



HOUSTON COMMUNITY COLLEGE

HCC Dual Credit Process

THIS IS A MULTI-STEP PROCESS.

Start **NOW** to make sure your applications go through before the deadline.

Dual

1. adjective

consisting of or involving two parts or components usually in pairs

For 1st time applicants, there are 2 steps that need to be done to complete the Dual Credit application process.

- The first step is with the college (HCC)
- The second step is with the high school (Tompkins)

Complete and submit your application on Apply Texas

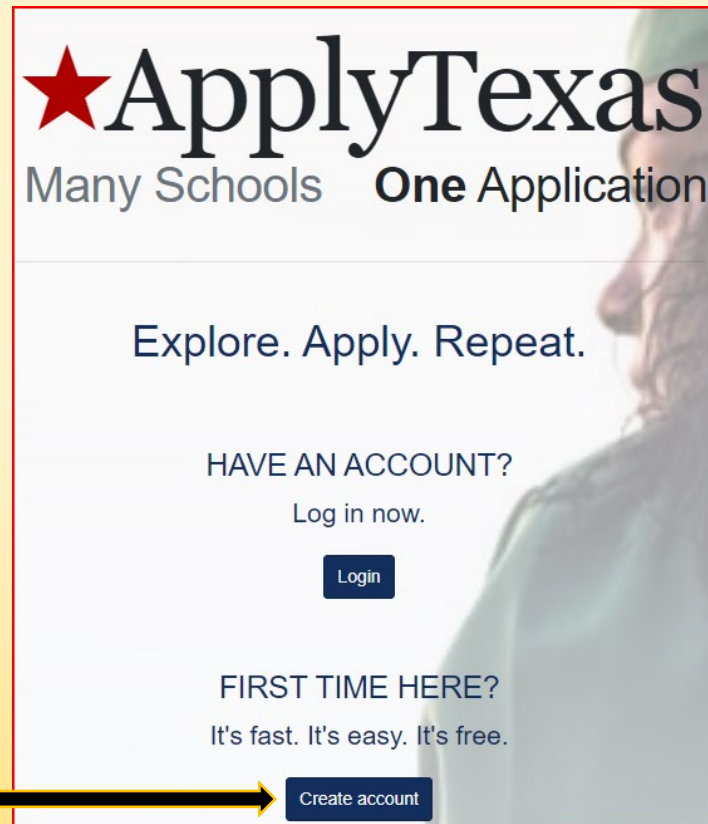
(Allow sufficient time for the deadline as it takes a few days for the application to go through.)

- **The Apply Texas application has 2 components: 1. THE PROFILE 2. THE ACTUAL APPLICATION**
~ If you only complete the profile portion, you **will not** receive you HCC student ID#.
- Fill in all pages of the application (if needed).
- **Students**, use your personal email, **NOT** school or iCloud.
- **Parents**, if you are helping your child, be sure to fill in answers as if you are the student.
- Questions marked with an asterisk (*) are required. Otherwise, if you do not know the answer, or how to answer it, you may skip over the question .
- After both sections are complete, watch for an email from HCC with your HCC student ID#. The number will begin with the letter "W" followed by 9 digits.

Set Up a “My Eagle” Account with HCC

- Apply to HCC as a **Dual Credit Student**

- ✓ Go to www.goapplytexas.org and create an account (1st time applicants)



Create your own Username.

**Use your personal email
(not school or iCloud).**

**Create a password then
click “Sign up”.**

**Next, you will need to
check your email to
verify this new account.**

The screenshot shows the sign-up form on the ApplyTexas website. It has a blue header with the ApplyTexas logo and tagline. The main heading is "Sign up with a new account". Below this are four input fields: "Username" (with a placeholder "Username"), "Email" (with a placeholder "name@host.com"), "Password", and "Password" (with a placeholder "Password"). A blue "Sign up" button is at the bottom right, with a yellow arrow pointing to it from the text "click 'Sign up'". Below the button is a link that says "Already have an account? Sign in".

How To: Start/Edit Profile

This is the 1st step of the process

NOTE: Only questions marked with an asterisk (*) are required.
Your **Social Security #** is **NOT** required.

