

Dual Credit Checklist

New dual credit students complete tasks 1-4. Returning dual credit students complete task 5

Task 1 - Application

- Fill out application on GoApplyTexas.org and pay the \$50 application fee upon submission
- Create [Pioneer Portal](#) *This can be done after you receive an email from TWU with your student ID number
- Access [WebAdvisor](#) to [check on your application status](#) (logon with username only-not @twu.edu) {after "Login" click Main Menu and then Login to access Applicant menu}
- Check your TWU GMail (username@twu.edu) with your Portal Password. Setup your TWU Gmail on your computer or laptop ([after initial login, you can set up on your phone](#))

Need help?

Contact [Tanisha Johnson](#) - Applying and advising

Contact [IT Service Desk](#) - Technical support

Can't login? Call 940-898-3971 to securely verify account info.

Portal Username _____

Portal Password _____

Secret Answer _____

Task 2 - Testing

- Submit [Score Release Form](#)
- Submit [Official Test Scores](#) OR Submit [Applicable TSI Exemption Scores](#)

Task 3 - Document Submission

- [Submit Official High School Transcript](#)
- Submit Completed [Permission Form](#)

Documents that *Might* be Required

- Copy of Permanent Residency Card (green card)
- [Residency Affidavit](#)
- Bacterial Meningitis Records (for dual credit students attending classes *on TWU campus*)

Need help?

Contact Office of [Admissions Processing](#) - Application status and document submission

Task 4 - Register & Pay for Classes

- [How to Register for Classes](#)
- [Pay for Classes](#) (username only for login--no @twu.edu)

Course Subj (ABCD) _____

Course No (1234) _____

Reg Code (12345) _____

Need help?

Contact [Registrar's office](#) - Registration Contact [Counselor/Advisor](#) for Course Registration Code

Contact [Bursar's Office](#) - Payments

Task 5 - Returning Students only

- Reapply on GoApplyTexas.org **only** if it has been more than 3 terms since last attendance
- Provide an [updated permission form](#) for returning students

*Note: returning students will also need to register **and** pay for their classes.*