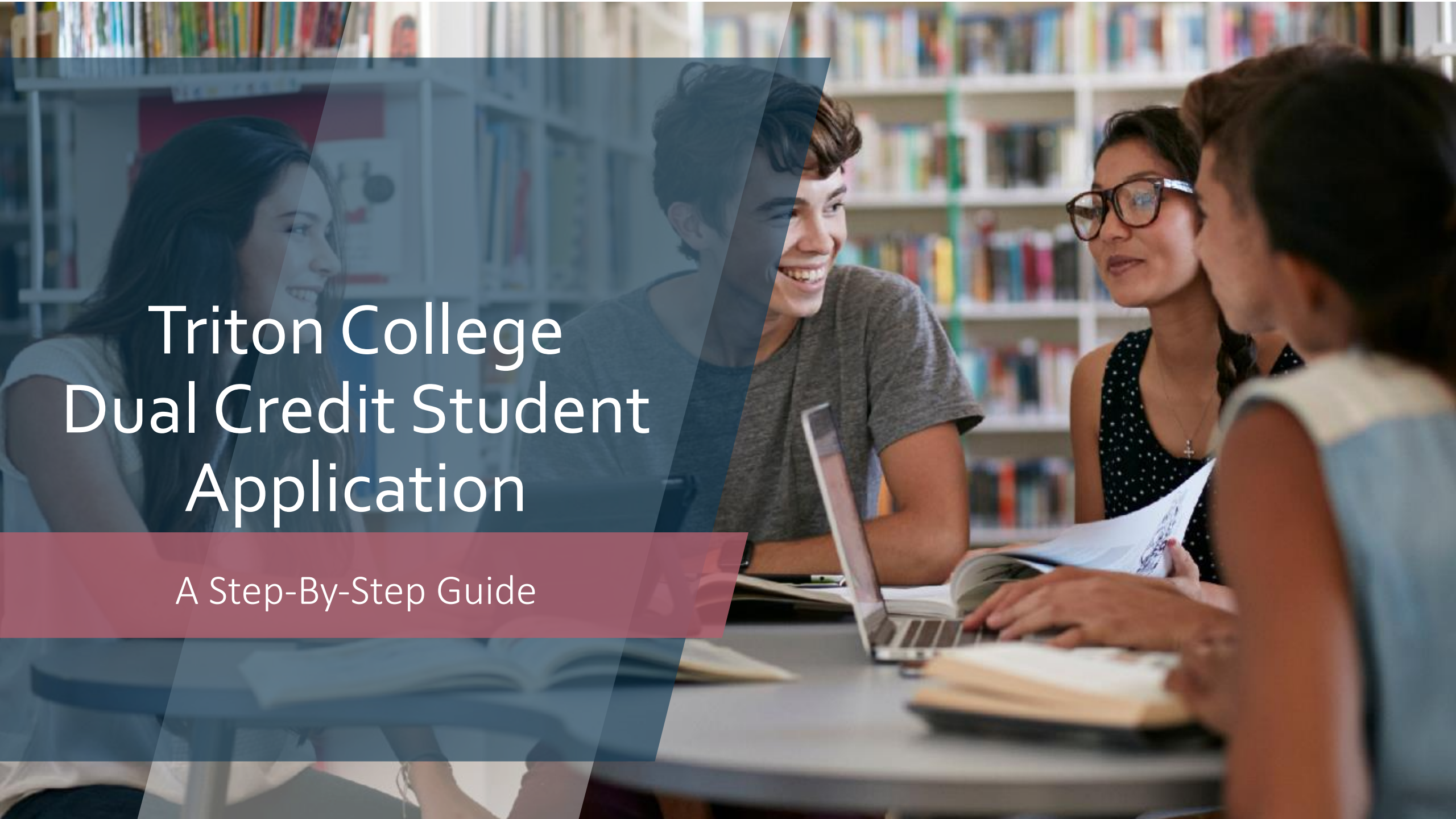
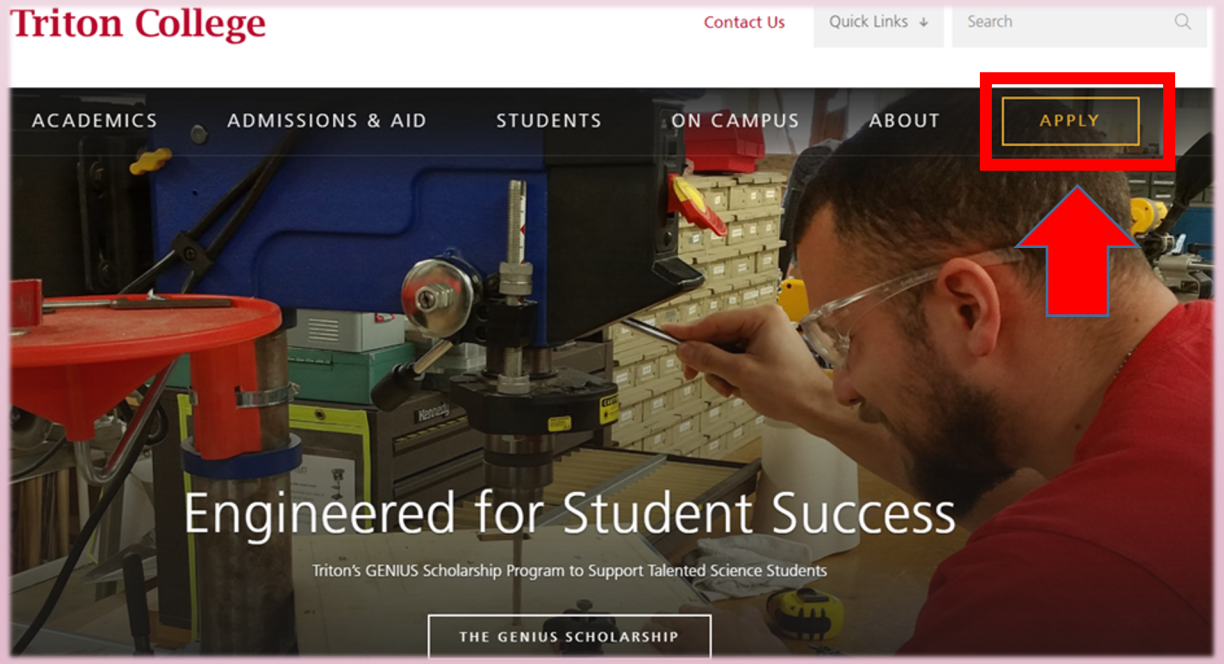


