

Access the portal link from the Dual Credit site

<http://www.tulsacc.edu/dualcredit>

- Academic Calendar
- Academic Schools & Division
- Class Schedules
- College Catalog
- Common Book
- Continuing Education
- Corporate Training
- Degree & Certificate Programs A-Z
- Developmental Education/Foundations
- > Dual Credit Programs
- Dual Enrollment
- High School Plus One
- Dual Credit to College Degree
- EDGE: Earn a Degree,

## Dual Credit Programs for High School Students



### New Enrollment Portal for Dual Credit Students

Dual Credit Students will have a [brand new enrollment process](#) starting Summer and Fall 2022.

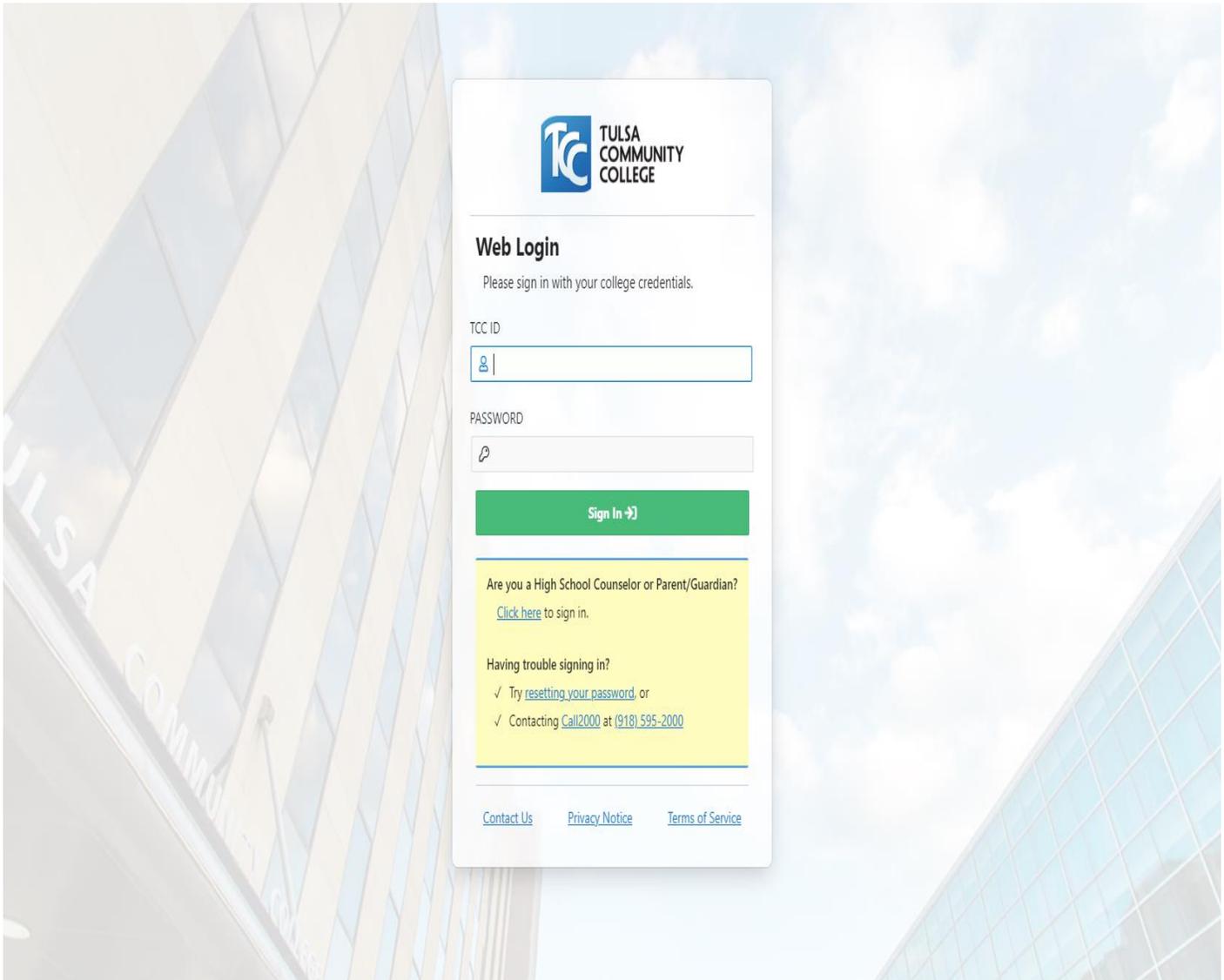
New students must be admitted before they can login to the portal to enroll in classes.

