

# Dual Credit: Triton Campus

## Step-by-Step Registration



### STEP #1: Contact your High School

Speak with your high school counselor regarding the Dual Credit: Triton Campus Program requirements and available course offerings.

### STEP #2: Complete the Application and Enrollment Verification Form

Complete the [Dual Credit Application](#) and with your high school counselor fill out and sign the Enrollment Verification Form. Please refer to our [Application Guide](#) if you need help completing your application.

*\*You will need to create an account before continuing onto your application. The "Create an Account" form is not the same as the application form\**

### STEP #3: Ensure you Meet the College Course's Prerequisites

If your intended dual credit class has college level Math or English placement prerequisites, please refer to the [placement chart](#) to see if you meet the placement level or will need to test to determine qualification.

- **If you don't meet the placement prerequisites**, you will need to complete all portions of the Triton College ACCUPLACER Placement Exam:
  - Placement testing may be done on a walk-in basis in the Learning Resource Center (A-Building), room A-126, you will be asked for a valid Photo ID. Please make sure to identify yourself as a Dual Credit Student to the Testing Center Staff.
  - For current hours of operation and practice materials, please visit our [Testing Center](#) webpage. (remote testing options may be available).
- **If you have met the prerequisites through other placement measures**, (such as ACT or SAT scores, Transitional Math, or developmental education courses) your high school and the Office of Dual Credit will work together to have these connected to your Triton Student Account.

### STEP #4: Submit your Enrollment Verification Form to the Office of Dual Credit for Registration

- The student or counselor may email the signed form for registration before the term deadline.
- *Registration, Orientation, and Course Material Pick Up:*  
The Office of Dual Credit will enroll you in the course of your choosing, provide a personalized orientation and assist you in obtaining your textbook and course materials.

### STEP #5: Pick up your Triton College Student ID

The last step to becoming a *Dual Credit: Triton Campus* student is to pick up your Triton College Student Photo ID (**Very Important!**). Triton College Student ID's are taken at **the Welcome Center** (B-Building, Main Lobby) and should be picked up prior to the start of the term. You must be enrolled in class to receive your ID.

**Triton College, Office of Dual Credit**

**Location:** Triton Campus, Building F-210

**Phone:** (708)-456-0300 ext. 3382 or 3612

**Email:** [dualcredit@triton.edu](mailto:dualcredit@triton.edu)