

Dual Credit Checklist

New dual credit students complete tasks 1-4. Returning dual credit students complete task 5

TASK 1

Application

- Fill out application on [ApplyTexas.org](https://www.applytexas.org) and pay the \$50 application fee upon submission
- Create [Pioneer Portal](#) *This can be done **after** you receive an email from TWU with your student ID number
 - Access [WebAdvisor](#) to [check on your application status](#)
- Your default e-mail will become a TWU Gmail account (AUser@twu.edu).
[Login](#) or setup your TWU Gmail on your [mobile device](#)

Contact: [Arisa Gaytan](#)-Applying/Advising

[IT Help Desk](#) -Technical Support

TASK 2

Testing

- [Take the TSI](#)
 - Submit [Score Release Form](#)
- Submit [Official Test Scores](#)
 - OR Submit [Applicable TSI Exemption Scores](#)

Contact: [Testing & Assessment](#) - TSI
Testing

TASK 3

Document Submission

- [Submit Official High School Transcript](#)
- Submit Completed [Permission Form](#)

Misc. Documents that ***Might*** be Required

- Copy of Permanent Residency Card (green card)
- [Residency Affidavit](#)
- Bacterial Meningitis Records (for dual credit students attending classes *on TWU campus*)

Contact: [Office of Admissions Processing](#)-
Application status and document
Submission

TASK 4

Register & Pay for Classes

- [How to Register for Classes](#)
- [Pay for Classes](#)

Contact: [Registrar's office](#)- Registration

[Bursar's Office](#) - Payments

TASK 5

- Reapply on ApplyTexas.org ***only if*** it has been more than 3 terms since last attendance
- Provide an [updated permission form](#) for returning students