



Dallas County Community College District



Brookhaven College
3939 Valley View Lane
Farmers Branch, TX 75244-4997
972-860-4700



Cedar Valley College
3030 North Dallas Avenue
Lancaster, TX 75134-3799
972-860-8201



Eastfield College
3737 Motley Drive
Mesquite, TX 75150-2099
972-860-7100



El Centro College/BPI
Main & Lamar Streets
Dallas, TX 75202-3601
214-860-2311



Mountain View College
4849 W. Illinois Avenue
Dallas, TX 75211
214-860-8680



North Lake College
5001 N. MacArthur Blvd.
Irving, TX 75038-3899
972-273-3000



Richland College
12800 Abrams Road
Dallas, TX 75243-2199
972-238-6100



Dallas TeleCollege
9596 Walnut Street
Dallas, TX 75243
972-669-6400

Application for Admission

Educational opportunities are offered by the Dallas County Community College District (DCCCD) without regard to race, color, age, national origin, religion, sex, disability or sexual orientation.

INSTRUCTIONS

1. All applicants must complete PART A and PART I.
2. Applicants wishing to claim Texas residence for tuition purposes must complete the following:
 - Students of a Texas public college or university during the past 12 months, who paid resident (in-state) tuition, without a tuition waiver, must complete PART A, B and I.
 - Recent high school graduates must complete PART A, B, C, D and I.
 - Dependents of Texas residents must complete PART A, B, C, D, E, G and I.
 - Applicants who did not attend a Texas public college or university during the past 12 months must complete PART A, B, C, D, E, F and I.
 - PART H is for any additional information an applicant believes the college should know in evaluating Texas residence.
3. Applicants who are not claiming Texas residence for tuition purposes must complete PART A, B, C and I only.

PERSONAL INFORMATION

Questions with an asterisk (*) are voluntary, and the information provided will remain confidential. In addition, supplying your social security number, gender, and ethnicity enables a more expedient match of test scores, transcripts, and financial aid benefits.

APPLICATION METHODS

Applicants may apply one of three ways:

1. Complete this paper application, and submit it to the college of your choice within the DCCCD
2. An Adobe PDF version of the application is available at <http://www.dcccd.edu/formspdf/admapp.pdf>
3. An online application process is available for credit students at <http://econnect.dcccd.edu>.

Submitting, in person, this paper application or a PDF version of the application affords the applicant personalized service and immediate notification of acceptance. Submitting the application online requires a minimum of two business days to process the online application.

Please print in *blue* or *black* ink and complete all appropriate Parts.

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. If you wish to protect your directory information from disclosure, proceed to the following website or contact the Admissions/Registrars Office.

For information see: <http://econnect.dcccd.edu>

Student Name:

Student ID Number:



Dallas County Community College District

SEMESTER YOU PLAN TO ATTEND

- Fall (Aug-Dec), Spring (Jan - May), Summer I (June), Summer II (July)

Application for Admission

Your responses to questions with an asterisk (*) are voluntary.

Part A: Personal Information

Form fields for Social Security Number, Gender, Name, Address, Date of Birth, Home/Work/Cell Numbers, etc.

Table for Office Use with fields: Date Received, Residency Code, County Code, How Admitted, Term, Citizen, TSI Status, Cond. Agreement, Rising Star, Tech Prep, Dual Credit, Staff.

PERSON TO NOTIFY IN THE EVENT OF AN EMERGENCY

Name _____ Phone Number (_____) _____

*ETHNICITY (How do you identify yourself?) This information will be used for state reporting purposes only.

- African American (2), Asian or Pacific Islander (4), White/Non-Hispanic (1), American Indian or Alaskan Native (5), Hispanic/Latino (3), Other (7), No Response (7)

My Primary Language is: _____

REASON FOR ATTENDING I will take courses:

- To Earn a One-Year Certificate (APPN.CERT), To Earn a Two-Year Degree (APPN.ASSOCIATE), To Improve Job Skills (APPN. J/R), To Transfer to a University (APPN.U/T), For Personal Interest (APPN.N/D), Uncertain (APPN.UNCERTAIN)

Are you a U.S. Citizen? YES NO

If "no", please list Country of Citizenship: _____

If "no", please list your current status with USCIS: _____ (i.e. Visa type, permanent resident, refugee, etc.)

