ALVIN COMMUNITY COLLEGE
DUAL CREDIT CHECKLIST

COMPLETE **ALL** STEPS BY AUGUST 14TH TO REMAIN IN DUAL CREDIT CLASSES FOR FALL 2013.

- Select Dual Credit courses.
- Complete ACC online Admissions Application: [www.alvincollege.edu](http://www.alvincollege.edu)
- Complete ACC Early Admission Contract.
- Testing: all students must take a college placement exam (THEA/COMPASS). Juniors and Seniors may qualify for an exemption based on TAKS, ACT, or SAT scores. If you do not meet any exemptions, you must register for testing. Discuss testing options with your ACC Academic Advisor. Learn more about exemptions and testing options on the reverse side.
- Attend New Student Dual Credit Orientation. Dates will be posted on the ACC Dual Credit webpage.
- Pay for courses and any required text.

- **ACC Admission Requirements for 9th & 10th grade students:** must take all three sections of the placement exam to participate in the Dual Credit program. Students must pass the Reading and Writing sections to be eligible to take any Dual Credit course, in addition to meeting any course pre-requisites. **Exception:** Foreign Language- All three sections are required with a passing reading score.
- **Office of Disabilities:** High school accommodations/modifications will not be honored in a Dual Credit class. Contact ACC’s ADA Counselor, Eileen Cross to discuss any test and/or classroom college approved accommodations for Dual Credit classes. 281-756-3533/ecross@alvincollege.edu.

- Completing the ACC Admission Application: [www.alvincollege.edu](http://www.alvincollege.edu)

  **NOTE:** DO NOT hit the back button on your browser. It will not accept your application if you do so.

1. Click on “Steps to Getting Started” (icon on left of screen underneath scrolling picture block); Click on step 1
2. Be sure to have your Social Security number ready. You cannot complete the application without it. If you are a US Citizen, you are NOT a Permanent Resident. If you are a Permanent Resident, you are NOT a US Citizen. If you do not have a social security number, please contact your ACC Advisor for additional instructions.
3. On the first page of the application, enter the following:
   *I am still in high school (only select I am a returning ACC student if this is your second time completing the application).
   *Select Summer I 2013 (5weeks); Fall 2013 16 weeks if starting Fall; if starting spring select Spring 2014 16weeks.
   *Select Earn Associates Degree (if you are Dual Degree) or Earn Credits to Transfer (a few dual credit classes).
   *Hit continue.
4. Next page titled Majors and Certificates: if you are a Dual Degree student select AA General Studies-Dual. If you are just taking a few dual credit classes, **do not select a major**; scroll down and hit continue.
5. The remainder of the application will be your information (name, date of birth, social, address); **Side note:** If you are completing an application for more than 1 student, please enter a different email address for each student.
6. There is a question that will ask you “have you or will you have graduated prior to the semester of which you are applying” the answer is NO. It will say “if you are a dual credit student, select NO”.

If you need any additional assistance

*Contact your ACC Academic Advisor NOW!*  
[www.alvincollege.edu/dualcredit](http://www.alvincollege.edu/dualcredit) 
[dualcredit@alvincollege.edu](mailto:dualcredit@alvincollege.edu)