



DUAL ENROLLMENT REGISTRATION CHECKLIST

Students Name: _____ Semester: _____

☐ **Dual Enrollment Application and/or Course Registration Information**

- ☐ My application and/or course registration information has been submitted to the dual enrollment office at TAMUK through the approved spreadsheet provided by the university and completed by my high school.
 - ☐ **Please note:** Application information is only required for new students.

☐ **Student and Parent Consent and Authorization Form (electronic)**

- ☐ The student and parent have both completed the online consent and authorization form.

☐ **Official High School Transcript (new students only)**

- ☐ My official transcript has been uploaded to the dual enrollment office OneDrive folder "Student Documents".
- ☐ Or my official transcript was sent via T-Rex on _____ (Date)
- ☐ I am a new incoming freshman and do not have an official high school transcript at this time. A letter of recommendation (on high school letterhead and signed by the high school Principal) has been uploaded to the dual enrollment office OneDrive folder.

☐ **Official Qualifying Test Scores**

- ☐ My official test scores have been uploaded to the dual enrollment office OneDrive folder.
- ☐ I recently tested on _____ (Date), and will submit the official results as soon as possible.
- ☐ I am a returning and have previously submitted qualifying test scores.

☐ **Bacterial Meningitis Vaccination - Required of new students as well as returning students that have had a break in their attendance and/or took only online courses the previous semester and now wants to take a class on the university campus.**

- ☐ Once admitted and I receive my log in credentials, I am aware that I must upload their valid vaccination records in Med+Proctor. Instructions can be found here [How to Upload Vaccination Records](#)
- ☐ I am a returning student and have previously uploaded my vaccination records in Med+Proctor.
- ☐ I am taking only online courses or courses on my high school campus. Therefore, this is not required.

☐ **Official College Transcript**

- ☐ An unofficial transcript from my prior college has been uploaded to the dual enrollment office OneDrive folder "Student Documents".
- ☐ I need to submit an official transcript for prerequisite purposes for my TAMUK enrollment. My official transcript has been requested (must include final grade for the course being used to satisfy the prerequisite), but an unofficial copy has been uploaded into One Drive in the meantime.
- ☐ I have no prior college coursework of any kind, so an official college transcript is not needed.

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. Texas A&M University - Kingsville does not discriminate on a person's race, color, religion, age, sex, sexual orientation, gender identity, national origin, disability, veteran status or genetic information as defined by federal law, state statutes and system regulations.