

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 or have previously applied to TCC and know your 7-digit TCC student ID number, please skip to Step 2.

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

- Create an Account. Use an email that is accessible as you will need to verify it immediately.

The Basics- 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..."

Your Education- Do you plan to pursue a degree/certificate? Select NO.

- What term do you plan to start? Fall 2026 (unless you are a Social Sciences of UCGS student, then Summer 2026)

Your Military Service- If you have a parent/legal guardian who previously served (inactive, veteran), you will know their date of discharge/retirement.

Your Background-Citizenship. Select the appropriate option. If you are a Permanent Resident, be sure to enter your Permanent Residency # as indicated on your Permanent Residency card.

- Your Domicile Information- 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.
- **Go to myTCC student account. Proceed to Step 2.**

Step 2. Login to myTCC (<https://tcc.my.vccs.edu/>) & Reset Password

- Access your myTCC account and enter the username & temporary password that you received when you submitted your TCC application in Step 1.
- Set up your pictographs that you will use each time you log into your myTCC portal. Be sure to make a note on your phone or in a notebook of these pictures so you do not forget them.
- Reset your temporary password to one that you can remember
 - Click on your name in the upper right corner and select Change Password
 - Enter the temporary password for Current Password and then create a New Password following the VCCS Password Policy
 - Write down your new myTCC password and username and keep it in a safe place for future reference.

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Step 3. Submit High School Enroll e-Form

- Click on SIS (Student Information System) from your myTCC homescreen
- Select “Forms” under the Resources box on your SIS home screen
- Select “High School eForms” block, from left panel, then select “High School Enroll eForm”
 - Review your High School graduation date, enter your current high school GPA, and select all math courses you have completed.
- Select **Tidewater Community College** as the Academic Institution and the Term that you plan to enroll in DE classes (for example: Fall 2026)
 - READ the descriptions for Dual Enrollment and Concurrent Enrollment. For most students taking a DE class(es) through your high school, you will **select Dual Enrolled**.
 - Under Tidewater Campus, **select the city** your high school is located.
- **Select the appropriate Program**
 - Select the DE program that you are applying for in your school district. If you are unsure of which program, select UCGS Certificate.
 - If you are seeking to receive accommodations while enrolled in your DE class(es), please select yes and follow the link to TCC Office of Educational Accessibility.
 - If you are seeking to receive the UCGS or an Associate’s degree while in high school, you will select yes. If you are only taking a few DE classes while in high school, then select No.
- **Provide your initials** after thoroughly reading the Expectations section.
- **Provide your Parent or Guardian’s first and last name and their email address.**
 - Add a passcode/phrase for your Parent/Legal Guardian to use to access the approval link for you to participate in Dual Enrollment. **Be sure to share this Passcode with your parent/guardian.**
- **Click Submit** once you have entered the Parent/Legal Guardian information and verbal passcode.
 - It is highly encouraged that you provide your Parent/Legal Guardian access to your TCC records and accounts, please click on the link to complete the **FERPA eForm**. TCC is not able to share information about your college records and account unless you grant your parent/legal guardian access via the FERPA Consent eForm.