



## 2024/2025 Temple College Dual Credit Packet Check List

Student Legal Name: \_\_\_\_\_

Currently attending \_\_\_\_\_ High School Course  
block

\_\_\_\_\_ Temple College Application (see instructions for online application below)

\_\_\_\_\_ Temple College Dual Credit Registration Form (with ALL signatures)

\_\_\_\_\_ TSI Test Scores (Please send official test score report, if student did not take the TSI test through Temple College)

\_\_\_\_\_ Math

\_\_\_\_\_ Reading

\_\_\_\_/\_\_\_\_ Writing

\_\_\_\_\_ Signed High School transcript to include current GPA.

\_\_\_\_\_ Proof of CURRENT (within 5 yrs.) Bacterial Meningitis Vaccination or Waiver.

**Please return all requested materials to your high school counselor.**

## 2024-2025 **NEW** Dual Credit Application Process and Student records Release Process

Dual Credit students must apply on the dual credit page of Temple College.

The new Dual Credit student application process is as follows:

1. . Go to [Dual Credit • Temple College \(templejc.edu\)](https://www.templejc.edu/dual-credit/) and select the Apply Now! Button in the middle of the page.
2. Create an account.
3. Here is the Temple College link to the dual credit application:  
<https://www.templejc.edu/programs/dual-credit/> to create their account.
4. Next, the student fills out three parts: Personal, Academics, and Writing and Signature.
5. Personal – This is the student’s demographics. Name, address, contact information, emergency contact, Race & Ethnicity, and first-generation question.
6. Academics- This is an eight-part section:
  - a. First: The student will pick the semester that they plan to begin.
  - b. Second: The student will pick their Academic Program. There are only three choices. This list simplifies the long list of choices that the dual credit students had.
  - c. Third: The students will choose their Educational Goal. There is only **ONE** choice (College Transfer), and we hope this simplifies the DC application.
  - d. Fourth: The students will choose their **ADMIT TYPE**. Again, there is only **ONE** choice.
  - e. Fifth: The student will choose **YES** or **NO** FOR TSI Assessment. They will be asked if they know their test date (leave blank if they do not know). They will be asked to check each test that they have taken.
  - f. Sixth: HIGH SCHOOL CREDIT- The student will pick their high school.
  - g. Seventh: College Credit – The student will answer if they have attended college.

7. **Writing and Signature:** The student will certify their application by answering the following questions and signing



Apply Now!

## Welcome to Dual Credit at Temple College!

We are excited to have you as a Temple College Dual Credit student. Dual credit is a program that allows high school students, including home school and private school students, to take postsecondary coursework and simultaneously earn college credit toward a high school diploma, a career certificate, or an associate degree. Also, dual credit allows high school students to earn credits on one of our campuses or within the high school day—without leaving the high school setting.

Students must meet college readiness course placement prerequisites, complete all the registration steps, and pay tuition and fees to receive dual credit.

Get a head start on your higher education goals and join us at Temple College.

### 2024-2025 **NEW** Dual Credit Application Process and Student records Release Process

#### Application Process

1. The student will create their account by following the following URL and entering their name and e-mail address.

<https://templejc.elluciancrmrecruit.com/Apply/Account/Create?f=f35ee2a6-860a-477b-a3e2-886df4a1fd09&o=6ff1058c-02a6-bec2-42b4465452fb>

2. The student fills out three parts: Personal, Academics, and Writing and Signature.

**Personal** – This is the student’s demographics. Name, address, contact information, emergency contact, Race & Ethnicity, and first – generation question.

[Review](#) Supplemental Items & Documents Print

**Personal** Academics Writing & Signature

Please enter your information in each of the following sections. Fields with a red asterisk (\*) are required and must be completed before you can submit your application. Additional questions may become required based on your answers to a previous question.

