



planfor**success**

TARRANT COUNTY COLLEGE

## ADMISSIONS AND REGISTRATION CHECKLIST

### GENERAL INFORMATION

- TCC offers three terms each academic year: Fall, Spring and Summer.
- Terms include several sessions with individual start and end dates.
- Registration for a session ends one calendar week prior to its start date.
- Payment of tuition and fees is due at the time of registration.
- First-Time-in-College students must apply at least two weeks prior to the beginning of a session.

***Individuals holding any type of visa must contact the International Admissions Office for admission assistance – 817-515-5232.***

- Submit an application for admission**
  - Web application at [www.tccd.edu](http://www.tccd.edu)
  - In person at any campus Registrar's Office
  - Allow two business days for processing
- Submit required supporting documents**
  - High School Transcript (not generally required for college transfer students)
  - GED Certificate or Scores (not generally required for college transfer students)
  - Early High School Enrollment Form (if applicable)
  - Official Transcript from each previously attended regionally accredited college/university
  - Scores for TSI Exemption (ACT, SAT, TAAS, TAKS)
  - Scores for approved Placement Test taken at other college/university
  - Individual Approval Form (if applicable)
  - Residency documentation (if applicable)
- Receive notice of acceptance**
  - Log in to WebAdvisor and CampusCruiser to activate accounts.
  - Request evaluation of transfer credits online through WebAdvisor Student Menu (if applicable). *An official transcript from each previously attended regionally accredited college/university must be on file prior to the evaluation.*
- Plan for payment of tuition and fees**
  - Apply for Financial Aid (if applicable) at [www.fafsa.gov](http://www.fafsa.gov)
  - Go to [www.collegeforallTexans.com](http://www.collegeforallTexans.com) for information concerning eligibility for tuition exemptions and/or waivers.
  - Submit required documentation to Registrar's Office.
  - Review payment options [www.tccd.edu/payments](http://www.tccd.edu/payments)
- Take required placement tests (if applicable)**
  - Pay \$29 testing fee in Business Services.
  - Placement testing is generally required for all new-to-college students and some transfer or returning students. Students with ACT, SAT, TAAS or TAKS scores may submit a score report for possible exemption from Texas State Initiative (TSI) requirements.

- ❑ **Go to Academic Advisement**
  - Required for ALL First-Time-in-College Students – includes
    - Test score review
    - Student Success/Texas Success Initiative Plan review
    - New Student Group Advisement (NSGA) and Orientation to College
  - Visit with an Academic Advisor concerning requirements for your selected program.
- ❑ **Finalize arrangements for payment of tuition & fees**
  - \_\_\_ Register for classes.
  - \_\_\_ Obtain campus parking permit (1<sup>st</sup> free, replacement \$5)
  - \_\_\_ Purchase required textbooks and supplies.
  - \_\_\_ Become familiar with the campus and locate classroom(s).
  - \_\_\_ Attend classes per your class schedule.
    - Attendance is mandatory for developmental classes.
  - \_\_\_ Obtain college ID (1<sup>st</sup> free, replacement \$10)
  - \_\_\_ Receive final grades at the end of the term.
    - Print an unofficial TCC transcript from WebAdvisor.

## REGISTERING FOR CLASSES

- Access WebAdvisor at [www.tccd.edu](http://www.tccd.edu) – MYTCC – WebAdvisor
- Click Students
- Scroll to Registration
- Click Find Sections
- Select term
- Select course(s)
- Review listing of available sections
- Select available section for each course
  - If applicable
    - Select Student Success course (STSC-0111 Transition to College) first.
    - Select required developmental education courses next.

## YOU ARE NOT REGISTERED YET – PLEASE CONTINUE THROUGH PAYMENT PROCESS

- Select Proceed to Registration
  - Review class selections
  - Choose Register or Remove from List for each “Preferred Sections”
  - Choose option for “If one of my choices is not available”
  - Click “Submit”
- Review and print final class schedule.
- Review and print textbook information for each class.
- Choose payment option.
- Complete payment process.
- Log out of WebAdvisor.

***Payment arrangements must be complete to finalize registration!***

***For further information and assistance call 817-515-TCCD (8223)  
Additional information at [www.tccd.edu/PlanForSuccess](http://www.tccd.edu/PlanForSuccess)***

