

APPLYTCC – APPLICATION HELP SHEET

GETTING TO THE APPLICATION

- Go to <https://www.tccd.edu/>
 - Click on the “**Apply For Admissions**” tab on the top of the page
 - Click on the “**New-to-College-Student**” link
 - Click on the “**ApplyTCC**” link (located Under Step 1 of: How do I apply to TCC?)

CREATING AN ACCOUNT

- Click the “**CREATE ACCOUNT**” link (located under ApplyTCC Sign In)
- The email address you provide will be your username for the Apply TCC account
- Fill in the required information on the remaining fields
- At the “Enrollment Information” section:
 - For Academic Level, select “Undergraduate” if you plan to take classes for college credit
 - For “Admit Type”, select the appropriate option. If you are currently in high school and are planning to graduate, select “High School Graduate”
 - For “Entry Term” select the term when you plan to begin classes
 - For “Academic Program” select the program you are interested in pursuing. If you are undecided or plan to take your basics and transfer, you can leave it blank.
- Be sure to create a strong password that you can remember, as you may need to log back in. Save your email and password that you used to create your account on a note in your phone or write it down somewhere safe.

COMPLETING AN APPLICATION

Now that you have created your account, it is time to begin your application.

- Click “**Start a New Undergraduate Application**”
- On the next screen under Enrollment Information:
 - For “Academic Level”, select “**Undergraduate**”
 - For “Entry Term”, select the **Undergraduate** term offered when you plan to start at TCC
 - Do **NOT** select any of the Continuing Education Quarters (those are for **non-college** credit students only)

*Proceed to fill out the required information on the application tabs - all fields marked with a **red asterisk (*)** are required – you can leave optional questions blank

- PERSONAL: most of this information will already be filled out; make sure to double-check your personal info and fill out what is marked with an asterisk as required
- DEMOGRAPHICS:
 - *Citizenship Information*:
 - Select your citizenship status (this information is for TCC purposes only – it helps determine your tuition rate)

- Complete your Social Security Number IF you know it (if not, leave it blank). This is only asked for Financial Aid purposes – TCC uses your SSN to match your TCC application to your FAFSA application.
- All other questions are optional – answer if you choose or leave blank.
→ Save & Continue
- RESIDENCY:
 - Are you a Texas Resident?: Select **YES**
 - Will you have lived in Texas all 12 months preceding the semester for which you are applying?: Select **YES**
 - Texas Public College Attendance: Select **NO**
 - Did or will you graduate from High School or complete a high school equivalency in Texas? 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 whichever answer applies to you and following questions if needed.
→ Save & Continue
- PROGRAM OF STUDY:
 - Entry Term: Select either Summer 2020 or Fall 2020
 - Admit Type: High School Graduate
 - Academic Program: Choose your program of study – all of TCC's 2-year programs are listed here. If you are wanting to do your basics at TCC (to then transfer to a 4-year university), select **Associate of Arts**
 - Educational Objective: Choose your reason for attending TCC. If you are planning to do basics, select **Core Curriculum Only**. If you are doing a specific 2-year degree, select **Earn Associate Degree**.
 - Degree Sought: Skip this question
 - Preferred Campus: Select **Southeast**
 - Did you attend a regionally accredited university for the first time before Fall 2007? Select **NO**
 - Are you applying for admission through the College Access program? Select **YES**
 - CEE Student: Select **NO**
 - UTA and TCC: If you are considering transferring to UT-Arlington after completing courses at TCC, select YES. If you are not interested in UTA, select NO.
 - COLLEGE PLANS: Choose which answers apply to you for these 3 questions
 - Decision Factors: Skip this question
→ Save & Continue
- ACADEMIC HISTORY:
 - High School: Type in your high school's name, United States, Texas then click SEARCH. Find and select your high school in the search results.
 - Did or will you graduate from high school? Select **YES**
 - Graduation Date: If you don't know your exact graduation date, select June 1, 2020.
 - Colleges Attended: Skip this question
→ Save & Continue
- CONSENT & SUBMIT: Select YES on all 3 questions, complete signature and date, and SUBMIT