# Dual Credit Checklist

1. Speak with your high school counselor or high school dual credit representative to ensure that you are eligible to enroll in dual credit.

2. Complete Cisco College's online Admissions *application. Application can be found at going to www.cisco.edu, clicking on Admissions and clicking on Application.
   *please choose "DUAL CREDIT/GENERAL STUDIES" as your intended major/program*

3. Complete the *Dual Credit Request Form*. The form can be found on the "Handbook and Forms" dual credit page.

4. Complete the W-9S Form. The form can be found on the "Handbook and Forms" dual credit page.

5. Office of Dual Credit receives transcript from high school counselor.

6. Provide placement test scores or proof of exemption. Take the TSI placement exam if test scores are needed.

7. Submit proof of Bacterial Meningitis Vaccine (BMV).

8. Check Campus Connect for semester schedule. <u>The Office of Dual Credit will perform registration once dual credit enrollment begins.</u>

9. 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.**

| | |
|---|---|
| Tianay Bralley | Julie Paredes |
| Director of Dual Credit | Administrative Assistant to |
| tianay.bralley@cisco.edu | Director of Dual Credit |
| 325-794-4510 – Abilene | julie.paredes@cisco.edu |
| 254-631-1252 – Cell | 325-794-4503 |