

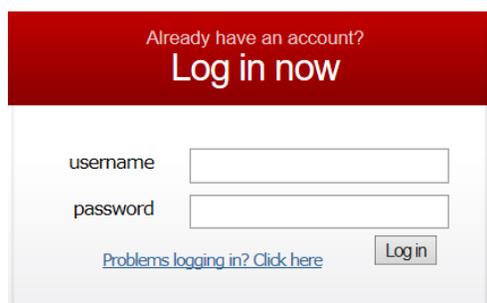
Helpful HCC Dual Credit, Apply Texas notes:

** Make sure you are using the best internet browser to support Apply Texas. If you have this issue, please utilize Google Chrome to apply via Apply Texas, which supports the platform for the application process – this was one of the key elements for me to guide the students. This link may also help to explain each question. I am adding a link of "help" questions from the web page also. https://www.applytexas.org/adappc/html/fresh20_help.html

https://www.applytexas.org/adappc/gen/c_start.WBX



If the students have created an account, they can simply log in and complete the HCC application:



After students have created their profile/logged into Apply Texas. They will need to select "My Applications" → Start a new Blank Application.

Then select **"Create a new 2 Year College Admissions Application"** they will be taken to a page that looks like this (see below), where they will select HCC from the list.

Search for a college by region
Target College: Select target two year college - listed by region

Search for a college from an alphabetical list
Target College: Houston Community College (Houston)

Are you completing this application to apply for dual credit classes or concurrent enrollment at this institution while still in high school?

Yes No

continue

If you are applying to take Dual Credit or Concurrent High School Enrollment, select Yes.

After selecting Houston Community College from the list, click continue

Once HCC is selected, there is a pop-up question box that states, " Are you completing this application to apply for dual credit classes..."- at that point, the student selects YES. Since HCC has different types of degrees and certifications offered, if students select that they are dual credit, this can ensure that the application comes to the correct place. Also, they have to be sure to save, complete, and submit the Apply Texas application to make sure it gets to us.

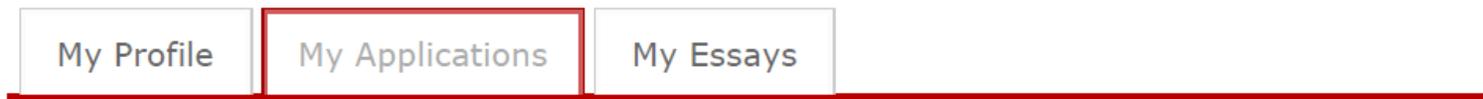
** Make sure that you **submit** the application. Sometimes students complete the profile and think that is all. However, it is a two part process (Profile and the actual application).

If you have not received an HCC ID number and they think they have applied.

After the students are finished completing and have **submitted the HCC application on the Apply Texas website, he or she can log out and log back in to check the Application Status: https://www.applytexas.org/adappc/gen/c_start.WBX and see their applications **submitted** and it should list HCC as a submitted application. Once the application has been completed and submitted, it should take 3-5 business days for students to receive their HCC ID number in the email that was entered into Apply Texas.

Once logged in, view the **Account Dashboard (see below) and at that point, click “My Applications” and they will be able to verify if an HCC application has been submitted. See below for an example:

My Account Dashboard - Application Listing



If a students' application has been submitted, it will state that it is submitted when the student logs in and views their account dashboard.

Once an application is completed and submitted, a student should get their HCC ID number emailed to them usually within about 2-3 days...in a Welcome/Acceptance letter to HCC with the 9-digit HCC ID # that will begin with 'W'.

Also, be sure you are checking your spam or other mail received to see if this email ends up there.

Let me know if further help is needed.

Thanks Mrs. Howard