Student Name:

Student ID Number:

Educational Information

Name of High School Attended: _____

City: _____ State: _____ Graduated (mm/yy) _____

Were you home schooled? Yes _____ Graduated (mm/yy) _____

GED? YES NO Completion date (mm/yy) _____

Official transcripts for ALL previous college work (except DCCCD colleges) MUST be submitted.

List ALL Colleges attended including DCCCD. Attach separate sheet, if necessary.

Name and Location (City and State) (most recent first)	Dates attended		Hours Credits	Degree Cert. Received (if any)	Currently on Suspension Yes / No
	From (Mo/Yr)	To (Mo/Yr)			
1.					
2.					
3.					
4.					
5.					

Texas Success Initiative (TSI)

An institution of higher education shall assess the academic skills of each entering undergraduate student to determine the student’s readiness to enroll in Freshman-level academic coursework. Some students may be exempt from meeting the requirement of the TSI; however, students will be required to meet institutional requirements. Please read the following and check the appropriate box that applies to you:

I have taken: ACCUPLACER ASSET COMPASS THEA TASP MAPS

I have not taken one of the tests listed above. I understand that I may have to take a test prior to registration.

Exemptions:

1. I am eligible for exemption from additional TSI assessment because of qualifying ACT, SAT, or TAKS scores. SAT and ACT scores may not be more than 5 years old from the date of testing. TAKS scores may not be more than 3 years old from the date of testing. Please check which test you are claiming for the exemption.

SAT Date taken (Month/Year): _____
Minimum score requirement for exemption: Verbal 500, Math 500, Composite 1070

ACT Date taken (Month/Year): _____
Minimum score requirement for exemption: English 19, Math 19, Composite 23

TAKS Date taken (Month/Year): _____
Minimum score requirement for exemption: English Language Arts 2200, Essay 3, and Math 2200

Students must provide official scores to the college. (Scores on high school transcripts are considered official.)

- 2. I claim an exemption because I have graduated with an associate’s degree or a baccalaureate degree from an accredited Texas public institution of higher education. Official transcripts must be provided to prove exemptions.
- 3. I claim an exemption because I am transferring from a regionally accredited private or independent institution of higher education or a regionally accredited out-of-state institution of higher education and have satisfactorily completed three hours of college-level core related coursework. Official transcripts must be provided to prove exemptions.
- 4. I claim an exemption because I am serving on active duty as a member of the U.S. armed forces, the Texas National Guard, or as a member of a reserve component of the U.S. armed forces and have been serving for at least 3 years preceding enrollment. Official documentation must be provided to prove exemptions.
- 5. I claim an exemption because I was honorably discharged, retired, or released from active duty as a member of the U.S. armed forces, the Texas National Guard, or service as a member of a reserve component of the U.S. armed forces on or after August 1, 1990. Official documentation must be provided to prove exemptions.

Texas Higher Education Coordinating Board rule 21.731 requires each student applying to enroll at an institution to respond to a set of core residency questions for the purpose of determining the student's eligibility for classification as a resident.

Part B: Previous enrollment for all students

1. Did you attend a public college or university in Texas during a fall or spring term during the past 12 months?

YES NO

*If you answered "no", continue on to **PART C – RESIDENCY CLAIM**.*

If you answered "yes", complete questions 2 thru 5.

2. What Texas public institution did you last attend? (Give full name, not just initials.)

3. In which term were you last enrolled? Fall, 200____ Spring, 200____

4. During your last semester at a Texas public institution, did you pay resident (in-state) or nonresident (out-of-state) tuition in your last term or semester at that institution?

resident (in-state) nonresident (out-of-state) unknown

5. If you paid in-state tuition at your last Texas public institution, was it because you were a Texas resident or because you were a nonresident who received a waiver?

resident nonresident with a waiver unknown

IMPORTANT: If you were enrolled at a Texas public institution during a fall or spring semester within the previous 12 months and were classified as a Texas resident, SKIP TO PART I – CERTIFICATION OF RESIDENCY, SIGN AND DATE THIS APPLICATION AND SUBMIT.

