



# DUAL ENROLLMENT COUNSELOR CHECKLIST (RETURNING STUDENT REQUIREMENTS)

Students Name: \_\_\_\_\_ Semester: \_\_\_\_\_

## REQUIRED

*(Additional documentation may be requested by the University depending on the students last semester of attendance)*

### \_\_\_ Dual Enrollment Registration/Permission Form

*(Everything must be filled out and must have required signatures)*

- The most recent set of Dual Enrollment Student Guidelines has been provided to the student.

### \_\_\_ Official High School Transcript (see notes below)

*(Transcript must include all test scores on file for the student that are most commonly seen on an official high school transcript (ACT, SAT, or STAAR EOC). To be considered official the transcript must be signed and be stamped with the high school seal.)*

- Student is returning; they do not need to resubmit their high school transcript.
- Student is returning, but new test scores were received (STAAR, ACT, SAT), has completed two years of high school Algebra (prereq for MATH 1314, MATH 1324, and STAT 1342), or has completed one year of high school chemistry (prereq for CHEM 1311/1111). The student's official transcript, including test scores, or completed course requirements is attached to the student's registration packet for review.
- Student is a returning high school freshman, and their official transcript is required their second semester since they were initially accepted with a Letter of Recommendation.
- If required, the student's official transcript is included in the student's packet, or was sent via T-Rex on \_\_\_\_\_ (Date)

### \_\_\_ Official qualifying test scores - Please refer to the TSI chart provided to you for state approved score requirements.

*(Do not write on test scores to be submitted for review)*

- The student's test scores are attached for eligibility review.
- The student recently took a placement test, and will submit the official results as soon as possible. Date of exam: \_\_\_\_\_
- The student is returning and previously submitted qualifying test scores.

### \_\_\_ Bacterial Meningitis Vaccination - Only required if taking a class on the TAMUK campus.

*(Please keep in mind the vaccine is only good for 5 years)*

- The student is returning therefore they do not have to submit proof of vaccination *(if they are a returning student and are physically taking classes on the Texas A&M - Kingsville campus, but have sat out one semester, they must resubmit valid shot records)*

### \_\_\_ Official College Transcript

*(To be considered official, the transcript must be in a sealed envelope from that institution)*

- The student's official transcript from their prior college has been requested and will be sent to the University's Dual Enrollment Office. However, in the meantime, an unofficial copy has been attached.
- The student's official transcript was submitted the previous semester, and has no additional college work.
- The student has no prior college coursework of any kind, so an official college transcript is not needed.

## OPTIONAL (will not delay registration)

### \_\_\_ FERPA Authorization Release Form - Must be completed and signed by the student.

*(Texas A&M - Kingsville will not accept a copy, fax, or email. Must be original, and completed in blue or black ink only.)*

### \_\_\_ Request for Official College Transcript Form - Must be completed and signed by the student blue or black ink only.

*(Recommended each semester in order to process a request for an official college transcript from our university. Request will be submitted for processing after all grades are posted for the semester.)*

**Note:** Submission of application and/or registration form does not guarantee admission to the Dual Enrollment Program and is separate from admission to Texas A&M - Kingsville as an undergraduate. Students interested in enrolling at Texas A&M -Kingsville after high school as an undergraduate student will be required to complete an application on [ApplyTexas.org](http://ApplyTexas.org) and submit a nonrefundable application fee to be considered for undergraduate freshman admission. Texas A&M University-Kingsville does not discriminate on the basis of race, creed, color, national origin, gender, age or disability.