# Quick Guide: Apply Texas for TCC Dual Credit

Before beginning, make sure you have your **social security number** and a **working e-mail address**.

1) Go to [www.applytexas.org](www.applytexas.org) and create an account.

2) Be sure to write down your username and password and keep it for future reference.

3) Create a profile.

### Start a new blank application

1) Select "**Create a new 2 year college admissions application**"

2) For target college, select "**Tarrant County College District**" (from drop down menu)

3) Be sure to answer **YES** for the "Are you completing this application to apply for Dual credit classes" question

4) For semester, select "**Fall 2018**"

   • For the deadline, select "**The regular deadline for Two Year Institution applications**"

5) For First Choice School, select "**Associate of Arts Degree**"

6) For Major, select "**Dual Credit/Concurrent High School/Early College High School**"

7) Click "**continue to my application**"

### Biographical Information

1) *Check to be sure your first choice major is listed as "Dual Credit" and that "yes" is checked to indicate you are applying for dual credit.*

2) Answer all biographical questions thoroughly and correctly.

   • Much of the information will auto-populate based on your profile information.

   • Be 100% sure you enter the correct Social Security Number (SSN).

### Educational Background

1) Select your current high school from the menu.

2) Indicate whether you are homeschooled.

3) Select "**not applicable**" for the question about high school graduation.

4) You will likely have no previous colleges or universities to list. **If not, leave the entire section blank**.

5) You are likely not on academic suspension from another college or university.

6) Save changes.

**Educational Information**

1) Indicate if you take a Tech Prep course or courses for college credit (Yes or No).

2) For Admission Basis, select "**Dual Credit (receiving both high school and college credit)**"

3) For Reason Attending, select the appropriate response.

4) Save changes.

**Residency Information**

1) Please Note-When asked "Do you file your own federal income tax as an independent tax payer," for the majority of you, the answer will be '**No**'.

2) "Are you claimed as a dependent?" **Yes** (Your parents and/or guardian will most likely claim you as a **dependent)**.

3) Answer each remaining question accurately and thoroughly.

**Custom Questions for this institution (TCC)**

1) For release of FERPA directory information, select your desired response (Yes or No).

2) For campus, select "**Northeast.**"

3) For the question about the College Access process, select "**No.**"

4) Select "**No**" for, "Did you attend a regionally accredited college or university for the first time before fall 2017?"

5) Indicate whether you would like to receive text messages updates from TCC (Yes or No).

6) Indicate if you would like to opt in to the TCC/UT Arlington Early Transfer Identification Program (Yes or No).

7) Click "**save and complete this page.**"

**Certification and Payment Information**

1) Check the boxes to acknowledge you read the statements listed.

2) Click "**save and proceed to application submission.**"

**Application Submission**

*Be sure there are no errors in your application.* Once you have done so, select "**Submit Application Now**."

Shortly you will receive an email from Apply Texas acknowledging the application was submitted. This is not from TCC. Within a few days, you will receive an email directly from TCC, which will include important information (including your TCC ID number).

Reminder: The TCC deadline for completion of enrollment forms, TSI and application is **April 27, 2018**