

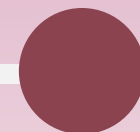
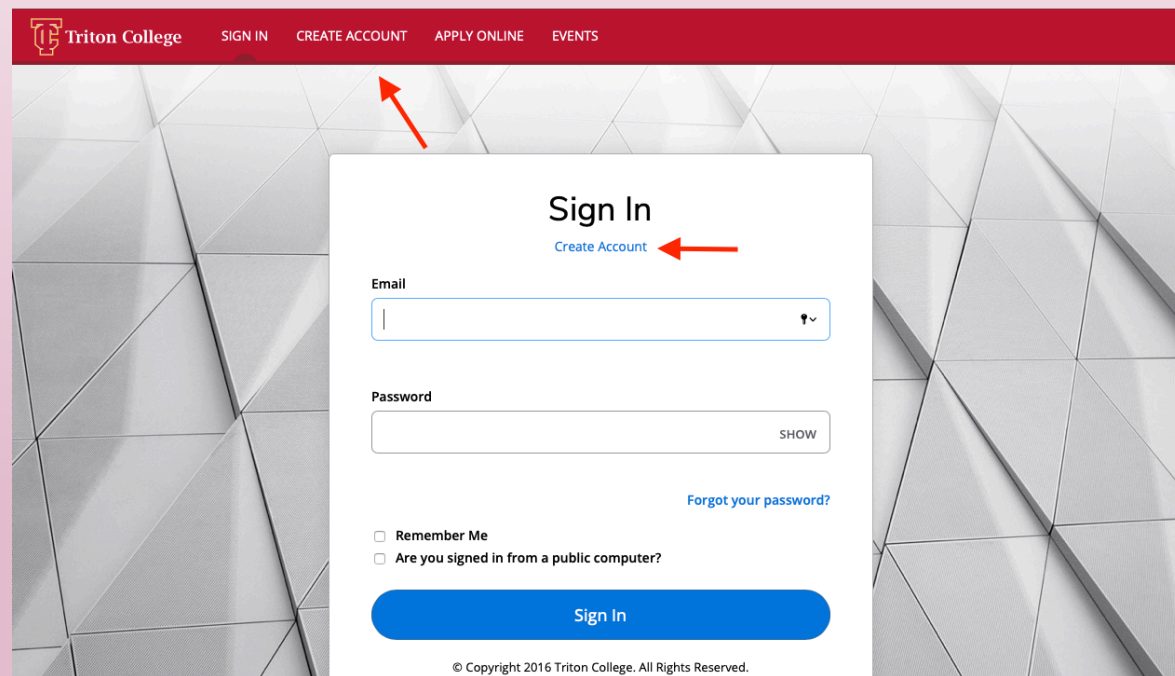
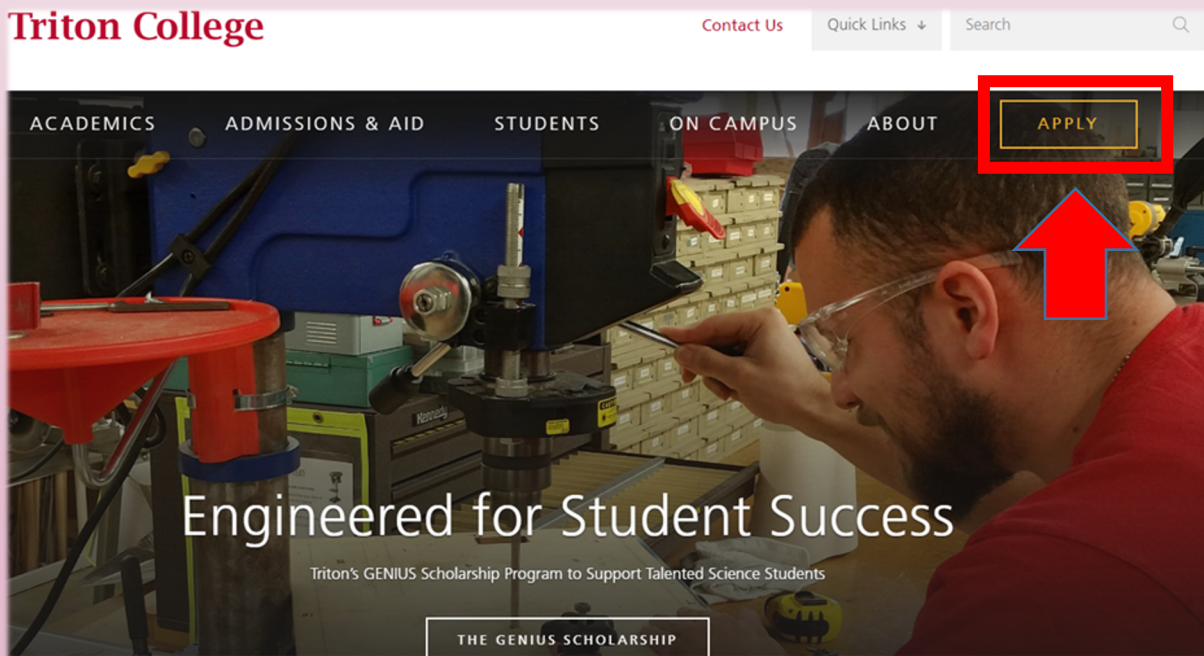
A group of four diverse students are sitting around a table in a library, looking at a laptop and papers. The background is filled with bookshelves. The image has a semi-transparent blue overlay on the left side.

