

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

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

STEP #3:

Take the Placement Test

- 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.
 - ii. The placement test can be waived with ACT 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. SAT/ACT scores must be submitted directly to the Office of Dual Credit by High School Registrar or designee.

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 point of contact will forward over any student applications and SAT/ACT 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.
- 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 be eligible to receive college credit. For more information on deadlines or additional assistance, please refer to the contact information below.

Dual Credit Director: Tim Nystrom

Dual Credit Specialist: Alicja Kapusciarz

Location: Triton Campus, Building F-210

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

Email: dualcredit@triton.edu