If you were not enrolled, or if you were enrolled but classified as a nonresident, proceed to PART C – RESIDENCY CLAIM.

Part C: Residency Claim

1. Are you a resident of Texas? YES NO

*If you answered "yes", continue to **PART D – ACQUISITION OF HIGH SCHOOL DIPLOMA OR GED**.*

If you answered "no", complete the following question:

Of what state or country are you a resident? _____

*Continue to **PART I – CERTIFICATION OF RESIDENCY**.*

*If you are uncertain, continue to **PART D – ACQUISITION OF HIGH SCHOOL DIPLOMA OR GED**.*

Part D: Acquisition of High School Diploma or GED

	Yes	No
1. Did you graduate or will you graduate from an accredited Texas high school or complete a GED in Texas prior to the term for which you are applying?		
2. Did you live in Texas or will you have lived in Texas the 36 months leading up to high school graduation or completion of the GED?		
3. When you begin the semester for which you are applying, will you have lived in Texas for the previous 12 months?		
4. Are you a U.S. Citizen or Permanent Resident?		

Instructions for Part D:

If you answered "no" to question 1 or 2 or 3, go the **PART E – BASIS OF CLAIM TO RESIDENCY**.

If you answered "yes" to questions 1 - 4, go to **PART I – CERTIFICATION OF RESIDENCY**.

If you answered "yes" to questions 1, 2 and 3, but "no" to question 4, complete **PART I – CERTIFICATION OF RESIDENCY**, complete the **Affidavit** in the presence of a Notary (see "Affidavit" on page eight), and submit both forms.

Part E: Basis of Claim to Residency

**TO BE COMPLETED BY EVERYONE WHO DID NOT ANSWER
"YES" TO QUESTIONS 1, 2, AND 3 OF PART D.**

1. Do you file your own federal income tax as an independent tax payer? YES NO
2. Are you claimed as a dependent or are you eligible to be claimed as a dependent by a parent or court-appointed legal guardian? YES NO

(To be eligible to be claimed as a dependent, your parent or legal guardian must provide more than one-half of your support. A step-parent does not qualify as a parent if he/she has not adopted the student.)

3. If you answered "No" to both questions above, who provides the majority of your support?

- Self
- Parent or Guardian
- Other: (list) _____

Instructions for Part E:

If you answered "yes" to question 1, go to **PART F**.

If you answered "yes" to question 2, go to **PART G**.

If you answered "no" to 1 and 2 and "self" to question 3, go to **PART F**.

If you answered "no" to 1 and 2 and "parent or guardian" to question 3, go to **PART G**.

If you answered "no" to 1 and 2 and "other" to question 3, go to **PART H**, provide an explanation and complete **PART I**.

Student Name:

Student ID Number:

Part F: Questions for students who answered “Yes” to Question 1 or “Self” to Question 3 of Part E

	Yes	No	Years	Months	Visa/Status
1. Are you a U.S. Citizen?					
2. Are you a Permanent Resident of the U.S.?					
3. Are you a foreign national whose application for Permanent Resident Status has been preliminarily reviewed? <i>(You should have received a fee/filing receipt or Notice of Action [I-797] from USCIS showing your I-485 has been reviewed and has not been rejected.)</i>					
4. Are you a foreign national here with a visa or are you a Refugee, Asylee, Parolee, or here under Temporary Protective Status? If so, indicate which. ----->					Visa/Status
5. Do you currently live in Texas? If you are out of state due to a temporary assignment by your employer or other temporary purpose, please explain in PART H.					
6a. If you currently live in Texas, how long have you been living here?			Years	Months	
b. What is your main purpose for being in the state? If for reasons other than those listed, give an explanation in PART H.	<input type="checkbox"/> Attend College <input type="checkbox"/> Work Assignment <input type="checkbox"/> Establish and Maintain a Home				
7. If you are a member of the U.S. military, is Texas your Home of Record?	Yes	No			
What state is listed as your military legal residence for tax purposes on your Leave and Earnings Statement?	STATE				
8. Do any of the following apply to you: (Check all that apply.)	Yes	No			
a. Hold title to real property (home, land) in Texas? If yes, date acquired: _____					
b. Own a business in Texas? If yes, date acquired: _____					
c. Hold a state or local license to conduct a business or practice a profession in Texas? If yes, date acquired: _____					
9. While living in Texas, have you: (Check all that apply.)					
a. Been gainfully employed for at least a consecutive 12-month period?					
b. Received services from a social service agency that provides services to homeless persons for at least a consecutive 12-month period?					
10a. Are you married to a person who could answer “yes” to any part of questions 8 or 9?					
b. If “yes”, indicate which question could be answered “yes” by your spouse. Question: _____					
c. How long have you been married to the Texas resident?					
	Yes	No	Years	Months	

