



Checklist for Dual Credit Registration

Becoming fully registered as a TJC Dual Credit or Early College student is a big process, so keep track of your steps with this checklist.

Counselor

- Talk to your high school counselor and review eligibility to take dual credit courses. Homeschoolers call our office.
- Review the admissions and registration process with the counselor.

Admissions

- Complete the TJC application for admissions at www.tjc.edu/admissions.
- Submit meningitis vaccination verification at admissions@tjc.edu.
- Submit High School transcript.
- Submit test scores (TSI, ACT, SAT, STAAR, PSAT) or take TSI exams

Advising

Students should meet with an academic advisor to ensure that courses will apply toward the degree.

School Partnerships

- Submit the Student/Parent Consent Form at dualcredit@tjc.edu or 903-510-2601 fax.
- Complete the Registration Form and submit to the HS Counselor.
- If you need to add or drop a class after the initial Registration Request Form, submit a Registration Change Form to the HS Counselor.

Payment

- Check balance on Apache Access
- Pay through the online payment system or by coming to the TJC cashier's office on the TJC Campus by the posted deadline.

Campus Police

- Obtain a TJC ID and lanyard with correct semester sticker.

Your HS counselor will tell you if you are required to purchase textbooks.

First 15

High school students may enroll as non-degree seeking students until they complete 15 college credit hours. During the following semester, high school students are required by Texas Educational Code (T.E.C. 51.9685) to declare a major and receive academic advising. These students will also need to be TSI complete in the corresponding subject matter to continue enrolling in dual credit courses.

Testing Information

In order to take college courses for dual credit, a student must be deemed "college ready" through the TSI Assessment or through an exemption/waiver. **Scores and high school transcripts must be submitted for verification to dualcredit@tjc.edu.**

Minimum Test Scores required:

TSIA 2--ELAR Requirements: (after 1/11/2021)

- CRC 945 and Essay of 5, OR
- CRC 910-944 AND Diagnostic (NRS) Level 5, with Essay of 5

TSIA 2--Math Requirements:

- CRC 950, OR
- CRC 910-949 AND Diagnostic (NRS) Level 6

TSI Exemptions: (must be used within 5 years of testing)

SAT

- Reading/Writing – 480, Math – 530

ACT (composite of 23)

- English score of 19, Math score of 19