

Dual Credit: High School Campus Step by Step Registration



STEP #1:

Contact your High School

Speak with your high school counselor regarding the *Dual Credit* Program, requirements, and available course offerings.

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). Please refer to our [Application Guide](#) if you need help completing.

You will need to create an account before continuing onto your application. The "Create an Account" form is not the same as the application form

STEP #3:

Ensure you Meet the College Course Prerequisites

If your intended dual credit class has college level Math or English placement prerequisites, please refer to the [placement chart](#) to see if you meet the placement level or will need to test to determine qualification.

- **If you don't meet the placement prerequisites**, you will need to complete all portions of the Triton College ACCUPLACER Placement Exam:
 - i. Placement testing is done on a walk-in basis in the Learning Resource Center (A-Building), room A-126, you will be asked for a valid Photo ID. Please make sure to identify yourself as a Dual Credit Student to the Testing Center Staff. For current hours of operation and practice materials, please visit our [Testing Center](#) webpage.
- **If you have met the prerequisites through other placement measures**, (such as ACT or SAT scores, Transitional Math, or developmental education courses) your high school and the Office of Dual Credit will work together to have these connected to your Triton Student Account.

Congratulations, you're all set for Dual Credit Eligibility!

Your high school and Triton's Office of Dual Credit will take care of the rest including registration

- The high school's dual credit liaison will forward over qualifying student placement measures to Triton's Office of Dual Credit.
- Before the start of the term, the high school submits finalized rosters for their dual credit sections. These rosters will be used to register students to the corresponding Triton College course in which they will be eligible to receive college credit. For more information on deadlines or additional assistance, please refer to the contact information below.

Triton College, Office of Dual Credit

Location: Triton Campus, Building F-210

Phone: (708)-456-0300 ext. 3382 or 3612

Email: dualcredit@triton.edu