



Brookhaven College
3939 Valley View Lane
Farmers Branch, TX 75244
972-860-4883
<https://www.brookhavencollege.edu/>



Cedar Valley College
3030 North Dallas Avenue
Lancaster, TX 75134
972-860-8201
<https://www.cedarvalleycollege.edu/>



Eastfield College
3737 Motley Drive
Mesquite, TX 75150
972-860-7167
<https://www.eastfieldcollege.edu/>



El Centro College/BPI
801 Main Street
Dallas, TX 75202
214-860-2000
<https://www.elcentrocollege.edu/>



Mountain View College
4849 W. Illinois Avenue
Dallas, TX 75211
214-860-8600
<https://www.mountainviewcollege.edu/>



North Lake College
5001 N. MacArthur Blvd.
Irving, TX 75038
972-273-3183
<https://www.northlakecollege.edu/>



Richland College
12800 Abrams Road
Dallas, TX 75243
972-238-6100
<https://www.richlandcollege.edu/>

Admissions Application

for the
Colleges of the Dallas County Community College District

Educational opportunities are offered by the Dallas County Community College District without regard to race, color, age, religion, gender, national origin, age, disability, sexual orientation, gender identity, gender expression, or any other basis prohibited by law.

INSTRUCTIONS

1. All applicants must complete Part A and Part I.
2. Applicants wishing to claim Texas residence for tuition purposes must complete the following:
 - Students of a Texas public college or university during the past 12 months, who paid resident (in-state) tuition, without a tuition waiver, must complete Part A, B and I.
 - Recent high school graduates must complete Part A, B, C, D and I.
 - Dependents of Texas residents must complete Part A, B, C, D, E, G and I.
 - Applicants who did not attend a Texas public college or university during the past 12 months must complete Part A, B, C, D, E, F and I.
 - Part H is for any additional information an applicant believes the college should know in evaluating Texas residence.
3. Applicants who are not claiming Texas residence for tuition purposes must complete Part A, B, C and I only.

BIOGRAPHICAL INFORMATION

Questions with an asterisk (*) are voluntary, and the information provided will remain confidential. In addition, supplying your social security number, gender, and ethnicity enables a more expedient match of test scores, transcripts, financial aid benefits, and tuition refunds.

APPLICATION METHODS

Applicants may apply one of three ways:

1. An online application process is available for credit students at <https://www1.dcccd.edu/stuapp/>
2. Apply Texas Online Application www.ApplyTexas.org
3. An Adobe PDF version of the application is available to download and complete. Needs to be submitted to the college Admissions office.
<https://www.dcccd.edu/apply-reg/documents/admissionsapplication.pdf>

Please print in *blue* or *black* ink and complete all appropriate Parts.

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. If you wish to protect your directory information from disclosure, proceed to the following website or contact the Admissions/Registrar's Office.

Student Name:

Student ID Number:

COLLEGE YOU PLAN TO ATTEND

- Brookhaven
- Cedar Valley
- Eastfield
- El Centro
- Mountain View
- North Lake
- Richland

SEMESTER YOU PLAN TO ATTEND

- Fall (Aug-Dec)
- Winter Term (Dec/Jan)
- Spring (Jan-May)
- May Term (May)
- Summer (Jun-Aug)

Colleges of the Dallas County Community College District

Students who apply to one of the colleges listed above are eligible to attend any of the colleges that are listed.

Admissions Application

Your responses to questions with an asterisk () are voluntary.*

Part A: Biographical Information

Your **Social Security Number** or tax identification number is **required**. Your number will remain confidential. Supplying your Social Security Number enables a more expedient match of your test scores, transcripts & financial aid benefits. *Choose One*

- The following is my **Social Security Number** or tax identification number:
- I do not have a Social Security Number or tax identification number.

E-Mail Address: (This is our primary means of communication.)

