TJC Dual Credit Online Application

All first time Dual Credit students must complete a TJC application online. This one-time process must be completed prior to the scheduled Dual Credit registration day for the campus.

TJC online application instructions:

1. Go to the TJC (Tyler Junior College) webpage – ww.tjc.edu
2. Click on “Admissions” at the top.
3. Click on the yellow box “Apply online”. This will take you to the log in page.
4. Click on “first time user account creation”. Keep the login ID and PIN that you create. You must remember it.
5. Use the drop down menu next to Application type – click on “Dual Credit / Early Admissions”. This will take you to the start of the application. The process will take around 15 minutes to complete.

Application process tips:

- Use your full name (first, middle and last name – capitalizing the first letter of each name).
- School Codes: REL 447138 / JT 447140
- Be sure to complete each section. If a section is incomplete, the application will not be processed.
- Be sure to click on submit once every section has been completed.

Once students have applied, their application should be processed within a couple of days and students will receive an email with their TJC student ID number. Gmail accounts should check their promotions folder if they do not see it in their regular inbox.

Any questions or issues regarding the application, please contact the Dual Credit Office at 903-510-2716 or dualcredit@tjc.edu.