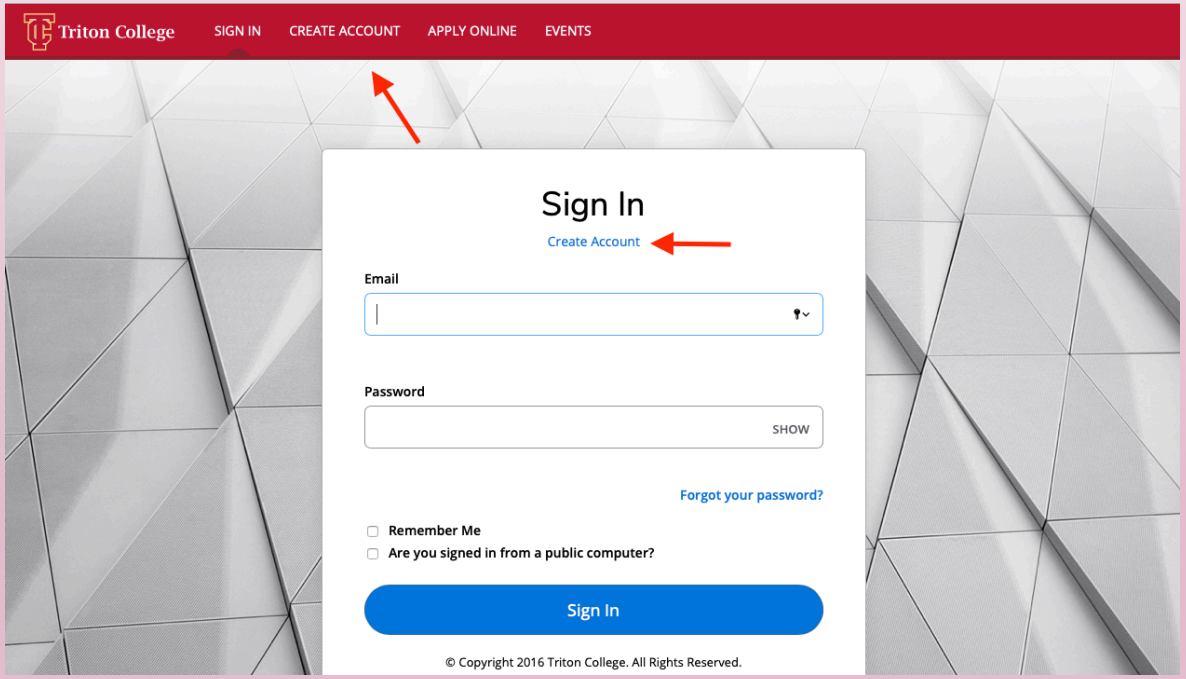
Triton College Dual Credit Student Application

A Step-By-Step Guide

Getting Started

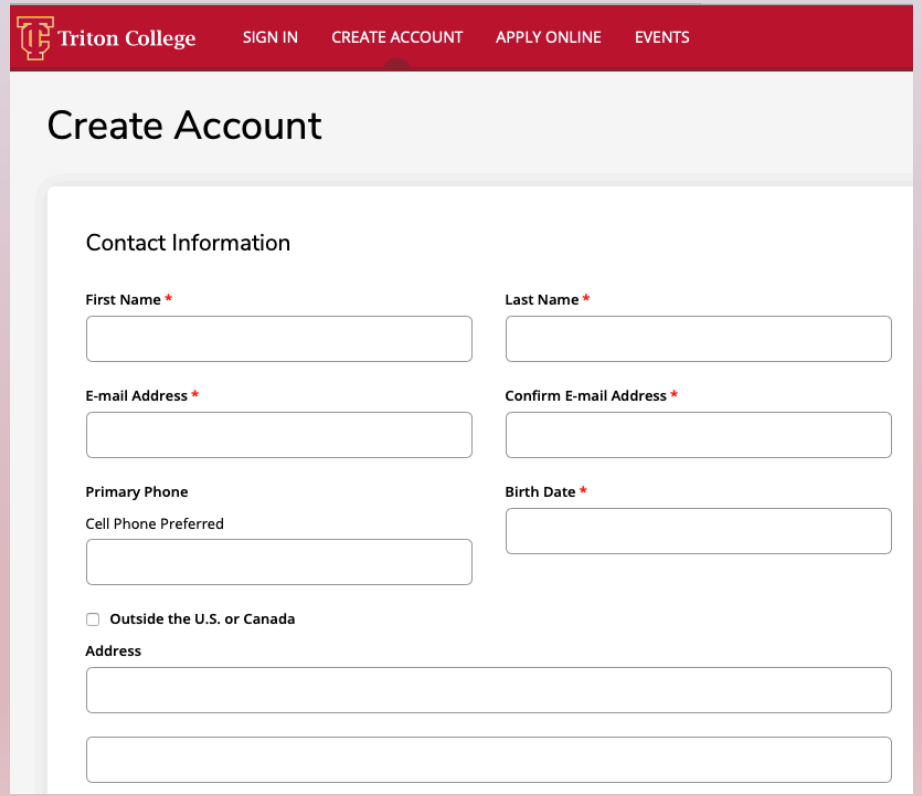
- Go to Triton College's web site: http://www.triton.edu/
- Click on "Apply" in the upper right hand corner.
- On the next page, select "Create Account" to create your student profile. You will need to your student profile before continuing onto the Dual Credit Application. If you've previously completed this step, you may sign in to continue onto the application screen.