@

*GENDER <input type="checkbox"/> M <input type="checkbox"/> F	NAME Give full legal name. Do not use initials unless initials are your legal name. Last First Middle
--	---

Give names, if different from above, that are on transcripts from other institutions.	DATE OF BIRTH (MM/DD/YY)
---	--------------------------

Current Street Address (<i>must be a physical address</i>)	Apartment #
City State Zip	Do you live in Dallas County? <input type="checkbox"/> YES <input type="checkbox"/> NO

Permanent Mailing Address (<i>can be a PO Box number</i>)		
Home Number (Include Area Code)	Work Number (Include Area Code)	Cell Number (Include Area Code)

PERSON TO NOTIFY IN THE EVENT OF AN EMERGENCY

Name _____ Phone Number (_____) _____

*** Ethnicity and Racial Background:** (How do you identify yourself?) This information will be used for federal and/or state law reporting purposes only.

Are you Hispanic or Latino? _____ Yes _____ No _____ unknown or I choose not to respond.

Please select the racial category or categories with which you most closely identify. Check as many as apply.

___ White (1) ___ Black or African American (2) ___ Asian (4)
 ___ Native American/Alaskan (5) ___ Unknown/No response (7) ___ Native Hawaiian or Pacific Islander (8)

My Primary Language is: _____

Place of Birth: _____ State: _____ Country: _____

REASON FOR ATTENDING I will take courses:

<input type="checkbox"/> To Earn a One-Year Certificate (APPN.CERT)	<input type="checkbox"/> To Earn a Two-Year Degree (APPN.ASSOCIATE)
<input type="checkbox"/> To Improve Job Skills (APPN. J/R)	<input type="checkbox"/> To Transfer to a University (APPN.U/T)
<input type="checkbox"/> For Personal Interest (APPN.N/D)	<input type="checkbox"/> Uncertain (APPN.UNCERTAIN)

Military-Veteran Status If you have any military affiliations, please indicate by selecting all that apply:

<input type="checkbox"/> Current/Former member of the US Armed Forces	<input type="checkbox"/> Dependent of a veteran
<input type="checkbox"/> Current/Former member of the National Guard	<input type="checkbox"/> Dependent of a deceased veteran
<input type="checkbox"/> Current/Former member of the Reserves	<input type="checkbox"/> Dependent of a veteran with a combat-related injury

FOR OFFICE USE
Date Received:
Residency Code:
County Code:
How Admitted:
Term:
Citizen:
TSI Status:
Cond. Agreement:
Rising Star:
Tech Prep:
Dual Credit:
Staff:

Student Name:

Student ID Number:

1. Are you a U.S. Citizen? YES NO
 If "no", of what country are you a citizen? _____

2. If you are not a citizen, do you hold Permanent Resident status (valid I-551) for the U.S.?
 YES NO
 (If "Yes", date permanent resident card issued: ____/____/____.) Enclose a copy of both sides of the card.
 (Month) (Day) (Year)

3. If you are not a U.S. citizen or permanent resident, do you have an Application to Register Permanent Residence (form I-485) pending with the U.S. Citizenship and Immigration Services (USCIS)? YES NO
 (If "Yes", enclose a copy of your Notice of Action from the USCIS, form I-797C.)

4. If you are not a citizen or permanent resident and have no application pending with the USCIS, did you live or will you have lived in Texas for at least 36 consecutive months immediately before graduating from high school or receiving a GED in Texas? YES NO
 (If "Yes," please submit a completed "**Affidavit of Intent to Become a Permanent Resident**")

Educational Data

Name of High School Attended: _____ City: _____ State: _____
 Graduated/Expected Graduation Date (Month) _____ (Year) _____ Did not graduate from High School

Please answer each question:

Were you home schooled? Yes No

Did you take a Career Pathway course or courses for college credit? Yes No

Did or will you graduate with an IB diploma? Yes No

If you did not graduate from high school do you have a GED? Yes No

If yes, completion date (Month) _____ (Year) _____ which version: English Spanish

In what state did you receive your GED? _____

Official transcripts for ALL previous college work **MUST** be submitted. Failure to list all institutions will be considered an intentional omission and may result in the denial of future enrollment.

List ALL Colleges attended. Attach separate sheet, if necessary.

Name and Location (City and State) (most recent first)	Dates attended		Hours Credits	Degree Cert. Received (if any)	Currently on Suspension Yes / No
	FROM (Month/Year)	TO (Month/Year)			
1.					
2.					
3.					
4.					
5.					