Get Started

Edit your ApplyTexas Profile

Start/Edit Profile

Apply to a few schools

Start/Edit Applications

Before you start an application, you must complete your profile by clicking on the 'Done' button on Page 10

Steps to completing an ApplyTexas application

1. Edit and complete your profile
2. Start an application to a school
3. Submit your application and wait for contact

System created by the ApplyTexas Team. Copyright © 2021 ApplyTexas

Click "Start/Edit Profile". Always remember to click "Save" on every page before moving on to the next page. Click "Next" to move forward.

ApplyTexas My Profile My Applications Research

Edit Your ApplyTexas Profile

NOTE: This form will auto-save at five-minute intervals.

Social Security Number

No spaces, dashes, or letters

Re-enter Social Security Number

No spaces, dashes, or letters

Last/Family Name *

Enter your legal last name. Please do not include diacritical marks such as accents (') or tildes (~).

First Name *

Enter your legal first name. Please do not include diacritical marks such as accents (') or tildes (~).

Middle Name

Enter your legal middle name. Please do not include diacritical marks such as accents (') or tildes (~).

Suffix

Preferred First Name

Other Names

You have no saved other names.

+ Add another name

Need to change your email?

Use this form.

* Required Field

Save

1 of 9 Next >

Fill in all required fields accurately.

Type in all your birth information.

Edit Your ApplyTexas Profile

NOTE: This form will auto-save at five-minute intervals.

Profile Pages *

Date of Birth *

City of Birth *

Country of Birth *

State of Birth *

Name and Date of Birth confirmation

First Name: Aaron
Last Name: Miyamoto
Date of Birth: 02/12/1988 (35 years old)

It is important that your first name, last name, and date of birth are entered correctly. Please confirm that your name and date of birth are saved correctly before continuing.

By checking this box, I confirm that my name and date of birth are represented correctly above *

Yes, they are entered correctly

* Required Field

Save

< Previous 2 of 9 Next >

Enter: Date of Birth, City of Birth, Country of Birth, and State of Birth.
All fields are required.

Answer citizenship questions on page 3 accordingly.
(Not all answers are required.)
Click "Save", then next.

Are you a U.S. Citizen? *

Yes
 No

Status as a current U.S. military servicemember, veteran, or dependent:

veteran (former U.S. military servicemember)
 current U.S. military servicemember
 spouse or dependent of a veteran or a current U.S. military servicemember
 spouse or dependent of, or a veteran or current U.S. military servicemember with an injury or illness resulting from military service (service-connected injury/illness)
 spouse or dependent of a deceased U.S. servicemember
Please select any that apply to you

Are you Hispanic or Latino?

Yes
 No

Please select the racial category or categories with which you most closely identify.

American Indian or Alaska Native (A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.)
 Asian (A person having origins in any of the original peoples of the Far East, Southeast Asia or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine islands, Thailand, and Vietnam.)
 Black or African American (A person having origins in any of the black racial groups of Africa.)
 Native Hawaiian or Other Pacific Islander (A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific islands.)
 White (A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.)
Check as many as apply

Your gender:

Female
 Male

* Required Field

Save

< Previous 3 of 9 Next >

Enter your personal information on page 4. Questions marked with an * are required. You must “Click to Verify Address”.

Edit Your ApplyTexas Profile

Profile Pages ▾

Permanent Street Address *

The Permanent Street Address field is required
address only - do not enter your name

Permanent Street Address line 2

be sure to include your apartment number, if you have one

Permanent Street Address Line 3

Permanent Address City *

Permanent Address Country *

Permanent Address Postal/Zip Code

Permanent Address Verification Status (Required)

Click to Verify Address



After verifying address, click “Save”, then “next”.

ApplyTexas

Profile Pages ▾

Physical Address Information:
This is the current street address where you reside. If your Physical Address is the same as the Permanent Address you entered on the previous page, please leave these fields blank.

Physical Street Address

if different from permanent address

Physical Street Address line 2

be sure to include your apartment number, if you have one

Physical Street Address Line 3

Physical Address City

Physical Address Country

Physical Address Postal/Zip Code

Physical Address Verification Status (Required)

Verify My Address

Continue answering questions on page 5. You can leave these fields blank IF your physical address (where you currently live) is the same as the Permanent Address you entered on the previous page. If you fill out this page, be sure to click “Verify My Address”. “Save” then “next”.

Enter required information on this page.
If there is an *, the answer is required.
Otherwise, you may skip over it.