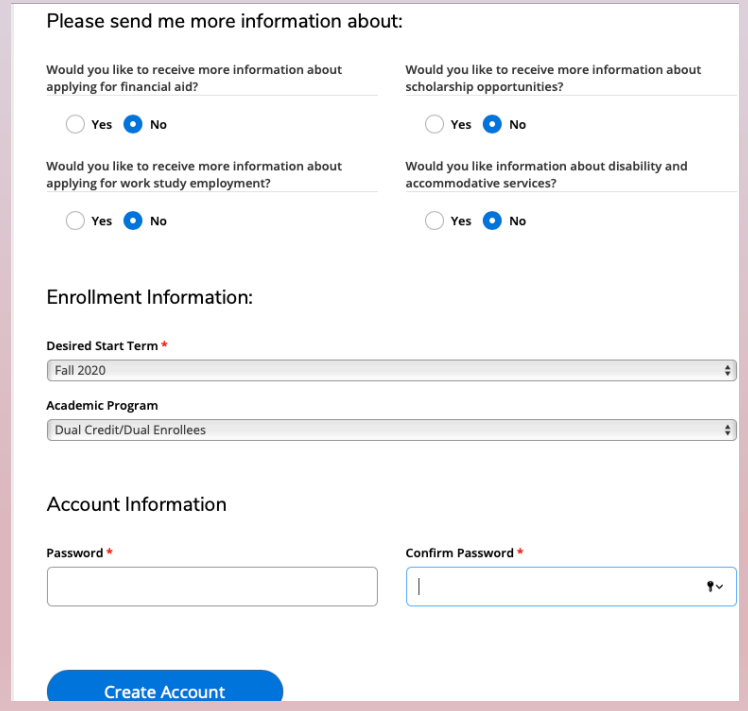


Create Your Account

- Now fill out your personal information including name, email, phone number, and home address.
  - Please note that any field marked with a Red Asterisks is required in order to continue onto the next page.

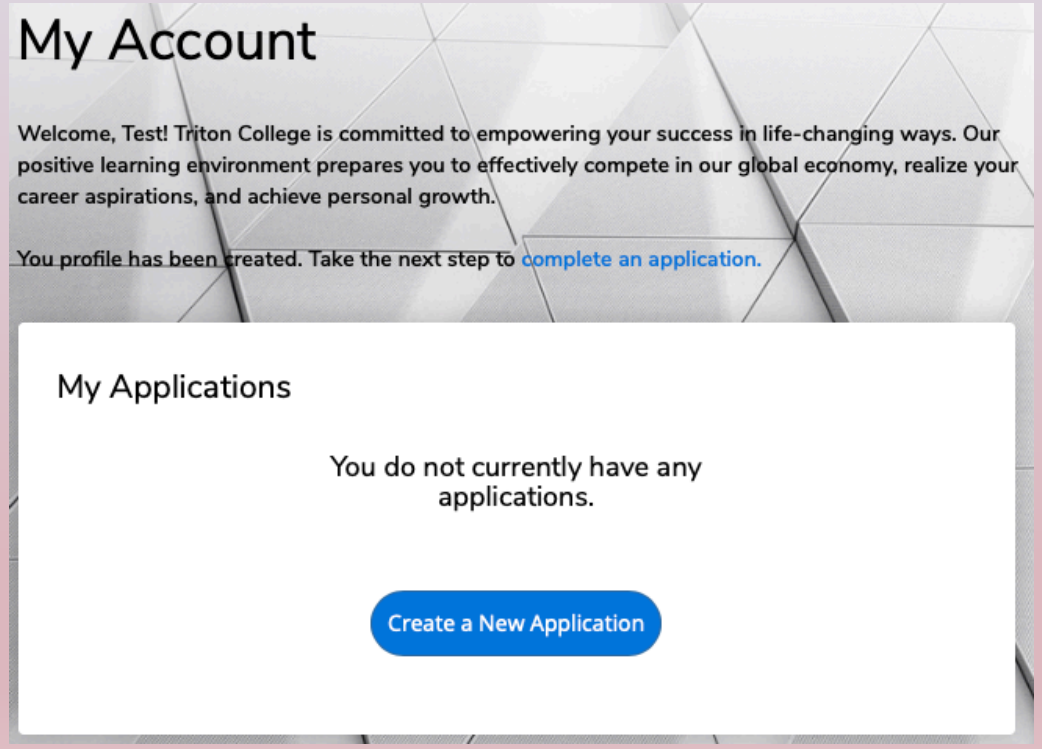


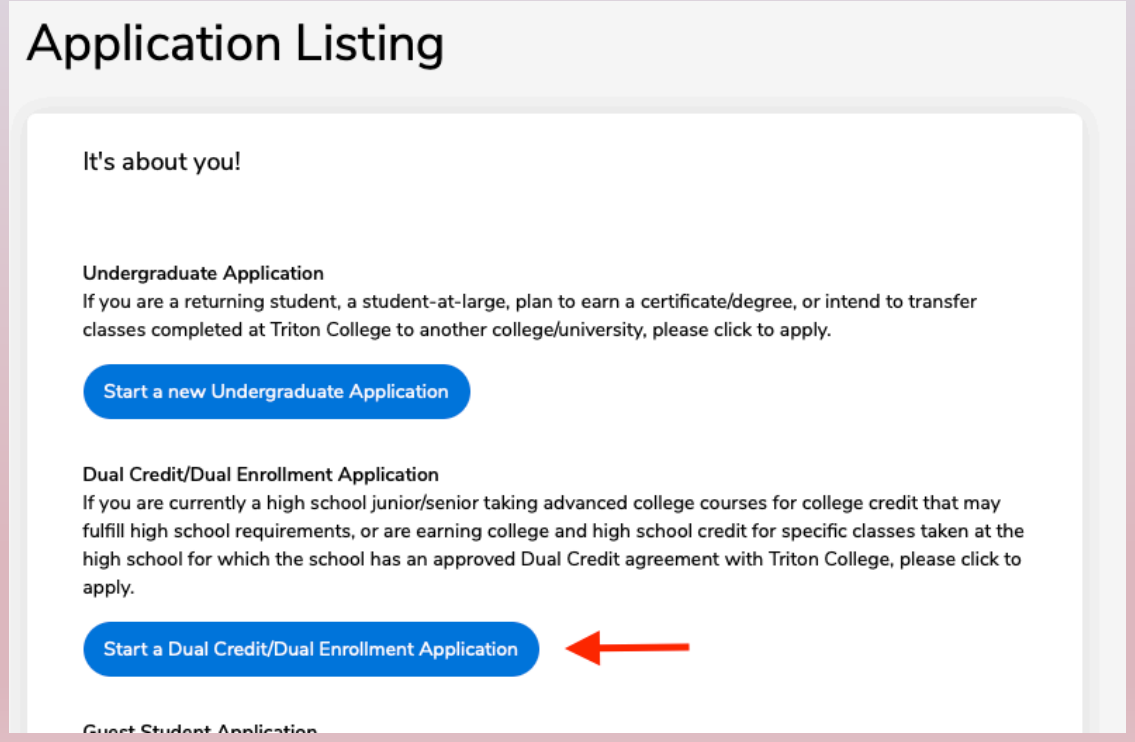
- For **"Desired Start Term"** select what term you anticipate taking your first Dual Credit course (the Fall term starts in August, and the Spring term starts in January). ***Please note this is for when you will start with the Dual Credit Program and NOT for when you intend to enroll as a traditional college student***
- For **"Academic Program"** select **Dual Credit/Dual Enrollees**. Next create a password for your account Once all account information has been completed and then click **create account**.



