

Dual Credit Checklist

New dual credit students complete tasks 1-4. Returning dual credit students complete task 5

Task 1 - Application

- Fill out application on ApplyTexas.org and pay the \$50 application fee upon submission
- Create [Pioneer Portal](#) *This can be done *after* you receive an email from TWU with your student ID number
- Access [WebAdvisor](#) to [check on your application status](#)
- Your default e-mail will become a TWU Gmail account (AUser@twu.edu). [Login](#) or setup your TWU Gmail on your [mobile device](#)

Need help?

Contact [Arissa Gaytan](#) - Applying and advising

Contact [IT Service Desk](#) - Technical support

Task 2 - Testing

- Submit [Score Release Form](#)
- Submit [Official Test Scores](#) OR
- Submit [Applicable TSI Exemption Scores](#)

Need help?

Contact [Testing & Assessment](#) - TSI testing

Task 3 - Document Submission

- [Submit Official High School Transcript](#)
- Submit Completed [Permission Form](#)

Documents that *Might* be Required

- Copy of Permanent Residency Card (green card)
- [Residency Affidavit](#)
- Bacterial Meningitis Records (for dual credit students attending classes *on TWU campus*)

Need help?

Contact Office of [Admissions Processing](#) - Application status and document submission

Task 4 - Register & Pay for Classes

- [How to Register for Classes](#)
- [Pay for Classes](#)

Need help?

Contact [Registrar's office](#) - Registration

Contact [Bursar's Office](#) – Payments

Task 5 - Returning Students only

- Reapply on ApplyTexas.org **only if** it has been more than 3 terms since last attendance
- Provide an [updated permission form](#) for returning students

*Note: returning students will also need to register **and** pay for their classes.*