up your password, if the system doesn't take you back to the Application Home Page automatically, go back to <https://austincc.force.com/ApplicationPortal>

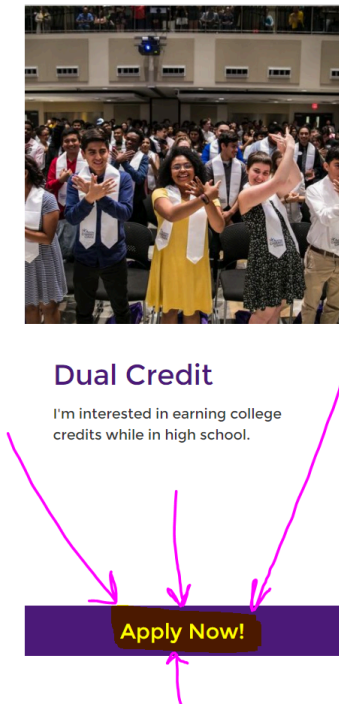
Now it is time to start your ACC Application!!!

From the [Application Portal Homepage](#), use your Username and Password to Login:
<https://austincc.force.com/ApplicationPortal/s/login/>

Remember...to log in, your User Name is **the email address you are using to apply**. Your password is what you just created.



Once logged in, you will need to Click on “Apply Now” under the Dual Credit picture:



1. As before, all questions with a red asterisk * **MUST** be answered to continue with the application.
2. Page 1: You will be required to enter your mailing address here:

Address Information

Is your mailing address not in United States?

*Street Address (include apartment numbers)

* City


* State

* Country

* Zip/Postal Code

This is set to auto populate your mailing address according to the US Postal Service. Select your address from the list that generates.

On the question regarding County, most of you should reside in Travis County, but there is also Bastrop County, Williamson County and Hays County. **Choose the county you live in**, you can always ask or Google it.

3. Page 2: You **must** enter your Social Security Number in the format listed xxx-xx-xxxx. If you do not have a Social Security Number, don't panic!!! Please click [here](#) to contact our Department's Admin to receive an [Alternate ID#](#). This is specific to ACC and will allow you to complete your application.
4. When selecting racial categories, be sure to click the appropriate category and then click the arrow  to "select" and move your selection to the appropriate column.

5. Page 2: Your Primary Reason for Attending ACC is to Complete an Associate's Degree **or** Transfer Credits to another school:

For Dual Credit students, enter: "Earn Credits for Transfer..."

* What is your primary reason for attending Austin Community College?

For ECHS students, enter "Complete and Associate's Degree"

What is your primary reason for attending Austin Community College?

6. Page 2: Your Academic Experience to Date will always be "**This is My First Time in College**"

Please list your academic experience to date *

7. Are you currently receiving free/reduced lunch? Please choose accordingly. This is if you and your family have been approved by your ISD for this assistance.
8. Page 2: Your Household Income, just guess what you think this may be. It has no impact on your application, but is a demographic question.

9. Page 3 for Educational History, click Add High School:

Educational History	
High School(s)	<input type="button" value="Add High School"/>
No records found	
College/University(s)	<input type="button" value="Add College/University"/>
No records found	

Current school type is Public School, Private School, Charter School or Home School
If you do not know your High School Endorsement, always select Multidisciplinary Studies:

* High School Endorsement Area
Multi-Disciplinary Studies

- 10. Click Next
- 11. Page 3 Continued: Input School Name: Begin typing the name of your High School Campus. The system should populate a list of schools based on what you are typing. Be sure to select the correct campus that you attend. If you attend a Charter or Private school, you must select this option to find your HS campus. This is very important to get the correct HS Campus!!

* Input School Name
Q type text here

- Your campus can be changed or corrected when I process your application if need be.
- 12. Page 3 Continued: Your Start Month is always **August** of the year you started 9th grade

Your Graduation Month is always **May of the year you are graduating.**

- 13. Click Save and then Click Next
- 14. Page 3 Continued: Have you Ever Attended College: The answer is No:

* PreviousCollege
No

- 15. Click Next
- 16. Page 4: Which High School Program are you Applying for: Select the correct program. For Dual Credit, select:

Which ACC High School Program are you applying for? *
Q Dual Credit

For ECHS (Early College High School), select:

Which ACC High School Program are you applying for? *
Q Early College High School

- 17. Page 4: For Area of Study, select Liberal Arts:

Area of Study
For more information around our programs click [here](#) *
Liberal Arts

- 18. Page 4: Academic Program, select General Studies in Arts:

Academic Program *
General Studies in Arts

- 19. Page 4: Credential, General Studies AA:

Credential *
General Studies, AA

20. Anticipated Entry Term, Fall or Spring of the current academic year. **The semester you need to select is the semester you plan on starting ACC courses.**

21. In which ACC Region do you plan to enroll, select the region **closest to your home:**
For Example:

* In which of ACC's three regions do you plan to enroll?