Now onto your Application!

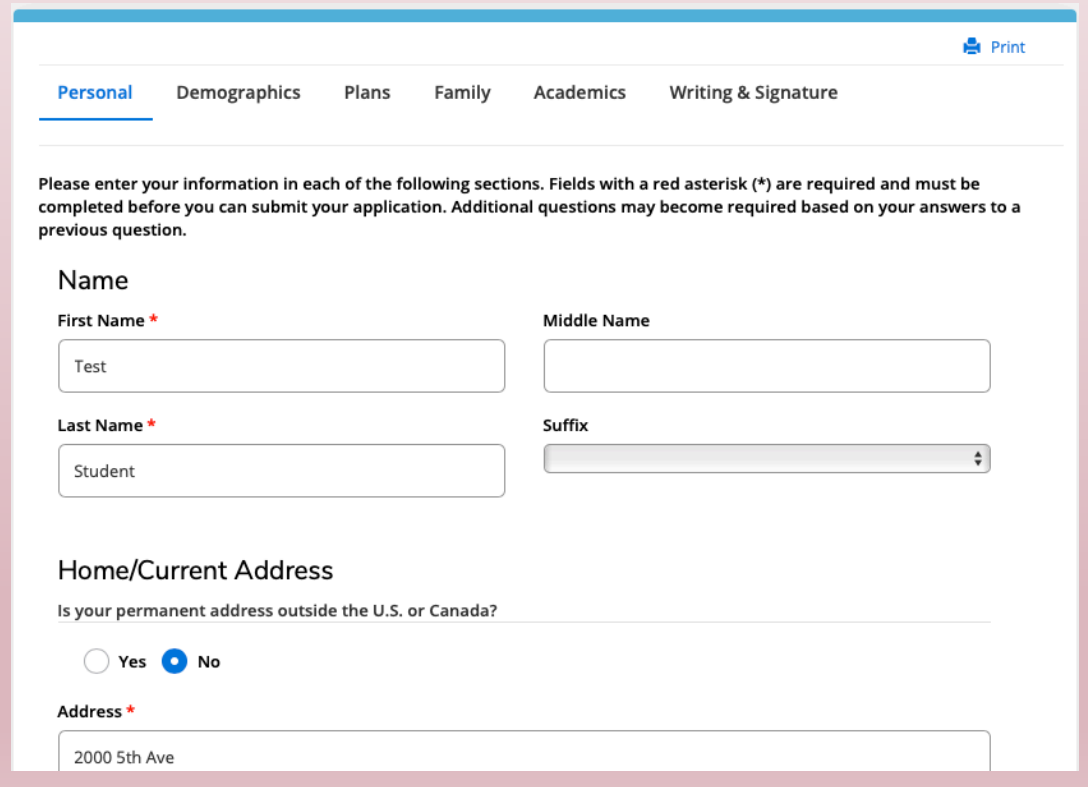
- After you create your account, you will be brought to your “My Account” page.
- Select “Create a New Application.”
- Within the application listings, select **Dual Credit/Dual Enrollment Application** and then on the following screen click **“continue current application”**.