Texas Success Initiative (TSI)

An institution of higher education shall assess the academic skills of each entering undergraduate student to determine the student's readiness to enroll in Freshman-level academic coursework. Some students may be exempt from meeting the requirement of the TSI; however, students will be required to meet college course prerequisite requirements. Please read the following and check the appropriate box that applies to you:

- I have taken: STAAR SAT ACT
- I have not taken one of the tests listed above. I understand that I may have to take a test prior to registration.
- I have taken: TSIA or formerly approved TSI assessment (Accuplacer/Asset/Compass/THEA/TAKS)

Exemptions:

1. I am eligible for exemption from additional TSI assessment.
2. I claim an exemption because I am serving on active duty as a member of the U.S. armed forces, the Texas National Guard, or as a member of a reserve component of the U.S. armed forces and have been serving for at least 3 years preceding enrollment.
 Official documentation must be provided to prove exemptions.
3. I claim an exemption because I was honorably discharged, retired, or released from active duty as a member of the U.S. armed forces, the Texas National Guard, or service as a member of a reserve component of the U.S. armed forces on or after August 1, 1990.
 Official documentation must be provided to prove exemptions.

Texas Higher Education Coordinating Board rule 21.731 requires each student applying to enroll at an institution to respond to a set of core residency questions for the purpose of determining the student's eligibility for classification as a resident.

Part B: Previous Enrollment

1. During the 12 months prior to the term for which you are applying, did you attend a public college or university in Texas in a fall or spring term?

YES NO

*If you answered "no", continue on to **Part C – RESIDENCY CLAIM**.*

If you answered "yes", complete questions 2 thru 5.

2. What Texas public institution did you last attend? (Give full name, not just initials.)

3. In which term were you last enrolled? Fall, 20 _____ Spring, 20 _____

4. During your last semester at a Texas public institution, did you pay resident (in-state) or nonresident (out-of-state) tuition?

resident (in-state) nonresident (out-of-state) unknown

5. If you paid in-state tuition at your last Texas public institution, was it because you were a Texas resident or because you were a nonresident who received a waiver?

resident nonresident with a waiver unknown

IMPORTANT: If you were enrolled at a Texas public institution during a fall or spring semester within the previous 12 months and were classified as a Texas resident,

***SKIP TO Part I – CERTIFICATION of INFORMATION,
SIGN and DATE THIS APPLICATION and SUBMIT.***

***If you were not enrolled, or if you were enrolled but classified as a nonresident,
proceed to Part C – RESIDENCY CLAIM.***

Part C: Residency Claim

1. Are you a resident of Texas? YES NO

*If you answered "yes", continue to **Part D – ACQUISITION of HIGH SCHOOL DIPLOMA or GED**.*

If you answered "no", complete the following question:

Of what state or country are you a resident? _____

*Continue to **Part I – CERTIFICATION of INFORMATION**.*

*If you are uncertain, continue to **Part D – ACQUISITION of HIGH SCHOOL DIPLOMA or GED**.*

Part D: Acquisition of High School Diploma or GED

	Yes	No
<p>1. Did you live in Texas or will you have lived in Texas the 36 consecutive months leading up to high school graduation or completion of the GED?</p> <p><i>(To answer "Yes" you must have graduated from a Texas public or private high school or earn or plan to earn a GED. All others, including home-schooled students who do not plan to earn a GED, must answer "No".)</i></p>		
<p>2. When you begin the semester for which you are applying, will you have lived in Texas for the previous 12 consecutive months?</p>		

Instructions for Part D:

*If you answered "no" to question 1 or 2, go to **Part E – BASIS OF CLAIM TO RESIDENCY.***

If you are a U.S. citizen or permanent resident and you answered "yes" to questions 1 and 2, go to

Part I – CERTIFICATION OF INFORMATION.

*If you did not graduate from a Texas high school, continue to **Part E – BASIS OF CLAIM TO RESIDENCY.***

Part E: Basis of Claim to Residency

TO BE COMPLETED BY EVERYONE WHO ANSWERED "NO" TO QUESTIONS 1 or 2 OF "Part D" or WHO DID NOT GRADUATE FROM A TEXAS HIGH SCHOOL.

