



## **Dual Enrollment/Early Admissions**

### **New Student Checklist**

**Dual Enrollment and Early Admissions provides high school students the opportunity to earn college credit while in high school. Steps to complete prior to enrollment:**

1. \_\_\_\_ Meet with your High School Counselor to determine eligibility for dual enrollment.
2. \_\_\_\_ Complete any ISD required forms and submit to counselor, if applicable.
3. \_\_\_\_ Complete the CTC Application for Admission online following the attached instructions.
4. \_\_\_\_ Submit any additional residency documentation required.
5. \_\_\_\_ Complete the CTC Class Registration form (attached).
6. \_\_\_\_ Complete the CTC Dual Enrollment/ Early Admissions Approval/ Advising Plan (attached).
7. \_\_\_\_ Request and attach an official copy of your high school transcript and test scores.
8. \_\_\_\_ Complete the CTC Dual Enrollment Release of Information form (attached).
9. \_\_\_\_ Turn in all forms to the nearest CTC Representative.<sup>i</sup>

<sup>i</sup> If taking classes not held at the high school or provided by the HS, turn into CTC Central Admissions or nearest CTC representative. If taking CTC Dual Enrollment classes in the high school, turn forms into the HS counselor or to the CTC representative assigned to your school.