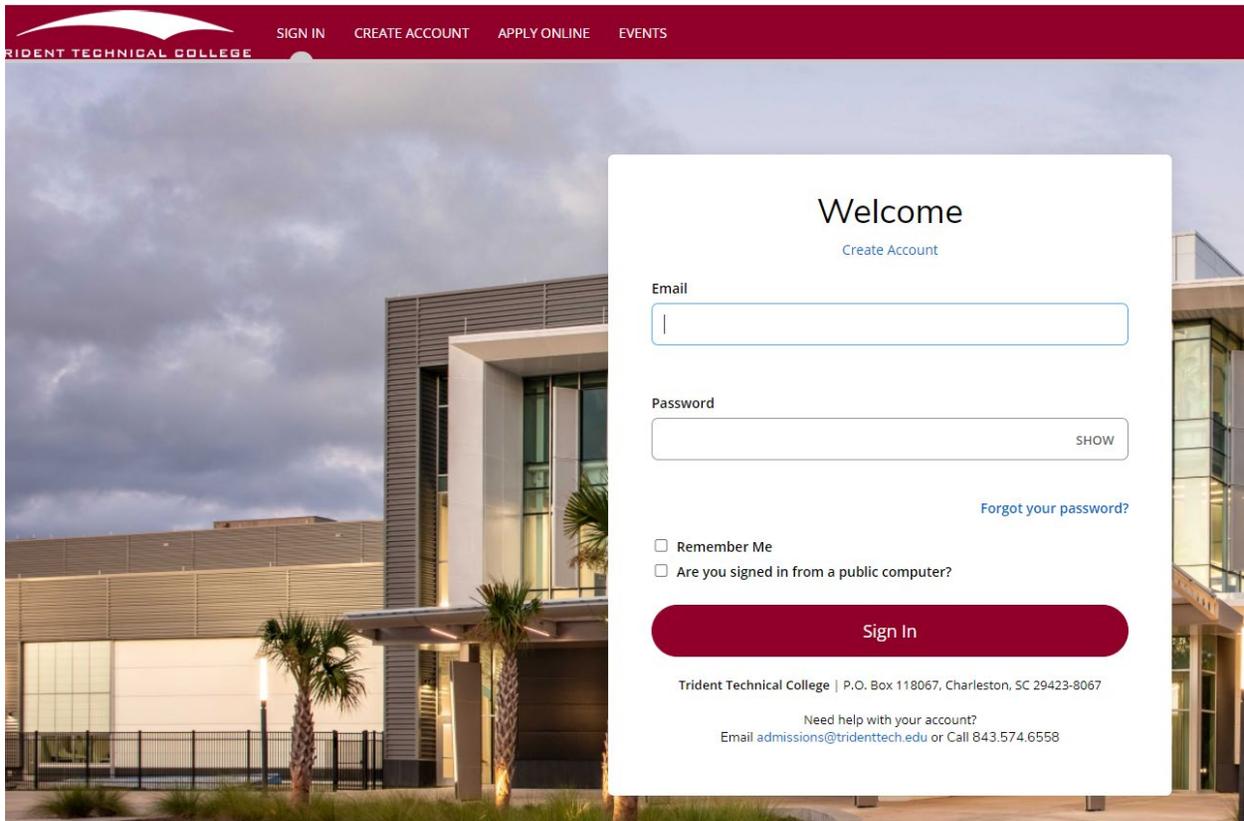


## Dual Enrollment Online Application Instructions

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.



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.

### Contact Information

First Name \*

Susie

Last Name \*

Q

Email Address \*

dctest2@test.com

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

South Carolina

ZIP/Postal Code

29414

Are you a US Citizen? \*

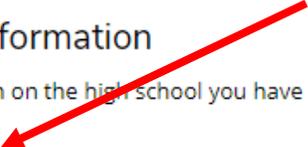
Yes

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

#### High School Information

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

[+ Add High School](#)



### 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](#)

[- Delete High School](#)