**Name**

Prefix

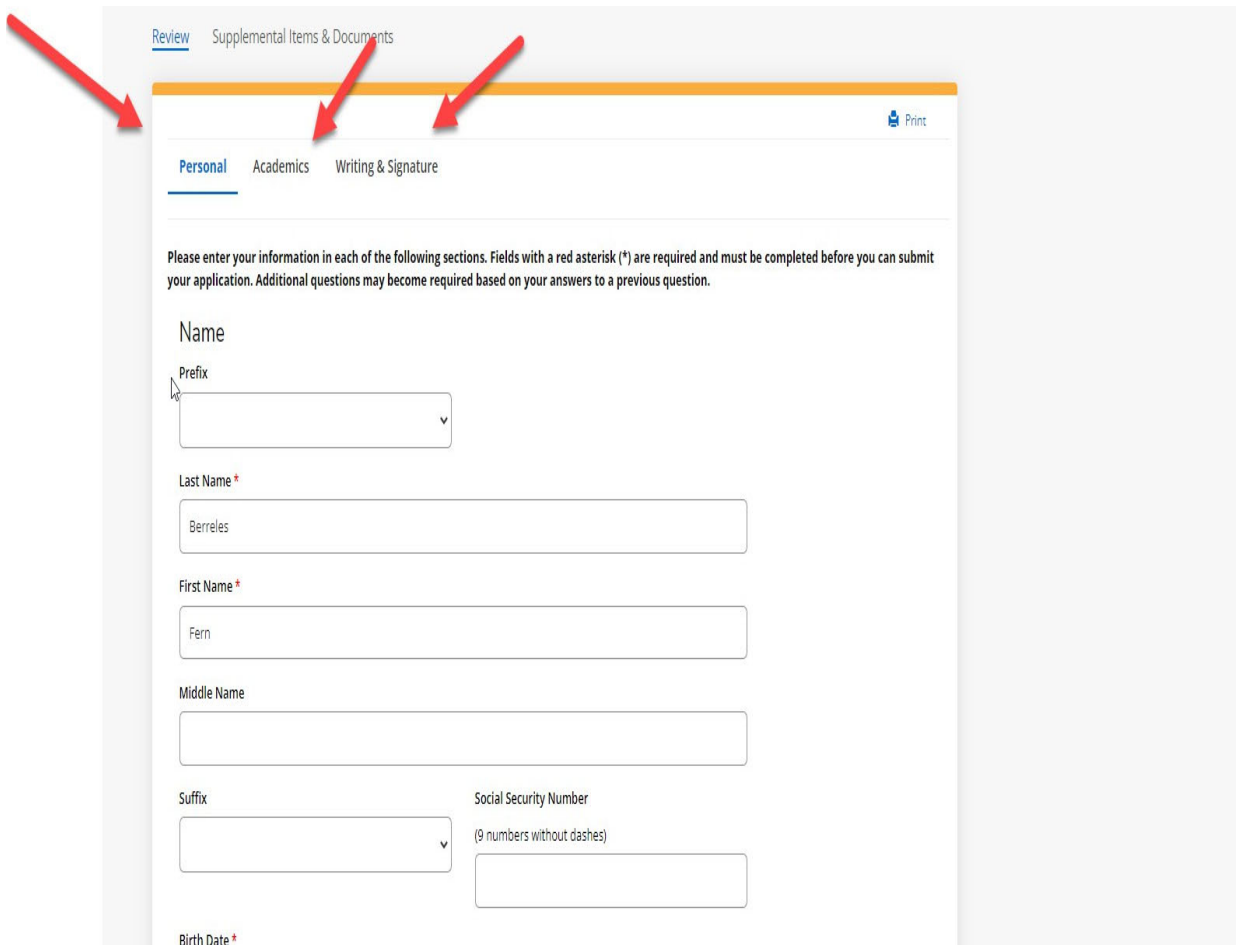
Last Name\*

First Name\*

Middle Name

Suffix  Social Security Number  
(9 numbers without dashes)

Birth Date\*



## 2024-2025 **NEW** Dual Credit Application Process and Student records Release Process

**Academics - This is an eight-part section.**

**First: The student will pick the semester that they plan to begin.**

Entry Term \*

Spring 2024

Fall 2024

Spring 2024

Summer 2024

**Second:** The student will pick their **Academic Program**. There are only **three** choices. This list simplifies the long list of choices that the dual credit students had.