[DUAL CREDIT ENROLLMENT PORTAL](#)

[Enrollment Tutorials](#)

Log in to the portal with your TCC id number (include T) and password

*\*Remember that you must have applied to TCC and been admitted as a dual credit student before you are able to log in to the portal site.*



1. Your name and high school information should autopopulate in the registration screen. Please enter your personal email address.
2. Select the semester for enrollment from the drop down menu.
3. Enter your expected graduation date. (any **day** is fine, but **month & year** need to be exact)
4. Answer yes or no to previous college. (Please note that we must have transcripts from any colleges that you have attended).
5. Read student responsibilities as well as Faculty Association letter to students and check mark the acknowledge box.
6. Click on submit.

The screenshot shows the 'Dual Credit Registration' form for Tulsa Community College. The form is divided into three main sections: Student Information, Registration Information, and Student Responsibilities. Blue circles highlight the following elements:

- Student Information:** TCC ID (T20001335), TCC Email (daisycat.kennytestrecord@tulsacc.edu), First Name (Daisy-Cat), Last Name (Kenney-TestRecord), High School (Booker T Washington Hs), and Personal Email (dma0030@auburn.edu).
- Registration Information:** Semester (Spring 2022 (Starts January 18, 2022)), Expected Graduation Date (05-20-2023), and the 'No' radio button for 'Have you ever enrolled in any other college or university?'.
- Student Responsibilities:** The text 'the Faculty Association letter to students' and the 'Acknowledge' checkbox.
- Submit Button:** A green button labeled 'Submit' at the bottom right.

Make sure you have your test scores/gpa in the system and are eligible for enrollment using the Test Scores tab. You can verify eligibility requirements by clicking the Dual Credit Eligibility Testing link. If you need to add updated scores, or transcripts you can do that in the upload documents tab.

Begin course selection by making sure you are on the select courses tab on the far left and click on the Add Primary Courses at bottom right.

**TULSA COMMUNITY COLLEGE** Dual Credit Registration

Welcome

Welcome to the TCC Dual Credit Registration Student Portal.

From this portal you will:

1. Select courses that you would like to enroll in
2. Request registration approval and course review from your parent/guardian
3. Upload and review test scores, transcripts, and any other documents that are relevant to your registration
4. Check your registration for status updates and case notes from your school's counselor staff and TCC
5. Review enrolled courses

Do you need to start a new registration for a different semester? [Click here.](#)

Library of Resources

Here are a few resources that can support you throughout the completion of your registration:

- [Dual Credit Student Registration Video](#)
- [Dual Credit Eligibility Testing](#)
- [TCC Dual Credit Programs Page](#)
- [Frequently Asked Questions \(FAQ\)](#)

Registration Status

Incomplete Course Selection Parent/Guardian Review Counselor Review TCC Review Complete

**Daisy-Cat Kenney-TestRecord (T20001335)**  
Spring 2022 Registration - Booker T Washington Hs (Case No. 799)  
[daisycat.kenneytestrecord@tulsacc.edu](mailto:daisycat.kenneytestrecord@tulsacc.edu)

Registration Information

Select Courses Parent/Guardian Review Test Scores and Grades Upload Documents Case Notes Transcripts

**IMPORTANT:** Courses will be processed by TCC in the order that you add them according to eligibility and available seating at the time of registration processing.

- Course selection does not guarantee or reserve a seat in the courses that you select. Courses will be processed as quickly as possible.
- Backup Course Option: You may choose a backup course for each primary course in case no seats are available in your primary course(s) at the time of registration processing.

When you are finished selecting courses, navigate to the 'Parent/Guardian Review' tab to send a request for review and advance your registration.

[Add Primary Courses](#)

You can search courses by typing a title in the search box, by filtering the subject (these are alphabetical), by searching campus, or you can type a CRN number directly into the search box

Once you have found a course, select the green plus button.

Primary Course Options ✕

Composition I

Search for 'Composition I'

