

APPLICATION INSTRUCTIONS: The JTCC online application is the very first step that must be completed if you are interested in taking a DE course at your high school. It will take approximately 15 minutes to complete and parental guidance is recommended. Your seven-digit JTCC Student ID number will be generated and you will need to share it with your school counselor to provide proof that the application was successfully submitted.

SPECIAL NOTICE TO SENIORS: If you applied last year and received a JTCC ID number, do not attempt to reapply without consulting your school counselor or checking with JTCC DE staff via email at dualenrollment@jtcc.edu.

- Visit the JTCC website at www.jtcc.edu and select the **APPLY NOW** on the menu bar at the top of the page
- You will enter the JTCC Application Page—click on **Apply Now**
- Create an application with the student's personal email and cell number. Check your email or cell for the validation code.
- Create a temporary username and password using 8-12 letters and at least one number (no spaces or special characters)
- Choose a security question from the dropdown list and confirm that you have read the privacy policies
- An 'account name' will be issued with your JTCC email address
- Provide your **FULL LEGAL NAME**. **Choose NO** when offered the option to use a nickname. You will not be enrolled in a class if a nickname is submitted.
- Provide your **birthdate** and we strongly recommend that you provide your **SOCIAL SECURITY NUMBER**
- Proceed to demographic info (this portion is voluntary) and answer the college attendance question. Save & continue.
- Provide your current mailing address and other contact information. Read the financial aid guidelines.
- Under "Education" choose **"I am currently attending a public/private high school in a U.S. state, territory..."**
- Click "Find School" and start typing the name of your high school and check the list. Pay close attention to the location.
- Expected completion date will be month and year you will finish high school (ex. 06/2020). Do not submit your high school transcript to JTCC—it is not required of DE students.
- Answer College and Program of Study info. Choose **"2020 Fall-8/22/20-12/12/20 "** as your starting semester
- **IMPORTANT:** Select **"I am taking classes through my high school to receive high school credit AND college credit"** as your response to the question that asks what best describes your situation.
- Choose the campus closest to your high school, CHESTER or MIDLOTHIAN.
- Answer the military service questions.
- Background info: Answer parent info. In "Residency" portion, select your status (if not sure, choose "other").
- Answer the in-state tuition question to the best of your ability (this will not affect you as a DE student).
- Answer the domicile questions.
- Click the button **"Submit your completed application"**.
- Complete the signature portion Do NOT submit the signature form to JTCC—it is not required of DE students.
- Click **"Submit Now"** and wait until your JTCC Student ID number is issued
- Your confirmation page will have the JTCC Student ID number and username. **WRITE IT DOWN, TAKE A PICTURE, etc.**
You will need this information for participation in the program.

Students who are required to take the Virginia Placement Test (VPT) at their high school or on the JTCC campus will be required to provide the JTCC student ID number.

*Students who plan to enroll at JTCC after graduation should seek assistance from a parent or guardian when completing the VA Domicile section of the online application. This section will determine if you qualify for in-state tuition rates. If you believe your tuition status is incorrect, please contact a member of the Admissions and Records staff at JTCC before you enroll in classes. DE students are not required to pay course fees directly to JTCC, however, fees may be required by your school.

APPLICATION REACTIVATION INSTRUCTIONS: Students who previously applied and did not participate in the Dual Enrollment program will likely need to reactivate their existing application. In order to reactivate an application, you must know your existing JTCC ID number which can be obtained by asking your school counselor or sending an email to dualenrollment@jtcc.edu.

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- Create an Application with your personal email and cell number. Check your email or cell for the validation code.
- Create a temporary username and password using 8-12 letters and at least one number (no spaces or special characters)
- Choose a security question from the dropdown list and confirm that you have read the privacy policies
- An 'account name' will be issued with your JTCC email address
- Provide your **FULL LEGAL NAME**. No nicknames, you will not be enrolled in a class if a nickname is used
- We strongly recommend that you provide your **SOCIAL SECURITY NUMBER**
- Select **JOHN TYLER COMMUNITY COLLEGE** from the dropdown list of institutions
- Select the **CHESTER** or **MIDLOTHIAN** campus
- The start term will be **Fall 2020**
- Answer **YES** to 'Have you ever previously applied to or attended a VCCS institution?'
- You will be then prompted to enter your John Tyler ID number
- If you were born in the U.S. to parents who are U.S. citizens, choose **NATIVE**
- Select **ENGLISH** as primary language if applicable
- Select your **HIGH SCHOOL (graduated or currently enrolled)** from the dropdown list of VA high schools
- Provide your **EXPECTED DATE OF GRADUATION** (ie. June 2021)
- Choose **HS & College Credit (041)-Dual Enrollment** as the reason for taking classes at JTCC
- Complete the final **VA Domicile section*** of the application
- Select **SUBMIT APPLICATION** and wait a few minutes for it to process

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Questions? Send an email to dualenrollment@jtcc.edu