Admit Type \*

Dual Credit/Legacy High School (receiving both high school and college credit)

## 2024-2025 **NEW** Dual Credit Application Process and Student records Release Process

**Third:** The students will choose their **Educational Goal**. There is only ONE choice, (TRANSFER TO COLLEGE) and we hope that this simplifies the DC application.

## Enrollment Information

Entry Term \*

Admit Type \*

**Fourth:** The Students will choose their **ADMIT TYPE**. Again, there is only **ONE** choice.

Admit Type \*

Dual Credit/Legacy High School (receiving both high school and college credit) ▼

Dual Credit/Legacy High School (receiving both high school and college credit)

## TSI Assessment

Have you taken the TSI Assessment?

## 2024-2025 **NEW** Dual Credit Application Process and Student records Release Process

**Fifth:** The student will choose YES or NO for TSI Assessment. They will be asked if they know their test date (leave blank if they do not know). They will be asked to check each test that they have taken.

**Sixth:** HIGH SCHOOL CREDIT – The student will pick their high school

### TSI Assessment

Have you taken the TSI Assessment?

TSI Assessment Date

### Entrance Exams

Have you taken any of the following college entrance exams?

ACT

Yes  No

SAT

Yes  No

STAAR

Yes  No

PSAT

Yes  No

### High School Credit

- Click "Add High School" to add your High School Information.
- Search by one or more of the fields below. (You may want to start with City.)
- Select the button next to your school name.
- Click SELECT.

#### High School 1

High School

School Name or City (full or partial)

In order to search by name, enter at least 3 characters of the name.

Country

**Seventh: COLLEGE CREDIT – The student will answer if they have attended college before.**

### High School Credit

- Click "Add High School" to add your High School Information.
- Search by one or more of the fields below. (You may want to start with City.)
- Select the button next to your school name.
- Click SELECT.

#### High School 1

High School

School Name or City (full or partial)

In order to search by name, enter at least 3 characters of the name.

Country

### College Credit

Have you attended any other colleges or universities?

Previous Page

Save Application

Save & Continue

## 2024-2025 **NEW** Dual Credit Application Process and Student records Release Process

**3. Writing and Signatures:** The student will certify their application by answering the following questions and the signing it.

Personal Academics **Writing & Signature**

Please enter your information in each of the following sections. Fields with a red asterisk (\*) are required and must be completed before you can submit your application. Additional questions may become required based on your answers to a previous question.

### Certification

Please affirm the following before you submit your application.

Do you certify the following? \*

I certify that the information contained in this application is complete and correct to the best of my knowledge. I agree to notify the proper officials of the institution of any changes in the information provided. If my application is accepted, I agree to abide by the policies, rules and regulations of the college regarding conduct and other obligations. I authorize Temple College to verify the information that I have provided.

Yes  No

Do you certify the following? \*

I further understand that this information will be relied upon by college officials in determining my admission and residence status for tuition purposes and that submission of false information is grounds for rejection of my application, withdrawal of an offer of acceptance, cancellation of enrollment, and/or disciplinary action.

Yes  No

Do you certify the following? \*

Furthermore, I have listed all colleges and universities previously attended on this application. I understand that I must furnish an OFFICIAL copy of my transcript from each college, university and/or high school attended to the Temple College Admissions and Records Office prior to the first semester of enrollment at Temple College.

Yes  No

The electronic signature consists simply of your name, typed by you on your keyboard. The signature is your confirmation that the application you have filled out is your own work and the information is factually true. Once you type in your name, this will count as your electronic signature.

Signature \*

Signature Date \*

[Previous Page](#)[Save Application](#)[Preview Before Submission](#)[Submit Application](#)

The student will not be required to submit supplemental items.

