

6 Steps to Enroll at Dallas College Checklist

STEP AHEAD

Request your transcripts and test scores before you complete the application. Give yourself time because document processing can take more than 2 weeks.

Step 1 - Apply for Admission

- a. Apply online at <https://www1.dcccd.edu/stuappl>.
- b. Setup your eConnect Account and complete the Student Information Profile.
- c. Submit documents to the registrar: <https://www.dcccd.edu/apply-reg/pages/admregoff.aspx>.
 1. Transcripts (High School and Other colleges attended) or Proof of GED
 2. Test scores (ACT, SAT, AP, IB, etc.)
 3. Submit Proof of Meningitis Vaccine (Age 22 and younger)

STOP: Have you applied for Financial Aid? It's best to do this early.

Find your school code here: <https://www.dcccd.edu/pclfa/apply/pages/school-codes.aspx>.

- Apply online <https://studentaid.gov/h/apply-for-aid/fafsa>; or
- Apply through the Federal Student Aid mobile app. Download the 'myStudentAid' app from the Apple App store (IOS) or Google Play store (Android). You and your parent (if applicable) can use the app and can sign for your FAFSA here too.

STEP AHEAD

Take an online career assessment through Choices 360

<http://www.choices360.com/saml-dcccd>. Think about your educational and career goals prior to your conversation with your enrollment representative.

Step 2 - Connect with an enrollment representative for pre-advising.

- a. Speak to an enrollment representative to review this six step checklist and ensure you're on track to enroll in classes.
- b. Discuss your Choices 360 career assessment.
- c. Explore Career Paths and Guided Pathways to choose the right Program of Study.
 1. If you know exactly what you want to do review and select your Guided Pathway in eConnect
 2. If not – don't worry you'll revisit the Career Paths, Guided Pathways and Program of Study in Step 4.

STEP AHEAD

If you are unsure about whether or not you need to complete the TSI, ask your enrollment representative.

Step 3 - Determine if you meet Texas Success Initiative (TSI) requirements.

Due to COVID-19, testing requirements may be waived for Summer and Fall classes. The exceptional circumstances waiver will support all high school graduates and dual credit students. You may choose to take the TSI assessment online through remote proctoring as an alternative to the waiver. If you choose this option, please follow the steps below.

Important notice: All students receiving the exceptional circumstances waiver must be assessed by the end of their first semester of in-person enrollment in entry-level freshman courses.

- a. Determine if you need to complete the TSI or if you are exempt. View qualifying exemptions in the TSI section of the catalog.
 1. If you are exempt, proceed to Step 4.
 2. If you are NOT exempt:
 - a. You will be required to watch the pre-assessment video in eConnect,
 - b. Complete the Pre-Assessment Quiz (link below video; login required),
 - c. Complete and submit the Testing Referral Form (login required), and
 - d. Complete the TSI Assessment (you'll need a few hours 4-5).



STEP AHEAD

Think about your career goals, your current work schedule, and your academic plan so your advisor can help you build your schedule.

4 Step 4 - Connect with an academic advisor and complete an information session and new student orientation.

- a. Connect with an academic advisor for an information session to accomplish these goals.
 1. Finalize your Program of Study, Career Path and Guided Pathway.
 2. Set up your Navigate Account.
 3. Plan your schedule based on your needs and your Guided Pathway.
 4. Learn how to register for classes.
 5. Connect to other resources across the district or in the community.
 6. Schedule your next advising session.
- b. Sign up for and complete New Student Orientation.



STEP AHEAD

Review your financial aid award or your plan to pay for classes, so you are registering for required courses that fit within your budget.

5 Step 5 - Register for classes.

- a. Register for the classes you planned in Step 4, online through eConnect.
- b. If you are not eligible to register online through eConnect, please complete the following Class Registration Request: http://www.dcccd.edu/Class_Reg_Req.



STEP AHEAD

Check your payment due date. You can be dropped from your registered classes if you miss your payment date.

6 Step 6 - Pay for classes. Find when, where and how to pay for classes: <https://www.dcccd.edu/pc/pages/default.aspx#when>

- a. Pay for classes online through eConnect:
 1. By debit and credit card,
 2. By setting up a payment plan, or
 3. By checking your financial aid award and disbursement.
- b. Pay for classes in person:
 1. By cash, checks, money orders, debit cards and credit cards.
- c. Get your student ID Card.
 1. Find your Student ID number:
<https://www.dcccd.edu/current-students/tutorial-videos/pages/econnect-id.aspx>.