1. Do you file your own federal income tax as an independent tax payer? YES NO

(Independent tax payer should not be claimed as a dependent for tax purposes by another person. If you file a joint return with your spouse, answer "yes.")

2. Are you claimed as a dependent or are you eligible to be claimed as a dependent by a parent or court-appointed legal guardian? YES NO

(To be eligible to be claimed as a dependent, your parent or legal guardian must provide more than one-half of your support. A step-parent does not qualify as a parent if he/she has not adopted the student.)

3. If you answered "No" to both questions above, who provides the majority of your support?

Self

Parent or Legal Guardian

Other: (list) _____

Instructions for Part E:

*If you answered "yes" to question 1, go to **Part F.***

*If you answered "yes" to question 2, go to **Part G.***

*If you answered "no" to 1 and 2 and "self" to question 3, go to **Part F.***

*If you answered "no" to 1 and 2 and "parent or legal guardian" to question 3, go to **Part G.***

*If you answered "no" to 1 and 2 and "other" to question 3, go to **Part H,** provide an explanation and complete **Part I.***

Student Name:

Student ID Number:

Part F: Questions for students who answered “Yes” to Question 1 or “Self” to Question 3 of Part E

	Yes	No	Years	Months	Visa/Status
1. Are you a foreign national who has submitted an application for Permanent Resident Status to the U.S. Citizenship and Immigration Service (USCIS) and has received a fee/filing receipt or Notice of Action (I-797) from USCIS showing that your I-485 has gone through preliminary review and not been rejected?					
2. Are you a foreign national here with a visa eligible to domicile in the United States or are you a Refugee, Asylee, Parolee, or here under Temporary Protective Status? If so, indicate which. _____					Visa/Status →
3. Do you currently live in Texas? If you are out of state due to a temporary assignment or for another reason, please answer “NO” & explain in Part H .					
4a. If you currently live in Texas, how long have you been living here?			Years	Months	
b. What is your main reason for being in the state? If for reasons other than those listed, give an explanation in Part H .	<input type="checkbox"/> Attend College <input type="checkbox"/> Work Assignment <input type="checkbox"/> Establish and Maintain a Home				
5. If you are a member of the U.S. military, is Texas your Home of Record? What state is listed as your military legal residence for tax purposes on your Leave and Earnings Statement?	Yes	No			
	STATE				
6. Do any of the following apply to you: (Check all that apply.) a. Do you hold the title (warranty deed, deed of trust, or other similar instrument that is effective to hold title) to residential real property in Texas? If yes, date acquired: _____ b. Do you have ownership interest and customarily manage a business in Texas without the intention of liquidation in the foreseeable future? If yes, date acquired: _____	Yes	No			
7a. For the past twelve months have you been gainfully employed in Texas? <i>(Gainful employment requires an average employment of at least twenty hours per week for one year or earnings equal to at least half of tuition and living expenses for one nine month academic year. Employment conditioned on student status such as work study, receipt of stipends, fellowships or research or teaching assistantships does not constitute gainful employment.)</i> b. For the past twelve months, have you received primary support from a social service agency?	Yes	No			
8a. Are you married to a person who could answer “yes” to any part of questions 6 or 7? b. If “yes”, indicate which question could be answered “yes” by your spouse. Question: _____ c. How long have you been married to the Texas resident?	Yes	No			
	Yes	No	Years	Months	

IF YOU COMPLETED Part F, SKIP Part G and CONTINUE TO Part H.

Student Name:

Student ID Number:

Part G: Questions for students who answered “Parent” or “Legal Guardian” to Question 3 of Part E

