



## Cisco College Dual Credit Checklist

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1. *Dual credit student*: speak with your high school counselor or high school dual credit representative to ensure that you are eligible to enroll in dual credit.
2. *Dual credit student AND parent*: complete FAFSA and submit a Confirmation Page to your counselor.
3. *Dual credit student*: complete Cisco College's online Admissions \*application. Application can be found by going to [www.cisco.edu](http://www.cisco.edu) and clicking on Apply Button (upper right corner). *\*please choose "DUAL CREDIT/GENERAL STUDIES" as your intended major/program*
4. *Dual credit student AND parent*: complete the Dual Credit Request Form. The form can be found on the "Handbook and Forms" dual credit page.
5. *High school counselor*: submit high school transcript to Office of Dual Credit.
6. *High school counselor and/or student*: provide placement test scores or proof of exemption. Take the TSIA2 placement exam, if test scores are needed.
7. *Dual credit student AND parent*: submit proof of Bacterial Meningitis Vaccine (BMV) if you are attending on either Cisco College campus. Check with your student's high school counselor for current vaccination records first.
8. *Dual credit student*: check Campus Connect for semester schedule. The Office of Dual Credit will perform registration once dual credit enrollment begins.
9. *Dual credit student AND parent*: make payment arrangements by Cisco College deadlines. Payment can be made online through Campus Connect, by phone, or in person.

***Please contact the Office of Dual Credit with questions or concerns.***

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