IF YOU COMPLETED PART F, SKIP PART G AND CONTINUE TO PART H.

Student Name:

Student ID Number:

Part G: Questions for students who answered “Parent” or “Legal Guardian” to Question 3 of Part E

	Yes	No	Years	Months	Visa/Status
1. Is the parent or legal guardian upon whom you base your claim of residency a U.S. citizen?					
2. Is the parent or legal guardian upon whom you base your claim of residency a Permanent Resident?					
3. Is this parent or legal guardian a foreign national whose application for Permanent Resident Status has been preliminarily reviewed? <i>(He or she should have received a fee/filing receipt or Notice of Action [I-797] from the USCIS showing his or her I-485 has been reviewed and has not been rejected.)</i>					
4. Is this parent or legal guardian a foreign national here with a visa or is a Refugee, Asylee, Parolee, or here under Temporary Protective Status? If so, indicate which. ----->					Visa/Status
5. Does this parent or legal guardian currently live in Texas? If he or she is out of state due to a temporary assignment by his/her employer or other temporary purpose, please explain in PART H .					
6a. If he or she is currently living in Texas, how long has he or she been living here?			Years	Months	
b. What is your parent’s or legal guardian’s main purpose for being in the state? If for reasons other than those listed, give an explanation in PART H .	<input type="checkbox"/> Attend College <input type="checkbox"/> Work Assignment <input type="checkbox"/> Establish and Maintain a Home				
7. If he or she is a member of the U. S. military, is Texas his/her Home of Record? What state is listed as his/her military legal residence for tax purposes on his or her Leave and Earnings Statement?	Yes	No			
	STATE				
8. Do any of the following apply to your parent or guardian: (Check all that apply.)	Yes	No			
a. Hold title to real property (home, land) in Texas? If yes, date acquired: _____					
b. Own a business in Texas? If yes, date acquired: _____					
c. Hold a state or local license to conduct a business or practice a profession in Texas? If yes, date acquired: _____					
9. While living in Texas, has your parent or guardian: (Check all that apply.)					
a. Been gainfully employed for at least a consecutive 12-month period?					
b. Received services from a social service agency that provides services to homeless persons for at least a consecutive 12-month period?					
10 a. Is your parent or legal guardian married to a person who could answer “yes” to any part of question 8 or 9?					
b. If “yes”, indicate which question could be answered “yes” by your parent’s or guardian’s spouse. Question: _____					
c. How long has your parent or guardian been married to the Texas resident?					
	Yes	No	Years	Months	

Part H: General Comments

Is there any additional information that you believe your college should know in evaluating your eligibility to be classified as a resident? If so, please provide it below.

Part I: Certification of Residency**All students must complete this section.**

I understand that officials of my college/university will use the information submitted on this form to determine my status for residency eligibility. I authorize the college/university to verify the information I have provided, including my Texas Success Initiative (TSI) test scores and residency information as necessary. I agree to notify the proper officials of the institution of any changes in the information provided. I certify that the information in this application is complete and correct, and I understand that the submission of false information is grounds for rejection of my application, withdrawal of any offer of acceptance, cancellation of enrollment, or appropriate disciplinary action.

I understand that, by enrolling, I have received or will receive information about bacterial meningitis from the Dallas County Community College District as required by Section 51.9191 of the Texas Education Code.