	Yes	No	Years	Months	Visa/Status
1. Is the parent or legal guardian upon whom you base your claim of residency a U.S. Citizen?					
2. Is the parent or legal guardian upon whom you base your claim of residency a Permanent Resident of the United States?					
3. Is this parent or legal guardian a foreign national whose application for Permanent Resident Status has been preliminarily reviewed? <i>(He or she should have received a fee/filing receipt or Notice of Action [I-797C] from the USCIS showing his or her I-485 has been reviewed and has not been rejected.)</i>					
4. Is this parent or legal guardian a foreign national here with a visa or is a Refugee, Asylee, Parolee, or here under Temporary Protective Status? If so, indicate which. ----->					Visa/Status
5. Does this parent or legal guardian currently live in Texas? <i>(If your parent or legal guardian is out of state due to a temporary job assignment or for another reason, please explain in Part H.)</i>	Yes	No			
6a. If your parent or legal guardian is currently living in Texas, how long has he or she been living here?			Years	Months	
b. What is your parent’s or legal guardian’s main reason for being in the state? If for reasons other than those listed, give an explanation in Part H.	<input type="checkbox"/> Attend College <input type="checkbox"/> Work Assignment <input type="checkbox"/> Establish and Maintain a Home				
7. If your parent or legal guardian is a member of the U. S. military, is Texas his/her Home of Record? What state is listed as your parent’s or legal guardian’s residence for tax purposes on his or her Leave and Earnings Statement?	Yes	No			
	STATE				
8a. Does your parent or legal guardian hold the title (warranty deed, deed of trust, or other similar instrument that is effective to hold title) to residential real property in Texas? If yes, date acquired: _____	Yes	No			
b. Does your parent or legal guardian have ownership interest and customarily manage a business in Texas without the intention of liquidation in the foreseeable future? If yes, date acquired: _____					
9. For the past twelve months has your parent or legal guardian: a. Been gainfully employed in Texas? <i>(Gainful employment requires an average employment of at least twenty hours per week for one year or earnings equal to at least half of tuition and living expenses for one nine month academic year. Employment conditioned on student status such as work study, the receipt of stipends, fellowships or research or teaching assistantships does not constitute gainful employment.)</i>	Yes	No			
b. Received primary support from a social service agency?					
10 a. Is your parent or legal guardian married to a person who could answer “yes” to any part of question 8 or 9? b. If “yes”, indicate which question could be answered “yes” by his or her spouse. Question: _____ c. How long has your parent or legal guardian been married to the Texas resident?					
	Yes	No	Years	Months	

Part H: General Comments

Provide any additional information that you believe your college should know about evaluating your eligibility to be classified as a resident? If so, please provide it below.

Part I: Residency and Meningitis Information**All students must complete this section.**

Who: Students must provide proof of meningitis vaccination if:

- You are enrolling for the first time as a credit student.
- You are returning after a semester break in enrollment.
- You are transferring from another college or university.
- You are a new or returning continuing education student enrolled in programs with 360 contact hours or more.
- You are a dual credit, Middle College, Early College or charter high school student attending classes on the college campus.
- You are a continuing education student who is enrolled in concurrent credit courses.

Deadline: You must submit proof of vaccination (or booster shot within the last five years) to your college's Admissions/Registrar's Office before registering for class. The date of the vaccination must be at least 10 days before the first day of class. This allows time for the vaccination to take effect.

Where: Take proof of bacterial meningitis vaccination to the Admissions/Registrar's Office to the college where you are enrolled.

Exceptions to the new law: You do not need to provide proof of meningitis vaccination under several exceptions:

- You are 22 years of age or older (by the first day of the semester in which you are enrolled).
- You are enrolled 100 percent in distance education classes. You must complete the 100 percent distance education affidavit and fax or email it to your college. Form found at https://www1.dcccd.edu/catalog/GeneralInfo/AdmissAssessAdvEnroll/Bac_Men_100_DLAffidavit_Jan2014.pdf
- You are enrolled in a continuing education course or program that is less than 360 contact hours or in continuing education corporate training.
- You are enrolled in one or more dual credit courses taught at a public or private K-12 facility which is not located on a college campus.
- You are a student who is incarcerated in a prison located in the state of Texas.

