

# Dual Credit: Triton Campus

## Step by Step Registration



### STEP #1:

#### **Contact your High School**

Speak with your high school counselor regarding the *Dual Credit: Triton Campus* Program requirements.

### STEP #2:

#### **Complete the Application and Enrollment Verification Form**

Complete the [Dual Credit Application](#) and with your high school counselor fill out and sign the [Enrollment Verification Form](#). 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.

### STEP #4:

#### **Enroll in a Dual Credit Course**

Once the placement test is completed, set up a registration appointment with the Office of Dual Credit and bring in your Enrollment Verification Form. The form and test scores will be reviewed and you will be registered into the course of your choosing. **\*Certain courses such as NAS 100/101 may require additional steps to fulfill specific program requirement check-lists\***

- Contact the Office of Dual Credit for a registration appointment:
  - 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](mailto:dualcredit@triton.edu)
- Registration and Course Material Pick Up:

The Office of Dual Credit will enroll you in the course of your choice and assist you in obtaining your course text books and materials. Stop by room F-210 for your book voucher (if applicable).

  - Bookstore Location:** Triton Campus, Building C (Between the Cafeteria and US Bank)
  - Hours:** Monday-Thursday 8:00am-7:00pm / Friday 8:00am-4:00pm / Saturday 9:00am-1:00pm
  - Phone:** (708)-452-1180

### STEP #5:

#### **Triton College Student ID**

The last step to becoming a *Dual Credit: Triton Campus* student is to pick up your Triton College Student Photo ID (**Very Important!**). Triton College Student ID's will be taken at the Welcome Center approximately two weeks prior to the start of the term. You must be enrolled in class to receive your ID.

**Welcome Center Location:** Triton Campus, Building B, First Floor Lobby

**Hours:** Monday-Thursday 8:00am-7:30pm / Friday 8:00am-4:00pm / Saturday 9:00am-1:00pm