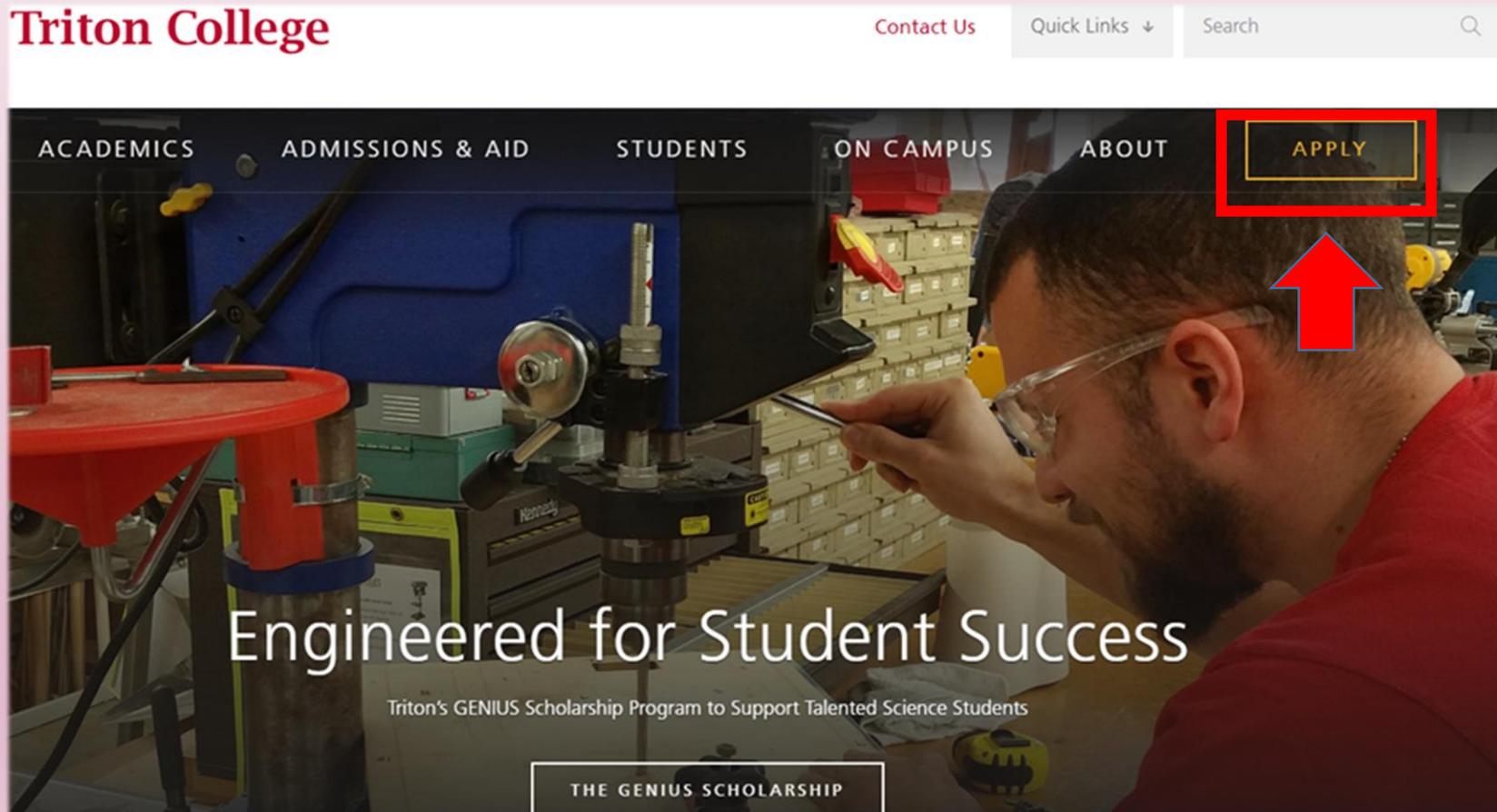
A group of four diverse students are sitting around a table in a library, looking at a laptop and papers. The background is filled with bookshelves. The image has a semi-transparent blue overlay on the left side where the text is placed.

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.



Create Your Account

- Now fill out your personal information including name, email, phone number, and home address.
 - Please note this is an account creation screen and not your dual credit application. After you create an account you may continue on to the application form.
- For “Academic Program” select **Dual Credit/Dual Enrollees**.
- For “Entry 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***
- Next create a password for your account and security question & answer that you can use in case you ever forget your account password.
- Once all account information has been completed, click **create account**.