Exemptions: A student or the student's parents or guardians are not required to submit evidence of the bacterial meningitis vaccination if the student, parent or guardian submits one of the following affidavits, based on health and well-being or for reasons of conscience, including religious beliefs. For either of these exemptions, you must submit to the Admissions/Registrar's Office:

The Bacterial Meningitis Vaccination Exemption Form, which can be found at

https://www1.dcccd.edu/catalog/GeneralInfo/AdmissAssessAdvEnroll/Bac_Men_Compliance_Oct_2013.pdf

and one of the following:

- An affidavit or certificate signed by a physician who is duly registered and licensed to practice medicine in the United States in which it is stated, in the doctor's opinion, that the vaccination would injure the health and wellbeing of the student; or
- An affidavit signed by the student stating that the student declines the vaccination for reasons of conscience, including a religious belief. A conscientious exemption form from the Texas Higher Education Coordinating Board (THECB) <https://corequestjc.dshs.texas.gov/>

Students may obtain bacterial meningitis vaccinations from their own physicians, local health departments, clinics, area drug stores and similar facilities. For more information about bacterial meningitis, visit the Centers for Disease Control at <https://www.cdc.gov/meningitis/>

Certificate of Understanding

I understand that officials of my college/university will use the information submitted on this form to determine my status for **residency eligibility**. I authorize the college/university to verify the information I have provided, including my Texas Success Initiative (TSI) test scores and residency information as necessary. I agree to notify the proper officials of the institution of any changes in the information provided. I certify that the information in this application 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, or appropriate disciplinary action.

I understand that my signature below verifies that I understand and will comply with the Meningitis requirement and Residency Oath stated above. I will submit all official transcripts from all U.S. accredited institutions previously attended. I also verify that I have received or will receive information about bacterial meningitis from the college as required by Section 51.9191 of the Texas Education Code.

Signature: _____

Date: _____

Student Name:

Student ID Number:

The Admissions/Registrar's Office reserves the right to request additional information in order to comply with state residency requirements prior to enrollment.

Students found to have been incorrectly classified as a resident for tuition purposes due to information/documentation submitted must begin to pay the nonresident rate immediately and have a maximum of 30 days to repay all previous terms.

*DOCUMENTS SUBMITTED TO MEET ADMISSIONS AND RESIDENCY REQUIREMENTS
BECOME THE PROPERTY OF THE COLLEGE.*

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. If you wish to protect your directory information from disclosure, proceed to the following website or contact the Admissions/Registrar's Office.

For information see: <http://econnect.dcccd.edu>

Educational opportunities are offered by the Dallas County Community College District without regard to race, color, religion, gender, national origin, age, disability, sexual orientation, gender identity, gender expression, or any other basis prohibited by law.

E-MAIL

How is my e-mail address used? E-mail is the college's choice means of communication with students. E-mail addresses, personal or district-provided, are used to notify students of official pertinent information and information for activities in which the student has expressed interest. In addition, all students are required to have an e-mail address on file at the Admissions/Registrar's office in order to utilize personalized online services (eConnect) that require a login and to activate their online account. Having an e-mail address on record allows students to use personalized services, such as registration, retrieval of grades and financial aid disbursement information, reset password and receive confirmation of the change via e-mail, and so forth. If students wish to use eConnect, a valid e-mail address must be on file at the Admissions/Registrar's Office.

What if I don't want to use my personal e-mail address? The college provides currently enrolled students the ability to request a student e-mail address (NETMAIL) free of charge. Students may request a NETMAIL e-mail address online through your eConnect account or contact the college for more information.

Will my e-mail address be released or sold to a third party? E-mail addresses on file in the Admissions/Registrar's Office are considered part of directory information and may be requested by outside sources under the Public Information Act, but are not sold to outside sources for profit.

REGISTRATION

How can I register for credit classes? New-to-college students must participate in an orientation session or see an advisor before registering for credit classes. Students who have attended college before, who meet eConnect registration eligibility criteria, and who have a valid e-mail address on file at the Admissions/Registrar's Office, may register online through your eConnect account. All other students may register through the Counseling/Advising office at the college.

PROTECTION OF INFORMATION

Our college privacy commitment is based on two simple ideas. We promise to:

- Comply with all the applicable local, state and federal laws and regulations
- Protect your privacy while still offering relevant, personalized service

Students may request that their directory information, including e-mail address, be protected to prevent the release of information to outside sources by submitting a request online to the Admissions/Registrar's Office.

eConnect has carefully combined the very best security software and systems at every level to ensure that the information entrusted to us is not intercepted or abused. Industry standard technologies like SSL (Secure Socket Layers) are used to protect credit card numbers, e-mail addresses and zip codes so they cannot be read as they travel over the Internet.



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