

Treasure Valley Community College CTE Dual-Credit Application Instructions

Submit Your Dual-Credit Application

1. In order to be able to register for your high school's dual-credit courses offered through TVCC, you will need to visit the following hyperlink:
https://my.tvcc.cc/ICS/Admissions/Admissions_Homepage.inz?portlet=Apply_Now
2. Once you have arrived at the page, click the link titled "Dual-Credit Form" under "Dual-Credit Students."
3. On the next page (the Dual-Credit Form page), do the following:
 - a. For Anticipated Academic Enrollment Year (#1), click the drop-down menu to the right and select "2021-2022."
 - b. For Anticipated Academic Enrollment Term (#2), click the drop-down menu to the right and select "Fall."
 - c. For CTE College Credit (#3), click the drop-down menu to the right and select "Yes."
 - d. For your CTE College Credit Program (#4), in this instance, click the drop-down menu to the right and select "Agriculture" or "Welding" (depending on the dual-credit courses you plan to take; selecting either option is totally fine, even if you don't end up taking a class in that subject area, it won't affect your ability to register).
 - e. Don't select anything for #5 (College Choice), #6 (Col-Cred), or #7 (Four Rivers Community School).
 - f. Fill out the remainder of the form below with your information, and when finished, click the "Next Page" link in the bottom right-hand corner of the page.
4. On the next page (Section 2: More Information), fill out the remainder of the form, then click the "Next Page" link in the bottom right-hand corner of the page.
5. On the next page (Candidate Information), review your information to make sure everything is correct.
 - a. If everything is correct, scroll to the bottom of the page, and under "Submit Your Application," list the email address to which you'd like TVCC to email acknowledgement of your submission to enroll in this dual-credit course.
 - i. Once you've entered your email address, please click "Submit Application."
6. Speak with your instructor to get directions for registering for the dual-credit classes you are taking.

Once TVCC has received and processed your Dual-Credit application, Enrollment staff will mail you (via hard mail) a confirmation letter containing your Student ID #, username, and other information. Be sure to retain this document for your personal records.

Contact/Assistance

If you run into any issues with the Dual-Credit Application process or the Course Registration form, please contact:

Contact

Zach Widner

**Academic/Career Advisor & CTE Dual-Credit Coordinator, Treasure Valley Community College
(541) 881-5818**