

Steps for Completing the Dual Credit Online Application for Admission

Go to: <https://www1.dcccd.edu/stuapp/>

Select **“Begin the Dual Credit Application”**

Create an Account:

Fill in the User Information

- First, Middle, Last Name
- Home Phone
- Work Phone
- Cell Phone
- Email address – **THIS SHOULD BE THE STUDENT’S ADDRESS NOT THE PARENT’S ADDRESS**
- Confirm Email Address

PLEASE CHOOSE THE FOLLOWING:

- **I CURRENTLY LIVE IN TEXAS**

PLEASE INDICATE ON WHAT BASIS YOU ARE SEEKING ADMISSION:

- **DUAL CREDIT/CONCURRENT**

Create a Username

Create a Password

Select **“CREATE ACCOUNT AND CONTINUE”**

ADMISSIONS APPLICATION – PAGE I

What semester will you begin taking classes:

- CHOOSE THE APPROPRIATE SEMESTER /YEAR IN DROP DOWN MENU

Reason for Attending:

- **TWO YEAR DEGREE**

I plan to take course primarily through:

- **RICHLAND COLLEGE**

Part A: Biographical Information

- Enter Social Security Number or Select “I do not have a Social Security or tax identification number”
- Enter your Date of Birth

Current Street Address:

- Current Street Address, City, Zip Code, County
- Enter length of time you have lived at that address
- Enter Mailing Address if it is different from your Street Address

Place of Birth:

- Enter the city where you were born, State, Country (if outside of the United States)

How do you identify yourself:

- Select the appropriate Ethnicity, Gender, Race, and primary language

Citizenship:

- Are you a U.S. Citizen? Select YES or NO
- If NO – select country of citizenship
- Enter Permanent Residence Status information, date, and Alien Number

Military-Veteran Status:

- Select the appropriate response for your family or self

Emergency Contact:

- Enter the name and a phone number that can be used in case of an emergency.

SELECT SAVE AND CONTINUE

ADMISSIONS APPLICATION – PAGE II

High School or Equivalent:

- **SELECT – “I AM OR WILL BE A HIGH SCHOOL GRADUATE”**
- Enter the year you plan to graduate from high school

Which best describes your High School or Equivalent:

- Select the appropriate option
- **For home-schooled students – SELECT “HOME SCHOOL – TEXAS”**

Please answer the following:

- Did you take a Career Pathway course or courses for college credit? YES or NO
- Did or will you graduate with an IB diploma? YES or NO

Previous College Work:

- Which of the following best describes you? I HAVE NO PREVIOUS COLLEGE EXPERIENCE
- Skip down to Texas Success Initiative questions

Texas Success Initiative (TSI)

- Select any of the listed exams you have taken **or**
- Select “I HAVE NOT TAKEN ANY OF THE TESTS LISTED ABOVE...”

SELECT SAVE AND CONTINUE

ADMISSIONS APPLICATION – PAGE III

Previous Enrollment:

- During the 12 months prior to the term which you are applying, did you attend a public college or university in Texas? ANSWER YES or NO

If NO – skip down to Residency Claim section

If YES – Select the appropriate answers for questions 2 – 5

Residency Claim:

- Are you a resident of Texas? SELECT YES or NO
- If NO – Select appropriate information

Acquisition of High School Diploma or GED:

- Did you live or will you have lived in Texas the 36 consecutive months leading up to high school graduation....? SELECT YES or NO
- When you begin the semester for which you are applying, will you have lived in Texas for 12 consecutive months? SELECT YES or NO

Basis of Claim to Residency:

- Do you file your own Federal Income Tax? SELECT – **NO**
- Are you claimed as a dependent by a parent or legal guardian? SELECT – **YES**
- SKIP QUESTION 3

SELECT SAVE AND CONTINUE

ADMISSIONS APPLICATION – PAGE IV

YOU WILL SKIP THIS PAGE – SCROLL DOWN TO THE BOTTOM OF THE PAGE

SELECT SAVE AND CONTINUE

ADMISSIONS APPLICATION – PAGE V

Part H: General Comments – SKIP TO NEXT QUESTION/PART

Meningitis Section:

- Read the information regarding Meningitis Vaccination Requirements

Certification of Information:

- Scroll down to find this statement:

* **By checking this box, I am attaching my electronic signature verifying that I will comply with the Residency Oath above. I will submit all official transcripts from all U.S. accredited institutions previously attended.**

PLACE A CHECK MARK INTO THE BOX

SELECT SAVE AND CONTINUE

ADMISSIONS APPLICATION – REVIEW APPLICATION

- Proof read all of the submitted information
- Edit/correct anything that is incorrect on any page or section

SELECT SAVE AND CONTINUE

SELECT “**SUBMIT MY APPLICATION**”

Application for Admission Results:

- Letter of Acceptance – scroll down to see DCCCD Student ID Number
- Pending Application – follow the instructions for contacting the college registrar for help in completing the Application for Admission requirements.