

NORTH CENTRAL TEXAS COLLEGE

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DUAL CREDIT *Your Future On Track*

This CHECKLIST is intended to be a general guide for NCTC Dual Credit admissions & registration. Always check with your high school counselor for additional requirements.



2018-19 DUAL CREDIT ADMISSION & REGISTRATION CHECKLIST

STEP 1: Become familiar with NCTC Dual Credit website: nctc.edu/dual-credit

- Meet with your high school counselor.
- Home schooled students (see STEP 4).

STEP 2: Submit an Application for Admission

- Go to: applytexas.org (Instructions for completing application available on NCTC Dual Credit website: nctc.edu/dual-credit/index.html)
- An email from *Apply Texas* should arrive immediately indicating the application has been forwarded to NCTC. If you do not receive this email, go back to your *Apply Texas* application and submit.
- An email from NCTC Admissions will arrive within 5-7 business days. If you do not receive this email, contact the NCTC Admissions Office. **This important email contains your Net ID, Password, and additional information.**

STEP 3: College Readiness Scores

- ACT, SAT, or TSI Assessment preferred.
- Check NCTC Dual Credit website for specific eligibility scores.
- A pre-assessment is required prior to TSI testing (print proof of completion).
- Schedule an appointment to take the TSI if needed by calling (940)668-4216 or (940)498-6410.

STEP 4: Submit Required Documents to NCTC Admissions

- Transcripts from high school and other colleges.
- Proof of Meningitis Immunization: **Required for all online, hybrid, and face to face courses.** Immunization waived if only attending a course face to face at your high school. Must be current, within 5 years of the first day of class.
- Test scores
- Home schooled students meet with Dual Credit Coordinator AFTER submitting documents.

STEP 5: Complete Dual Credit Registration Form

- Available online from NCTC Dual Credit website or from your high school counselor.
- Counselors must approve courses.
- Form must be completely filled out and include signatures of parent, student, and school designee.

DUAL CREDIT ADMISSION & REGISTRATION CHECKLIST *continued*

STEP 6: Register for Courses

- Check with high school counselor or the dual credit coordinator for instructions on registering for the course(s). **Procedures differ for each high school.**
- Registration is not complete until students are able to view the course(s) from MyNCTC student portal. Students are responsible for checking to verify registration has been completed. Contact Dual Credit Coordinator or counselor if course(s) fail to appear.
- An email is sent immediately to your NCTC email once you are registered.

STEP 7: Payment for classes is due at the time of registration - Several payment options are available:

- Online with credit card or electronic check - MyNCTC student portal.
- Online Payment Plan - MyNCTC student portal
- Cash - In person at NCTC's Business Office
- Check, Cashier's Check, or Money Order - Mail or in person at NCTC's Business Office
- Credit Card - In person, or by phone

STEP 8: Activate your NCTC email

- Go to your student portal, MyNCTC, and login with Net ID and Password/Student ID.
- Use the quick link "Lion Pride Email" to activate your account.

STEP 9: Apply for Scholarships

- Deadlines: **April 15 for Spring semester, October 15 for Fall semester.** Scholarships for summer terms not available. Scholarships cover tuition only.
- Set up your student email through MyNCTC to apply online.

STEP 10: Purchase Textbooks

- You will need your schedule to do this.
- Find a list of textbooks for your classes on: nctc.edu/bookstore/index.html
- Order online
- Visit bookstores on Gainesville, Corinth, or Flower Mound campuses.

NORTH CENTRAL TEXAS COLLEGE DUAL CREDIT

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