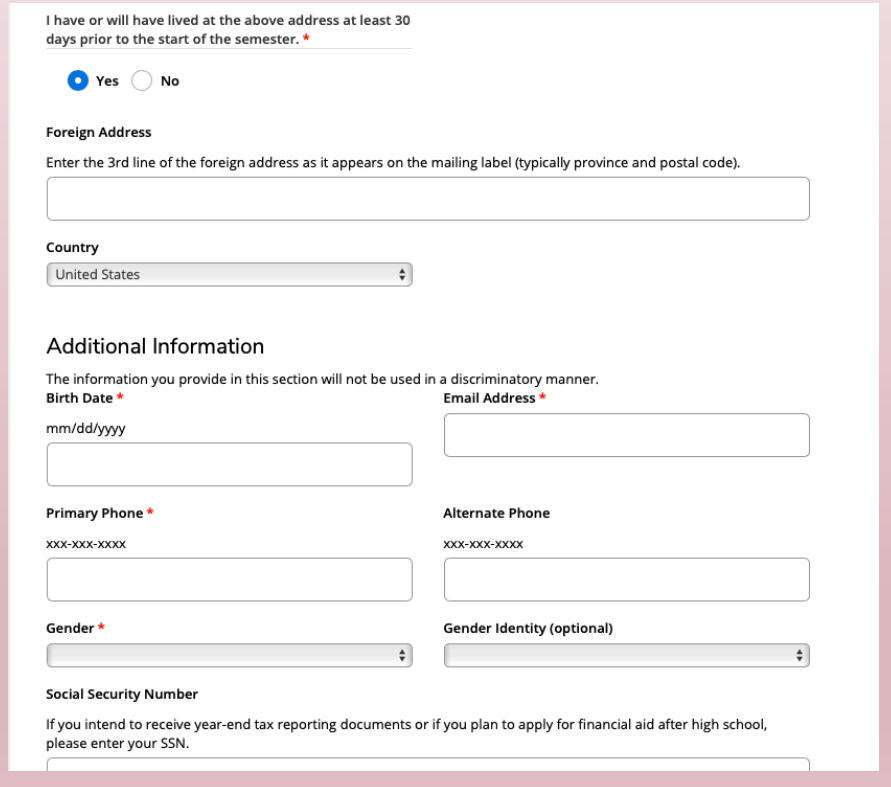




Application Continued: Personal Info

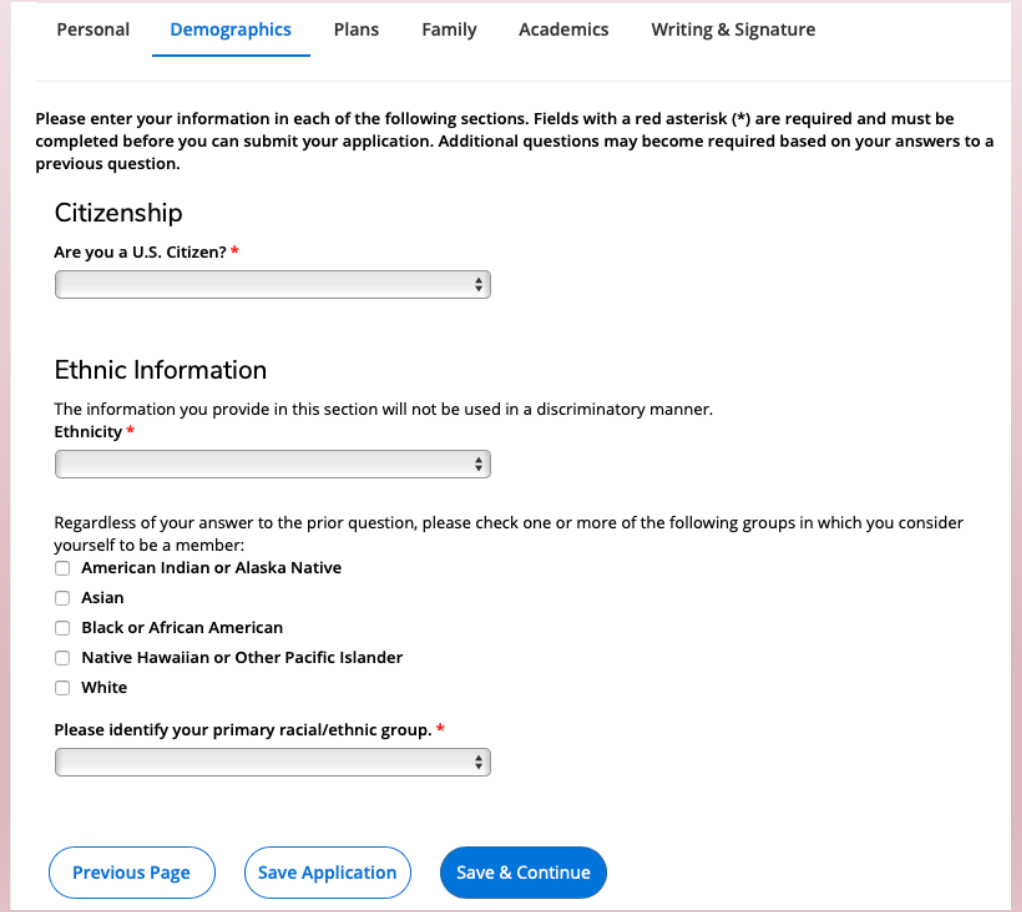
- Fill out the rest of your **personal information** and click **save and continue**.
- Most Information will be auto-populated from your student profile, but makes sure to read carefully through each question to ensure all information is correct.





