

High school students requesting access to dual credit courses through [TxVSN](#) will fall into one of two registration paths. Please read both options to make sure that all registration requirements are met.

**Option A:** *Student **has NOT** taken a college credit course at this institution within the past 18 months.*

1. Complete and submit the [online application](#) required for college admission. Processing will take 5-10 business days.
2. Submit official high school transcripts and, if taken, TAKS scores and SAT/ACT scores to the Registrar's Office located in the Administration Building of the Athens Campus. Transcripts may be obtained at your high school office and must be delivered in the original sealed envelope.
3. Complete all [testing requirements](#).
4. Complete and submit a completed **Dual Credit/Concurrent Enrollment Form (provided by your HS counselor)** to Registrar's Office located in the Administration Building of the Athens Campus.
5. Consult with your high school TxVSN Coordinator, who will send an email to [TVCC's TxVSN Registration Contact](#) requesting that a seat be reserved in the section of the desired course. The link above is for use by your high school TxVSN Coordinator.
7. Purchase *textbook(s)* and other instructional materials. Refer to course syllabus (accessible through the course Details link in the [TxVSN Catalog](#)) for required textbooks(s) and materials. [textbook order form](#)
8. Course login instructions: **log in using your last name, first initial and last 4 digits of your Social Security Number or use the last four digits of your college-issued ID. Upon initial login, you will have to create an 8-digit password that conforms to the strong password security requirements. If you don't, you will get these error messages until you comply.**
9. Login to the online course within 24 hours of the start date of the course.

**Option B:** *Student **has** taken a college credit course at this institution within the past 18 months.*

1. Complete and resubmit [online application](#) and **Dual Credit/Concurrent Enrollment Form (provided by your HS counselor)** to the Registrar's Office located in the Administration Building of the Athens Campus.
2. Consult with your high school TxVSN Coordinator, who will send an email to [TVCC's TxVSN Registration Contact](#) requesting that a seat be reserved in the TxVSN section of the desired course. The link above is for use by your high school TxVSN Coordinator.
3. Purchase *textbook(s)* and other instructional materials. Refer to course syllabus (accessible through the course Details link in the [TxVSN Catalog](#)) for required textbooks(s) and materials. [textbook order form](#)
4. Course login instructions: **log in using your last name, first initial and last 4 digits of your Social Security Number or use the last four digits of your college-issued ID. Upon initial login, you will have to create an 8-digit password that conforms to the strong password security requirements. If you don't, you will get these error messages until you comply.**
5. Login to the online course within 24 hours of the start date of the course.

#### IMPORTANT LINKS

- [TVCC Campuses](#)
- [TVCC Calendar](#)
- [Online Application](#)
- [Testing Requirements](#)

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#### CONTACT INFORMATION

##### TxVSN Registration Contact

Wendy Mays,  
Director of Distance Learning & Education  
[wmays@tvcc.edu](mailto:wmays@tvcc.edu)  
General Studies Center 117  
903-675-6259

##### TxVSN Contact for Matters Other Than Registration Administrative Assistant to Director of Distance Learning & Education

Karen McGrew  
[kmcgrew@tvcc.edu](mailto:kmcgrew@tvcc.edu)  
General Studies Center 117  
903-675-6324

##### Testing Center Contact

Gail St. Clair  
[gstclair@tvcc.edu](mailto:gstclair@tvcc.edu)  
Administration Bldg 133  
903-675-6386