

## TCC Admissions Application & Dual Enrollment Steps

The procedures for enrolling in a Dual Enrollment course are as follows:

- Step 1. Apply for Admission to TCC.** \*If you are currently in a Dual Enrollment course with another Virginia Community College you will need to apply to Tidewater Community College using your 7-digit student ID number.

Complete the free TCC application for admission online <https://www.tcc.edu/apply>

- Create Account. Use an email that is accessible
- Tax ID and Social Security Number (SSN) not needed. If you know your SSN, please enter. If not, select the second option, "I would rather not enter my SSN at this time..."
- Citizenship. Select the appropriate option.
- Do you plan pursue a degree/certificate? Select NO.
- What term do you plan to start? Fall 2024
- Domicile- This essentially is asking who claims you on taxes. Students typically select that they will go under a parent/legal guardian. Then provide their name.
- Once you have submitted the application successfully, you will receive a confirmation page with a yellow box at the bottom. Please take a picture or screen capture of your TCC username, password, and Student (SIS) Number.
- **DO NOT go to myTCC student account. Proceed to Step 2.**

### **Step 2. Create Dual Enrollment Account**

Student creates dual enrollment account by visiting <https://tcc.dualenroll.com/login>

- Click on Create My Account- This is a **NEW** account
  - Username & Password
    - Students may create a username password that can be remembered.
  - Use your personal email address & phone number (not parent/legal guardian)
- Student Profile
- Student Number. This 7-digit number was provided on your TCC application confirmation page (from Step 1).
- Program
  - Select the appropriate program. For example, **Virtual Virginia-Commonwealth DE Pathways Program**
- Terms and Conditions
- FERPA – provides parent/guardian consent to have access to your TCC records
  - Password will be a verbal password you create
  - Enter parent/guardian first and last name
- Parent Information
- High School
  - Select **OTHER PUBLIC HIGH SCHOOL**
  - Approver Contact Information
    - Your Virtual Virginia contact or School Counselor
  - Select highest Math class taken (including In-Progress)
  - Click UPDATE
- **Process complete**