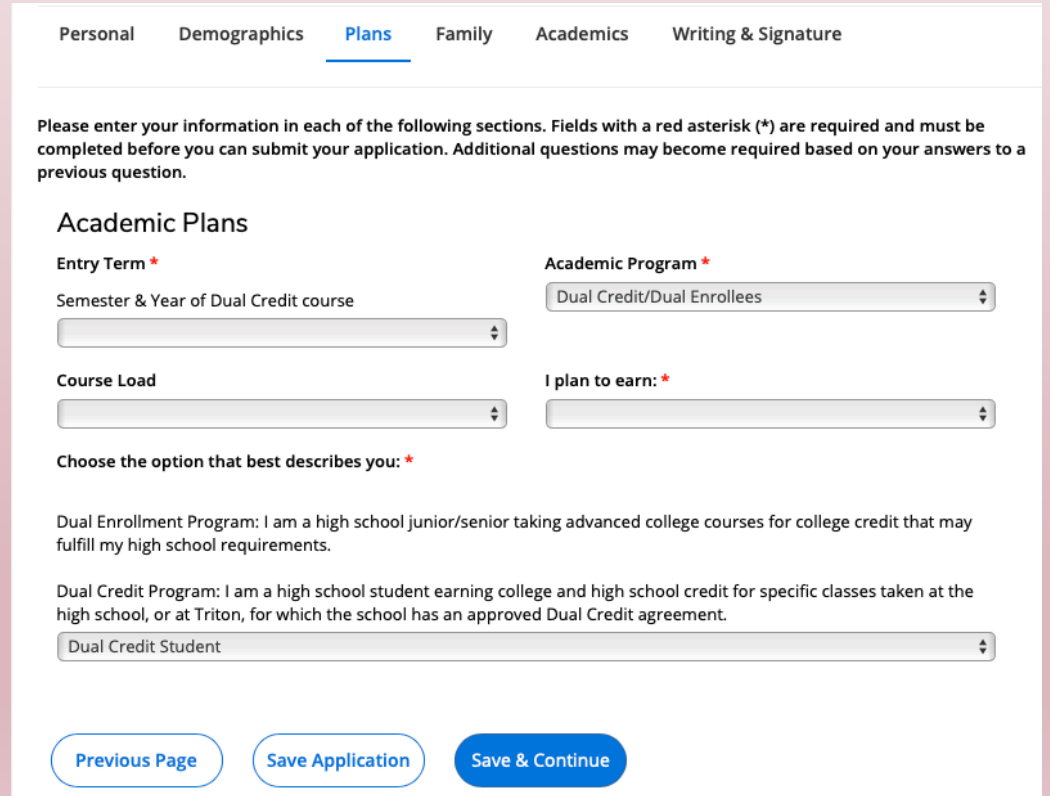
Demographics

- Enter in your demographic information and then click **save & continue**



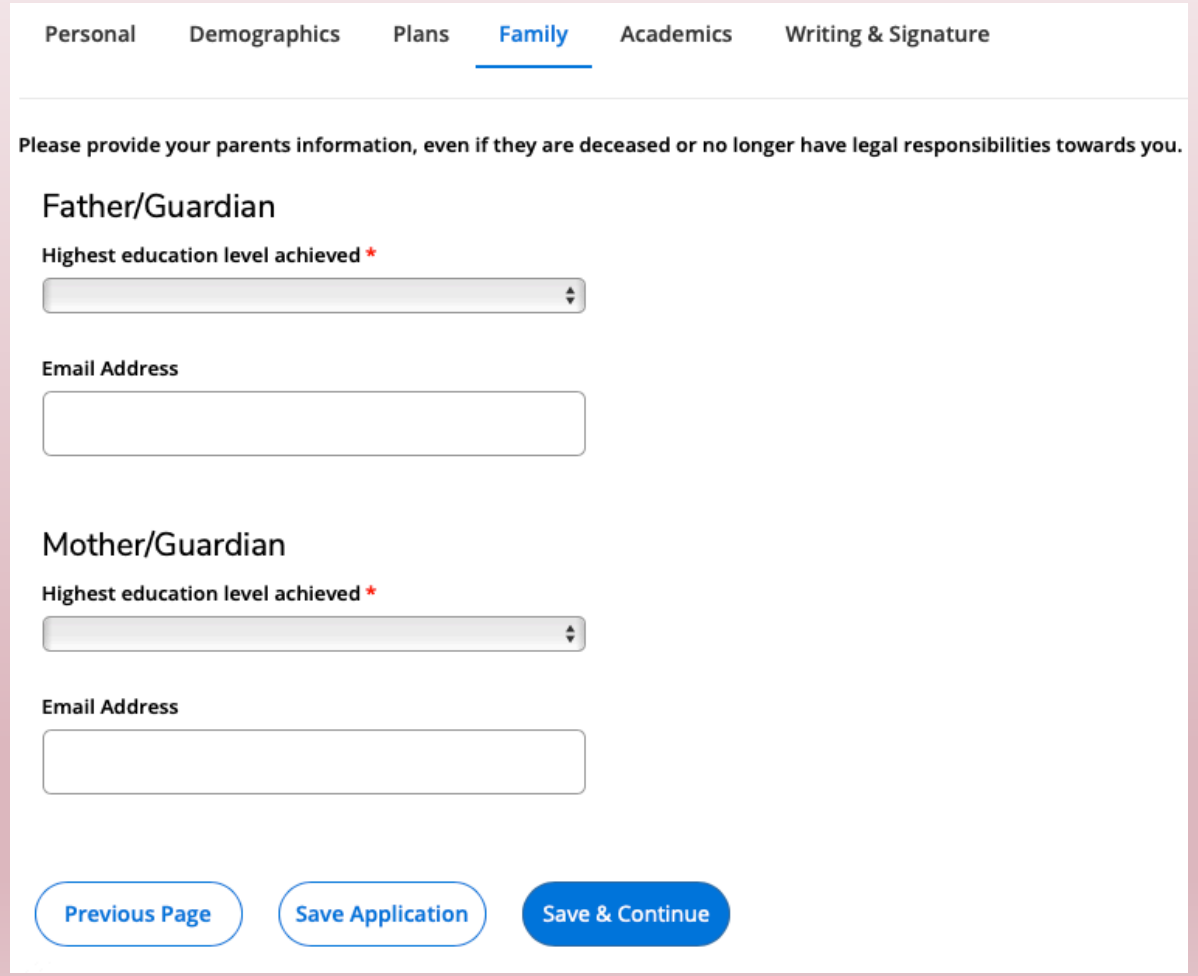
Academic Plans

- Under **Academic Plan**, fill out the **entry term you plan to start your courses,** course load (which will be part-time), and under **"I plan to earn"** whether you plan to earn a degree, certificate, or other after high school graduation.
- Select **"Dual Credit Student"** for the option that best describes you if your course is for high school and college credit. Select **"Dual Enrollee"** if you are taking a course at Triton for only college credit. Now **Save & continue**.



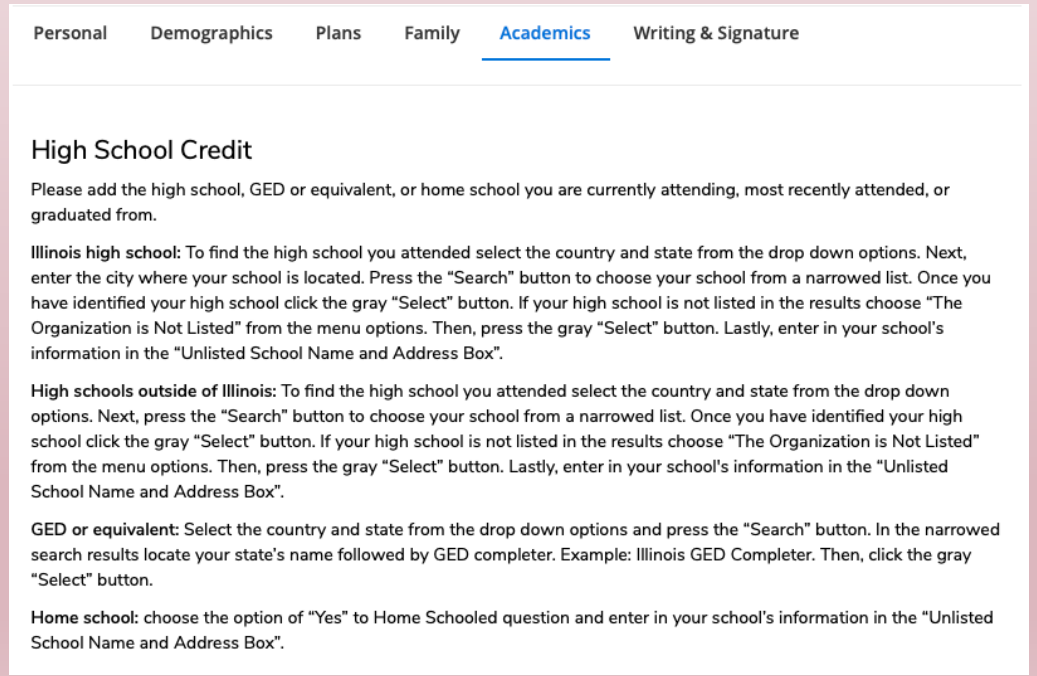
Family/Guardian Info

- Enter in highest education level for parents or guardians. An email address may be provided but is not required.
- Save & Continue.