On this page, students will need to
enter parent/guardian information as
emergency contacts. * Means the field
is required.
“Save” and “next”.

Edit Your ApplyTexas Profile

NOTE: This form will auto-save at five-minute intervals.

Profile Pages ▾

Preferred Phone Number *

Numbers only, no dashes, dots, or parentheses, please. Please include your area code.

International Preferred Phone Country Code

International phone numbers ONLY. If you are in the US, do NOT enter your area code here.

Preferred Phone Type *

Alternate Phone Number

Numbers only, no dashes, dots, or parentheses, please. Please include your area code.

International Alternate Phone Country Code

International phone numbers ONLY. If you are in the US, do NOT enter your area code here.

Alternate Phone Type

* Required Field

Save

Previous 6 of 9 Next

Edit Your ApplyTexas Profile

Profile Pages ▾

Emergency Contact Title

Emergency Contact Last Name *

Emergency Contact First Name *

Does your emergency contact have a phone? *

Yes
 No

Emergency Contact Street Address

Emergency Contact Street Address line 2

Emergency Contact Address City

Emergency Contact Address Country

Emergency Contact Address Postal/Zip Code

Page 8 is about the high school you attend. Start typing the name of your high school in the search box. Select your high school and follow prompts on the page. Answer all questions marked with an *.

For the expected graduation date, put in a date of 05/25/your graduation year.

Answer the required questions on page 9. AP courses and AP exams do not qualify as college courses.

Your high school details:

Enter your high school/secondary school details on this page. Start by using our school search to find the school you graduated from or expect to graduate from. If you attended multiple high schools, you must click on the checkbox below to search for and enter additional high schools. If you are or were home-schooled, please type 'HOME SCHOOLED' in the search box and select either of the entries depending on whether you were home-schooled in Texas or not. You can also search by city by typing the city your high school is located in or adding it before your high school's name. If you never attended a high school/secondary school, type 'NEVER ATTENDED' and select the 'NEVER ATTENDED HIGH SCHOOL OR SECONDARY SCH' option.

Search for your high school/secondary school: *

To reset selected school details, type 'reset search' in the search box

Enter high school name or city

Start typing Tompkins

✓ Your school:

Expected Graduation Date *

Enter your graduation date (MM/DD/YYYY).

Previous High Schools

You have no saved previous high school.

+ Add previous high school

Do you have a GED or have you completed another high school equivalency program?

Yes
 No

Answer yes only if GED completed in U.S.

* Required Field

Save

< Previous 8 of 9 Next >

Edit Your ApplyTexas Profile

NOTE: This form will auto-save at five-minute intervals.

Profile Pages

Have you ever taken any college courses? *

Yes
 No

Do you already have or will you have a bachelor's degree or an equivalent degree prior to the start of the semester for which you are applying? *

Yes, I already have or will have a bachelor's degree (or an equivalent degree)
 No

College Attended Information

Please list all post-secondary colleges or universities you have previously attended or are presently attending, including for extension, correspondence, and distance learning credit, starting with the most recent. **Failure to list all colleges will be considered an intentional omission and may lead to forced withdrawal.** Have an official transcript sent to each university to which you apply. It is your responsibility to submit official transcripts to each university applied from each institution attended.

Previous Colleges

College Name	College Start Date	College End Date	Actions
+ Add Previous College			

Are you currently on academic suspension from the last college or university attended?

Yes
 No

* Required Field

Save

Done

< Previous 9 of 9

Once you've completed page 9, click "Done". You should see this pop-up message on your screen.

Profile Complete

Great job! Your profile is complete, but you're not done yet. Click the OK button to pick some schools to apply to and start an application.

OK

Profile Complete

Great job! Your profile is complete, but you're not done yet. Click the OK button to pick some schools to apply to and start an application.



If you answered all required questions, you will see this pop-up.

Your PROFILE is complete!

You are ready to “Start/Edit Application”

Get Started

Edit your ApplyTexas Profile

Start/Edit Profile

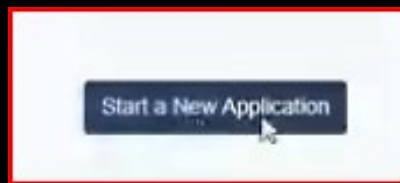
Apply to a few schools

Start/Edit Applications

Steps to completing an ApplyTexas application

1. Edit and complete your profile
2. Start an application to a school
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Click



Select Two-year community/junior college

Dual Credit is
distinct app type

Would you like to apply to a two-year or four-year college/university?

