1. When you click the "Apply Now" link on our Dual Enrollment application webpage, you'll be taken to our online application site, which looks like the screenshot below.

IDENT TECHNICAL COLLEGE	IN CREATE ACCOUNT APPLY O	NUINE EVENTS
		Welcome
		Email
		Password
		SHOW
		Forgot your password?
		Remember Me     Are you signed in from a public computer?
		Sign In
		Trident Technical College   P.O. Box 118067, Charleston, SC 29423-8067
		Need help with your account? Email admissions@tridenttech.edu or Call 843.574.6558
State of the State of the State		

If you have never submitted an online application before, click "Create Account" at the top of the top of the page.

2. Enter your Contact Information.

First	Name	*
-------	------	---

Susie

Last	Name *	
$\square$		-

\_\_\_\_\_

### Email Address \*

dctest2@test.com

# \_\_\_\_\_

Q

#### Confirm Email Address \*

dctest2@test.com

### Cell Phone \*

843-123-4567

# 3. Enter your Address Information.

Address Information			
Country			
United States	~		
Address: Street Number and Name			
123 Sunshine Blvd			
Address: Apt/Unit Number			
City			
Charleston			
State/Province		ZIP/Postal Code	
South Carolina	~	29414	
Are you a US Citizen? *			
Yes	~		

4. Under High School Information, click "Add High School" to add your high school/homeschool association.



# 5. Once you have selected your high school, enter the following information:

- Attendance dates/graduation year
- Desired start semester
- Applicant type select "Hs Student Taking Coll Courses"
- Academic Program
  - Select Dual Credit/High School if you are enrolling in the Dual Credit program (receive high school credit and college credit
  - Select Early Admit/High School if you are enrolling in the Early Admit program (receive college credit only)
  - Select Adult Education-Dual Enrollment if you are attending an Adult Education program to complete your GED/HS diploma.

# **High School Information**

Please add information on the high school you have graduated or plan to graduate from

High School 1		
<ul> <li>Delete High School</li> <li>High School will or have graduate from</li> </ul>		
West Ashley High School		×
Attended From Year	Attended From Month	
2018	August	~
Graduation Year	Graduation Month	
2022	June	~
When do you want to start? *		
Fall 2021 Semester		~
Applicant Type		
Hs Student Taking Coll Courses		~
Academic Program		
Dual Credit/High School		~

6. Under Account Information, create a password to set up your account.

Account Information	
Password must be at least 8 characters long and include 1	upper case letter, 1 lower case letter and 1 number.
Password *	Confirm Password *
	]

- 7. Click Create Account.
- 8. Once you have created your account, you will be taken to the home screen of the online application system. Under My Applications, click Create a New Application.

TRIDENT TECHNICAL COLLE	MY ACCOUNT APPLY ONLINE EVENTS
Ν	ly Account
7.2	Welcome, Susie! It is time to get down to business and start your college career. Before you begin: • Are you a currently enrolled/active TTC student hoping to just change your major? Click Here.
	My Applications Ny do not currently have any applications. Create a New Application

9. On the next page, click Start a new Application.



10. Once you are in the online application, you will be asked to complete information on several screens, starting with your academic plans.

all 2021 Semest	er - Dual	Cre	dit/Hig	h School	
view Supplemental Items & Docum	ents				
Application Number ac0f689802b15bad					e :
Plans Personal Residency	Demographics	Family	Academics	Writing & Signature	2
Please enter your information in each of t application. Additional questions may bec When do you plan to start? *	he following sections. ome required based o	Fields with on your answ	a red asterisk (*) vers to a previous	are required and must l question.	pe completed before you can submit
Fall 2021 Semester					~
Admit Type *					
Hs Student Taking Coll Courses					•
Year in High School *					
Senior	~				
Academic Program *					
Dual Credit/High School					<b>~</b> ]
Course Load					
Part Time (Less than 12 credit hours p	er semester, usually fe	wer than 4 d	lasses per semest	er)	~

# 11. Once you've selected all of the requested information, click Save & Continue to go to the next page. Throughout the rest of the application, you'll be asked to enter/verify the following information:

- Name information
- Address information
- Contact information
- Residency information
- Citizenship information, Social Security Number (required), Demographic info
- Parent information
- High school information
- Test score information
- Release of Information verification

# PLEASE MAKE SURE THAT YOU ANSWER EVERY SINGLE QUESTION LISTED. YOUR APPLICATION WILL NOT BE COMPLETE UNLESS YOU DO.

**12.** Once you have entered/verified all of your information, preview your application to verify completion, and then submit your application. You can also save your application and return later if you need to complete and submit at a later time.

Previous Page Save Application Preview	Before Submission Submit Application
--	--------------------------------------

- **13.** Once you have submitted your application, you'll be taken back to the homepage of your application account. Now, you will need to upload any supplemental items required for your application, such as:
  - Dual Enrollment Signature Page (Dual Credit, Early Admit or Adult Ed)
  - Placement Test scores/Unofficial HS transcript
  - Exceptional Ability letter from your high school (only required if you are a 9<sup>th</sup> or 10<sup>th</sup> grade student)

# 14. Under My Applications, click View to go back to your application.

My Applications	Create	a New Application
APPLICATION	STATUS	ACTION
Fall 2021 Semester - Dual Credit/High School	Submitted	View

15. On the next page, click Supplemental Items & Documents. This screen will show you what supplemental items you will need to upload to your application. A link to download and print the Signature Page is available there for you!!!

Fall 2021 Semester -	Dual Credit	:/High School
Review Supplemental Items & Documents		
Supplemental Items		
ITEM	SUBMISSION STATUS	ACTION
* Counselor & Parent Sign off Signature Page	Not Received	Choose File No if e chosen
This form will require signatures from both coun	elor and parent to be accepte	d. Link to PDF Form
* Placement Information - High School	Not Received	Choose File No file chosen
Your placement will be determined through mult administrators. If you have previously taken the ! used for placement.	iple methods such as SAT/ACT/ lext Generation or Classic ACC	/ACCUPLACER scores and permission of high school or home school UPLACER at TTC, your scores will automatically be added to your application and

Make sure that you click upload to officially upload your files to your application. You can return to the My Account screen when you've uploaded the requested documents.

Supplemental Items		
ITEM	SUBMISSION STATUS	ACTION
* Counselor & Parent Sign off Signature Page Received 🖉 2019_DualCredit_Insert-Signature_Page (1).pdf This form will require signatures from both counselor and parent to be accepted. Link to PDF Form		
* Placement Information - High School	Not Received	Choose File Thornley Campus Map.pdf Upload
Your placement will be determined through mu administrators. If you have previously taken the used for placement.	ltiple methods such as SAT/ Next Generation or Classic	ACT/ACCUPLACER scores and permission of high school or home school ACCUPLACER at TTC, your scores will automatically be added to your application and

Congratulations! You have successfully submitted your online application! You will receive email updates on your admission status to the email address you entered to set up your application account.

If you have any questions or need assistance with your application, please contact the Division of School and Community Initiatives at <u>DualEnrollment@tridenttech.edu</u>.