

## Dual Credit: High School Campus Registration Step by Step

### STEP #1

#### Contact your High School

Speak with your high school counselor regarding the *Dual Credit* Program and requirements.

### STEP #2

#### Complete the Application

Complete the *Dual Credit* application at home or with your high school counselor and have it submitted by the deadline (contact your high school counselor or the Office of Dual Credit for exact deadline dates for the latest semester).

### STEP #3

#### Take the Placement Test

Complete the *Triton College ACCUPLACER Placement Test*. The placement test can be waived with ACT test scores of 20 and/or SAT scores of 480 in English and Writing and ACT scores of 22 and/or SAT scores of 530 in Math. Go to [www.triton.edu/placementtesting](http://www.triton.edu/placementtesting) for placement test practice.

***All students must have a valid picture ID to take the Triton College Placement Test.***

### Step # 4

#### Forward Test Scores and Confirmation of Eligibility for Participation to the Office of Dual Credit

The high school's dual credit point of contact will forward over the student applications and test scores they have received to Triton's Office of Dual Credit. This information will be used to create official college records for participating students and qualify them to take the approved dual credit courses they are interested in.

### STEP # 5

#### Send Class Rosters to the Office of Dual Credit

Once the high school has determined which students will be enrolling in the dual credit courses offered on their campus, they will submit their finalized rosters to the Office of Dual Credit. This is to be handed in no later than a week before the first day of the semester. These rosters will be used to register students to the corresponding Triton College course in which they will receive college credit for. For more information on deadlines or additional assistance, please refer to the contact information below.

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