HOUSTON COMMUNITY COLLEGE

DUAL CREDIT APPLICATION

STEP 1: CREATE ACCOUNT & EDIT PROFILE   WWW.APPLYTEXAS.ORG

If you already have an HCC Student ID number, you do NOT need to reapply to HCC.

- **Sign up at** www.ApplyTexas.org
  - Select C*reate Account* to get started:
    - Create a username, enter a **personal** email address, and create a password
    - Check personal email and verify account
    - Log in to continue
- Scroll down on the **Welcome** page to *Find the right application*
  - Are you a high school or middle school student? YES
  - Do you plan to apply to an undergraduate program, dual credit program, or both? DUAL CREDIT
  - Are you a US Citizen? ANSWER DEPENDS ON YOUR STATUS
    - If you answer 'no,' application will generate questions about home country, permanent residency and visas
- **About You section**
  - This first page tells you what you'll be asked and what documents you may need. Scroll down and click *Next*
  - Enter your <u>full legal name</u> (this needs to match your high school transcript)
  - Street address, city, country, state and zip code – Validate your address
    - Is your residential address different from your permanent address? NO
    - Is your mailing address different from your permanent address? NO
    - Use same email? YES
    - Enter your cell phone number
    - Click *Next*
  - Date and place of birth
    - Read carefully and answer all questions
    - If you have a Social Security Number, enter it. Ask your parent if you don't know it.
    - Click *Next*
  - Military status – only those with a parent who served will answer anything other than N/A
  - Foster Care – answer based on your status
  - Language – only add if you fluently speak a language other than English and want to list it
- **Household section**
  - This first page tells you what you'll be asked and what documents you may need. Scroll down and click *Next*
  - Parents or Guardians
    - Add parent/guardian information – only questions with * are required
    - Leave Gross income blank
    - Emergency Contact - Click *YES* so you don't have to re-enter parent information
  - Texas Residency – answer questions and hit *Next*
  - Family Obligations – answer questions and hit *Next*
- **Education and Testing section**
  - This first page tells you what you'll be asked and what documents you may need. Scroll down and click *Next*
  - High School Info: *Type in the name of your high school and select*
    - Your graduation date will be 05/31/202__ (your grad year)
    - GED = NO
  - College History: NO to all three questions
    - Basis for admissions = DUAL CREDIT
    - Reason for attending classes at this college: EARN CREDITS FOR TRANSFER
  - Advanced certifications: click NEXT
  - Entrance Exams: click NO on both

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- **Activities and Achievements section**
    - This first page tells you what you'll be asked and what documents you may need. Scroll down and click *Next*
    - Each of these sections allows you to add information. You don't need it for dual credit, so just click *Next* on each one to move on

You've completed your profile! Now, you have to apply to HCC!
- Click *Search for schools*
    - Type *Houston Community College*
    - Scroll until you see the option with **Dual-Credit** * – Click *View Details*
    - Click *Start your application*
    - Scroll down and click *Next*
- **Major**
    - Scroll down to **Liberal Arts** and choose **Undecided** . Click *Next*
- **School-required questions**
    - Home Campus: *Stafford*
    - Academic Level: *Freshman*
    - Online Learning: *No*
    - Scroll down through the questions without an *
    - School District: *Fort Bend*
    - Consent on Text Msgs and Calls: *I consent*
    - How did you hear about HCC?: *High School Counselor*
    - Educational Goal: *Earn Credits for Transfer*
    - Military Status: *No Military Service*
    - Veteran Benefits: *No*
    - Veteran Status: *No*
    - Re-Admission: *leave blank unless you have been given specific instructions about re-applying*
    - Scroll down to High School GPA: *put your unweighted GPA*
    - High School English: *Yes*
    - High School Math: *Yes*
- **Essays** – click *Next*
- **Review Application** – make sure all sections have a green checkmark
    - If not, fix it. If all green, click *Next*
    - Check all boxes and click *Next*
    - Check *I understand…* and click *Submit*

Congratulations! You have submitted your HCC application for Dual Credit!

You will get an email confirming your submission. **CHECK YOUR EMAIL** over the next few days. Your acceptance email from Houston Community College *(subject line will be "Acceptance from Houston Community College")* will include your **HCC ID #** (starting with a W). If you did not enter a social security number, your will also be assigned a P#, which you will use in place of your social security number when HCC asks for it.

Your acceptance email will also list your next steps. READ THIS EMAIL THOROUGHLY AND FOLLOW ALL INSTRUCTIONS. DO NOT DELETE THAT EMAIL - Save it as a screenshot, save the information in your phone's notes!

After you receive that email, complete the Dual Credit paperwork and turn it in to the Dual Credit Coordinator following campus procedures.