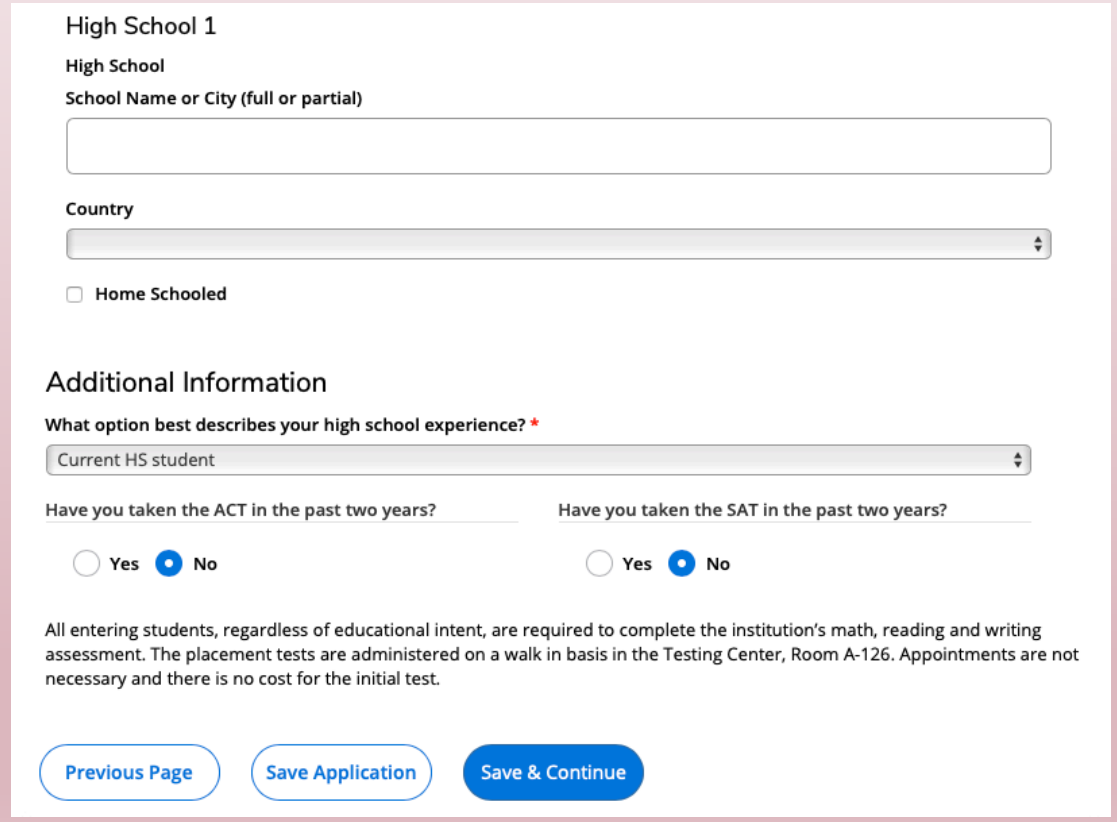


Entering High School Info (a bit tricky!)

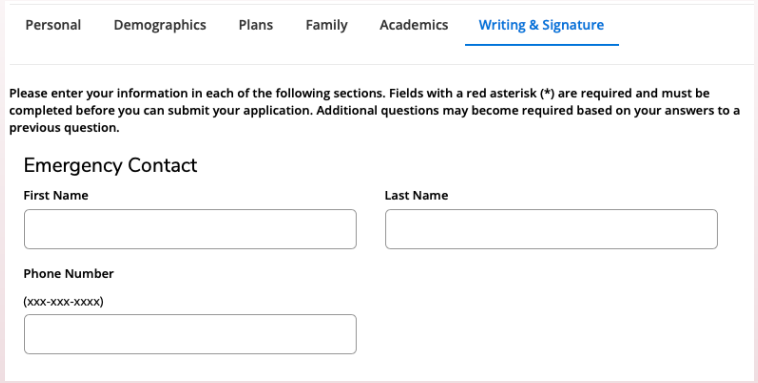
- Find for your high school by searching by the first 3 letters of the “School Name” **or** the “City” its located and then clicking search.
- Select your high school under “Results Found” and click select.



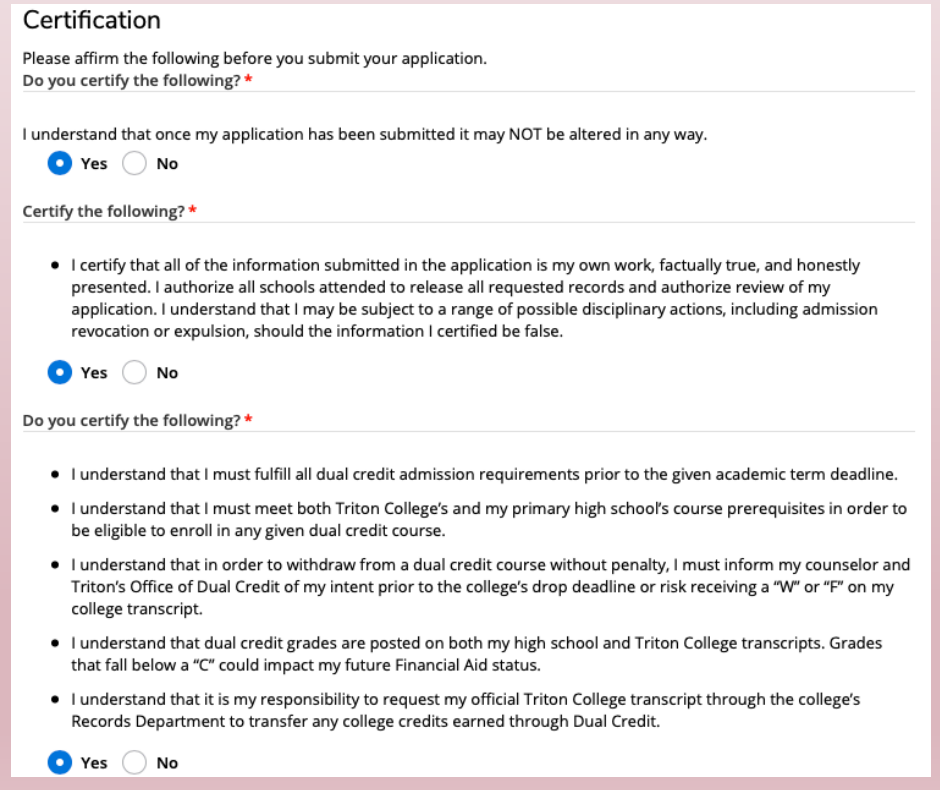
- Next enter in the month and year of when you started your high school freshman year, your anticipated graduation date from high school, and whether or not you have taken the ACT or SAT within the past 2 years (You do not need to submit test scores here).



