



### Dual Credit & Concurrent Enrollment Checklist

In order for high school students to receive Dual Credit, the following steps must be completed prior to enrolling. Incomplete forms will not be processed. Please review the Dual Credit & Concurrent Enrollment Checklist below. \*Only use blue or black ink

#### DUAL CREDIT ADMISSIONS PROCESS:

1.  Complete the online Dual Credit Admissions Application:
  - Write down the e-mail address used on application: \_\_\_\_\_
  - Write down your EFC ID#: \_\_\_\_\_
2.  Set up an eConnect account eConnect PASSWORD \_\_\_\_\_
3.  Watch Pre-Assessment Video & Complete Pre-Assessment Activity
4.  Complete TSI Assessment
  - a. If exempt or eligible for Dual Credit based on other scores, submit this information with The Dual Credit Enrollment Packet.
    - i. SAT College Board Score Report (**Exemptions scores:** Reading & Writing 480; Math 530)
    - ii. ACT Score Report (**Exemptions scores:** English 19, Comp 23; Math 19, Comp 23)
    - iii. PSAT College Board Score Report (**Eligibility scores:** Reading and Writing 460; Math 530)
    - iv. STAAR Score Report (**Exemptions scores:** EOC English II 4000; EOC Algebra II 4000 & Algebra II high school course final grade of C or higher).

#### DUAL CREDIT ENROLLMENT PACKET:

1.  Complete High School Enrollment Form
  - Select courses and the semester they will be taken with your High School Counselor.
  - Student and Parent/Guardian must **READ, AGREE, AND INITIAL** each area.
  - Student, Parent/Guardian, and High School Official must sign.
2.  Parent/Guardian FERPA Release and Registration by Proxy Form for Dual Credit - This form **must** be completed to allow parent(s) or legal guardian(s) access to student educational records, to register a student or inquire about a student's grade(s). In the event that a parent or guardian comes to Eastfield College to discuss the student's records, a picture ID is required for the parent(s) or legal guardian(s). **\*\*This form does not provide access to college professors. \*\*\*The following items need to be included with the enrollment packet.\*\*\***
3.  Vaccination against Bacterial Meningitis - Proof of vaccination is required for all students taking classes on **any** DCCCD campus. Visit <https://www1.dcccd.edu/catalog/admiss/bacterial.cfm?loc=DCCCD> for detailed information.
4.  Official High School Transcript
  - Transcript must have the signature of a high school official and the official seal embossed on the transcript.
  - **Home School** transcripts must be notarized.
5. Turn in Forms to High School Counselor/DC Coordinator for review – All forms must be completed, signed and dated. **Students cannot be tested and registered until the admissions process and pre-assessment activity are completed.**

<b>Early College Programs Contact Information</b>		
972-860-7323		
efcdualcredit@dcccd.edu		
<b>Office Hours:</b>	Monday – Thursday 8:00am – 7:00pm	Friday 9:00am – 5:00pm

**Place your EFC ID# on the right hand corner of all forms, and keep this sheet for your records.**



**\*Dual Credit Application Steps\***

1. Go to [www. Eastfieldcollege.edu](http://www.Eastfieldcollege.edu)
2. Click on **eConnect** above the Eastfield logo
3. **Menu**
4. Click on **apply for admission** under the Admissions Information Column
5. Click on **eConnect** above the Eastfield logo
6. **Menu**
7. Click on **apply for admission** under the Admissions Information Column



8. On the Admissions Application menu click on **Begin the Dual Credit Application**  
**\*\*the second option with the graduation cap**
9. Fill in your information  
**\*\*everything with a red asterick (\*) next to it is required to move on in the application**
  - a. First, Middle & Last name  
\*middle is optional
  - b. Home, Work & Cell number  
**\*\*only need one phone number preferably your cell phone #**
  - c. E-mail address & confirm e-mail  
**\*\*please use an email address you regularly check, if you do not have an email please create one**
  - d. Please choose one of the following:  
**I currently live in Texas**
  - e. Please indicate on what basis you are seeking admissions: **Dual Credit/Concurrent**
  - f. Create a username  
**\*\*username will only be used for this application in case you are logged out, the easiest is to use your High School ID or name followed by some #'s**
  - g. Create a password & confirmed password
  - h. Click on **Create Account & Continue**
10. Page I – Part A
  - a. What semester will you begin taking classes: **choose current semester**
  - b. Reason for attending: **Two-year degree**
  - c. I plan to take courses primarily through:  
**Eastfield College**
  - d. I intend to take all my courses online: **NO**

- e. Are you Interested in applying to the Texas A&M-Chevron Engineering Academy: **NO**
- f. Your social security number: If you have a social security **please click on: The following is my social security #:** **OR** if you do not have one please click on: *I do not have a Social Security*  
**\*\*please note if you select you do not have a SSI # because you do not know it but you are a US Citizen or permanent resident, you will receive an email requesting a copy of your SSI card.**
- g. Date of birth
- h. Address, City, State & Zip code
- i. Please choose a county: **Dallas**  
**\*\*if you do not know your county you can check on the usps.com website under the mail & ship tab select look up a zip code and enter your address**
- j. How long have you lived at this address: **select the number of years and months**  
**\*\*If you don't know estimate or use your age but you must enter a # in each box**
- k. Permanent Mailing address: **Do not fill out, leave it blank**
- l. Place of Birth: **City, State & Country**
- m. How do you identify yourself: **Ethnicity, Race & Gender**
- n. What is your primary language: **choose a language**
- o. Are you a U.S. Citizen: Yes or No. **If you answered YES, scroll down to Military Veteran Status. If you answered NO, fill out the questions below**  
**\*\*If you answer YES please leave the rest of the questions blank**  
**\*\*If you answer NO please select your country of citizenship ex. Mexico and answer the rest of the questions**
- p. Military-Veteran Status: **Choose an answer or select none of the above**
- q. Emergency Contact: Enter name of person and phone number  
**\*\*Please enter the person's full first name and last name**
- r. Click on **Save & Continue**

