

# Dual Credit Admissions Process

## Admission & Registration Checklist



### Student/Parent Orientation

All new Dual Credit students and parents should attend a face to face information session at the high school. If the high school does not have one scheduled, please review the information available in our online orientation. Students should only take Dual Credit courses if they are willing to put forth the extra effort, as these are true college classes at NCTC.

**BE AWARE OF YOUR HIGH SCHOOL DEADLINE**



### Application

- Complete an application at [ApplyTexas.org](http://ApplyTexas.org) using the [step by step guide](#)
- Apply Texas will send an immediate email that your application has been forwarded to NCTC. If you do not get this email, go back to your application to verify you submitted it.
- Additional email/s will follow from NCTC. These important emails contain valuable information: College ID, Password, information on missing documents.
- Set up your NCTC student portal ([OneLogin](#)) utilizing the credentials you receive in your email.

**BE AWARE OF YOUR HIGH SCHOOL DEADLINE**



### College Readiness Test Scores

- The Texas Success Initiative Assessment is NCTC's preferred test for college readiness.
- The TSI is available at most high schools. Check with counselor.
- Testing should be completed well in advance of registration.

**BE AWARE OF YOUR HIGH SCHOOL DEADLINE**



### Document Submission

- **High school/college transcripts and test scores** are required prior to registration.
- **Meningitis immunization** will be required if attending face to face course/s at an NCTC campus.
- Check with your school designee on how documents will be submitted.

**BE AWARE OF YOUR HIGH SCHOOL DEADLINE**



### Registration

- Students may only register for approved courses by their high school counselors.
- Meet with your counselor or dual credit designee to complete the [Student Registration Form](#).
- There are two options for registering. Check with your high school counselor to see which option they will use:
  - Online at your high school. Check with your high school counselor for NCTC Dual Credit Registration Day.

- By an NCTC Dual Credit Success Coach
- Registering for unapproved courses may result in forfeiture of **ALL** courses.
- The deadline for dual credit registration is earlier than college student deadlines. Register for fall by early May and for spring by early December. Your high school may have an earlier date.



## Payment

- Unlike high school, college is not free. Students must check their student portal from MyNCTC to determine tuition charges.
- Understand your school's policy if the ISD pays your tuition.
- Before payment, you may need to have the business office rerun your bill for accuracy. Bills can be paid by phone (940) 668-4200, in person at most campus business offices, or online from [MyNCTC](#) student services portal. You need your ID and Password to access.
- Apply for [NCTC Scholarships](#) before April 1<sup>st</sup>/ October 15<sup>th</sup>.
- NCTC also provides waivers for students participating in the Federal Lunch Program. Check with your counselor to make sure your name is submitted.
- **All students who drop or withdraw from a course during any semester will be responsible for paying a portion of the tuition.**



## Purchase Textbooks

- Unlike high school, students are required to buy their own textbook (excluding students on Free/reduced lunch program).
- You can rent or purchase used copies, but these will sell out early.
- Many courses such as government, economics, and math have embedded digital textbooks which do not have to be purchased separately. Embedded book fees are added to your NCTC tuition. See your financial statement for embedded book fees.
- NCTC has bookstores on Flower Mound, Gainesville, and Corinth campuses. You can also purchase books [online](#).

<p><b>Susan Cooper, MEd</b>            Director of Dual Credit            Gainesville            scooper@nctc.edu            Direct: 940-668-3337</p>	<p><b>Diane Mannion</b>            Student Success Coach, Dual Credit            Flower Mound            dmannion@nctc.edu            Direct: 972-899-8331</p>
<p><b>Tisha Green</b>            Student Success Coach, Dual Credit            Gainesville            tgreen@nctc.edu            Direct: 940-668-3387</p>	<p><b>May Dobbs</b>            Student Success Coach, Dual Credit            Corinth            mdobbs@nctc.edu            Direct: 940-498-6278</p>
<p><b>Terrie Moss</b>            Student Success Coach, Dual Credit            Bowie and Graham            tmoss@nctc.edu            Direct: 940-872-4002 940-521-0720</p>	<p><a href="http://www.NCTC.edu/dual-credit">www.NCTC.edu/dual-credit</a>  <b>General Email: <a href="mailto:dualcredit@nctc.edu">dualcredit@nctc.edu</a></b>  <b>Office Hours M-Th 8:00-5:00</b>  <b>F 8:00-12:00</b>  <b>*Closed Fridays in Summer</b></p>

**\*\*Tuition rates and Free Reduced grants are subject to change based on NCTC Board of Regents.**