



Dual Credit/Early Admissions STUDENT CHECKLIST

ADMISSIONS PROCESS

Returning Dual Credit Students: Begin with Step 2.

- 1. Submit a [Dual Credit Admissions Application](#).
- 2. Visit with your high school counselor about eligibility and course selection. Submit a [Dual Credit Permission Form](#) with principal's signature for approval. Home school students need to meet with a Dual Credit advisor. ***Note: Dual Credit Permission Form is needed each year.**
- 3. Submit an official high school transcript each year. Home school transcripts must be notarized.
- 4. Submit any TAKS, SAT/ACT scores showing exemption (if taken) each year.
- 5. Complete any other testing requirements if necessary (such as THEA or ACCUPLACER).
- 6. Submit a [Course Registration Form](#) along with all other documents to the Dual Credit Office. **Returning students:** Log into your [MYWTC](#) and update contact information. If you have misplaced your username or password, please call 325-574-7632.
- 7. Pay for classes. (Students can pay in person at the business office, call 325-574-7610, or online through their [MYWTC](#) account.)
- 8. Purchase textbooks (if needed). 325-574-7601 or online at www.wtcbookstore.com.
- 9. Obtain a WTC photo ID and parking permit (if needed).
- 10. ATTEND CLASS!!
 - Online classes: Email the instructor for course information.
 - Log into your [MYWTC](#) account and check your personal email.

TESTING INFORMATION

All students must take the THEA or ACCUPLACER test, *unless* they are exempt based on TAKS, SAT, or ACT.

Minimum Test Scores Needed:

- **ACT** Math-19, English-19, Composite-23
- **SAT** Math-500, Verbal-500, Total-1070
- **TAKS** Math-2200, English-2200, Writing-3
- **THEA** Math-230, Reading-230, Writing-230
- **ACCUPLACER** Elem Algebra-63, Reading-78, Writing-6 **OR** 5 and Sentence Skills-80

High School Juniors & Seniors: Must have appropriate test scores in subject areas related to the course.

For [Testing Center](#) hours, please call 325-574-7621.

DUAL CREDIT OFFICE

Located at Western Texas College in Bldg. 2 LRC

Office Hours: Monday-Thursday 8 – 5
Friday 8 – 4

Website: <http://wtc.edu/distancelearning/dualcredit.html>
325-574-7632
888-468-6982 ext. 7632
866-433-1097 FAX

Summer Hours: Monday-Thursday 7 – 5

TECHNICAL SUPPORT

MYWTC & Email Access: cmackey@wtc.edu

Moodle: tts@wtc.edu

WESTERN TEXAS COLLEGE NO LIMITS...

Western Texas College gives equal consideration to all applicants for admission without regard to race, creed, color, national origin, gender, age, marital status, or disability.