



Office of Secondary Education
615 West Missouri
Midland, Texas 79701
432-240-1000
www.midlandisd.net

Midland Independent School District

Dual Credit Admissions Checklist

In order for students to participate and/or enroll as a dual credit student the following items **must** be completed and signed by a Parent/Guardian and the participating student. Go to the [Midland College Dual Credit site](#) for detailed instructions.

- Meet with your High School Counselor. Complete any applicable MISD required forms and submit to counselor.
- Complete the Online *Apply Texas Application (www.applytexas.org)
 - Create a new profile if you do not already have one.
 - Once the profile is complete, fill out the application.
 - Include your social security number in both your profile and application.
 - i. **Warning:** Although listed as optional on the application, not providing your SSN will delay the processing of your application.
 - Allow 3-5 working days for MC to process your application.
 - Look for your acceptance email from Midland College at the email address provided in your application profile. Don't forget to check your spam folder.
- Supply record of Meningitis Vaccination (if course is at ATC or MC Campus).
- Submit Texas Success Initiative (TSI) test scores or exemption documentation from the high school counselor. Students must have met TSI requirements and individual course pre-requisites relevant to the course(s) to be attempted in academic coursework. The student must arrange for testing, if necessary.
 - A pre-assessment is required prior taking the TSI. For details, go to <https://www.midland.edu/forms/testing/tsi/index.php>.
- Complete the Parent/Student Agreement Form and submit it to the MC Enrollment Services Online at <http://www.midland.edu/students/dualcredit/form.php> or in-person at Enrollment Services in the Scharbauer Student Center.
- Enroll in college course(s). Online – [Campus Connect](#) (link located on www.midland.edu website) or in person at the MC campus.
- Pay Tuition/Fees
- [Access your student portals.](#)