**Dual Credit Student Enrollment Flowchart**

**Application**
- LoneStar.edu/apply
- 20–30 minutes
- Review “Application Tips for Dual Credit Students” at LoneStar.edu/apply

**Pre-Assessment Activity**
- my.LoneStar.edu - applicant tile
- 20–30 minutes
- Required if not exempt from TSI; see exemptions below

**Course Approval AND Parental Consent and Waiver for Dual Credit/Exceptional Admission Students Age 17 or Younger**
- LSC campus with Dual Credit Advisor or with high school counselor or designee
- 5 minutes
- Form must be signed by student and parent/guardian of students who are age 17 or younger, submitted with other Dual Credit registration forms, and processed before student may be registered

**Placement Testing/TSI**
- Student’s high school or LSC campus Testing Center (testing ticket is required to take the TSI at an LSC campus)
- 3 hours
- Required if not exempt from TSI; see exemptions below; scores on placement testing impact course placement for Dual Credit students

**Dual Credit Students are TSI Exempt from Placement Testing/TSI with the Following Test Scores:**
- PSAT: Evidence-Based Reading/Writing: 460, Math: 510
- SAT: Evidence-Based Reading/Writing: 480, Math: 530
- ACT: Composite: 23, English: 19, Math: 19
- STAAR EOC: English II: 4000, Algebra I: 4000 and passing grade in Algebra II

**Authorization to Release Education Records**
- LSC campus with Dual Credit Advisor or with high school counselor or designee
- 5 minutes
- Optional form which must be signed by the student designating individual(s), such as parent(s)/guardian(s), to whom LSC may disclose their information such as grades, courses, etc, and specifying what information may be disclosed, as per the Family Educational Rights and Privacy Act of 1974 as Amended (FERPA)

**Register for Classes**
- High school counselor or designee or LSC Dual Credit Advisor
- 5–30 minutes
- Meet with your high school counselor or designee to select courses for the upcoming semester; they will register you

**Pay for Class (IF APPLICABLE)**
- my.LoneStar.edu - student tile or at LSC campus Business Office
- 5–30 minutes
- Payment should be made after the tuition waiver is applied to the student’s account; check with LSC Dual Credit Advisor or high school counselor or designee

**Get Student ID/Library Card**
- Library or Learning Resource Center
- 5–30 minutes
- After fees are paid and registration is complete

**Buy Books**
- Online or any campus bookstore
- 5–30 minutes
- Check with your high school counselor or designee regarding books

**Bacterial Meningitis Vaccination Requirement**
- my.LoneStar.edu applicant tile
- 5 minutes (with complete shot record/CO form)
- This requirement must be completed before New Student Orientation

**New Student Orientation**
- LSC campus (schedule on my.LoneStar.edu - applicant tile)
- 2–3 hours; academic advising available during on-campus sessions

**High School Transcript**
- Student requests from high school after graduation
- Once received by LSC, within 2 business days via TREx OR 1 week by PDF/paper

**CHSRMA Training**
- my.LoneStar.edu applicant tile
- 90 minutes
- Link to training available through New Student Checklist and also sent to my.Lonestar.edu email about 1 week after registering

**Required After High School Graduation to Enroll at an LSC Campus or Online**

**Required for Dual Credit Students Who Enroll at an LSC Campus**

**Required for Dual Credit Students Who Enroll at an LSC Campus or Online**

**Download this document here:** LoneStar.edu/admissions

LoneStar.edu/dualcredit
Below are some tips to help Dual Credit students complete the ApplyTexas application. The tips do follow the order they will appear in the application; however, there will also be questions students will be asked to respond to.

**Tip 1:** After selecting *Lone Star College* in the “create a new application for admission” section at the beginning of the application, select **Yes** to answer the question, “Are you applying to take college courses to be completed while you are still a high school student (Dual Credit or Concurrent Enrollment)?”

**Tip 2:** In the “biographical information” section, select **Yes** to answer the question, “Are you completing this application to apply for dual credit classes or concurrent enrollment at this institution while still in high school?”

**Tip 3:** In the “educational background” section, click on the “Find your High School” link to locate your high school; a new window will pop up.
High School Students: Select your high school by name in the new window. For example, to find Cypress Lakes High School, type “Cypress” in the School Name field and click “Submit”. A list of high schools beginning with the word “Cypress” will be returned in the Search Results. Select the school by clicking on the radio button to the left of the school name.

Once the school has been selected, it will auto-populate with the required information in the fields below; then select your expected graduation date using the Month and Year fields.

Home School Students: Type in “Home Schooled” and select the option corresponding to school code 1078314, then select Yes to answer the question, “Are you home-schooled?”

Tip 4: In the “educational information” section, select Dual Credit as your Admission Basis in question 2.

Tip 5: Here are three tips to help you successfully answer the questions in the “Residency Information” section:

1. You are a dependent if a parent/guardian or multiple parents/guardians provide financial support for you (examples: you live in or sometimes stay at their house where they pay the bills, they pay for your food, clothes, etc).
2. If you are a dependent then the majority of support for you is provided by a parent/guardian or multiple parents/guardians (examples: you live in or sometimes stay at their house where they pay the bills, they pay for your food, clothes, etc).
3. The Texas Independent School District (ISD) where you reside is the ISD where your house or apartment is located. This may be different from the ISD where you go to school. If you or your parents own a house, select the ISD to which property taxes are paid. If you or your parents rent a house or apartment, the landlord or apartment complex management can help you determine which ISD you reside in.