Dual Credit: Triton Campus
Step by Step Registration
(Fall 2020 & Spring 2021)

STEP #1: Contact your High School
Speak with your high school counselor regarding the Dual Credit: Triton Campus Program requirements and available course offerings.

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 your application.

*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.

*Placement Measure Expansion for Fall 2020 & Spring 2021 Semester*

Due to placement testing limitations posed by the COVID-19 pandemic, students may meet most college level Math or English placement prerequisites with a 3.0 High School GPA by the start of Junior year & Successful Completion of 1st and 2nd year high school Math and English courses. Qualifying high school transcripts may be submitted by high school counselor or student to the Office of Dual Credit for placement and registration.

- **If you don’t meet the placement prerequisites**, you will need to complete all portions of the Triton College ACCUPLACER Placement Exam:
  - For current hours of operation and practice materials, please visit the 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.

STEP #4: Submission of Forms for Enrollment into a Dual Credit Course
- The high school counselor or student may submit signed and completed Enrollment Verification Form for registration to the Office of Dual Credit via email or by scheduling a virtual appointment.
  - **Email:** dualcredit@triton.edu
  - **Location:** Triton Campus, F-Building, Room F-210
  - **Hours:** Monday-Friday; 8am-5pm (Campus Closed on Fridays during June and July)

- **Registration, Orientation, and Course Material Pick Up:**
  The Office of Dual Credit will enroll the student in course indicated on enrollment form and provide orientation materials and assist you in obtaining your textbook and course materials.

STEP #5: Pick up your 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 are taken at the Welcome Center (B-Building, Main Lobby) and should be picked up approximately a week prior to the start of the term. You must be enrolled in class to receive your ID.

6/30/2020