Contact Information

First Name*

Last Name*

Email Address*

Confirm Email Address*

Home Phone

Check if address is outside of U.S. or Canada

Address

City

State/Province

ZIP/Postal Code

Entry Term* Select the term in which you will be starting the program

Academic Level

Academic Program

- Certificate Mobile, Web & Data Sci App/Data Science and Big Data
- Certificate Mobile, Web & Data Sci App/Microsoft Certified Solutions Devel
- Certificate Mobile, Web & Data Sci App/Web Application Development
- Certificate Mobile, Web, and Data Science App Development
- Certificate Network Management
- Certificate Office Applications Cert-Prep for Microsoft Certification
- Certificate Office Assistant
- Certificate Personal Trainer
- Certificate Public Safety Dispatcher
- Certificate Sports Conditioning Advanced
- Certificate Sustainable Agroecology
- Certificate Systems Administration
- Certificate Teacher Aide
- Certificate Visual Communication-Graphic Design
- Certificate Visual Communication-Social Media Design
- Certificate Web Technologies
- Certificate Windows Programming Advanced
- Dual Credit/Dual Enrollees**
- Guest Student/Reverse Transfer
- Pre-Certified Medical Assistant Gen Ed A.G.S.

Confirm Password*

Password Answer*
If you forget your password, you must provide this answer in order to reset it.



Now onto your Application!

- After you create your account, you will be brought to your “My Account” page.
- **Scroll down** until you reach the “Next Steps” field and then click on the words “**Start an Application.**”
- Within the application listings, select **Dual Credit/Dual Enrollment Application**. Next click “**continue current application**” on the following screen.

Update Profile Change Password

Events

You are not currently registered for any events. View Upcoming Events

Next Steps

- 1. Create a Profile *Created On 11/1/2017*
- 2. Start an Application
- 3. Complete an Application

International Student Application
If you are interested in enrolling as an F-1 international student, please click to apply.

Start a new International Student Application

Guest Student Application
If you are a student currently attending another college/university, and are interested in taking

Start a new Guest Student Application

Dual Credit/Dual Enrollment Application
If you are currently a high school junior/senior taking advanced college courses for college credit or high school credit for specific classes taken at the high school for which the school has an approved D

Start a new Dual Credit/Dual Enrollment Application



Application Continued: Personal Info

- Fill out the rest of your **personal information** and click **save and continue**.

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.

Personal

Name

Demographics

Plans

Family

Academics

Writing & Signature

First Name *

Middle Name

Last Name *

Suffix

Home/Current Address

Is your permanent address outside the U.S. or Canada?

Yes No

Address *

City *

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

United States

Additional Information

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

Birth Date *
mm/dd/yyyy

Email Address *

Primary Phone *
xxx-xxx-xxxx

Alternate Phone
xxx-xxx-xxxx

Gender *

Gender Identity (optional)



Demographics

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

Please enter your information in each of the following sections. Fields with a red asterisk (*) application. Additional questions may become required based on your answers to a previous application.

Personal

Citizenship

Are you a U.S. Citizen? *

Plans

Family

Academics

Writing & Signature

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 identify.

American Indian or Alaska Native

Asian

Black or African American

Native Hawaiian or Other Pacific Islander

White

Please identify your primary racial/ethnic group. *

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.
- **Save and continue.**

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

Family/Guardian Info

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

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

Personal

Demographics

Plans

Family

Academics

Writing & Signature

Father/Guardian

Highest education level achieved *

Email Address

Mother/Guardian

Highest education level achieved *

Email Address

Save Application Previous Page **Save & Continue**



Entering High School Info (a bit tricky!)

- Find for your high school by searching by “School Name” or the “City” its located and then clicking search.
- Select your high school under “Results Found” and click select.
 - After you select your high school, do not enter more info under unlisted school name or address

High School 1

High School

School Name (full or partial)

Country

Select Country ▼

City (full or partial)

Unlisted School Name and Address

Home Schooled

- 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 Freshman Start Month *

High School Freshman Start Year *

Anticipated High School Graduation Month *

Anticipated High School Graduation Year *

Additional Information

What option best describes your high school experience? *

Current HS student ▼

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.

age



Final Steps & Submission

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

Emergency Contact

First Name

Last Name

Phone Number
(xxx-xxx-xxxx)



- Provide Emergency Contact Information (optional)

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

The electronic signature consists simply of your name, typed by you on your keyboard. The signature is your confirmation that the application you have filled out is your own work and the information is factually true. Once you type in your name, this will count as your electronic signature.

Signature *

Signature Date *



- 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 your screen.



Your application has been submitted!

[Click to check your application status](#)

- If there are entry errors or missing information, you will be directed to the fields that still need to be complete at the top of the page.



THANK YOU!

For additional information or assistance
please contact:



Tim Nystrom – Director of Dual Credit

Alicja Kapusciarz – Dual Credit Specialist



708-456-0300 ext. 3382 or 3612



dualcredit@triton.edu



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