

# HOUSTON COMMUNITY COLLEGE

## DUAL CREDIT APPLICATION

### STEP 1: CREATE ACCOUNT & EDIT PROFILE

[WWW.APPLYTEXAS.ORG](http://WWW.APPLYTEXAS.ORG)

*If you already have an HCC Student ID number, you do NOT need to reapply to HCC.*

- Sign up at [www.ApplyTexas.org](http://www.ApplyTexas.org)
  - Select *Create Account* to get started:
    - Create a username, enter a **personal** email address, and create a password
    - Check personal email and verify account
    - Log in to continue
- Scroll down on the **Welcome** page to *Find the right application*
  - Are you a high school or middle school student? YES
  - Do you plan to apply to an undergraduate program, dual credit program, or both? DUAL CREDIT
  - Are you a US Citizen? ANSWER DEPENDS ON YOUR STATUS
    - If you answer 'no,' application will generate questions about home country, permanent residency and visas
- **About You section**
  - This first page tells you what you'll be asked and what documents you may need. Scroll down and click *Next*
  - Enter your full legal name (this needs to match your high school transcript)
  - Street address, city, country, state and zip code – Validate your address
    - Is your residential address different from your permanent address? NO
    - Is your mailing address different from your permanent address? NO
    - Use same email? YES
    - Enter your cell phone number
    - Click *Next*
  - Date and place of birth
    - Read carefully and answer all questions
    - If you have a Social Security Number, enter it. Ask Ms. Atilano or your parent if you don't know it.
    - Click *Next*
  - Military status – only those with a parent who served will answer anything other than N/A
  - Foster Care – answer based on your status
  - Language – only add if you fluently speak a language other than English and want to list it
- **Household section**
  - This first page tells you what you'll be asked and what documents you may need. Scroll down and click *Next*
  - Parents or Guardians
    - Add parent/guardian information – only questions with \* are required
    - Leave Gross income blank
    - Emergency Contact - Click *YES* so you don't have to reenter parent information
  - Texas Residency – answer questions and hit *Next*
  - Family Obligations – answer questions and hit *Next*
- **Education and Testing section**
  - This first page tells you what you'll be asked and what documents you may need. Scroll down and click *Next*
  - High School Info: Type in Tompkins High School
    - Your graduation date will be 05/21/202\_\_ (your grad year)
    - GED = NO
  - College History: NO to all three questions
    - Basis for admissions: **MUST SELECT DUAL CREDIT**
    - Reason for attending classes at this college: **MUST SELECT EARN CREDITS FOR TRANSFER**
  - Advanced certifications: click NEXT
  - Entrance Exams: click NO on both

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- **Activities and Achievements section**

- This first page tells you what you'll be asked and what documents you may need. Scroll down and click *Next*
- Each of these sections allows you to add information. You don't need it for dual credit, so just click *Next* on each one to move on

**You've completed your profile! Now, you have to apply to HCC!**

- Click *Search for schools*

- Type *Houston Community College*
- Scroll until you see the option with ***Dual-Credit \* Fall 2025*** – Click *View Details*
- Click *Start your application*
- Scroll down and click *Next*

- **Major**

- Scroll down to ***Liberal Arts*** and choose ***Undecided***. Click *Next*

- **School-required questions**

- Home Campus: *Katy*
- Academic Level: *Freshman*
- Online Learning: *No*
- Scroll down through the questions without an \*
- School District: *Katy*
- Consent on Text Msgs and Calls: *I consent*
- How did you hear about HCC?: *High School Counselor*
- Educational Goal: *choose whichever one works best for you (most will choose Start at HCC & transfer to university)*
- Military Status: *No Military Service*
- Veteran Benefits: *No*
- Veteran Status: *No*
- Scroll down to High School GPA: *put your unweighted GPA*
- High School English: *Yes*
- High School Math: *Yes*

- **Essays** – click *Next*

- **Review Application** – make sure all sections have a green checkmark

- If not, fix it. If all green, click *Next*
- Check all boxes and click *Next*
- Check *I understand...* and click *Submit*

**Congratulations! You have submitted your HCC application for Dual Credit!**

You will get an email confirming your submission. **CHECK YOUR EMAIL** over the next few days. When you get your acceptance email, it will include your **HCC ID #** (starting with a W) and your next steps. **READ THIS EMAIL THOROUGHLY AND FOLLOW ALL INSTRUCTIONS. DO NOT DELETE THAT EMAIL!**

After you receive that email, complete the Dual Credit paperwork listed in the dual credit instructions.