TCC Admissions Application & Dual Enrollment Steps

STUDENTS MUST COMPLETE THEIR DUAL ENROLLMENT APPLICATIONS FOR THE 25-26 SCHOOL YEAR BY MAY 30th, 2025

In the Dual Enrollment program, students may take courses that meet requirements for high school graduation while earning college credit at Tidewater Community College (TCC). Grades are awarded according to the policies of the college and credits earned for the courses taken can be transferred to other public colleges in Virginia. As of right now, these course are free to students for the 2025-2026 school year.

The procedures for enrolling in a Dual Enrollment course are as follows:

Step 1. **Apply for Admission to TCC**.   *If you are currently in a Dual Enrollment course or have previously applied to TCC and know your 7-digit TCC student ID number, please skip to Step 2.

Complete the free TCC application for admission online https://www.tcc.edu/apply
- Create Account. Use an email that is accessible
- Tax ID and Social Security Number (SSN) not needed. If you know your SSN, please enter. If not, select the second option, "I would rather not enter my SSN at this time…"
- Citizenship. Select the appropriate option.
- Do you plan pursue a degree/certificate? Select NO.
- What term do you plan to start? Fall 2025
- Domicile- This essentially is asking who claims you on taxes. Students typically select that they will go under a parent/legal guardian. Then provide their name.
- Once you have submitted the application successfully, you will receive a confirmation page with a yellow box at the bottom. Please take a picture or screen capture of your TCC username, password, and Student (SIS) Number.
- **Go to myTCC student account.   Proceed to Step 2.**

Step 2. Login to myTCC, Reset Password, & Submit FERPA e-Form

- Access your myTCC account and enter the username & temporary password that you received when you submitted your TCC application in Step 1.
  - Click on your name in the upper right corner and select Change Password
  - Enter the temporary password for Current Password and then create a New Password following the VCCS Password Policy
  - Write down your new myTCC password and username and keep it in a safe place for future reference.
- Click on SIS (Student Information System) from your myTCC homescreen
  - Select "Student Records eForms" block, then select "FERPA eForm"
  - Select an Academic Institution and verify your student information and Choose "Tidewater Community College" from the Academic Institution drop down box.
  - Add your authorized person(s) (first and last name required)
  - Add a passcode/phrase and select what accounts they can access (Academic Records, Student Accounts, Financial Aid).
  - Click Submit once you have entered all authorized person(s)
- **Proceed to Step 3 Create Dual Enrollment Account**

Step 3. Create Dual Enrollment Account

Student creates dual enrollment account by visiting https://tcc.dualenroll.com/login

- Click on Create My Account- This is a **NEW** account
  - Username & Password- We recommend using your myTCC username & password to have 1 less username/password to remember. This will be needed as you continue with Dual Enrollment.
  - ***Use your personal email address & phone number (not parent/legal guardian)***

- Enter TCC ID number.   This 7-digit number was provided on your TCC application confirmation page (from Step 1).

- Program
  - Select the appropriate program. For example, **Virginia Beach Dual Enrollment** and/or **a Career & Technical Program (if participating)**

- FERPA – provides parent/guardian consent to have access to your TCC records
  - Password will be a verbal password you create
  - Enter parent/guardian first and last name

- High School
  - Select highest Math class taken (including In-Progress)
- Course Registration

  - Select Term. **Fall 2025**
  - Select Program. **Virginia Beach Dual Enrollment** and/or **Career & Technical Program (if participating)**
  - Select Courses (Part I)
    - Example: **ENG 111- College Composition I**
    - Click on the Register Button. Repeat for part II of the course and/or other courses that will be taken.
  - **Repeat Process for Spring 2026**. This will be necessary to capture the sequential course.
    - Example: **ENG 112**- **College Composition II**

Questions regarding Dual Enrollment opportunities should be directed to the Dual Enrollment Manager of Virginia Beach, Dr. Vickie Whidbee (757) 822-7008, email devabeach@tcc.edu