**11. Page II-Part A (cont.)**



- a. Which of the following best describes your High School Education: **Select I am or will be a High School Graduate**
- b. What year did or will graduate from High School: **Enter your year of graduation**  
**\*\*estimate**
- c. Which best describes your High School or International Equivalent: **Click on Texas High School, if you are Home schooled select Home School and Home School-Texas in the box below**
- d. Did you take Career Pathway course for college credit: **No**
- e. Did or will you graduate with a IB diploma: **No**
- f. Previous College Work: **Click on I have no previous college experience**
- g. TSI: **Select the last option, I have not taken any of the test listed above and I am not claiming an exemption**  
**\*\* even though you might have exemptions scores please select the last option, we have to verify your scores first**
- h. Click on **Save & Continue**

**12. Page III-Part B**

- a. During the 12 months prior to the term for with you are applying, did you attend a public college/university in Texas: **No**  
**and skip to Part C.**

**13.  Part C**

- a. Are you a Texas resident: **Select Yes**

**14. Part D**

- a. Did you live in Texas or will you have lived in Texas the 36 consecutive months leading up to high school graduation or completion of the GED: **Yes**  
**\*\*please select YES**  
**\*\*if you answer NO it will result in you being placed as out-of-state and you will have to submit residency information**
- b. When you begin the semester for which you are applying, will you have lived in Texas for the previous 12 consecutive months: **Yes**

**\*\*please select YES even if you are home school, I know the wording of the question is confusing**

**\*\*if you answer NO it will result in you being placed as out-of-state and you will have to submit residency information**

**12. Part E**

- a. Do you file your own federal income tax as an independent taxpayer: **No**
- b. Are you claimed as a dependent or are you eligible to claimed as a dependent by parent: **Yes**
- c. If you answered "No" to both questions above, who provides the majority support: **Parent or Guardian**
- d. Click on **Save & Continue**

**\*\*if you answer this section correctly the next page should be all grayed out**

**\*\*if it prompts you to answer the next page please review your answers if you answer Part G incorrectly it will result in you having to submit residency information**

**13. Page IV-Part F**

- a. Skip Part F
- b. Click on **Save & Continue**  
**\*\*should be grayed out**

**14. Page V Part G**

- a. Skip part G
- b. Click on **Save & Continue**  
**\*\*should be grayed out**

**15. Part V**

- a. Skip Part H
- b. Read Part I
- c. Exemptions: Read and scroll to the bottom of the page and **click on the box**
- d. Click on **Save & Continue**

**16. Review Application**

- a. Review all the information you typed in or clicked on and make sure everything is correct. Make changes if needed.
- b. If everything is good, then click on **Save & Continue**

**17. Submit Application**

- a. Click on **"Submit My Application"**

**\*\*usually when you submit you will receive an error message just click ok and hit the**



*back button and re-submit, if you can't do this enter your username and password and submit*

**18. Application for Admission Results**

a. a. You will get a Letter of Acceptance.

**WRITE down your EFC ID# on the first page of this packet. It should get a 7-digit # as your Eastfield ID#.**



**\*\*if you are given special processing or a message starting with "unfortunately" contact our office and stop here skip the rest of the steps**

19. Towards the bottom of the acceptance letter click on **Set up My eConnect Account**

**\*eConnect\***

1. Towards the bottom of the page of the acceptance letter click on **"Set up My eConnect Account"**

a. Enter your Last Name, Birth Date, Email Address, and Student ID Number.

**\*\*Email address must be the same one you entered on your application**

**\*\*ID number is the number you received on your acceptance letter**

b. Click Submit  
**\*\*if you receive an error something you entered is in the previous screen is incorrect**

2. Create Password

a. Create a password & confirm password  
**\*\*password must be 12 characters and cannot contain your name**

b. Password Hint: **enter a password hint**

c. Challenge Questions: **Choose a question and enter an answer**

3. Confirmation

a. You should get a confirmation page saying Congratulations you have created an account

b. Do not log in

**\*Pre-Assessment Activity\***

1. Go to [eConnect webpage](#)
2. Click on the Current Credit Student Menu
3. Under "prepare to register" click on the link "pre-assessment video".
4. Video Links: Click On Eastfield College
5. Watch Video
6. Once you completed watching the video click on "continue to assessment" below the video.
7. You will be prompted to login to your eConnect account
8. Click the box next to the information that indicates "I certify that I have watched the Pre-Assessment Video" and click submit
9. Complete the practice quiz
10. Once you complete the quiz you will get the results of your quiz that shows your answers and the incorrect answers
11. Print Your results
12. Click Log Out When You are finished.

**\*\*If you have exempt score such as SAT, ACT, or STAAR please provide those scores with your packet or High School Counselor**