

## 2023-2024 **NEW** Dual Credit Application Process and Student Records Release Process

TC is still working on the landing page, allowing students to pick DC.

The new DC student application process is as follows.

1. Go to <https://www.templejc.edu/programs/dual-credit/> and click on **APPLY NOW** in the middle of the page.
  - a. OR click or copy the following link  
<https://TempleJC.elluciancrmrecruit.com/Apply/Account/Create?f=f35ee2a6-860a-477b-a3e2-886df4a1fd09&o=6ff1058c-02a6-4cc6-bec2-42b4465452fb>
  - b. and create an account.
2. The student will be asked to pick if they are a dual credit or traditional student.
3. **Next, the student fills out three parts:** Personal, Academics, and Writing and Signature.
  - a. **Personal** - This is the student's demographics. Name, address, contact information, emergency contact, Race & Ethnicity, and first-generation question.
  - b. **Academics** – This is an eight-part section
    - i. First: The student will pick the semester that they plan to begin.
    - ii. Second: The student will pick their Academic Program. There are only three choices. This list simplifies the long list of choices that the dual credit students had.
    - iii. Third: The students will choose their Educational Goal. There is only ONE choice (COLLEGE TRANSFER), and we hope this simplifies the DC application.
    - iv. Fourth: The students will choose their ADMIT TYPE. Again, there is only ONE choice.
    - v. Fifth: The student will choose YES or NO for TSI Assessment. They will be asked if they know their test date (leave blank if they do not know). They will be asked to check each test that they have taken.
    - vi. Sixth: HIGH SCHOOL CREDIT– The student will pick their high school.
    - vii. Seventh: COLLEGE CREDIT– The student will answer if they have attended college.
4. **Writing and Signature:** The student will certify their application by answering the following questions and signing it.

### Application Process

1. The student will create their account by following the following URL and entering their name and email address.

<https://TempleJC.elluciancrmrecruit.com/Apply/Account/Create?f=f35ee2a6-860a-477b-a3e2-886df4a1fd09&o=6ff1058c-02a6-4cc6-bec2-42b4465452fb>

2. The student fills out three parts: **Personal, Academics, and Writing and Signature.**

**Personal** – This is the student’s demographics. Name, address, contact information, emergency contact, Race & Ethnicity, and first-generation question.

## Spring 2023 - Dual Credit/Legacy High School (receiving both high school and college credit)

Review Supplemental Items & Documents

Print

**Personal** Academics Writing & Signature

Please enter your information in each of the following sections. Fields with a red asterisk (\*) are required and must be completed before you can submit your application. Additional questions may become required based on your answers to a previous question.