South (Riverside, South Austin, Hays) ▼

22. Home Campus, select the campus closest to your home:

For Example: For students in the ACC Hays Campus area, enter Hays Campus.

* Home Campus (for advising and support services)

Hays ▼

The next part is **now required**...this is for your parents to complete the Early Admissions Contract. **You will not receive your ACCeID until your parents complete their part.**

Primary Emergency Contact Information

Name

Parent's First AND Last Name

Phone

Valid formats are: 222-333-4444 or Country Code-222-333-4444

Email

Email address your parent checks DAILY

Relationship

Parent ▼

Country

United States ▼

Language

English ▼

High School Programs Early Admissions Contract : **This is REQUIRED** and also must be **electronically signed by your parent/guardian.**

Read each statement carefully and check the box. By checking the box, you agree to the statement.

High School Programs Early Admission Contract

Eligibility

A student must have completed the 8th grade, be enrolled in high school, completed admissions & testing requirements, and meet course prerequisites.

Student Acknowledgement and Commitment

As part of my enrollment, I consent to the following:

- Meet with my high school counselor each semester I plan to enroll to ensure ACC classes meet high school graduation requirements.
- Maintain Satisfactory Academic Progress (SAP) with a minimum college GPA of 2.0 and course completion rate of 67%.
- I understand I must meet ACC skills and course prerequisites for each class I enroll. Failure to do so may result in being withdrawn from my class.
- Make daily attendance and punctuality to college classes a priority.
- Behave in a way that demonstrates maturity and respect for all students, faculty, and staff.
- Meet with my High School Programs advisor every semester to review progress and courses for next semester.
- I understand I must check my tuition and fees balance each semester and make necessary payments or contact the High School Programs office regarding my balance by the posted deadline or I will be dropped from my classes. The dual credit tuition and fees waiver is subject to change without notice by the ACC Board of Trustees.
- I understand all ACC communications are sent using ACC's secure student email, and I must use my ACCmail account for correspondence with ACC instructors and staff.
- I understand that in order to receive accommodations at ACC, I must follow the proper steps to apply for accommodations with the Student Accessibility Services (SAS) office prior to each semester of enrollment.
- If necessary, I authorize the Office of College and High School Relations to register me for ACC courses in agreement with my high school counselor/designee. It is my responsibility to ensure my course registration is correct. If I wish to make any course registration changes, I must do so via ACC Self-Service and notify my high school counselor/designee. The Office of College and High School Relations is NOT responsible for dropping any courses.
- A release of my TSI scores, grades, attendance, course progress, and other educational records will be provided to high school officials until revoked in writing to the Office of College and High School Relations.

Grade Choice: select the grade that you will be, when starting Dual Credit courses. For example:

*Grade

The following information needs to match the previous parent contact information:

Information About Your Parent Or Legal Guardian

Students must receive permission from their parent or legal guardian in order to be eligible to participate in the various High School Programs offered at Austin Community College and enroll in college credit courses.

Please provide your parent or legal guardian information below. Upon submission, they will receive an email prompting them to follow the included instructions to review your Early Admission Contract and provide their approval via electronic signature.

Failure to complete this step will result in a delay in your Dual Credit admissions application being processed.

* Parent Or Legal Guardian First Name:

* Parent Or Legal Guardian Last Name:

* Parent Or Legal Guardian Email:

Please enter a valid email address.

* Re-enter Parent Or Legal Guardian Email:

The verification email must be in a valid format and match the above email.

On Page 6, check the box that you certify all information is correct. Then type your name, which will serve as your electronic signature.

Click Submit.

What happens next??

1. Your parent/guardian must complete their portion of the Early Admissions Contract. This is a 2 email process.
2. You will receive an email from CollegeNow with your ACCeID
3. [Activate ACCeID](#)
4. Wait 4 hours
5. Complete the [Online Orientation & Quiz](#)
6. Wait 24 hours
7. [Activate ACCMail](#)