

Part I: Dual Enrollment Admission Requirements

- ___ A. Complete the [Virginia Placement Test](#) if required.
- ___ B. **(IF YOU ARE A HIGH SCHOOL STUDENT)** Forward all required standardized test scores to Tidewater Community College using the Testing Evaluation Form.
(IF YOU ARE A HOME SCHOOL STUDENT) Submit a copy of authorization to home school, a copy of standardized achievement, and a written recommendation from my tutor/teacher.
- ___ C. Submit the [Parent/Legal Guardian Signature](#) form as directed on the form.
- ___ D. Upon acceptance and enrollment into the Dual Enrollment program, I understand that I will be held to the same standards as all TCC students and will have the same rights, privileges, and access to resources as described in the [College Catalog](#) and [Student Handbook](#).

Part II: Complete Online VCCS Admissions Application

Answer all application questions carefully! The information that you provide will remain a part of your permanent academic record at TCC.

NOTE: *If you have **previously applied to or attended** any Virginia community college, please contact the TCC Information Center at 757-822-1122 to obtain your student ID number. This seven-digit number must be provided with your online application.*

- A. Type apply.vccs.edu into your internet browser.
- B. Register as a “New User.”
- C. You are applying to **Tidewater Community College** for **credit courses** on the **campus you designate**.
- D. Apply for admission to the **term you would like to start attending TCC**.
- E. Use your legal name as it appears on your birth certificate.
- F. Your Social Security number is optional; HOWEVER, we recommend including it in order to avoid duplicate records and simplify the process for transferring credits. (Read TCC’s [Privacy Policy](#).)
- G. For Question 27 on the application, select the plan that applies to you:
 - a. If you plan to earn joint college and high school credits, you are a **Dual Credit Student**
 - b. If you plan to earn college credits only, you are a **Concurrent Student**
 - c. If you plan to enroll in at least one dual credit course and at least one course for college credit only at the same time, you are a **Dual Credit/Concurrent Student**
- H. The domicile portion of the application is required and you may need to discuss it with your parent or legal guardian.
- I. Submit your application.
- J. You will immediately be assigned your seven-digit student ID number, or SIS ID.
Your ID number is important! When the number appears on your computer screen write it down.

My Name: _____ **» My SIS ID number (7 digits):** _____

PART III: Application for Dual Enrollment

Today's date: _____ / _____ / _____

Student name: _____ TCC Student ID: _____

Date of birth (MM/DD/YYYY): _____ / _____ / _____

Date of anticipated high school graduation (MM/YYYY): _____ / _____

Please check the campus you plan on attending:

- Chesapeake
 Norfolk
 Portsmouth
 Virginia Beach

Please check your current status:

- Current high school student attending: _____ High School
 Home-schooled student: Letter of Intent filed with: _____
 Other public/private school attending: _____

List the courses you wish to take and any time period restrictions with respect to attendance at Tidewater Community College. **Your high school principal will approve the course(s) from Tidewater Community College that are applicable to high school graduation requirements.**

Requested course(s):	Term	Year	Approved for high school credit?	
			<i>(To be completed only by high school principal)</i>	
_____	_____	_____	Yes	No
_____	_____	_____	Yes	No
_____	_____	_____	Yes	No
_____	_____	_____	Yes	No

Time restriction: _____

Permissions

The following statement must be signed by the high school principal or home-school agent and the student's parent or legal guardian.

For High School Students

(To be completed by high school principal)

I certify that this student is:

- Currently in good standing
 Has completed his/her sophomore year

For Home-Schooled Students

- A copy of my authorization to be home schooled is attached.
 A copy of my standardized achievement test scores is attached.
 A written recommendation from my tutor/teacher is attached.
-

Permission is requested for the above applicant who is under 18 years of age and has not graduated from high school or who is 18 years of age or older and is still attending high school to enroll in the approved courses at Tidewater Community College.

Principal/Home-School Agent Signature: _____ Date: _____

Parent/Legal Guardian Signature: _____ Date: _____

Special approval for freshmen and sophomores

The college-ready status of prospective freshman and sophomore dual-enrollment applicants will be assessed on a case-by-case basis. Formal approval by the campus provost (the presidential designee) is **required for admitting freshmen and sophomores** to dual enrollment.

Campus Provost Signature: _____ Date: _____

Part IV: Permission to Disclose Student Information

I, _____ (*student's name*), give permission to Tidewater Community College to share Dual Enrollment records; post-secondary records; performance concerns; and academic information including behavioral concerns, grades, attendance, and assignment details with my parents or legal guardians. I understand that these communications may occur in writing, in person, and over the telephone for the duration of my involvement in dual enrollment courses. The parent(s) or legal guardian(s) to whom I permit these disclosures are:

_____ & _____
First Name Last Name First Name Last Name

As a high school student, I recognize that Tidewater Community College may share institutional information with my high school. The Office of the College Registrar may answer any questions or concerns about academic records.

My signature below indicates that I understand and agree with the above statements.

Student's signature: _____ Date: _____

Part V: Consent of Parent or Legal Guardian

The signature of a parent or guardian is required for applicants under the age of 18.

My son daughter legal dependent

has my permission to apply to Tidewater Community College's Dual Enrollment program. I understand that he or she has completed an online Virginia Community College System (VCCS) application. I recognize that additional information may be requested for admissions and enrollment purposes.

Parent/Legal Guardian printed name: _____

Parent/Legal Guardian signature: _____ Date: _____