



DE/ECHS NEW STUDENT CHECKLIST

STUDENT:

- STEP 1 Complete the online application at www.applytexas.org. When you complete the application you must indicate your interest in **“Dual Credit”** at Texas Southmost College.
- STEP 2 Successfully pass all sections of the TSI exam pertaining to course/s you wish to enroll. See “Eligibility Criteria” for more information.
- STEP 3 Submit completed “Student Guidelines & Parental Consent” form to your high school counselor.
- STEP 4 Submit completed “Fundamental Component Area” form to your high school counselor, if needed.
- STEP 5 Submit completed “Bacterial Meningitis” form to your high school counselor, if attending classes on TSC campus.
- STEP 6 Meet with your high school counselor and determine the courses in which you would like to enroll.

HIGH SCHOOL COUNSELOR:

- STEP 1 Submit the following to the TSC Office of High School Programs and Services for each student wishing to enroll:
- TSI test scores
 - Most current student transcript
 - Fundamental Component Area Form (If required)
 - Bacterial Meningitis Form (If required)
 - Completed “Student Guidelines & Parental Consent” form
- STEP 2 Submit “Semester or Yearlong Course Request” and “Instructor Request” forms, if required, to the TSC Office of High School Programs and Services by the approved deadline.
- STEP 3 Submit complete class rosters to the TSC Office of High School Programs and Services by the approved deadline.

TEXAS SOUTHMOST COLLEGE:

- STEP 1 Verify all documents have been submitted and are complete, and review documents to validate student eligibility for participation.
- STEP 2 Enroll students into courses and issue student identification cards with student credential information.
- STEP 3 Submit final class rosters to high school counselors.