Signature: _____

Date: _____

The Admissions/Registrars Office reserves the right to request additional information in order to comply with state residency requirements prior to enrollment.

Students found to have been incorrectly classified as a resident for tuition purposes due to information/documentation submitted must begin to pay the nonresident rate immediately and have a maximum of 30 days to repay all previous terms.

**DOCUMENTS SUBMITTED TO MEET ADMISSIONS AND RESIDENCY REQUIREMENTS
BECOME THE PROPERTY OF THE COLLEGE.**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. If you wish to protect your directory information from disclosure, proceed to the following website or contact the Admissions/Registrars Office.

For information see: <http://econnect.dcccd.edu>

Educational opportunities are offered by the Dallas County Community College District (DCCCD) without regard to race, color, age, national origin, religion, sex, disability or sexual orientation.

You must be in the presence of a Notary to complete and sign this Affidavit.
Before completing this page see PART D, page 3, questions 1, 2, 3 and 4.

AFFIDAVIT

STATE OF TEXAS

§

COUNTY OF _____

§

§

Before me, the undersigned Notary Public, on this day personally appeared

known to me, who being by me duly sworn upon his/her oath, deposed and said:

1. My name is _____.
I am _____ years of age and have personal knowledge of the facts stated herein and they are all true and correct.
2. I graduated or will graduate from a Texas high school or received my GED certificate in Texas.
3. I resided in Texas for three years leading up to graduation from high school or receiving my GED certificate.
4. I have resided or will have resided in Texas for the 12 months prior to the census date of the semester in which I will enroll in _____ (college/university).
5. I have filed or will file an application to become a permanent resident at the earliest opportunity that I am eligible to do so.

In witness whereof, this _____ day of _____, _____.

(Signature)

(Printed Name)

(Student I.D. #)

SUBSCRIBED TO AND SWORN TO BEFORE ME, on the _____ day of _____, _____, to certify which witness my hand and official seal.

Notary Public in and for the State of Texas

E-MAIL

How is my e-mail address used? E-mail is DCCCD's choice means of communication with students. E-mail addresses, personal or district-provided, are used by DCCCD to notify students of official pertinent information and information for activities in which the student has expressed interest. In addition, all students are required to have an e-mail address on file at the Admissions/Registrars office in order to utilize personalized online services (eConnect) that require a login and to activate their online account. Having an e-mail address on record allows students to use personalized services, such as registration, retrieval of grades and financial aid disbursement information, reset password and receive confirmation of the change via e-mail, and so forth. If students wish to use eConnect, a valid e-mail address must be on file at the Admissions/Registrars Office.

What if I don't want to use my personal e-mail address? The DCCCD provides currently enrolled students the ability to request a DCCCD e-mail address (NETMAIL) free of charge. Students may request a NETMAIL e-mail address online at <http://www.dcccd.edu/netmail/> or contact a DCCCD College for more information.

Will my e-mail address be released or sold to a third party? Only e-mail addresses provided by our district (NETMAIL) are included as a part of directory information that may be requested by outside sources under the Public Information Act but they are not sold for profit. E-mail addresses not provided by our district are protected from disclosure.

REGISTRATION

How can I register for credit classes? New-to-college students must see an advisor before registering for credit classes. Students who have attended college before, who meet eConnect registration eligibility criteria, and have a valid e-mail address on file at the Admissions/Registrars Office, may register online at <http://econnect.dcccd.edu>. All other students may register through the Counseling/Advising office at a DCCCD College.


PROTECTION OF INFORMATION


Dallas County Community College District's (DCCCD) Privacy Commitment is based on two simple ideas. We promise to:

- Comply with all the applicable local, state and federal laws and regulations
- Protect your privacy while still offering relevant, personalized service


Students may request that their directory information, including e-mail address, be protected to prevent the release of information to outside sources by submitting a request online at <http://econnect.dcccd.edu> or by contacting a DCCCD College for a request form.


eConnect has carefully combined the very best security software and systems at every level to ensure that the information entrusted to us is not intercepted or abused. Industry standard technologies like SSL (Secure Socket Layers) are used to protect credit card numbers, e-mail addresses and zip codes so they cannot be read as they travel over the Internet.

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