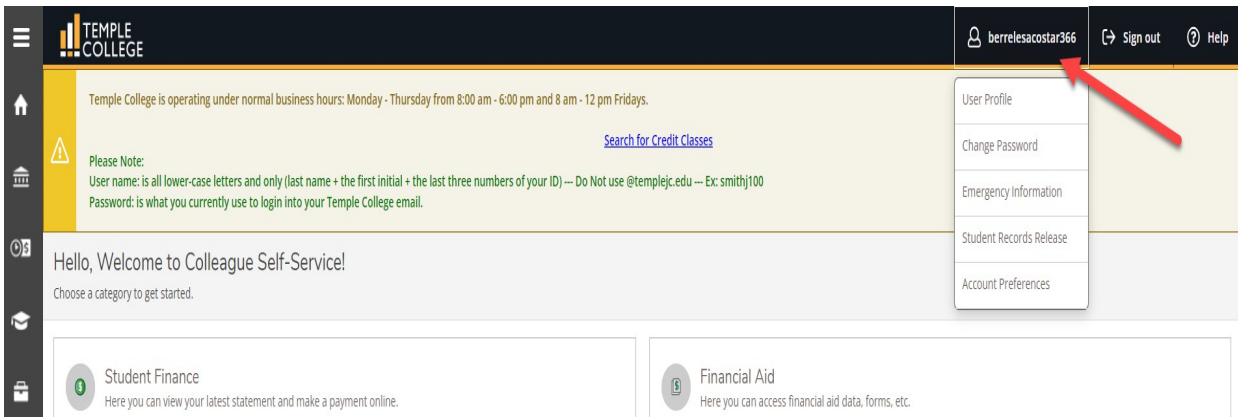
**P.S. If the DC applicant uses the traditional create account link, they will be presented with multiple admit types to choose from, and they should be reminded to choose the “Dual Credit/Legacy High School” admit type. This will also route them to the correct DC application.**

## 2024-2025 **NEW** Dual Credit Application Process and Student records Release Process

### STUDENT RECORDS RELEASE

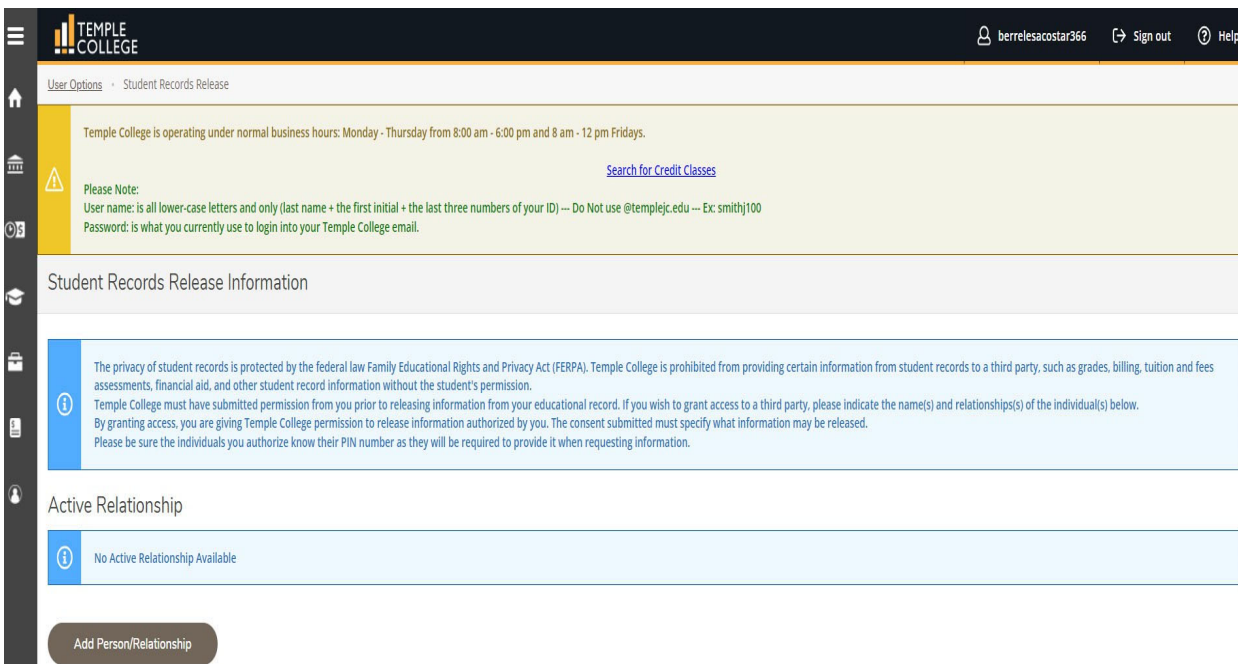
1. The student will need to sign in to Self-Service.

