

Dual Credit Process

APPLICATION PROCESS

1. **Apply** to Cisco—go to the Cisco College website at www.cisco.edu.
2. Click the blue **Apply** button in the top right corner.
3. In Section I—Enter your **social security number** and **birthdate**. These two items MUST be correct! If not, your application will not process correctly and you will not be able to register for classes.
4. Enter your **personal email address**, NOT your school email address.
5. Continue and complete Section II and Section III with your information.
6. In Section IV—answer these questions with the following responses:
 - *Your student classification will be—**Freshman**
 - *What is your intended major/program—**Dual Credit-General Studies**
 - *What is your educational intent—**earn an Associates Degree**
 - *Which campus do you wish to attend—**Abilene Educational Center**
7. Continue and complete Section V.
8. In Section VI—Previous Enrollment—you will more than likely answer **No** to question #1 and therefore, SKIP question #2.
9. In Section VI—Residency Claim & Acquisition of High School Diploma or GED sections—answer these to your best ability and then go to the very bottom of THIS section. Under the heading “Certification of Residency” be sure to **SIGN/TYPE** your name. Then **STOP** and go to the very bottom of the page and click the **SUBMIT** button.
10. Once your application has been processed, you will receive an email from Cisco administration with the next steps to complete (such as a transcript, test scores, etc.). This usually takes around 24 hours to receive. **You will ALSO receive a **Cisco College Student ID Number**. You will need this for your Dual Credit Request Form. To find your Cisco College student ID number, you will have to log in to Campus Connect. (There is a Help Document for this.)

REQUESTING COURSES

1. Go to the Cisco College website at www.cisco.edu.
2. Scroll down just a bit to the “Other Ways To Study” section and click on **Dual Credit**. This will redirect you to the Dual Credit Page.
3. On the Dual Credit Page, scroll down to the “Dual Credit Handbook, Checklist, and Forms” section.
4. Click on the 1st bulleted item in this section—**Dual Credit Request Form**.
5. You will be redirected to another page. Here you will need to **select your school** on the left side.
6. You will be redirected to an actual form to complete. Here are some hints for the form:
 - *School year—choose the school year that corresponds to the semester for which you are applying.
(For example: Spring & Summers = 2023-2024 whereas Fall & December = 2024-2025)
 - *Cisco College Dual Credit—You are either NEW to Dual Credit or you are Returning as a Dual Credit Student (you are currently enrolled in/have previously completed a dual credit course).
 - *Student email—enter your **personal** email address, not your school email address
 - *Semester—Fall (August thru December) or Spring (January thru May), Summer I/II, MiniMester
 - *Course Selection—enter your course prefix **AND** the course number/code—for example:
Biology 1401 = BIOL 1401
(Only enter each course **ONE** time! You may put up to five courses on one request form.)
7. When finished, click the red **SUBMIT** button at the very bottom of the form.
8. A copy of this request will be immediately received by the school dual credit counselor, the student, the parent, and Cisco College Dual Credit office. The Cisco College Dual Credit office will receive the request and actually enter you into the course. This may take a few days, so be aware.

PAYMENTS/BILLING

1. There are multiple ways to pay your tuition bill. Here are the most common:

*Over the Phone—Call the Business Office (325) 794-5051

Monday - Thursday 8:00 am - 4:00 pm

Fridays 8:00 am - 12:00 pm

*In Person—at the Abilene campus—same hours as above.

*Online—through the cisco.edu website. Then select Campus Connect at the very top left corner. You will need the student log-in and password for this method (You will have a Help Document).

2. If a balance is owed, the Dual Credit Office will send you an email indicating the amount.
3. Be sure to check your statement in Campus Connect for this information as well as to make payments.
4. Tuition cost is \$55 and a \$15 fee per semester hour: a 3-hour class = \$210 and a class w/lab = \$280. Some classes such as Welding/HVAC may have further costs.
5. You may also apply for financial aid (FASFA) at <https://studentaid.gov>.
6. Make sure it processes correctly. If you receive an email from FASFA, be sure to read it in case it is needing more information in order to process your application.
7. If you are coded by your school as “Free and Reduced Lunch”, you are eligible for FREE tuition at Cisco College. (This is not the same as free lunch from your District).
8. Take advantage of the Hendrick Medical Center tuition application (if applicable).
9. Keep in mind that all tuition (if owed) must be paid **IN FULL** before you will be registered for the next semester. **It is easier to make payments at the beginning or throughout the semester than to pay it all at the very end. Any Minimester and Summer (December and May) course must be paid in full **PRIOR** to the first day of class.
10. The Dual Credit Office cannot take any payments. Refer to the three methods of payment above.

USEFUL INFORMATION

1. Most questions can be answered by accessing the help documents location on the Dual Credit page of the Cisco College website: www.cisco.edu – Dual Credit.
(Checklist, Accessing Canvas/Campus Connect, Course Offerings, Drop Form, Request Form)
2. Follow the Dual Credit Checklist for a smooth process.
3. Contact the Dual Credit Office at any time for further information, questions, or any concerns. We are here to help you. Here is our contact information:

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Director of Dual Credit Programs

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