**Name**

Prefix

Last Name \*

First Name \*

Middle Name

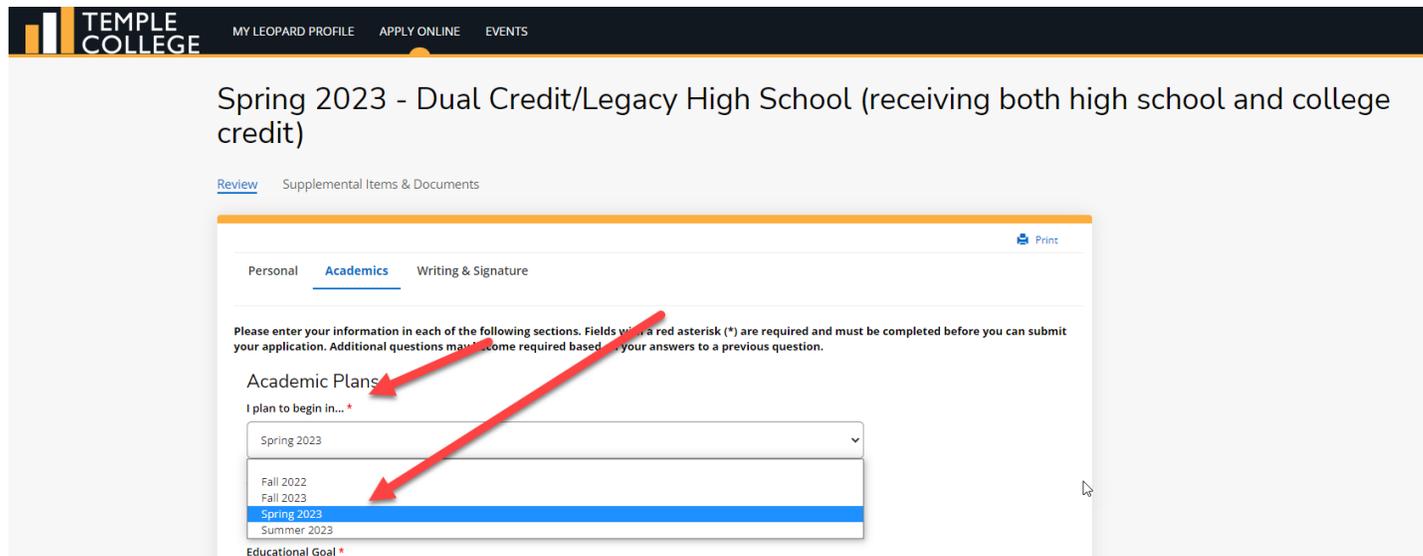
Suffix

Social Security Number  
(9 numbers without dashes)

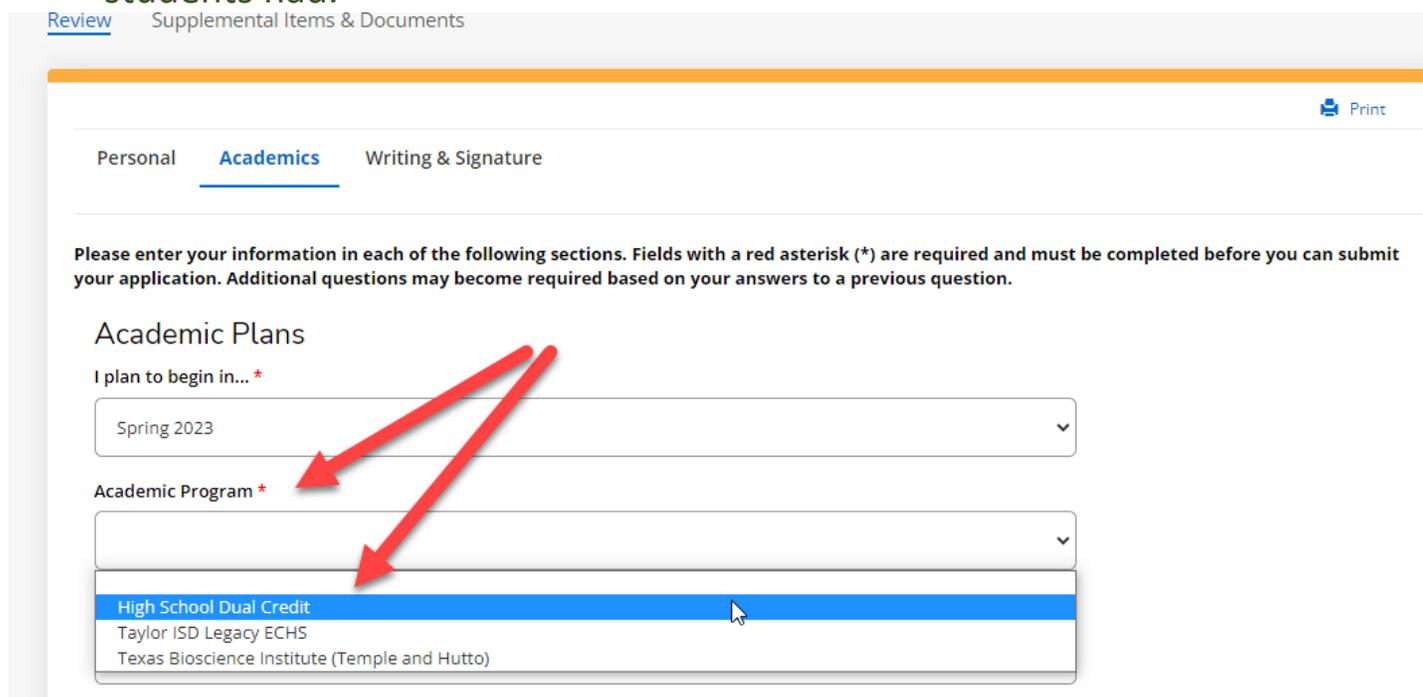
Birth Date \*

**Academics – This is an eight-part section.**

**First:** The student will pick the **semester** that they plan to begin.



**Second:** The student will pick their **Academic Program**. There are only **three** choices. This list simplifies the long list of choices that the dual credit students had.