2. The student will need to click on their username at the top.



3. A drop-down list will show the 4<sup>th</sup> item as Student Records Release.

4. The student will click on Student Records Release and the following will appear.



## 2024-2025 **New** Dual Credit Application Process and Student records Release Process

2024- **(Purple Arrow) Add/ Person/ Relationship** – the student input their parent or guardians' information.

- 2025- **(Green Arrows)** – Will fill out the parent or guardian name relationship type and the start and end date of the release. **The student should put their graduation date as the end date.**
- 2026- **(Red Circle) IS THE MOST IMPORTANT** – The student will assign a pin number to the parent or guardian and when the parent or guardian calls, they **must** give us that pin number or will not be able to talk to them.
- 2027- **(Blue Arrow) Access** – the student will decide which area that they grant access for. They can choose individually or all.
- 2028- **(Pink Arrow) Disclosure Agreement** – the student **must** check this to grant approval.

Active Relationship

No Active Relationship Available

**Add Person/Relationship**

First Name \*    Last Name \*    Relationship \*    PIN \*    Start Date    End Date

       Please Select    Enter a 4 digit PIN    M/d/yyyy    M/d/yyyy

Access \*

Allow Complete Access

Allow Select Access

Allow Grades Release

Financial Aid Release

Allow Billing Release

Disclosure Agreement

I authorize the institution to disclose my information to this party



## Temple College – Dual Credit Registration Form

Fall 20\_\_\_\_\_ Spring 20\_\_\_\_\_ Summer 20\_\_\_\_\_

Name: \_\_\_\_\_ TC ID Number \_\_\_\_\_ Graduation Year \_\_\_\_\_

Home Address \_\_\_\_\_

Phone \_\_\_\_\_ Date of Birth \_\_\_\_\_ High School \_\_\_\_\_ Grade Level \_\_\_\_\_

Highest level of education for parent 1? \_\_\_\_\_ Highest level of education for parent 2? \_\_\_\_\_

High school endorsement: Arts/Humanities \_\_\_\_\_ Business/Industry \_\_\_\_\_ Public Service \_\_\_\_\_ STEM \_\_\_\_\_ Multi \_\_\_\_\_

### FALL

Discipline	Course #	Section #	Date/Time	Location

### SPRING

Discipline	Course #	Section #	Date/Time	Location

### SUMMER

Discipline	Course #	Section #	Date/Time	Location

**I acknowledge my enrollment in the above-listed class(es).**

Student's signature \_\_\_\_\_

**HIGH SCHOOL COUNSELOR/PRINCIPAL AUTHORIZATION:**

I verify that the student above is TSI complete in  Reading,  Writing,  Math.

Working on TSI requirements and meeting the prerequisites for the courses listed above.  The

student has my permission to enroll with Temple College for the above-listed semester.

The student will take the course for college credit only and **will not receive high school credit.**

HS Counselor/Principal Signature: \_\_\_\_\_

Date: \_\_\_\_\_

TC use only	NODDC	DCDND	DCADV	Registered Y_____N____ Reason
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