



GETTING STARTED

Scan the QR code or visit our webpage at www.suscc.edu. Select the **Prospective Students** option and then click on the **Dual Enrollment** option in the drop-down menu. Then choose **one** of the following options to get started:

NEW Dual Enrollment Students Registration Steps

RETURNING Dual Enrollment Students Registration Steps

Apply for Admission

STEP 1

APPLY FOR ADMISSION TO SOUTHERN UNION STATE COMMUNITY COLLEGE



Click the **Apply for Admission** icon. To create a new student account:

- Select **Create New User Account**
- Enter your legal name
- Sign up using your personal email address
- A link to set up your password will be emailed to you immediately once you click submit
- Set up your password from the link in the email
- After setting up your password, log into your account and start your **Admission Application**

NOTE: Students will receive a **decision letter** from the Admissions Office that contains their **Southern Union A-Number** and **Southern Union email address** once their information has been submitted and processed. To view your **decision letter**, log into your account again using the **Apply for Admission** icon.

Complete the Dual Enrollment Registration Portal

STEP 2

COMPLETE THE DUAL ENROLLMENT REGISTRATION PORTAL



Click the **Dual Enrollment Registration** icon to upload all required Dual Enrollment documents.

New Students

- Upload current **High School Transcript**
- Upload completed and signed **Dual Enrollment Statement of Eligibility**
- Upload **ACT test scores** (if applicable*)

***NOTE:** Students must submit **ACT test scores** if registering for an English, math, or science course. The **ACT score report** must contain the student's **full name**. Students who do not meet the ACT test score criteria must schedule and complete the **ACCUPLACER** placement test at one of the College's Assessment Centers.

Returning Students

- Upload completed and signed **Dual Enrollment Statement of Eligibility**

NOTE: Returning students must submit **ACT test scores** if registering for an English, math, or science course for the first time. The **ACT score report** must contain the student's **full name**. Students who do not meet the ACT test score criteria must schedule and complete the **ACCUPLACER** placement test at one of the College's Assessment Centers.

Register for Classes

STEP 3 REGISTER FOR CLASSES



For classes taught on a SU Campus or Online

- Click on the **Register for SU & Online Classes** icon

For classes taught on a student's High School Campus

- A representative from the **Dual Enrollment Office** will register students for their classes

Pay Tuition and Fees

STEP 4 PAY TUITION AND FEES



Click the **Pay for Tuition & Fees** icon to begin the payment process. Once students have successfully logged into their **mySUSCC** student account, select the **Student Landing Page** option followed by the **Make Payments, Deposits, and Payment Plan** option to view and pay any outstanding balance.

Programs Covered by the Career & Technical Education (CTEDE) Scholarship

Covers tuition, fees, and textbooks for courses in the eligible CTE programs listed below:

- Air Conditioning & Refrigeration
- Automotive Services
- EKG Technician
- Emergency Medical Services
- Engineering & Design
- Electrical Technology
- Long Term Care Nursing Assistant
- Machining
- Mechatronics
- Plastics Engineering Technology
- Welding

Dual Enrollment Scholarship for STEM-related Academic Courses

- Covers the cost of tuition and fees for one STEM-related academic course per semester
- Astronomy, Biology, Chemistry, Computer Science, Geology, Math, Physical Science, and Physics courses are covered by this scholarship
- **ACT** and/or **ACCUPLACER** placement test score criteria must be met for these courses for approval