Add Course	Subject ↑≡1	Course Num. ↑≡2	Course Title	CRN	Section ↓≡3	Prerequisites	Campus	Building	Days And Times	Part Of Term	Seats	Start Date
<input style="background-color: #28a745; color: white; border: none; border-radius: 50%; width: 20px; height: 20px; display: inline-block; vertical-align: middle;" type="button" value="+"/>	ENGL	1113	Composition I	23657	692		Online Course	Collinsville High School	-----; -----	16 Week	20	18-JAN-2022
<input style="background-color: #28a745; color: white; border: none; border-radius: 50%; width: 20px; height: 20px; display: inline-block; vertical-align: middle;" type="button" value="+"/>	ENGL	1113	Composition I	23656	691		Online Course	KIPPHS	-----; -----	16 Week	20	18-JAN-2022
<input style="background-color: #28a745; color: white; border: none; border-radius: 50%; width: 20px; height: 20px; display: inline-block; vertical-align: middle;" type="button" value="+"/>	ENGL	1113	Composition I	23655	690		Online Course	Owasso High School	-----; -----	16 Week	20	18-JAN-2022
<input style="background-color: #28a745; color: white; border: none; border-radius: 50%; width: 20px; height: 20px; display: inline-block; vertical-align: middle;" type="button" value="+"/>	ENGL	1113	Composition I	23340	683		Online Course	Broken Arrow High School	-----; -----	16 Week	20	18-JAN-2022
<input style="background-color: #28a745; color: white; border: none; border-radius: 50%; width: 20px; height: 20px; display: inline-block; vertical-align: middle;" type="button" value="+"/>	ENGL	1113	Composition I	23055	682		Online Course	Collinsville High School	-----; -----	16 Week	20	18-JAN-2022
<input style="background-color: #28a745; color: white; border: none; border-radius: 50%; width: 20px; height: 20px; display: inline-block; vertical-align: middle;" type="button" value="+"/>	ENGL	1113	Composition I	22990	681		Online Course	Rogers High School TPS	-----; -----	16 Week	20	18-JAN-2022
<input style="background-color: #28a745; color: white; border: none; border-radius: 50%; width: 20px; height: 20px; display: inline-block; vertical-align: middle;" type="button" value="+"/>	ENGL	1113	Composition I	21969	631		Remote	Union High School	Monday Wednesday 09:50 AM - 11:10 AM	16 Week	20	18-JAN-2022
<input style="background-color: #28a745; color: white; border: none; border-radius: 50%; width: 20px; height: 20px; display: inline-block; vertical-align: middle;" type="button" value="+"/>	ENGL	1113	Composition I	23052	630		Remote	NSU Broken Arrow	Tuesday Thursday 08:00 AM - 09:20 AM	16 Week	20	18-JAN-2022
<input style="background-color: #28a745; color: white; border: none; border-radius: 50%; width: 20px; height: 20px; display: inline-block; vertical-align: middle;" type="button" value="+"/>	ENGL	1113	Composition I	21174	490		Online Course		-----	Eight Week Session 2	18	21-MAR-2022
<input style="background-color: #28a745; color: white; border: none; border-radius: 50%; width: 20px; height: 20px; display: inline-block; vertical-align: middle;" type="button" value="+"/>	ENGL	1113	Composition I	23015	462		Remote	CONNER	Friday 01:00 PM - 03:50 PM	16 Week	20	18-JAN-2022
<input style="background-color: #28a745; color: white; border: none; border-radius: 50%; width: 20px; height: 20px; display: inline-block; vertical-align: middle;" type="button" value="+"/>	ENGL	1113	Composition I	22485	461		Remote	CONNER	Friday 08:00 AM - 10:50 AM	16 Week	20	18-JAN-2022

1	391		Online Course
2	390		
3	338		SE Bldg 7 Comm and Lib Arts
2	337		SE Bldg 1 Communication
7	336		Southeast SE Bldg 7 Comm and Lib Arts

✕

Are you sure you wish to add ENGL 1113  
(Section 336)?

Cancel
OK

# Be sure to select a backup course option for each of your course selections!

**Registration Status**

Incomplete Course Selection Parent/Guardian Review Counselor Review TCC Review Complete

**Daisy-Cat Kenney-TestRecord (T20001335)**  
Spring 2022 Registration - Booker T Washington Hs (Case No. 799)  
[daisycat.kenneytestrecord@tulsacc.edu](mailto:daisycat.kenneytestrecord@tulsacc.edu)

**Registration Information**

Select Courses | Parent/Guardian Review | Test Scores and Grades | Upload Documents | Case Notes | Transcripts

**IMPORTANT:** Courses will be processed by TCC in the order that you add them according to eligibility and available seating at the time of registration processing.  
Course selection does not guarantee or reserve a seat in the courses that you select. Courses will be processed as quickly as possible.  
Backup Course Option: You may choose a backup course for each primary course in case no seats are available in your primary course(s) at the time of registration processing. When you are finished selecting courses, navigate to the 'Parent/Guardian Review' tab to send a request for review and advance your registration.

[Add Primary Courses](#)

	Primary Course Details	Add Backup Course	Backup Course Details	Delete
1	> ENGL 1113 - Composition I (Section 141)			

Total 1

**Registration Information**

Select Courses | Parent/Guardian Review | Upload Documents | Case Notes | Test Scores | Transcripts

**IMPORTANT:** Courses will be processed by TCC in the order that you add them according to eligibility and available seating at the time of registration processing.  
Course selection does not guarantee or reserve a seat in the courses that you select. Courses will be processed as quickly as possible.  
Backup Course Option: You may choose a backup course for each primary course in case no seats are available in your primary course(s) at the time of registration processing. When you are finished selecting courses, navigate to the 'Parent/Guardian Review' tab to send a request for review and advance your registration.

