

Dual Credit Application Steps

1. Go to [www. Northlakecollege.edu](http://www.Northlakecollege.edu)
2. Click on **Online Tools**, at the top in gray banner
3. Select **eConnect** from the drop down menu
4. Click Future Student Menu (orange tab)
5. Under Admission Information, Click on **Apply for Admission**
6. On the Admissions Application menu click on **Begin the Dual Credit Application**
****the second option with the graduation cap**
7. Fill in your information
****everything with a red asterisk (*) next to it is required to move on in the application**
 - a. First, Middle & Last name
*middle is optional
 - b. Home, Work & Cell number
****only need one phone number preferably your cell phone #**
 - c. E-mail address & confirm e-mail
****please use an email address you regularly check, if you do not have an email please create one**
 - d. Please choose one of the following:
I currently live in Texas
 - e. Please indicate on what basis you are seeking admissions: **Dual Credit/Concurrent Credit**
 - f. Create a username
****username will only be used for this application in case you are logged out, the easiest is to use your High School ID or name followed by some #'s**
 - g. Create a password & confirmed password
 - h. Click on **Create Account & Continue**

****please note if you select you do not have a SSI #**

because you do not know it but you are a US Citizen or permanent resident, you will receive an email requesting a copy of your SSI card.

- g. **Date of birth**
 - h. **Address, City, State & Zip code**
 - i. Please choose a county: **Dallas**
****if you do not know your county you can check on the usps.com website under the mail & ship tab select look up a zip code and enter your address**
 - j. How long have you lived at this address: **select the number of years and months**
****If you don't know estimate or use your age but you must enter a # in each box**
 - k. Permanent Mailing address: **Do not fill out, leave it blank**
 - l. Place of Birth: **City, State & Country**
 - m. How do you identify yourself: **Ethnicity, Race & Gender**
 - n. What is your primary language: **choose a language**
 - o. Are you a U.S. Citizen: Yes or No. **If you answered YES, scroll down to Military Veteran Status. If you answered NO, fill out the questions below**
****if you answer YES please leave the rest of the questions blank**
****If you answer NO please select your country of citizenship ex. Mexico and answer the rest of the questions**
 - p. Military-Veteran Status: **Choose an answer or select none of the above**
 - q. Emergency Contact: Enter name of person and phone number
****Please enter the person's full first name and last name**
 - r. Click on **Save & Continue**
9. **Page II-Part A (cont.)**
- a. Which of the following best describes your High School Education: **Select I am or will be a High School Graduate**
 - b. What year did or will graduate from High School: **Enter your year of graduation**

- c. Which best describes your High School or International Equivalent: **Click on Texas High School, if you are Home schooled select Home School and Home School-Texas in the box below**
- d. Did you take Career Pathway course for college credit: **No**
- e. Did or will you graduate with a IB diploma: **No**
- f. Previous College Work: **Click on I have no previous college experience**
- g. TSI: **Select the last option, I have not taken any of the test listed above and I am not claiming an exemption**
**** even though you might have exemptions scores please select the last option, we have to verify your scores first**
- h. Click on **Save & Continue**

10. Page III-Part B

- a. During the 12 months prior to the term for which you are applying, did you attend a public college/university in Texas: **No and skip to Part C.**



11. Part C

- a. Are you a Texas resident: **Select Yes**

12. Part D

- a. Did you live in Texas or will you have lived in Texas the 36 consecutive months leading up to high school graduation or completion of the GED: **Yes**

****please select YES**

****if you answer NO it will result in you being placed as out-of-state and you will have to submit residency information**

- b. When you begin the semester for which you are applying, will you have lived in Texas for the previous 12 consecutive months: **Yes**

****please select YES even if you are home school, I know the wording of the question is confusing**

****if you answer NO it will result in you being placed as out-of-state and you will have to submit residency information**

13. Part E

- a. Do you file your own federal income tax as an independent taxpayer: **No**
- b. Are you claimed as a dependent or are you eligible to be claimed as a dependent by parent: **Yes**
- c. If you answered "No" to both questions above, who provides the majority support: **Parent or Guardian**
- d. Click on **Save & Continue**

****if you answer this section correctly the next page should be all grayed out**
****if it prompts you to answer the next page please review your answers if you answer Part G incorrectly it will result in you having to submit residency information**

14. Page IV-Part F

- a. Skip Part F
- b. Click on **Save & Continue**
****should be grayed out**

15. Page V Part G

- a. Skip part G
- b. Click on **Save & Continue**
****should be grayed out**

16. Part V

- a. Skip Part H
- b. Read Part I
- c. Exemptions: Read and scroll to the bottom of the page and **click on the box**
- d. Click on **Save & Continue**

17. Review Application

- a. Review all the information you typed in or clicked on and make sure everything is correct. Make changes if needed.
- b. If everything is good, then click on **Save & Continue**

18. Submit Application

- a. Click on **"Submit My Application"**

****usually when you submit you will receive an error message just click ok and hit the back button and re-submit, if you can't do this enter your username and password and submit**

19. Application for Admission Results

- a. a. You will get a Letter of Acceptance.

If you are selected for special processing or receive a message starting with "unfortunately," please contact NLC Admissions and stop here skip the rest of the steps

20. Towards the bottom of the acceptance letter click on **Set up My eConnect Account**

eConnect

1 Towards the bottom of the page of the acceptance letter click on **"Set up My eConnect Account"**

a. Enter your Last Name, Birth Date, Email Address, and Student ID Number.

****Email address must be the same one you entered on your application**

****ID number is the number you received on your acceptance letter**

b. Click Submit

****if you receive an error something you entered is in the previous screen is incorrect**

2 Create Password

a. Create a password & confirm password

****password must be 12 characters and cannot contain your name**

b. Password Hint: **enter a password hint**

c. Challenge Questions: **Choose a question and enter an answer**

- *****DO NOT CHECK THE BOX THAT SAYS ENABLE ENHANCED SECURITY**

3 Confirmation

a. You should get a confirmation page saying Congratulations you have created an account

b. Do not log in

Pre-Assessment Activity

1. Go to [eConnect webpage](#)

2. Click on the Current Credit Student Menu

3. Under "prepare to register" click on the link "pre-assessment video".

4. Video Links: Click On Dallas County Community College District

5. Watch Video

6. Once you completed watching the video click on "continue to assessment" below the video.

7. You will be prompted to login to your eConnect account

8. Click the box next to the information that

indicates "I certify that I have watched the Pre- Assessment Video" and click submit

9. Complete the practice quiz

10. Once you complete the quiz you will get the results of your quiz that shows your answers and the incorrect answers

11. Click Log Out When You are finished.