Dual Enrollment Steps

The procedures for enrolling in a Dual Enrollment course are as follows:

Step 1. **Apply for Admission to TCC.** *If you are currently in a Dual Enrollment course or have previously applied to TCC and know your 7-digit TCC student ID number, please skip to Step 2.

Complete the free TCC application for admission online https://www.tcc.edu/apply
- Create Account. Use an email that is accessible
- Tax ID and Social Security Number (SSN) not needed. If you know your SSN, please enter. If not, select the second option, "I would rather not enter my SSN at this time..."
- Citizenship. Select the appropriate option.
- Do you plan pursue a degree/certificate? Select NO.
- What term do you plan to start? Fall 2024
- Domicile- This essentially is asking who claims you on taxes. Students typically select that they will go under a parent/legal guardian. Then provide their name.
- Once you have submitted the application successfully, you will receive a confirmation page with a yellow box at the bottom. Please take a picture or screen capture of your TCC username, password, and Student (SIS) Number.
- **STOP! Do not go to MyTCC. Proceed to Step 2.**

Step 2. **Create Dual Enrollment Account**
Student creates dual enrollment account by visiting https://tcc.dualenroll.com/login

- Click on Create My Account- This is a **NEW** account
  - Username & Password- create a username & password that you will remember. This will be needed as you continue with Dual Enrollment.
  - Use your personal email address & phone number (not parent/legal guardian)
- Enter TCC ID number. This 7-digit number was provided on your TCC application confirmation page (from Step 1).
- Program
  - Select the appropriate program. For example, **Virginia Beach Dual Enrollment**
- FERPA – provides parent/guardian consent to have access to your TCC records
  - Password? Verbal password
  - Enter parent/guardian first and last name
- High School
  - Select highest Math class taken
- Course Registration
  - Select Term. Fall 2024
  - Select Program. **Virginia Beach Dual Enrollment**
  - Select Courses (Part I)
    - Example: ENG 111- College Composition I (DE English)
    - Click on the Register Button. Repeat for part II of the course and/or other courses that will be taken.
  - Repeat Process for Sprir 2025 This will be necessary to capture the sequential course.
    - Example: ENG 112 – College Composition II (DE English)

Questions regarding Dual Enrollment opportunities available at TCC should be directed to the Virginia Beach Dual Enrollment Manager, Dr. Vickie Whidbee @ (757) 822-7008, email DEVaBeach@tcc.edu