ADMISSIONS PROCESS

Returning Dual Credit Students: Begin with Step 6B.

1. Visit with your high school counselor about eligibility. Obtain a Dual Credit Registration Form with counselor’s signature for approval. Home school students need to meet with Dual Credit Staff.

2. Complete a TJC Admissions Application online at https://www.tjc.edu/info/20212/dual_credit/165/dual_credit_registration_steps.

3. Submit an official high school transcript. Homeschool transcripts must be notarized.

4. Submit any STAAR/SAT/ACT scores showing exemption (if taken).

5. Complete any other testing requirements if necessary (such as TSI Assessment).

6. A. Bring completed transcript, test scores, bacterial meningitis vaccination form and signed Dual Credit Registration Form to the Dual Credit Office.

   B. For returning students: Only bring your signed Dual Credit Registration Form to the Dual Credit Office.

   *Note: A NEW Dual Credit Registration Form is needed for every semester (Fall, Spring, Summer).

7. Submit Bacterial Meningitis Vaccination form for any student taking classes on the Main Campus of TJC, (including internet). See www.tjc.edu for specific details.

8. Pay for classes by the posted deadlines.

9. Purchase textbooks (if needed).

10. Obtain a TJC student ID and Parking Permit from Campus Safety Office.

11. ATTEND CLASS — Online classes: Check Apache Access account for Internet Orientation information

TESTING INFORMATION

All students must take the TSI Assessment test, unless they are exempt based on STAAR, SAT or ACT, OR if they are enrolled in a Level 1 certificate.

Minimum Test Scores Needed:

- **ACT** Math-19, English-19, Composite-23
- **SAT** (prior to March 2016) Math-500, Critical Reading-500, Combined Math/Reading-1070
- **SAT** (after March 5, 2016) Math-530, Read/Writ (EBRW) -480, no combined score needed
- **STAAR** ENG III – 4000, ALG II - 4000
- **STAAR** ENG II – 4000, **ALG I – 4000**
- **TSI** Math-350, Reading-351, and Writing-4 on essay plus 363 sentence skills OR 5 on essay only
- **PLAN** Math-19, English-19, Composite-23
- **PSAT** Since the test changed, we can’t currently use PSAT as we do not have those cutoff scores.

*Students using ACT, old SAT, or PLAN exemptions must meet the composite score first, before the individual score can be used.

**PLAN/STAAR ALG I and ENG II scores for exemptions can only be used while the student is in high school. Once a student graduates, PLAN/STAAR ALG I and ENG II scores are not permitted for exemptions.

***Students using ALG I STAAR score for math placement will also need to submit transcript showing they have completed and passed high school Algebra II.

High School Students: Must have appropriate test scores in subject areas related to the course. For example: ENGL 1301 /BIOL 2401— must pass writing and reading

MATH 1314, 1316 – must pass math

All other courses – must pass reading

EDUC 1300 – no TSI required

For Testing Center hours, please call 903-510-2617.

THE DUAL CREDIT OFFICE

Located at the Wesley Building, 1421 S. Baxter on the Main Campus of Tyler Junior College.

Office Hours:

Monday – Friday 8:00am – 5:00pm
903-510-2716 or 1-800-687-5680 ext. 2716
Email: dualcredit@tjc.edu

Tyler Junior College gives equal consideration to all applicants for admission without regard to race, creed, color, national origin, gender, age, marital status, or disability.

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