



EARLY COLLEGE HIGH SCHOOL CHECKLIST

STUDENT:

- STEP 1 Attend an Early College High School orientation/information session at your high school campus.
- STEP 2 Complete the online application at www.applytexas.org.
- STEP 3 Successfully pass all or part of the TSI exam. See "Eligibility Criteria" for more information.
- STEP 4 Submit completed "Student Guidelines & Parental Consent" form to your high school counselor.
- STEP 5 Meet with your high school counselor and determine the courses in which you would like to enroll.

HIGH SCHOOL COUNSELOR:

- STEP 6 Submit the following to the TSC Office of High School Relations and Community Outreach:
 - TSI test scores
 - Most current student transcript
 - Completed "Student Guidelines & Parental Consent" form
- STEP 7 Submit "Semester or Yearlong Course Request" and "Instructor Request" forms, if required, to the TSC Office of High School Relations and Community Outreach by the approved deadline.
- STEP 8 Submit complete class rosters to the TSC Office of High School Relations and Community Outreach by the approved deadline.

TEXAS SOUTHMOST COLLEGE:

- STEP 9 Verify all documents have been submitted and are complete and review documents to validate student eligibility for participation.
- STEP 10 Enroll students into courses and issue student identification cards with student credential information.
- STEP 11 Submit final class rosters to high school counselors.