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**.

Triton College SIGN IN CREATE ACCOUNT APPLY ONLINE EVENTS

Create Account

Contact Information

First Name * Last Name *

E-mail Address * Confirm E-mail Address *

Primary Phone Birth Date *

Cell Phone Preferred

Outside the U.S. or Canada

Address

Please send me more information about:

Would you like to receive more information about applying for financial aid?
 Yes No

Would you like to receive more information about scholarship opportunities?
 Yes No

Would you like to receive more information about applying for work study employment?
 Yes No

Would you like information about disability and accommodative services?
 Yes No

Enrollment Information:

Desired Start Term *
Fall 2020

Academic Program
Dual Credit/Dual Enrollees

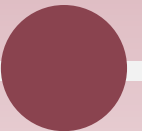
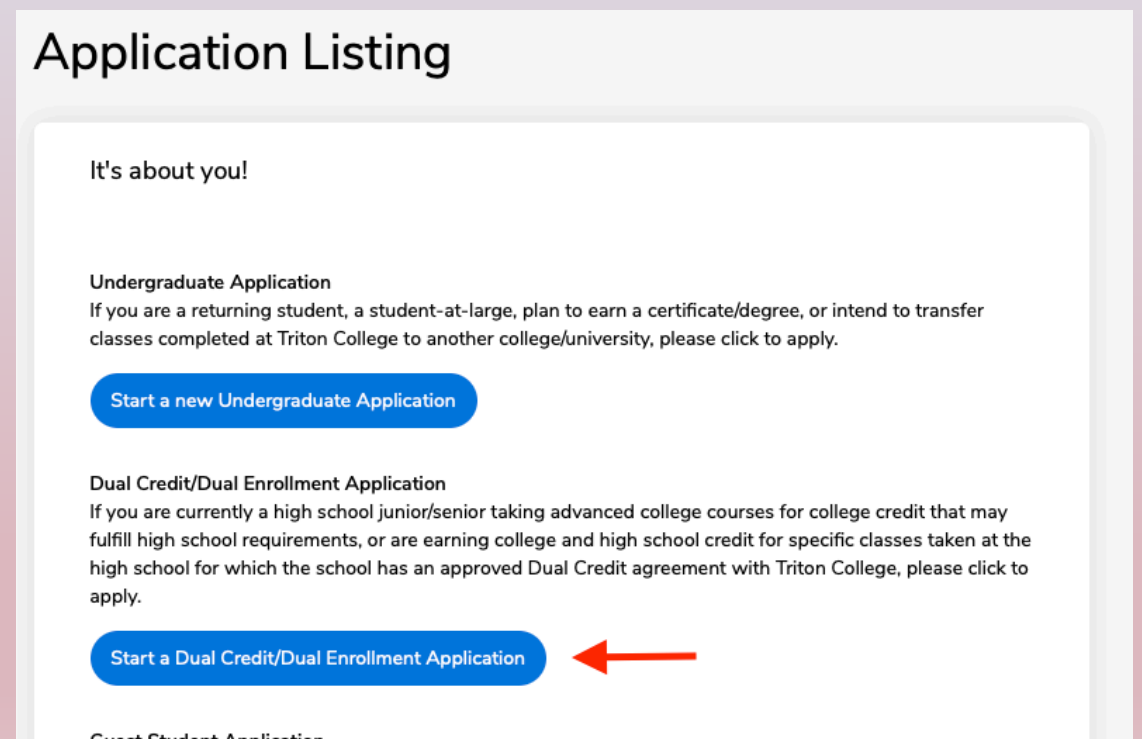
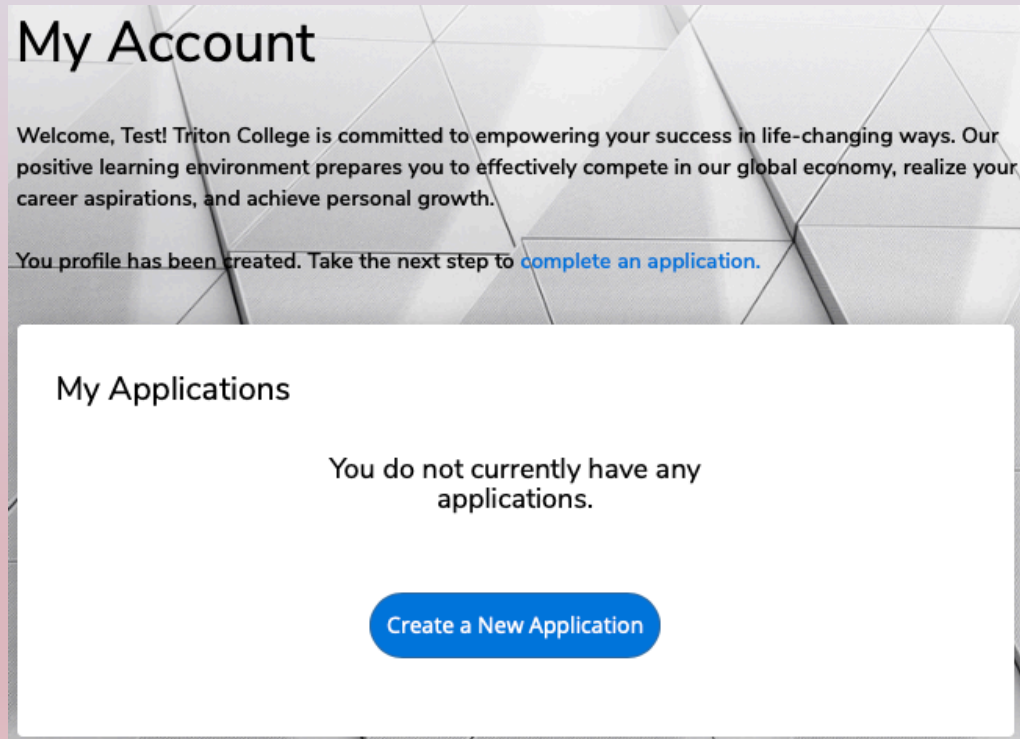
Account Information

Password * Confirm Password *

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.

Personal Demographics Plans Family Academics Writing & Signature

Please enter your information in each of the following sections. Fields with a red asterisk (*) are required and must be completed before you can submit your application. Additional questions may become required based on your answers to a previous question.

Name

First Name * Middle Name

Last Name * Suffix

Home/Current Address

Is your permanent address outside the U.S. or Canada?
 Yes No

Address *

[Print](#)

I have or will have lived at the above address at least 30 days prior to the start of the semester. *

Yes No

Foreign Address

Enter the 3rd line of the foreign address as it appears on the mailing label (typically province and postal code).

Country

Additional Information

The information you provide in this section will not be used in a discriminatory manner.

Birth Date * Email Address *

Primary Phone * Alternate Phone

Gender * Gender Identity (optional)

Social Security Number

If you intend to receive year-end tax reporting documents or if you plan to apply for financial aid after high school, please enter your SSN.

Demographics

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

Personal **Demographics** Plans Family Academics Writing & Signature

Please enter your information in each of the following sections. Fields with a red asterisk (*) are required and must be completed before you can submit your application. Additional questions may become required based on your answers to a previous question.

Citizenship

Are you a U.S. Citizen? *

Ethnic Information

The information you provide in this section will not be used in a discriminatory manner.

Ethnicity *

Regardless of your answer to the prior question, please check one or more of the following groups in which you consider yourself to be a member:

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White

Please identify your primary racial/ethnic group. *

[Previous Page](#) [Save Application](#) [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**.

