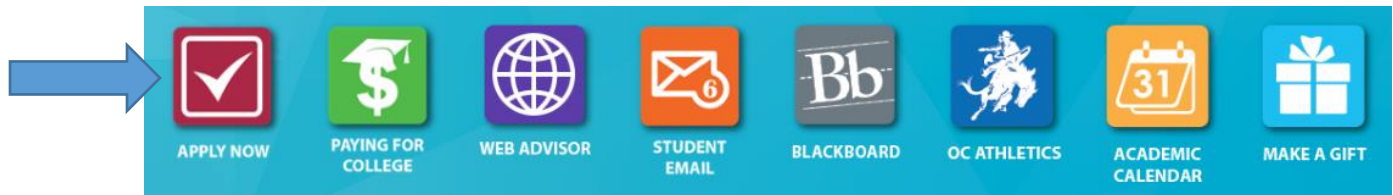




Dual Credit Online Application Process

- ✓ Go to www.odessa.edu.
- ✓ At the middle of the Web page, click “Apply Now” from the list of icons available.



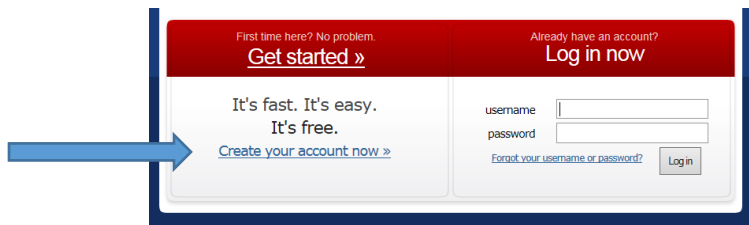
- ✓ On the next Web page, click the “Online OC Admissions Application” in the middle of the page under “Apply for Admissions to OC.”

Apply for Admissions to OC:

- [Online OC Admissions Application](#)

Odessa College uses the Apply Texas Application for Admissions. You will need to fill out your biographical information first. Then choose the 2-year college application option. Next select Odessa College.

- ✓ You’ll then be forwarded to www.applytexas.org.
- ✓ Select “Create Your Account Now” found on the left.



- ✓ Select “My Profile” and complete all the required information.
- ✓ Click “Save Profile” and a new screen will appear containing important information.
 - Be sure to record your ApplyTexas Username & Password.



You have successfully saved your ApplyTexas profile.

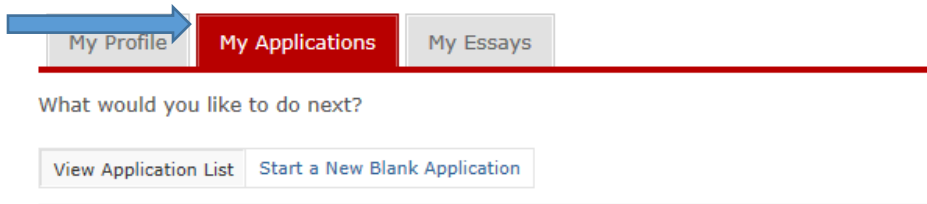
Please note: Saving a profile does not mean that you have completed your application.

Your Username is: bren3

Many applicants do not complete their application in one session. You will need your username and password each time you log on to ApplyTexas. PLEASE WRITE THEM DOWN OR PRINT THIS PAGE FOR YOUR RECORDS.

You may now [go to My Applications](#) to complete an application.

- ☑ Go to “My Applications” tab at the top next to “My Profile” tab and click “Create a new application now.”

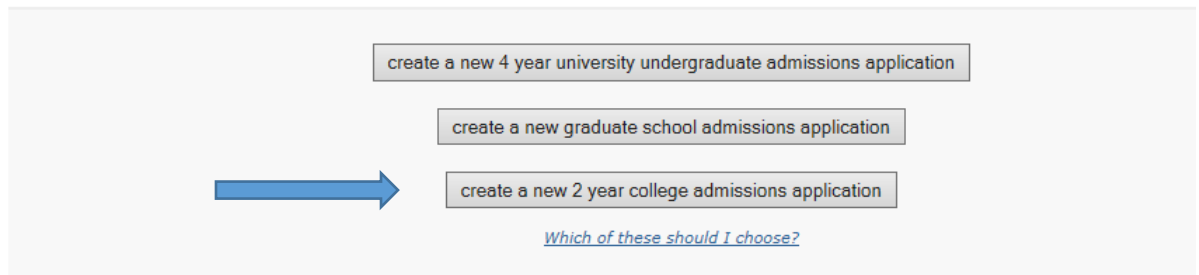


application details

You don't have any admissions applications. [Create a new application now.](#)

- ☑ Choose “create a new 2 year college admissions application.”

Admissions | Start a new blank application.



