

Dual Enrollment Instructions

Upon completion of all requirements students will earn **high school credit** and **college credit** for certain courses. The procedures for enrolling in a Dual Enrollment course are as follows:

- If you are taking a DE course for the first time, please complete both steps 1-3.
- If you have taken a DE course previously, please complete step 3.

Step 1. Apply for Admission to TCC

Complete the free TCC application for admission online <https://www.tcc.edu/apply> by **April 1, 2025**. If any issues arise contact the TCC New Student Support Team at 757-822-1111.

Step 2. Login to [myTCC](#), Reset Password, & Submit FERPA e-Form

- Access your [myTCC](#) account and enter the username & temporary password that you received when you submitted your TCC application in Step 1.
 - Click on your name in the upper right corner and select Change Password
 - Enter the temporary password for Current Password and then create a New Password following the VCCS Password Policy
 - Write down your new myTCC password and username and keep it in a safe place for future reference.
- Click on SIS (Student Information System) from your myTCC homescreen
 - Select “Student Records eForms” block, then select “FERPA eForm”
 - Select an Academic Institution and verify your student information and Choose “Tidewater Community College” from the Academic Institution drop down box.
 - Add your authorized person(s) (first and last name required)

- Add a passcode/phrase and select what accounts they can access (Academic Records, Student Accounts, Financial Aid).
- Click Submit once you have entered all authorized person(s)
- Proceed to Step 3 Create Dual Enrollment Account

Step 3. Create or Update Your Dual Enrollment Account

Student creates dual enrollment account by visiting <https://tcc.dualenroll.com/login> by **April 1, 2025**.

- Student selects class(es) and uploads any documents
- If you already have an account, login and add the intended courses under the “courses” tab.

Step 4. Demonstrate Your College Readiness

Students must demonstrate readiness for each college-level credit-bearing course in which they want to enroll. In demonstrating readiness, a student must meet one of the criteria established for each type of course in which they want to be registered.

Eligibility Requirements (must meet at least one):

GPA – High School GPA of **3.0** or higher

PSAT – ERW score of 390 or higher

SAT – ERW score of 480 or higher

ACT – 18 or higher on both English and Writing subject tests

Virginia Placement Test (VPT) – Placement into ENG 111

****Please note:** The cost for DE courses varies from year to year. Although DE courses were free during the 24-25 school year, there is a possibility of this changing for next school year. Please be prepared if there is a cost associated with DE courses next year. This information will be shared with students and families as soon as it's available.