Personal Demographics **Plans** Family Academics Writing & Signature

Please enter your information in each of the following sections. Fields with a red asterisk (*) are required and must be completed before you can submit your application. Additional questions may become required based on your answers to a previous question.

Academic Plans

Entry Term *

Semester & Year of Dual Credit course

Academic Program *

Course Load

I plan to earn: *

Choose the option that best describes you: *

Dual Enrollment Program: I am a high school junior/senior taking advanced college courses for college credit that may fulfill my high school requirements.

Dual Credit Program: I am a high school student earning college and high school credit for specific classes taken at the high school, or at Triton, for which the school has an approved Dual Credit agreement.

[Previous Page](#) [Save Application](#) [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.

Personal Demographics Plans **Family** Academics Writing & Signature

Please provide your parents information, even if they are deceased or no longer have legal responsibilities towards you.

Father/Guardian

Highest education level achieved *

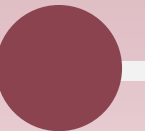
Email Address

Mother/Guardian

Highest education level achieved *

Email Address

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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.

Personal Demographics Plans Family **Academics** Writing & Signature

High School Credit

Please add the high school, GED or equivalent, or home school you are currently attending, most recently attended, or graduated from.

Illinois high school: To find the high school you attended select the country and state from the drop down options. Next, enter the city where your school is located. Press the “Search” button to choose your school from a narrowed list. Once you have identified your high school click the gray “Select” button. If your high school is not listed in the results choose “The Organization is Not Listed” from the menu options. Then, press the gray “Select” button. Lastly, enter in your school’s information in the “Unlisted School Name and Address Box”.

High schools outside of Illinois: To find the high school you attended select the country and state from the drop down options. Next, press the “Search” button to choose your school from a narrowed list. Once you have identified your high school click the gray “Select” button. If your high school is not listed in the results choose “The Organization is Not Listed” from the menu options. Then, press the gray “Select” button. Lastly, enter in your school’s information in the “Unlisted School Name and Address Box”.

GED or equivalent: Select the country and state from the drop down options and press the “Search” button. In the narrowed search results locate your state’s name followed by GED completer. Example: Illinois GED Completer. Then, click the gray “Select” button.

Home school: choose the option of “Yes” to Home Schooled question and enter in your school’s information in the “Unlisted School Name and Address Box”.

- 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).

High School 1

High School

School Name or City (full or partial)

Country

Home Schooled

Additional Information

What option best describes your high school experience? *

Have you taken the ACT in the past two years? Yes No

Have you taken the SAT in the past two years? Yes No

All entering students, regardless of educational intent, are required to complete the institution’s math, reading and writing assessment. The placement tests are administered on a walk in basis in the Testing Center, Room A-126. Appointments are not necessary and there is no cost for the initial test.

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Personal Demographics Plans Family Academics Writing & Signature

Please enter your information in each of the following sections. Fields with a red asterisk (*) are required and must be completed before you can submit your application. Additional questions may become required based on your answers to previous questions.

Emergency Contact

First Name Last Name

Phone Number
(xxx-xxx-xxxx)

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..

Certification

Please affirm the following before you submit your application.
Do you certify the following? *

I understand that once my application has been submitted it may NOT be altered in any way.
 Yes No

Certify the following? *

- I certify that all of the information submitted in the application is my own work, factually true, and honestly presented. I authorize all schools attended to release all requested records and authorize review of my application. I understand that I may be subject to a range of possible disciplinary actions, including admission revocation or expulsion, should the information I certified be false.

Yes No

Do you certify the following? *

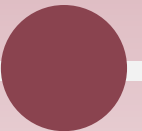
- I understand that I must fulfill all dual credit admission requirements prior to the given academic term deadline.
- I understand that I must meet both Triton College's and my primary high school's course prerequisites in order to be eligible to enroll in any given dual credit course.
- I understand that in order to withdraw from a dual credit course without penalty, I must inform my counselor and Triton's Office of Dual Credit of my intent prior to the college's drop deadline or risk receiving a "W" or "F" on my college transcript.
- I understand that dual credit grades are posted on both my high school and Triton College transcripts. Grades that fall below a "C" could impact my future Financial Aid status.
- I understand that it is my responsibility to request my official Triton College transcript through the college's Records Department to transfer any college credits earned through Dual Credit.

Yes No

[Create a New Application](#)

My Applications

APPLICATION	STATUS	ACTION
Fall 2020 - Dual Credit/Dual Enrollees	Submitted	View



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/>