[Add Primary Courses](#)

	Primary Course Details	Add Backup Course	Backup Course Details	Delete
1	> ENGL 1113 - Composition I (Section 692)		> (Backup Course) ENGL 1113 - Composition I (Section 338)	

Total 1

Once you have selected courses, click on the Parent/Guardian review tab  
Enter the name and email for your parent and click the green email button

Registration Status

Incomplete Course Selection **Parent/Guardian Review** Counselor Review TCC Review Complete

**Daisy-Cat Kenney-TestRecord (T20001335)**  
Spring 2022 Registration - Booker T Washington Hs (Case No. 799)  
daisycat.kenneytestrecord@tulsacc.edu

Registration Information

Select Courses **Parent/Guardian Review** Test Scores and Grades Upload Documents Case Notes Transcripts

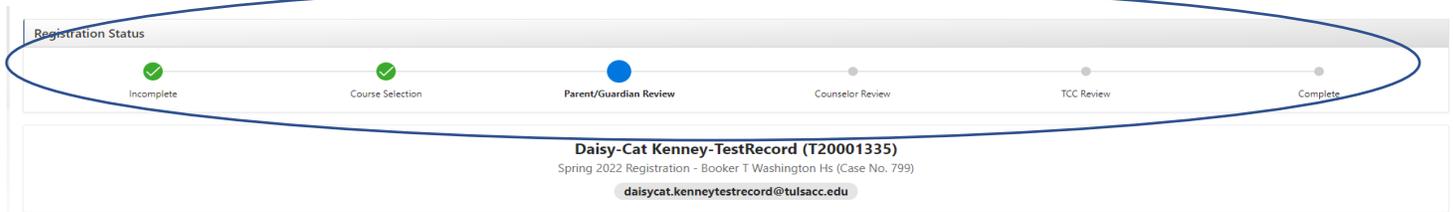
Enter your Parent/Guardian's contact information and push 'Email' to send a request for review.  
 Only the most recent recipient will be permitted to review your registration.  
Please ensure you enter a valid email address to avoid delays in processing.  
You may use the 'Email' button to resend this email to your parent/guardian at any time.

\* Parent/Guardian First Name   
\* Parent/Guardian Last Name   
\* Parent/Guardian Email   
 Parent/Guardian Does Not Have an Email Address

**Email**

Sent To Date Sent ↓

Once you have submitted your registration to your parent/guardian, you can check your email or log back in to the portal to determine your status at any given time. You will receive an email once each step has been completed (parent submission completion, counselor submission completion, TCC review and final enrollment) **OR** if a case note has been added that needs your attention (i.e. closed courses, etc).



If needed, you can return to the main registration page at this point to enroll in another semester.

The screenshot shows the 'Dual Credit Registration' portal. At the top, it says 'From this portal you will:' followed by a list of 5 steps. A blue arrow points to the link 'Click here.' in the text 'Do you need to start a new registration for a different semester? Click here.' Below this is a progress bar with the same steps as the first image. Underneath the progress bar, the user's name 'Daisy-Cat Kenney-TestRecord (T20001335)' and case information are displayed. Below that is a 'Registration Information' section with tabs for 'Select Courses', 'Parent/Guardian Review', 'Test Scores and Grades', 'Upload Documents', 'Case Notes', and 'Transcripts'. The 'Parent/Guardian Review' tab is active, showing instructions to enter contact information and push 'Email' to send a request for review. Below the instructions are three input fields for 'Parent/Guardian First Name', 'Parent/Guardian Last Name', and 'Parent/Guardian Email'.

The final confirmation email will display the courses in which you have been enrolled. You can also log in to the portal and see the courses in which you have been enrolled under the Enrolled Courses tab. (Note that you **WILL NOT** see an enrolled courses tab until you have been enrolled in courses!)

Be sure to check your email regularly for any communication/case notes about your enrollment status. You will NOT be enrolled in any courses until you receive a final email confirmation.

Registration Information

[Enrolled Courses](#) [Select Courses](#) [Parent/Guardian Review](#) [Test Scores and Grades](#) [Upload Documents](#) [Case Notes](#) [Transcripts](#)

Enter your Parent/Guardian's contact information and push 'Email' to send a request for review.  
Only the most recent recipient will be permitted to review your registration.  
Please ensure you enter a valid email address to avoid delays in processing.  
You may use the 'Email' button to resend this email to your parent/guardian at any time.

\* Parent/Guardian First Name

\* Parent/Guardian Last Name

\* Parent/Guardian Email

Parent/Guardian Does Not Have an Email Address

[Email](#)