**Third:** The students will choose their **Educational Goal**. There is only **ONE** choice, (TRANSFER TO COLLEGE) and we hope that this simplifies the DC application.

Personal Academics Writing & Signature

Please enter your information in each of the following sections. Fields with a red asterisk (\*) are required and must be completed before you can submit your application. Additional questions may become required based on your answers to a previous question.

### Academic Plans

I plan to begin in... \*

Spring 2023

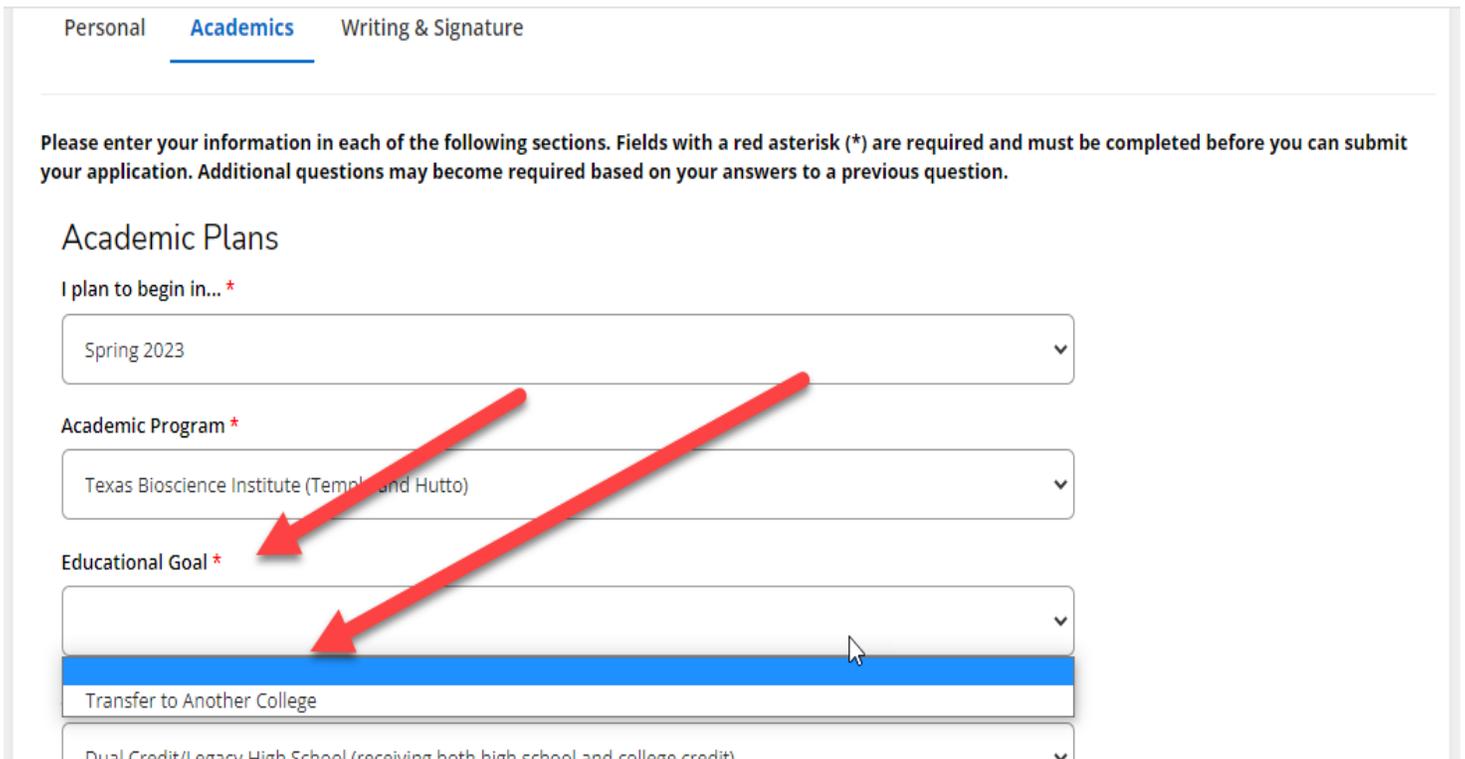
Academic Program \*

Texas Bioscience Institute (Temple and Hutto)

