



# DUAL CREDIT APPLICATION PROCESS

Check out these instructions and tips to complete the dual credit application process at Dallas College!

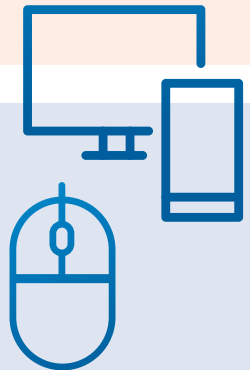
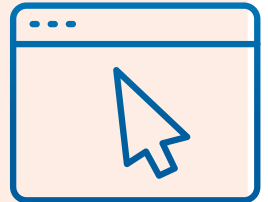
To complete this application, you will be asked to provide your phone number, home address, email address, residency status and citizenship status. Please have this information available before starting the application.

## Some Tips!

- It is recommended that you complete this process on a desktop computer.
- Carefully read the instructions found at the top of each page!
- **IMPORTANT!** Save your Student Workday login information! You will need to access your Workday account frequently!
- Be sure to answer *all* questions marked with a **red asterisk (\*)**, as they are **required**. You may skip any unmarked questions.

**Texas Student Residency Questions:** Make sure to select “**yes**” for the following questions:

1. Did you live or will you have lived in Texas for at least 36 consecutive months before graduation from a public or private Texas high school or completing a GED in Texas?
2. When you begin the semester for which you are applying, will you have lived in Texas for the previous 12 months?



## 1. Submit Your Dallas College Application

- Visit [DallasCollege.edu/Admissions](https://DallasCollege.edu/Admissions) and select “**I am a new dual credit student.**”
  - Select “**Begin the Dallas College Application.**”
  - Select “**Sign In**” in the *top right* to create an account.
  - Enter your email address and choose a secure password. Then check your email to verify your account to log in.
  - Once logged in, select “**Undergraduate Applicant Home**” and then “**Start My New Application**” to get started.
  - Complete the “**Initial Admissions Application.**” Select “**Dual Credit**” as your *Applicant Type* and select “**OK.**”
- Complete all sections and review your selections carefully before submitting your application.

## 2. Create Your Workday Account and Complete Your Onboarding Items

- Review the **welcome email** from **Dallas College** to get your **Workday** login information.
- Follow the instructions in the email to create a **Student Workday account.**
- Sign in to complete your onboarding task. You’ll see this under a section called “**My Tasks.**”



**Congratulations on submitting your Dallas College application!** You’ll soon receive information on next steps, including completing the **Dual Credit Enrollment Packet.**

# Frequently Asked Questions

## Can I complete this if I am not a U.S. resident or citizen?

Yes – Once your residency status is reviewed, we may need some additional documentation. However, if you have any questions contact the dual credit team.

## In the application, how do I know which semester I will start classes?

If you are uncertain about which semester your classes will start, check with your high school counselor.

## Do I have to finish the application when I start it? What if I need to get more information from my parent or guardian?

No – You can complete the application at your own pace. However, you must save each section as you go. When you log back in, you can pick up where you left off.

## What information must I have or know to complete the application?

You will need some details such as your home address, residency status, citizenship status, place of birth, your contact information and your parent or guardian's contact information. Having these details will help make the process easier.

## What is the difference between preferred and former name?

Your preferred name is the name you feel comfortable with and currently use. A former name refers to any legal name you had in the past, like if you had a different last name once.

## I don't know which race to select because I don't feel like any of them apply to me.

If none of the options feel like a good fit, choose one that most closely applies to you.

## What is considered a social service agency?

Social service agencies provide support to individuals and communities in need, such as mental health support, food, or housing assistance, etc.

## How do I know if I am a dependent or independent taxpayer?

If you are a minor living with a parent or guardian and receiving more than half of your support from them, you are considered a dependent taxpayer. If you are still unsure about your status, check with your parent or guardian.

## What happens when I edit a part of my application during the review process?

Your updated responses will be submitted as a part of your final application submission.

## What is "Family and Friends?" What are "Third-Party Permissions?"

Family and Friends allows you to add family or friends to your account in case of an emergency. You must add a parent or guardian as an emergency contact. Third-Party Permissions means people can access information such as your academic records and financial and enrollment details.

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For any other questions,  
visit the webpage below or email  
[DualCreditAdmission@DallasCollege.edu](mailto:DualCreditAdmission@DallasCollege.edu)



Scan to learn more!



[DallasCollege.edu/DualCredit](https://DallasCollege.edu/DualCredit)