

# APPLYTCC – APPLICATION HELP SHEET

## GETTING TO THE APPLICATION

- Go to <https://www.tccd.edu/>
  - Click on the “**Apply For Admissions**” tab on the top of the page
  - Click on the “**New-to-College-Student**” link
  - Click on the “**ApplyTCC**” link (located Under Step 1 of: How do I apply to TCC?)

## CREATING AN ACCOUNT

- Click the “**CREATE ACCOUNT**” link (located under ApplyTCC Sign In)
- The email address you provide will be your username for the Apply TCC account
- Fill in the required information on the remaining fields
- At the “Enrollment Information” section:
  - For Academic Level, select “Undergraduate” if you plan to take classes for college credit
  - For “Admit Type”, select the appropriate option. If you are currently in high school and are planning to graduate, select “Dual Credit (Receiving both high school and college credit)”
  - For “Entry Term” select the term when you plan to begin classes
  - For “Academic Program” select the program you are interested in pursuing. If you are undecided or plan to take your basics and transfer, you can leave it blank.
- Be sure to create a strong password that you can remember, as you may need to log back in. Save your email and password that you used to create your account on a note in your phone or write it down somewhere safe.

## COMPLETING AN APPLICATION

Now that you have created your account, it is time to begin your application.

- Click “**Start a New Undergraduate Application**”
- On the next screen under Enrollment Information:
  - For “Academic Level”, select “**Undergraduate**”
  - For “Entry Term”, select the **Undergraduate** term offered when you plan to start at TCC
    - Do **NOT** select any of the Continuing Education Quarters (those are for **non-college** credit students only)

\*Proceed to fill out the required information on the application tabs - all fields marked with a **red asterisk (\*)** are required – you can leave optional questions blank

- **PERSONAL:** most of this information will already be filled out; make sure to double-check your personal info and fill out what is marked with an asterisk as required
- **DEMOGRAPHICS:**
  - *Citizenship Information:*
  - Select your citizenship status (this information is for TCC purposes only – it helps determine your tuition rate)

- Complete your Social Security Number IF you know it (if not, leave it blank). This is only asked for Financial Aid purposes – TCC uses your SSN to match your TCC application to your FAFSA application.
    - All other questions are optional – answer if you choose or leave blank.  
→ Save & Continue
  - RESIDENCY:
    - *Are you a Texas Resident?:* Select **YES**
    - *Will you have lived in Texas all 12 months preceding the semester for which you are applying?:* Select **YES**
    - *Texas Public College Attendance:* Select **NO**
    - *Did or will you graduate from High School or complete a high school equivalency in Texas?* Select **YES**
    - *Residency During High School:* Select **YES**
    - *Do you file your own federal income tax as an independent tax payer?* Select **NO**
    - *Dependent:* Select **YES**
    - *Is your parent or guardian a U.S. Citizen? Select whichever answer applies to you and following questions if needed.*  
→ Save & Continue
  - PROGRAM OF STUDY:
    - *Entry Term:* Select either Summer 2020 or Fall 2020
    - *Admit Type:* High School Graduate
    - *Academic Program:* Choose your program of study – all of TCC's 2-year programs are listed here. If you are wanting to do your basics at TCC (to then transfer to a 4-year university), select **Associate of Arts**
    - *Educational Objective:* Choose your reason for attending TCC. If you are planning to do basics, select **Core Curriculum Only**. If you are doing a specific 2-year degree, select **Earn Associate Degree**.
    - *Degree Sought:* Skip this question
    - *Preferred Campus:* Select **South**
    - *Did you attend a regionally accredited university for the first time before Fall 2007?* Select **NO**
    - *Are you applying for admission through the College Access program?* Select **YES**
    - *CEE Student:* Select **NO**
    - *UTA and TCC:* If you are considering transferring to UT-Arlington after completing courses at TCC, select YES. If you are not interested in UTA, select NO.
    - *COLLEGE PLANS:* Choose which answers apply to you for these 3 questions
    - *Decision Factors:* Skip this question  
→ Save & Continue
  - ACADEMIC HISTORY:
    - *High School:* Type in your high school's name, United States, Texas then click SEARCH. Find and select your high school in the search results.
    - *Did or will you graduate from high school?* Select **YES**
    - *Graduation Date:* If you don't know your exact graduation date, select June 1, 2020.
    - *Colleges Attended:* Skip this question  
→ Save & Continue
  - CONSENT & SUBMIT: Select YES on all 3 questions, complete signature and date, and SUBMIT