



## DUAL ENROLLMENT CHECKLIST

### **STUDENT:**

- STEP 1 Attend a dual enrollment orientation/information session at your high school campus.
- STEP 2 Complete the online application at [www.applytexas.org](http://www.applytexas.org). When you complete the application you must indicate your interest in **“Dual Credit”** at Texas Southmost College.
- STEP 3 Successfully pass all or part of the TSI exam. See “Eligibility Criteria” for more information.
- STEP 4 Submit completed “Student Guidelines & Parental Consent” form to your high school counselor.
- STEP 5 If in 9<sup>th</sup> or 10<sup>th</sup> grade, submit completed “Request for Dual Enrollment Courses as a Freshman or Sophomore” form to your high school counselor.
- STEP 6 Meet with your high school counselor and determine the courses in which you would like to enroll.

### **HIGH SCHOOL COUNSELOR:**

- STEP 7 Submit the following to the TSC Office of High School Relations and Community Outreach:
- TSI test scores
  - Most current student transcript
  - Completed “Student Guidelines & Parental Consent” form
  - “Request for Dual Enrollment Courses as a Freshman or Sophomore” form if required
  - “Approval of Excess Course Enrollment” form, if required
- STEP 8 Submit “Semester or Yearlong Course Request” and “Instructor Request” forms, if required, to the TSC Office of High School Relations and Community Outreach by the approved deadline.
- STEP 9 Submit complete class rosters to the TSC Office of High School Relations and Community Outreach by the approved deadline.

### **TEXAS SOUTHMOST COLLEGE:**

- STEP 10 Verify all documents have been submitted and are complete, and review documents to validate student eligibility for participation.
- STEP 11 Enroll students into courses and issue student identification cards with student credential information.
- STEP 12 Submit final class rosters to high school counselors.