ApplyTCC Dual Credit Application Instructions

TCC | Tarrant County College
EDUCATIONAL PARTNERSHIPS

BEFORE YOU START, PLEASE HAVE THE FOLLOWING READY:

- Personal email address: Avoid using ISD/ Highschool email.
- Social Security Number (SSN): Recommended but not required.
- Cell Phone: With email access and phone number.

SCAN TO GET STARTED ON COMPLETING YOUR APPLICATION

tccd.college/ApplyTCC

The reader should never scan a code or follow a shortened link without knowing where it's going and what it's used for.

STEP 1

GETTING TO THE APPLICATION

1. Go to tccd.college/ApplyTCC or use the QR code above to access the ApplyTCC application.

STEP 2

CREATING AN ACCOUNT

2. Click: **Create account** (top center).
3. Enter: Required profile information.
   - Use your full legal name.
   - Double-check your email address to avoid typos.
4. Do not check: "Is your home address outside the US or Canada?" If this is selected your application will not move forward.
5. Enter: **High school name** (or click School Not Found and enter your high school).
6. Select: **Enrollment Information.**
   - What type of courses do you want to take at TCC? Select **Undergraduate.**
   - When do you want to start at TCC? Select **Spring, Summer or Fall.**
   - What is your student type? Select **High School Dual Credit.**
   - Academic Pathway: Select **Dual Credit/Early Collegiate High School/Concurrent High Sch.**
     - *Important: All high school students must select this option as a Dual Enrollment student*
   - Academic Program: Select **Dual Credit/Early Collegiate High School/Concurrent High Sch.**
7. Select: **Create and confirm password.**
   - Save your email and password in a safe place you can reference later.
8. Select: **I'm not a robot.**
9. Click: **Create Account.**
10. Follow instructions to verify the account email address.

STEP 3

COMPLETING THE APPLICATION

11. Sign in: Using the information you set up.
12. Review and Confirm: **Profile information.**
13. Select: **Start a New Application.**
14. Select: **Start a new Undergraduate Application.**
15. Select: **Start Your Application.**
16. Fill out: Application tabs (questions with red asterisk (*) are required).

STEP 4

PERSONAL INFORMATION

17. Double-check your information.
    - Fill out birthdate and middle name (if applicable).
18. Select: **Save & Continue.**

STEP 5

DEMOGRAPHICS

19. Select: **your citizenship status.**
20. Enter **Social Security Number** (recommended but not required).
21. Select **Ethnicity** (optional).
22. Select: **Save & Continue.**

STEP 6

PROGRAMS OF STUDY

23. Complete Academic Plan information below:
    - When do you want to start at TCC? Select: **Spring, Summer or Fall.**
    - Choose an Academic Pathway: Select: **Dual Credit/Early Collegiate High School/ Concurrent High Sch.**

CONTINUE MORE INFORMATION

ApplyTCC Dual Credit Application Instructions CONT.

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- Choose an Academic Program: Select: **Dual Credit/ Early Collegiate High School/Concurrent High Sch.**
- Are you a current high school senior? Select: **Which option applies to you.**
- What is your primary reason for attending TCC? Optional response.
- Choose your preferred campus? Select: **Your service area TCC campus**
- What is your student type? Select **High School Dual Credit (Receiving both high school and college credit)**
- Choose the option that best applies to you? Select: **Your current status of high school, homeschool, or middle school student applying for dual credit.**
- Did you attend a regionally accredited college or university for the first time before Fall 2007? **Select Yes or No**.

24. TCCD University Partnership:
    - Select: **Which option you prefer.** Optional, but highly reccomended if you are interested in transferring to any of these universities. You will simply receive more information. You can opt-out at any time.
25. College Plans:
    - Select: **No, for all three questions.** Dual enrollment students are not eligible for these options.
26. Decision Factors: Optional response.
27. Select: **Save & Continue.**

STEP 7

ACADEMIC HISTORY

28. Confirm high school information.
    - Did you graduate from high school? Select **No.**
    - Will you graduate from high school? Select **Yes.**
29. Enter: Expected **graduation date or use May 30, 20xx**
30. Colleges Attended: **Not required information.**
    - If you add a college you will be required to submit your transcripts before you can enroll in dual credit.
31. Select: **Save & Continue.**

STEP 8

RESIDENCY

32. Complete residency information below. If you have questions about your residency status, contact the Admissions & Registrar Office on the TCC campus in your service area.
    - What country do you live in? Select **United States.**
    - Are you a resident of Texas? Select **Yes** (If you have lived in Texas for 12 consecutive months)
    - Starting with the term that you are applying for, have you lived in TX for the previous 12 months? Select **Yes** if you have lived in Texas a year. Otherwise, Select **No.**
    - Texas Public College Attendance: Select **No.**
        - *If you have taken dual credit with another college, Select* **Yes**. *List the college or university attended and add required additional information.*
    - Did or will you graduate from High School or complete a high school in Texas? Must select **Yes**.
    - Residency During High School: Select **Yes**.
    - Do you file your own federal income tax as an independent tax payer? Select **No**.
    - Dependent: Select **Yes**.
    - Is your parent or guardian a U.S. Citizen? Select **Yes or No**.
    - If No, add additional required information.
    - Select: **Save & Continue**.

STEP 9

CONSENT & SUBMIT

33. Review the information.
34. Click: **Yes to all statements** in order to certify and submit.
35. Complete: **Signature and date.**
36. Click: **Submit Application.**

STEP 10

YOUR APPLICATION IS COMPLETE!

- TCC will process your application within 24-48 hours.
- Check your personal email for the acceptance notification, TCC Student ID number, and additional instructions for setting up your TCC Student Account.
- Once you receive your TCC student account all information will be sent to your TCC email.

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