



# TYLER JUNIOR COLLEGE

## *Dual Credit/Early Admissions* **STUDENT CHECKLIST**

### **ADMISSIONS PROCESS**

**Returning Dual Credit Students: Begin with Step 6B.**

- 1. Visit with your high school counselor about eligibility. Obtain a Dual Credit Permission Form with counselor's signature for approval. Home school students need to meet with a Dual Credit Recruiter.
- 2. Complete a [TJC Admissions Application](#).
- 3. Submit an official high school transcript. Homeschool transcripts must be notarized.
- 4. Submit any TAKS, SAT/ACT scores showing exemption (if taken).
- 5. Complete any other testing requirements if necessary (such as THEA or ACCUPLACER).
- 6. **A.** Bring completed admission application, transcript, test scores, and signed Dual Credit Permission Form to the Dual Credit Office.  
**B.** For returning students: Bring only your signed Dual Credit Permission Form to the Dual Credit Office.  
**\*Note: A NEW Dual Credit Permission Form is needed for every semester (Fall, Spring, Summer).**
- 7. Pay for classes.
- 8. Purchase textbooks (if needed).
- 9. Obtain a TJC student ID and parking permit (if needed).
- 10. ATTEND CLASS.
  - Online classes: Check the TJC class schedule for [orientation information](#).

### **TESTING INFORMATION**

All students must take the THEA or ACCUPLACER test, *unless* they are exempt based on TAKS, SAT, or ACT.

Minimum Test Scores Needed:

- **ACT** Math-19, English-19, Composite-23
- **SAT** Math-500, Verbal-500, Total-1070
- **TAKS** Math-2200, English-2200, Writing-3
- **THEA** Math-230, Reading-230, Writing-220
- **ACCUPLACER** Elem Algebra-63, Reading-78, Writing-6 **OR** 5 and Sentence Skills-80

**High School Juniors:** Must have appropriate test scores in **all three** test subject areas regardless of the courses they plan to enroll in.

**High School Seniors:** Must have appropriate test scores in subject areas related to the course.

For [Testing Center](#) hours, please call 903-510-2617.

### **DUAL CREDIT OFFICE**

Located at the Tyler Junior College Main Campus in the White Administrative Services Center on the corner of 5<sup>th</sup> Street & Baxter.

**Office Hours:**

Monday – Friday: 8:00 a.m. – 5:00 p.m.

Phone: 903-510-2716 or 1-800-687-5680 ext. 2716

Fax: 903-510-2161

### **CHANGING LIVES**

Tyler Junior College gives equal consideration to all applicants for admission without regard to race, creed, color, national origin, gender, age, marital status, or disability.