- Two-year community/junior college
 Four-year college/university

Select the institution to which you would like to apply

Houston Community College (Houston)

Select your application type

Two Year
Dual Credit

Select choices and start application

You can choose the college you'd like to submit the application to by starting to type its name in the drop-down box.

After selecting two-year community/junior college and adding Houston Community College as the institution, make sure to select the application type Dual Credit to start the application

Austin Community College (Austin)
Blinn College
Brazosport College (Lake Jackson)
Central Texas College (Killeen)
Cisco Junior College (Cisco)
Clarendon College (Clarendon)
Coastal Bend College (Beeville)
College of the Mainland (Texas City)
Collin County Community College District (Collin College)
Dallas College (Dallas)
Del Mar College (Corpus Christi)
El Paso Community College District (El Paso)
Frank Phillips College (Borger)
Galveston College (Galveston)
Grayson College (Denison)
Hill College (Hillsboro)
Houston Community College (Houston)
Howard County Community College District (Big Spring)
Kilgore College (Kilgore)
Lamar Institute of Technology (Beaumont)
Lamar Institute of Technology (Beaumont)

Select choices and start application

Select your semester

Select choices and start application

Select the semester that you will be starting Dual Credit. (re: Fall 2024)

Select your first choice school

ACADEMIC/TRANSFER
TECHNICAL

If the major you are looking for isn't under "ACADEMIC/TRANSFER", select "TECHNICAL".

Select your first choice major

Select choices and start application

Use the drop-down box to find a major that best suits you. This is not set in stone and will not have an impact on your application. Click "Select choices and start application".

Start a New Application

You can create and submit applications for the Spring 2023, Summer 2023, Fall 2023, and Spring 2024 semesters for most institutions. Please note that individual institutions have different open dates/deadlines and may not have applications available for all these semesters.

Instructions for this page +

All applications

- ✓ -- section is complete
- ! -- section is incomplete

All my applications Submitted applications In progress applications

Houston Community College

Fall 2023

Two Year (Associate of Arts in Business) ✎

Application ID: 0000100971

Status: Saved (in progress) ✎

Deadline: 11/20/2023 (Regular Deadline) ✎

Admissions application

- ! Two Year questions (Page 1 of 4)
- ! Questions specific to Houston Community College (Page 1 of 2)

(Not ready to submit)

In the yellow box, click "Admission application".

Answer questions on all 4 pages.

NOTE: This form will auto-save at five-minute intervals.

Admissions Application Pages ▾

At any time in your life were you placed in foster care or adopted from foster care in Texas? *

- Yes
 No

Are you home-schooled? *

- Yes
 No

Did you take a Tech Prep course or courses for college credit?

- Yes
 No

Please indicate on what basis you are seeking admission. Select the option that is most appropriate. Any/all of these may require additional documentation: *

Please indicate the primary reason for attending classes at this college: *

Parent/Guardian 1's education level *

Please indicate the highest level completed of your parent's or legal guardian's educational background

Parent/Guardian 1's relationship to you *

Parent/Guardian 2's education level *

Please indicate the highest level completed of your parent's or legal guardian's educational background

Parent/Guardian 2's relationship to you *

Do one or more of these apply to your life?

-- Have a disability

Foster Care? – Select
Home Schooled? – Select
Tech Prep Course? – Not Required
Basis Seeking Admission = Dual Credit
Primary Reason = Earn credits for transfer
Parent/Guardian 1 education level:...
Parent/Guardian 1 relationship to you:...
Parent/Guardian 2 education level:...
Parent/Guardian 2 relationship to you:...
Country of Residence = United States
State of Residence = Texas
Dependent? – Yes
File own federal income tax? – No
Live in Texas? – Yes
US Military? – No
Real Property? – No
Ownership Interest? – No
Gainfully employed? – No
Social Services...
Married? – No

This is a sample the first page of questions for the “Admission Application Pages”.
To the right is an answer guide to help a little.

Extracurricular section not required

This school does not ask applicants to fill out this section. In order to complete this section, please click the 'Save' button before proceeding to the next page.

Save

« Previous 2 of 4 Next »

Page 2 is NOT required. Click "Save" then "Next".