High School will or have graduate from

West Ashley High School

X

Attended From Year

2018

Attended From Month

August

▼

Graduation Year

2022

Graduation Month

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 \*

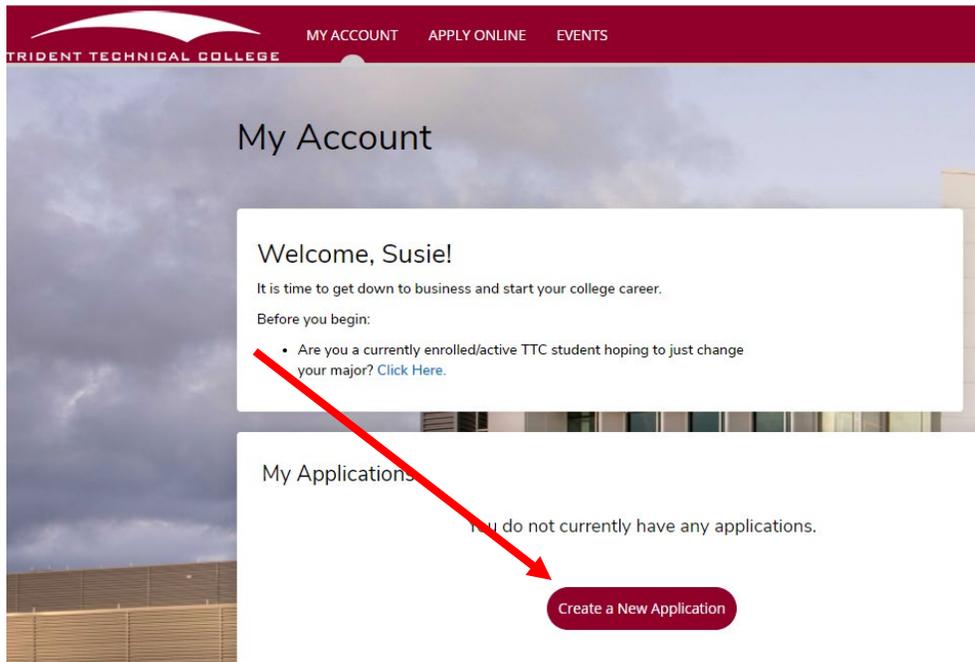
.....

Confirm Password \*

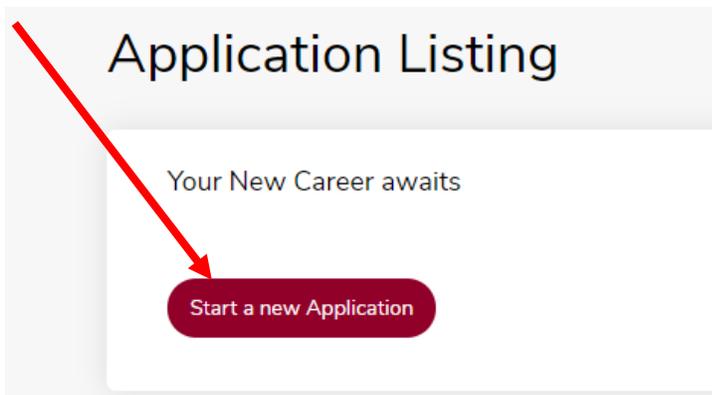
.....|

### 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.



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.

## Fall 2021 Semester - Dual Credit/High School

[Review](#) Supplemental Items & Documents

Application Number ac0f689802b15bad

 Print

[Plans](#) Personal Residency Demographics Family Academics Writing & Signature

Please enter your information in each of the following sections. Fields with a red asterisk (\*) are required and must be completed before you can submit your application. Additional questions may become required based on your answers to a previous question.

When do you plan to start? \*

Fall 2021 Semester

Admit Type \*

Hs Student Taking Coll Courses

Year in High School \*

Senior

Academic Program \*

Dual Credit/High School

Course Load

Part Time (Less than 12 credit hours per semester, usually fewer than 4 classes per semester)

**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](#)

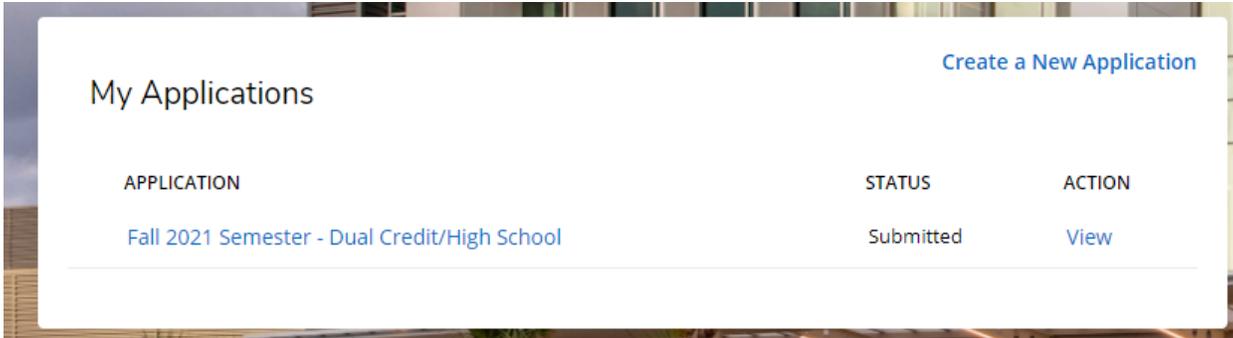
[Preview Before Submission](#)