Final Steps & Submission

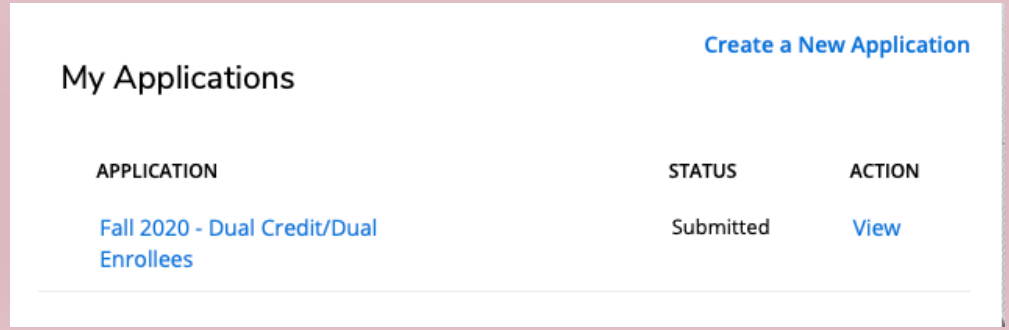


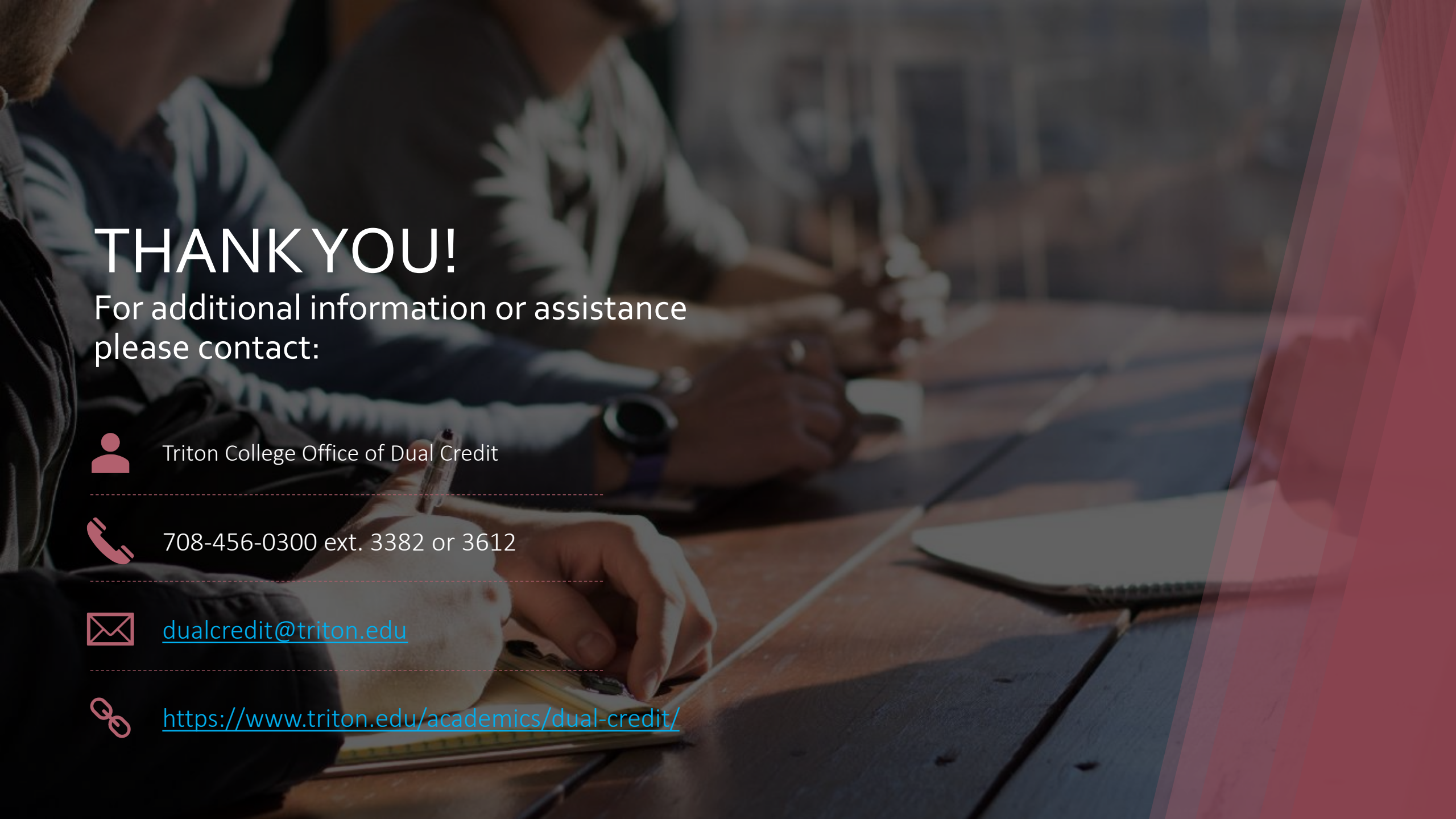
- Provide Emergency Contact Information (optional)



- Click "Yes" in each bubble to certify you understand the provided disclaimers.
- Write in your name and the date for your electronic signature and then submit your application.

- Your application is not complete until you see the below message on the following screen..





THANK YOU!

For additional information or assistance please contact:

Triton College Office of Dual Credit

708-456-0300 ext. 3382 or 3612

dualcredit@triton.edu

https://www.triton.edu/academics/dual-credit/