



## DE/ECHS NEW STUDENT CHECKLIST

### **STUDENT:**

- STEP 1 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 2 Successfully pass all sections of the TSI exam pertaining to course/s you wish to enroll. See “Eligibility Criteria” for more information.
- STEP 3 Submit completed “Student Guidelines & Parental Consent” form to your high school counselor.
- STEP 4 Submit completed “Fundamental Component Area” form to your high school counselor, if required.
- STEP 5 Submit “Bacterial Meningitis” form to your high school counselor, if taking classes on TSC campus.
- STEP 6 Meet with your high school counselor and determine the courses in which you would like to enroll.

### **HIGH SCHOOL COUNSELOR:**

- STEP 1 Submit the following to the TSC Office of High School Programs and Services for each student wishing to enroll:
- TSI test scores
  - Most current student transcript
  - Fundamental Component Area Form (If required)
  - Bacterial Meningitis Form (If required)
  - Completed “Student Guidelines & Parental Consent” form
- STEP 2 Submit “Semester or Yearlong Course Request” and “Instructor Request” forms, if required, to the TSC Office of High School Programs and Services by the approved deadline.
- STEP 3 Submit complete class rosters to the TSC Office of High School Programs and Services by the approved deadline.

### **TEXAS SOUTHMOST COLLEGE:**

- STEP 1 Verify all documents have been submitted and are complete, and review documents to validate student eligibility for participation.
- STEP 2 Enroll students into courses and issue student identification cards with student credential information.
- STEP 3 Submit final class rosters to high school counselors.