[Submit Application](#)

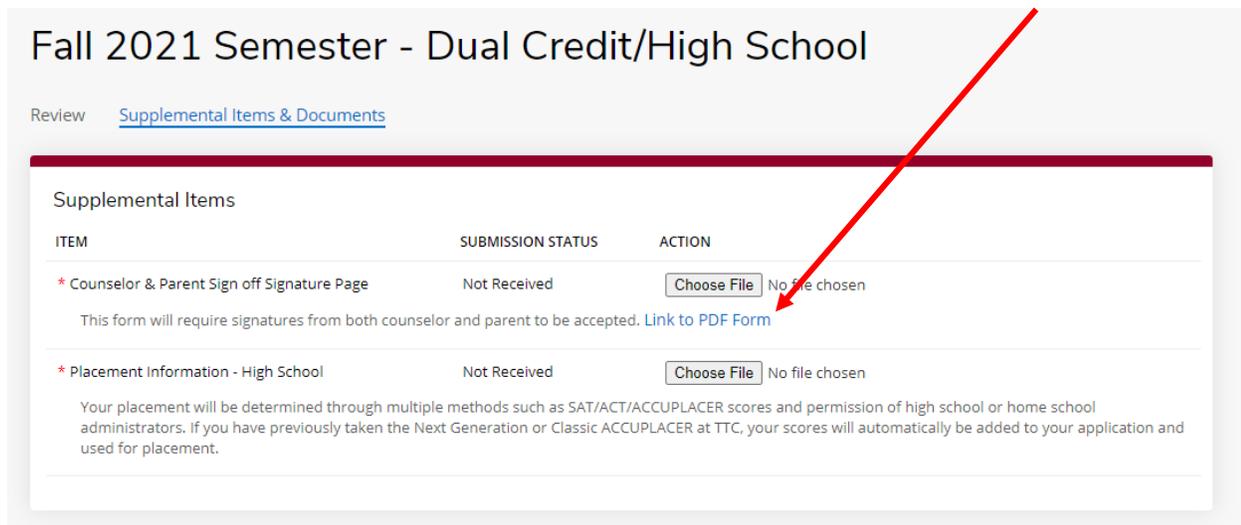
**13.** Once you have submitted your application, you'll be taken back to the homepage of your application account. Now, you will need to upload any supplemental items required for your application, such as:

- 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)

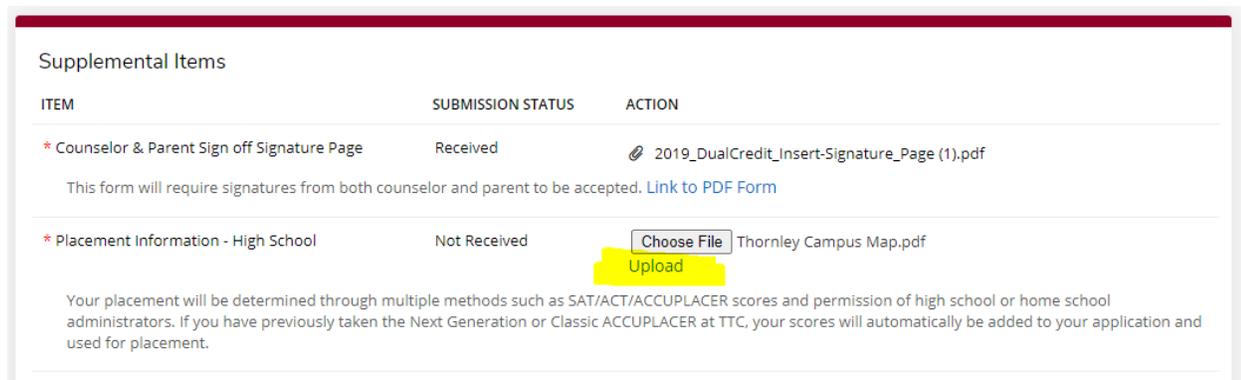
14. Under My Applications, click View to go back to your application.



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!!!**



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.



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 [DualEnrollment@tridenttech.edu](mailto:DualEnrollment@tridenttech.edu).**