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. 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 9th or 10th 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.