



Creating application username & password:

1. Go to www.dallascollege.com website
2. On home page menu select **Apply Now**
3. Click the light blue ribbon labeled **“International, Dual Credit/High School...Students Start Here”** option
4. On the what type of student are you? menu select **new dual credit student**
5. Click on the **Application for Admission** link
 - a. *Every question with a red asterisk (*) next to it, is required to proceed*
6. Enter your First, Middle & Last name
 - a. Middle name is optional
7. Enter your Home, Work & or Cell number
 - a. If you do not have a phone number please enter your parent’s phone number information
8. Enter your E-mail address & confirm
 - a. *please use an email address you regularly check, if you do not have an email please create one*
 - b. *Do not use an iCloud email address*
9. Please choose one of the following residency options:
 - a. *I currently live in Texas*
10. Please indicate on what basis you are seeking admissions: **Please select the appropriate answer choice between the choices below**
 - a. *Dual Credit/Concurrent*
 - b. *Early College High School-For accepted ECHS & Ptech students*
 - c. *Richland Collegiate-For accepted RCHS students*
11. Create a username
 - a. *This username & password will only be used for this application and in case you are logged out*
12. Create a password & confirm
 - a. Ex. Dallascollege23!!
13. Click on **I’m not a Robot**
14. Click **Create Account & Continue**
15. **Activate your account** by entering your email and activation code
 - a. You will receive a code in your email from eConnect@dccd.edu

Admissions

Application Page 1:

1. What semester will you begin taking classes:
 - a. *choose the current semester*
2. Reason for attending:
 - a. *Select the answer that best suits your need*
 - b. *Ex. Two-year degree*
3. Select your first choice school:
4. Select your first choice major:
 - a. *Select the best school and program you are interested in*
 - b. *This information is collected to determine programs students are interested in and is not the same as your program of study*
5. I intend to take all my courses online:
 - a. *recommended answer choice is **no***
6. Are you Interested in applying to the Texas A&M-Chevron Engineering Academy:
 - a. *This program is only available after high school graduation*
7. Have you ever applied/or attended any of the campuses of Dallas College
 - a. *We will find and merge any previous applications*
8. Do you plan to transfer to Texas A&M University-Commerce:

Page 1 -Part A

9. Your social security number:
 - a. If you have a social security please click on *“The following is my social security”* and enter
 - b. **OR** if you do not have one, please click on *“I do not have a Social Security”* and proceed
 - c. *This information is important to add to accurately determine your residency status*
10. Date of birth
11. Address, City, State & Zip code
12. Please choose a county:
 - a. *if you do not know your county you can check on the usps.com website under the mail & ship tab select look up a zip code and enter your address*

13. How long have you lived at this address:

- a. *If you do not know estimate, an entry is required in each box*

14. Permanent Mailing address:

- a. *If it is the same and your current address, you can skip*

15. Place of Birth:

- a. *Enter City & State*
b. *If outside of the US, select country from menu*

16. How do you identify yourself: *

- a. *Select how you best identify yourself*

17. What is your primary language:

- a. *Entry optional, if it is English skip*

18. Are you a U.S. Citizen: Yes or No.

- a. *If you answer YES, please leave the rest of the questions blank*
b. *If you answer NO, please select your country of citizenship and answer questions 2-4*

19. Military-Veteran Status:

- a. *Choose an answer or select none of the above*

20. Emergency Contact: Enter name of person and phone number

- a. *Please enter the person's full first name and last name*

Click on **Save & Continue**

Page 2-Part A (cont.)

1. Which of the following best describes your High School Education?

- a. *Select I am or will be a High School Graduate*

2. What year did or will graduate from High School:

- a. *Enter your estimated graduation year*

3. Which best describes your High School or International Equivalent:

- a. *Click on Texas High School*
b. *if you are Home schooled select Home School and Home School-Texas in the box below*

4. Did you take Career Pathway course for college credit:

- a. *No*

5. Did or will you graduate with a IB diploma:

- a. *No*

6. Previous College Work:

a. *Select or*

click on I

have no previous college experience

b. *If prompted find and enter college code*

7. TSI:

a. *Select from list or last option, "I have not taken any of the test listed above"*

b. *Your high school counselor or success coach will determine your TSI/waiver eligibility*

Click on **Save & Continue**

Page 3-Part B

1. During the 12 months prior to the term for which you are applying, did you attend a public college/university in Texas:

- a. *If you select No skip to Part C*
b. *If you select Yes answer questions 2-5*

Part C

1. Are you a Texas resident:

- a. *Select Yes*

Part D

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:

- a. *select YES*
b. *if the answer is NO you will have to verify your residency status*

2. When you begin the semester for which you are applying, will you have lived in Texas for the previous 12 consecutive months:

- a. *Select Yes*
b. *if the answer is NO you will have to verify your residency status*

Part E– *(If you answer yes to both question in Part D you can skip this section)*

1. Do you file your own federal income tax as an independent taxpayer: **No**
2. Are you claimed as a dependent or are you eligible to be claimed as a dependent by parent: **Yes**
3. If you answered "No" to both questions above, who provides the majority support: **Parent or Guardian**

Click on **Save & Continue**

Page 4-Parts F&G *(if you have established your Texas residency in page 3 these sections should be grayed out and you can proceed to page 5)*

Page 5

Part H

1. Is there any additional information
 - a. *Skip this section*

Parts I, J, & K

1. review sections and attach electronic signature

Click on **Save & Continue**

Review Application

1. Review all the information you entered and make changes if needed.

Submit Application

1. Click on **Submit My Application**
 - a. *usually when you submit you will receive an error message just click ok and hit the back button and re-submit, if you can't do this enter your username and password and submit*

Application for Admission Results

1. You will get a Letter of Acceptance. WRITE down your Dallas College ID number
2. If you are given special processing or a message starting with "unfortunately" write down you application number located at the bottom of the page and contact your high school counselor and or Dallas College at (DualCreditECHSSupport@dallascollege.edu) stop here skip and skip the rest of the steps
 - a. *Please note that this does not mean you were not accepted*

eConnect Setup Process

1. Towards the bottom of the page of the acceptance letter click on **Set up My eConnect Account** or go to (econnect.dcccd.edu) website
2. On setup page enter your Last Name, Birth Date, Email Address, and Student ID Number and click submit
 - a. *Email address must be the same one you entered on your application*
 - b. *ID number is the number you received on your acceptance letter*
 - c. *if you receive an error, something you entered in the previous screen does not*

match

information

entered on online application

3. Create Password
 - a. *password must be 12 characters and cannot contain your name*
4. Choose and answer a challenge question
 - a. *Please write down answer*
 - b. *Enabling enhanced security is optional, if you elect you will be prompted to answer your challenge question when accessing the eConnect site*
5. Confirmation
 - a. *You should get a confirmation page saying Congratulations you have created an account*

TSI Pre-Assessment Activity

- a) Go to [eConnect webpage](#)
 - a. *Do not login*
2. Click on the **Current Credit Student Menu**
3. Under "prepare to register" click on the link "pre-assessment video".
5. Watch Video
6. Once you finish watching the video click on "continue to assessment" link under the video.
7. Log in to eConnect using your student ID and eConnect password.
8. Click the box to verify that you watched the video; then submit.
9. Take the Pre-Assessment Quiz
 - a. *You have 15 minutes*
 - b. *Write down your answers in case you are timed out, log back in and retake quiz*
10. Once you complete the quiz you will get the results of your quiz that shows your answers and the incorrect answers
12. Click Log Out When You are finished.