Educational Goal \*

Transfer to Another College

Dual Credit/Legacy High School (receiving both high school and college credit)



**Fourth:** The students will choose their **ADMIT TYPE**. Again there is only **ONE** choice.

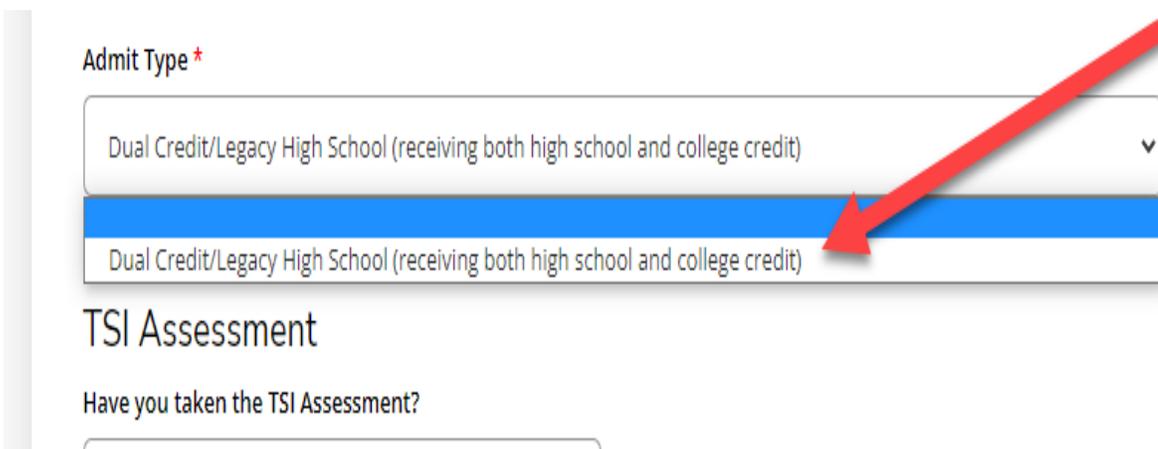
Admit Type \*

Dual Credit/Legacy High School (receiving both high school and college credit)

Dual Credit/Legacy High School (receiving both high school and college credit)

### TSI Assessment

Have you taken the TSI Assessment?



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**Fifth:** The student will choose YES or NO for TSI Assessment. They will be asked if they know their test date (leave blank if they do not know). They will be asked to check each test that they have taken.

**Sixth:** HIGH SCHOOL CREDIT– The student will pick their high school.

## TSI Assessment

Have you taken the TSI Assessment?

TSI Assessment Date

## Entrance Exams

Have you taken any of the following college entrance exams?

ACT

Yes  No

SAT

Yes  No

STAAR

Yes  No

PSAT

Yes  No

## High School Credit

- Click "Add High School" to add your High School Information.
- Search by one or more of the fields below. (You may want to start with City.)
- Select the button next to your school name.
- Click SELECT.

### High School 1

High School

School Name or City (full or partial)

In order to search by name, enter at least 3 characters of the name.

Country

**Seventh:** COLLEGE CREDIT– The student will answer if they have attended college before.

## High School Credit

- Click "Add High School" to add your High School Information.
- Search by one or more of the fields below. (You may want to start with City.)
- Select the button next to your school name.
- Click SELECT.

### High School 1

High School

School Name or City (full or partial)

In order to search by name, enter at least 3 characters of the name.

Country

## College Credit

Have you attended any other colleges or universities?

Previous Page

Save Application

Save & Continue

### 3. Writing and Signatures: The student will certify their application by answering the following questions and the signing it.

[Review](#) Supplemental Items & Documents Print

Personal Academics Writing & Signature

Please enter your information in each of the following sections. Fields with a red asterisk (\*) are required and must be completed before you can submit your application. Additional questions may become required based on your answers to a previous question.

#### Certification

Please affirm the following before you submit your application.

