



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 Dual Credit Staff.
- ☐ 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 TSI Assessment).
- ☐ 6. **A.** Bring completed admission application, transcript, test scores, bacterial meningitis vaccination form and signed Dual Credit Permission Form to the Dual Credit Office.
B. For returning students: Only bring 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. Effective Spring 2012, all students taking classes on the Main Campus of TJC must submit Bacterial Meningitis Vaccination forms. See www.tjc.edu for specific details.
- ☐ 8. Pay for classes.
- ☐ 9. Purchase textbooks (if needed).
- ☐ 10. Obtain a TJC student ID and Parking Permit from Campus Safety Office (if needed).
- ☐ 11. ATTEND CLASS – Online classes: Check TJC class schedule for Internet Orientation information

TESTING INFORMATION

All students must take the TSI Assessment 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
 - **TSI** Math-350, Reading-351, Writing 4 on essay plus 363 sentence skills OR 5 on essay
 - ****PLAN** Math-19, English-19, Composite-23
 - ****PSAT** Math-50, Critical Reading-50, Total-107
- *Students using ACT, SAT, PLAN, or PSAT exemptions must meet the composite score first, before the individual score can be used.
- **PLAN/PSAT scores for exemptions can only be used while the student is in high school. Once a student graduates, PLAN/PSAT scores are not permitted for exemptions.

High School Juniors: Must have appropriate test scores in reading and writing test subject areas regardless of the courses they plan to enroll. Juniors must attempt math and only need the qualifying score if taking a math class.

High School Seniors: Must have appropriate test scores in subject areas related to the course. Please see note above about using ACT/SAT/PLAN/PSAT exemption.

For Testing Center hours, please call 903-510-2617.

The DUAL CREDIT OFFICE

Located at the Tyler Junior College Main Campus in Jenkins Hall, Room 106 on the corner of 5th Street & Baxter.

Office Hours:

Monday – Friday 8:00am – 5:00pm
903-510-2716 or 1-800-687-5680 ext. 2716

Email: dualcredit@tjc.edu



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.

Revised 10/28/13