- ☑ Search for Odessa College under “Target College” and answer “Yes” to the question, “Are you completing this application to apply for dual credit class or concurrent enrollment at this institution while still in high school?” and click “continue.”



ODESSA COLLEGE NOW

DUAL CREDIT



Search for a college by region

Target College:

Search for a college from an alphabetical list

Target College:

Are you completing this application to apply for dual credit classes or concurrent enrollment at this institution while still in high school?



Yes No

- ☑ Select “Semester of Entry” and put the future semester you’ll be enrolling at Odessa College and then select the “Dual Credit Spring Application” deadline.

select a semester

Semester of Entry

Odessa College offers multiple deadlines for Two Year Institution applications for Spring (Jan - May) 2016. Please select the deadline for which you would like to apply. For more information about these deadlines, please contact Odessa College.

- The regular deadline for Two Year Institution applications (01/04/2016)
- Spring (2nd 8-weeks courses) (Deadline is 02/28/2016)
- Maymester Courses (Deadline is 05/02/2016)
- Dual Credit Spring Application (Deadline is 01/27/2016)

continue

- ☑ Click continue and then on the next Web page select “Dual Credit, High School” as your major.

First Choice School: Odessa College

First choice major:

continue

- ☑ Click “continue” and then answer all sections of the application questions.
 - In order for your application to be processed efficiently, it is important that you enter your Social Security number. Failure to submit a Social Security number will delay the processing of your application.



ODESSA COLLEGE NOW

DUAL CREDIT



- ☑ When you're searching for your high school, make sure you enter your "Expected Graduation Date" for the future date you expect to graduate from high school.

1. High School You Graduated From or Expect to Graduate From: - **REQUIRED**
You will speed the processing of your application by searching for and selecting your high school via the school search option. Have an official transcript sent to each university to which you apply.

To begin the school search process, click the school search button, then enter the name of your high school. If you are unable to find a match in the database, please select the "School not found" option at the bottom of the search page.

For U.S. high schools, please be sure to supply both the city and state.

For international high schools, please leave the state field blank and enter the country in the city field.

Search for Your High School ←

High School Name:

High School Code:

High School City or Country:

High School State: ← state, if in U.S.

Expected Graduation Date: ← 4-digit year

Are you home-schooled? - **REQUIRED**

Yes No ←

- ☑ Omit the section "Current or Most Recent College Attended" and click "save changes."
 - ☑ On the next Web page, select "Dual Credit" as your "Admission Basis." You may then select "Earn Associate's Degree, Earn a certificate, or Earn credits to transfer" for your "Reason for Attending" and click "save changes."
- educational information

1. Did you take a Tech Prep course or courses for college credit?
 Yes No

2. Please indicate on what basis you are seeking admission. Select the option that is most appropriate. Any/all of these may require additional documentation:

Admission Basis ←

3. Please indicate the primary reason for attending classes at this college:

Reason Attending ←

- ☑ On the next Web page you'll choose "No" to the first question and then "Yes" to the last one as your parent or guardian usually will claim you as a dependent. Then click "save and continue to next question."



Residency Information

Basis of Claim to Residency

Do you file your own federal income tax as an independent tax payer? - **REQUIRED**

(An independent tax payer should not be claimed as a dependent by another person. If you file a joint return with your spouse, answer "Yes.")

Yes No



Are you claimed as a dependent or are you eligible to be claimed as a dependent by a parent or court-appointed legal guardian? - **REQUIRED**

(To be eligible to be claimed as a dependent, your parent or legal guardian must provide at least one half of your support. A step-parent does not qualify as a parent if he/she has not adopted the student.)

Yes No



- ☑ You are required to answer the next 10 Residency questions to the best of your knowledge, so be sure to read each question thoroughly. If you are unsure of a response, meet with your parent or guardian to answer appropriately.
- ★ You cannot be BOTH a US Citizen and Lawful Permanent Resident (LPR).
 - According to the United States Office of Citizenship and Immigration Services¹, a Lawful Permanent Resident is defined as, "Any person not a citizen of the United States who is residing in the U.S. under legally recognized and lawfully recorded permanent residence as an immigrant. Also known as "Permanent Resident Alien," "Resident Alien Permit Holder," and "Green Card Holder."
- ☑ After answering each Residency Question, click "save and continue to next question."
- ☑ Once you're finished with each section of your application, click "Submit," and record down your Application ID #.
- ☑ You will then receive a confirmation e-mail from ApplyTexas to the e-mail you have on file with your profile. Within 3-5 business days, you'll receive a confirmation e-mail from Odessa College of your application status to the e-mail you have on file with your ApplyTexas profile.
- ☑ After you submit your application, you should see your high school counselor for Odessa College's Dual Credit registration forms for your respective courses.

¹ <http://www.uscis.gov/tools/glossary/lawful-permanent-resident-lpr>