Do you certify the following? \*

I certify that the information contained in this application is complete and correct to the best of my knowledge. I agree to notify the proper officials of the institution of any changes in the information provided. If my application is accepted, I agree to abide by the policies, rules and regulations of the college regarding conduct and other obligations. I authorize Temple College to verify the information that I have provided.

Yes  No

Do you certify the following? \*

I further understand that this information will be relied upon by college officials in determining my admission and residence status for tuition purposes and that submission of false information is grounds for rejection of my application, withdrawal of an offer of acceptance, cancellation of enrollment, and/or disciplinary action. .

Yes  No

Do you certify the following? \*

Furthermore, I have listed all colleges and universities previously attended on this application. I understand that I must furnish an OFFICIAL copy of my transcript from each college, university and/or high school attended to the Temple College Admissions and Records Office prior to the first semester of enrollment at Temple College.

Yes  No

The electronic signature consists simply of your name, typed by you on your keyboard. The signature is your confirmation that the application you have filled out is your own work and the information is factually true. Once you type in your name, this will count as your electronic signature.

Signature \*

Signature Date \*

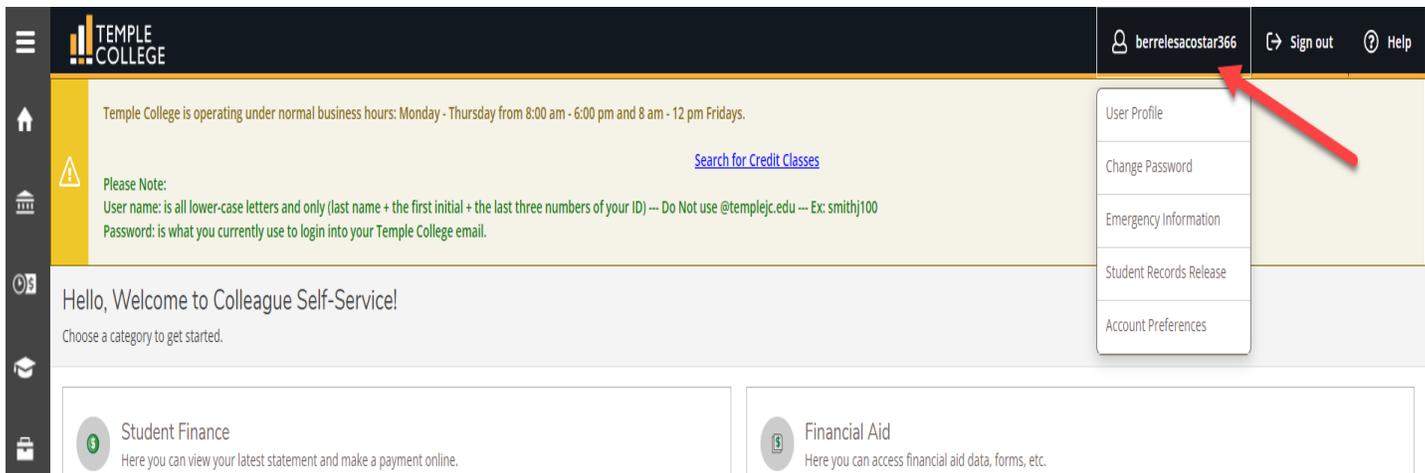
[Previous Page](#) [Save Application](#) [Preview Before Submission](#) [Submit Application](#)

The student will not be required to submit supplemental items.

