

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 “**High School Graduate**”
 - 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 will need to log back in. Save your email and password on a note in your phone or write it down somewhere safe.
- You should receive an email from TCC to verify your email address. You will need to verify your email then log back into your applications to completed the next steps.

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. 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 the semester you plan to begin taking classes after graduation.
 - *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 **NORTHWEST**
 - *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:* Select June 1 and your graduation year.
 - *Colleges Attended:* Skip this question
 - Save & Continue
- CONSENT & SUBMIT: Select YES on all 3 questions, complete signature and date, and SUBMIT