Proceed to page 3

Page 4 is NOT required. Click "Save then "Done".

Talents, Awards, Honors section not required

This school does not ask applicants to fill out this section. In order to complete this section, please click the 'Save' and 'Done' buttons.

* Required Field

Save

Done

« Previous 4 of 4 »

All applications

- ✓ -- section is complete
- ! -- section is incomplete

All my applications Submitted applications In progress applications

Houston Community College

Fall 2020

Two Year (~~Associate of Arts in Business~~)

Application ID: 2302123971

Status: Saved, in progress (05/14/2023 02:55PM)

Deadline: 11/20/2023 (Regular Deadline)

Admissions application

- ✓ Two Year questions (Page 4 of 4)
- ! [Questions specific to Houston Community College \(Page 1 of 2\)](#)

(Not ready to submit)

Now you can click
“Questions specific to Houston Community College”
and answer the two pages of questions.

Home Campus *

Please select the home campus where you intend to receive the majority of student services such as advising and career counseling.

- Alief-Hayes - 2811 Hayes Rd. Houston, 77082
- Central - 1300 Holman Houston, 77004
- Coleman - 1900 Pressler St. Houston, 77030
- Eastside - 6815 Rustic St. Houston, 77087
- Felix Fraga - 301 N. Drennan St. Houston, 77003
- HCC Online
- Katy - 228 Colonial Parkway, Katy, 77493
- Northeast-555 Community College Dr. Houston, 77013
- North Forest - 6010 Little York Rd. Houston, 77016
- Northline - 8001 Fulton Houston, 77022
- Missouri City-1600 Texas Pkwy Missouri City, 77489
- South - 1990 Airport Blvd. Houston, 77051
- Spring Branch-1010 W Sam Hou Pkwy N Houston, 77043
- Stafford - 10041 Cash Rd. Stafford, 77477
- West Loop - 5601 West Loop South Houston, 77081

Academic Level *

Select your academic level.

- Freshman (0-29 credit hours)
- Sophomore (30-72 credit hours)
- Unclassified (73 credit hours or more, no degree)
- Associate Degree
- Earned Bachelor Degree
- Earned Master Degree
- Earned Doctorate Degree

Online Learning *

Will you be taking ALL of your classes on-line?

- Yes
- No
- Unsure

Household Occupants

Select number of persons living in household.

Home Campus = Katy

Academic Level = Freshman

Online Learning = No

Household Occupants ...

Household Income – Ask your parent/guardian

Native Language ...

Employment Status = Not Employed, not seeking work

Single Parent? – No

Full-Time Homemaker = No

Course Load – Part-Time Student

Scroll down the page to answer all questions.

These are some of the questions you'll see on page 2.

Answer the best you can. If there is no *, you can skip over that question.

For Educational Goal, select "Start at HCC and Transfer".

AFDC Eligibility

Are you eligible to receive AFDC (Aid to Families with Dependent Children) benefits?

Yes

No

School District *

Select the Texas School District in which you currently live.

Aldine

Alief

Channelview

Cy-Fair

Fort Bend

Galena Park

Houston

Katy

Klein

North Forest

Pasadena

Pearland

Spring

Spring Branch

Stafford

Other School District Not Listed

Consent on Text Msgs and Calls *

Houston Community College (HCC) would like to send text messages or automated phone calls on a limited basis to convey information requiring your attention. By checking 'I consent', I agree to receive phone calls and/or text messages from Houston Community College. I also understand that I have the right to revoke this permission in writing at any time. I understand that the duration of my attendance at HCC or until revoked in writing by me. Privacy Disclaimer: This text message program is provided by Houston Community College.

I consent

I do not consent

How Did You Hear About HCC *

How did you hear about HCC?