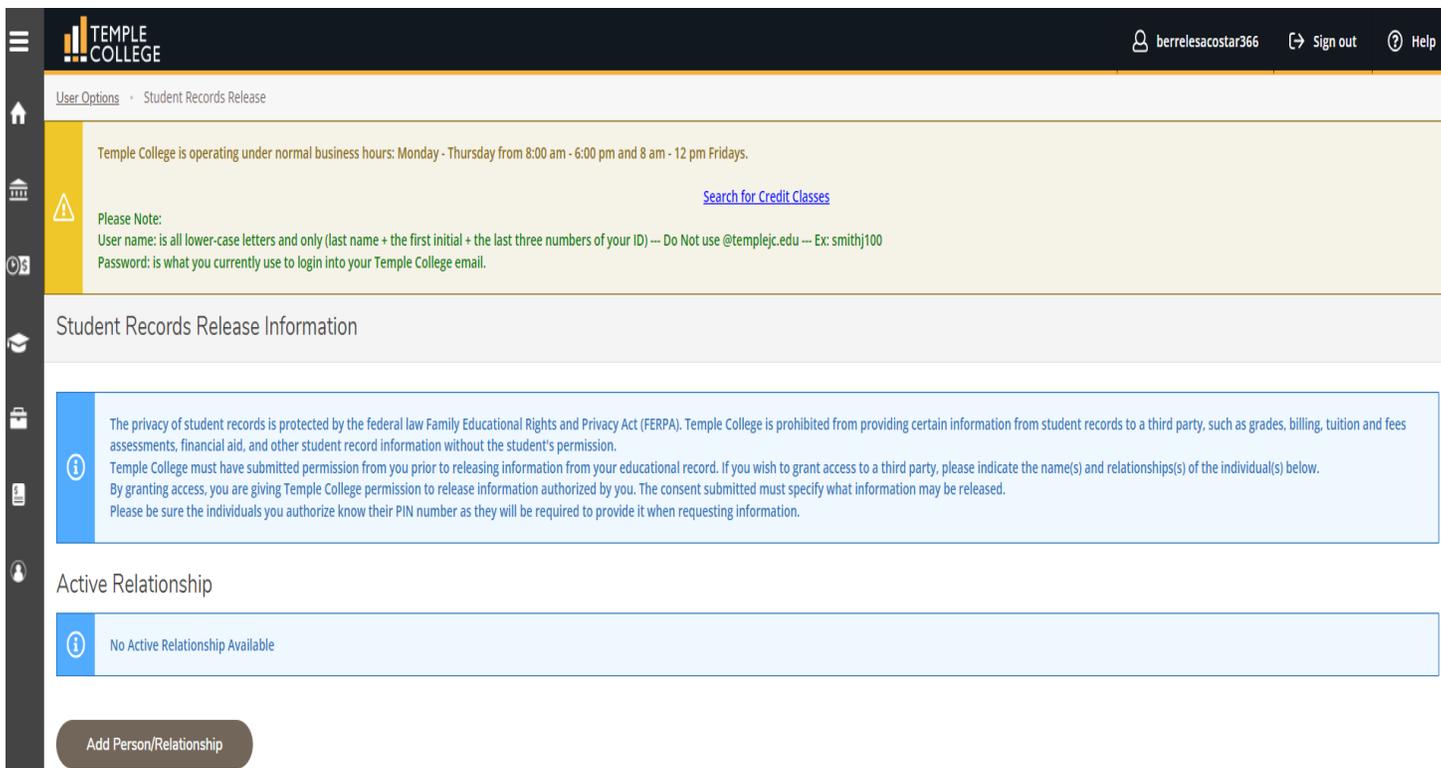
P.S. If the DC applicant uses the traditional create account link, they will be presented with multiple admit types to choose from, and they should be reminded to choose the “Dual Credit/Legacy High School” admit type. This will also route them to the correct DC application.

## STUDENT RECORDS RELEASE

1. The student will need to sign in to Self-Service.
2. The student will need to click on their user name at the top.



3. A drop-down list will show the 4<sup>th</sup> item as Student Records Release.
4. The student will click on Student Records Release and the following will appear.



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5. **(Purple Arrow) Add/Person/Relationship** - the student will input their parent or guardians information.
6. **(Green Arrows)** The will fill out the parent or guardian name relationship type and the start and end date of the release. **The student should put their graduation date as the end date.**
7. **(Red Circle) IS THE MOST IMPORTANT.** The student will assign a pin number to the parent or guardian and when the parent or guardian calls they **must** give us that pin number or we will not be able to talk to them.
8. **(Blue Arrow) Access** - the student will decide which area that they grant access for. They can choose individually or all.
9. **(Pink Arrow) Disclosure Agreement** - the student **must** check this to grant approval.

Active Relationship

No Active Relationship Available

**Add Person/Relationship**

First Name \*      Last Name \*      Relationship \*      PIN \*      Start Date      End Date

           Please Select      Enter a 4 digit PIN      M/d/yyyy      M/d/yyyy

Access \*

Allow Complete Access

Allow Select Access

Allow Grades Release

Financial Aid Release

Allow Billing Release

Disclosure Agreement

I authorize the institution to disclose my information to this party

Cancel      Submit