



# Truckee Meadows Community College STEPS TO ENROLL IN A TMCC DUAL CREDIT CLASS Truckee Meadows Community College

#### SEE BACK SIDE IF YOU HAVE ALREADY TAKEN A TMCC DUAL CREDIT CLASS

## STEP ONE: Go to https://www.tmcc.edu/jump-start-program

- Click on "Steps to Enroll for Jump Start Students"
- Click on "Application for Admission" and complete the online application be sure to select "Not seeking a degree" at the bottom of the application
- Check your email daily for an issued NSHE ID number, username and password.
- Once you have your username and password, go back to the page "Steps to Enroll for Jump Start Students" and click on "Jump Start Orientation" Log in and watch the orientation video

### STEP TWO: Find the class you want to take and its availability at the time that will work for you

- Go to the TMCC homepage: <a href="https://www.tmcc.edu">https://www.tmcc.edu</a>
- Click on Academics at the top of the page
- Go to Class Schedule, select Fall, Summer or Spring schedule
- Select a subject based on the class you would like to take, ex: English
- Click "Show classes"
- Find the appropriate class, and click on "details" to see the days and times that section is offered.
- Make note of the 5 digit class number, this is different than the course number or the section number\*\*
  - \*\*If you are enrolling in a TMCC dual credit class offered on site at Reno High School we will provide you with the 5 digit class number.

#### STEP THREE: Complete the "Permission to Enroll Form"

- Go to <a href="https://www.tmcc.edu/jump-start-program">https://www.tmcc.edu/jump-start-program</a>
- Click on "Steps to Enroll for Jump Start Students"
- Click on "Permission to Enroll Form"
- Select #2 "Submit Online Permission to Enroll Form" [ <a href="https://www.tmcc.edu/jump-start-program/permission-to-enroll-form">https://www.tmcc.edu/jump-start-program/permission-to-enroll-form</a>] **DO NOT** select "print permission to enroll".
- Fill out the online form, you will need the name of the class you are taking, the 5 digit class number, your counselor's email, and phone number put the school # 333-5050
- Hit submit and the form will be sent to your counselor for verification.

## **QUESTIONS?: Contact Jump Start Program**

Telephone: 775-673-8236 or Fax: 775-674-7939

Please note TMCC will not reply to class/academic specific questions unless they are sent from a TMCC Student email. You can access your TMCC email at the following link: <a href="http://www.tmcc.edu/email/">http://www.tmcc.edu/email/</a>:

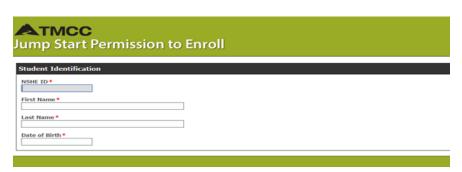
Step 1: Visit TMCC.edu

Step 2: Scroll down to email login Step 3: Click on "Student Email Login"

#### FOLLOW THE STEPS BELOW IF YOU HAVE ALREADY TAKEN A TMCC DUAL CREDIT CLASS

<u>STEP ONE</u>: Follow the link below and click on option 2. Once there, enter all your information (NSHE #, and personal info) The information here must match what you used when you applied to TMCC <a href="https://www.tmcc.edu/steps-to-enroll/high-school/jump-start/permission-to-enroll">https://www.tmcc.edu/steps-to-enroll/high-school/jump-start/permission-to-enroll</a>





<u>STEP TWO</u>: Complete "High School Counselor/Administration Information", "Parent/Guardian Information", and "Enrollment Information". The "Enrollment Information" is where you input the Catalog Information, Class #, and Class Title (example: ENG 102, 24379, Composition II). This information is found in the TMCC Class Schedule <a href="https://www.tmcc.edu">https://www.tmcc.edu</a> schedule