Social Media

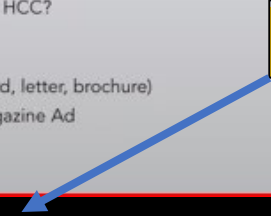
Mail Piece (postcard, letter, brochure)

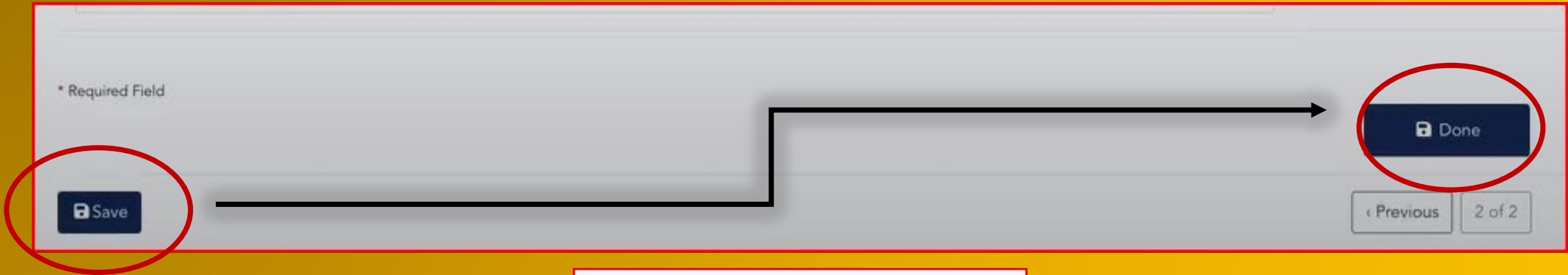
Newspaper or Magazine Ad

Radio

Television

Select Counselor





All applications

section is complete
! -- section is incomplete

All my applications Submitted applications In progress applications

Houston Community College

Fall 2022

Two Year (Associate of Applied Business)

Application ID: 2022100001

Status: Saved, In progress (05/11/2022 09:50PM)

Deadline: 11/20/2023 (Regular Deadline)

Admissions application

- Two Year questions (Page 4 of 4)
- Questions specific to Houston Community College (Page 2 of 2)

Submit this application

Notice the check marks.

Click "Submit this application"

One more thing!

Read and check all the boxes on this page (required).



SUBMIT

Certification of information

You are required to read the statements below. By checking the box next to the statement you are agreeing to the terms and conditions laid out in the statement. If you do not check the box next to the statement, you will not be allowed to complete or submit this application. You may wish to print this page for your own records; however, we ask that you not send in a printout of this page to the institution to which you are applying.

Notification of Rights under Texas Law: Information collected about you through this application may be held by any institution of higher education to which you apply. ApplyTexas complies with the Family Educational Rights and Privacy Act ("FERPA") administered by the U.S. Department of Education. FERPA protects students' personal identifiable information (PII) and prohibits the release of education records without students' permission or consent, except for explicit circumstances in which disclosure is permitted by law. With few exceptions, you are entitled on your request to be informed about the collected information. Under Sections 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review the information. Under section 559.004 of the Texas Government Code, you are entitled to correct information held by an institution that is incorrect. You may correct information held by any institution to which you apply by contacting the institution. The information that is collected about you will be retained and maintained as required by Texas records retention laws (Section 441.180 et seq. of the Texas Government Code) and rules. Different types of information are kept for different periods of time. *

I certify that I have read and understand

I certify that I have read and understand the [New Requirements and Important Information about Bacterial Meningitis](#) *

I certify that I have read and understand the New Requirements and Important Information about Bacterial Meningitis

If my application is accepted, I agree to abide by the policies, rules and regulations at any college to which I am admitted. I authorize the college to verify the information I have provided. I certify that the information I have provided is complete and correct and I understand that the submission of false information is grounds for rejection of my application, withdrawal of any offer of acceptance, cancellation of enrollment and/or appropriate disciplinary action. I understand that officials of my college will use the information submitted on this form to determine my status for residency eligibility. I authorize the college to electronically access my records regarding the Texas Success Initiative. I agree to notify the proper officials of the institution of any changes in the information provided. *

I certify that I have read and understand

The Texas Higher Education Coordinating Board (THECB), or its authorized representative(s), has permission to contact you regarding your ApplyTexas application and/or regarding related educational outreach purposes (including, for example, to make you aware of financial aid opportunities) using any of the contact information for communication methods (email, mail, phone, mobile, text message, social media, or automated telephone dialing equipment).

Your information will not be sold for commercial purposes. Do you consent? *

Yes

No

Financial Aid Information

You must apply for financial aid separately. You can [apply for financial aid online](#). Contact the institution's financial aid office directly for more information.

Non-discrimination clause

Admission to any of the Texas institutions of higher education and any of their sponsored programs is open to qualified individuals regardless of race, color, gender, sexual orientation, creed, age, national origin or disability.

* Required Field