



Enrollment Process

- 1) Go to the [ApplyTexas](#) website
- 2) Use the [ApplyTexas Application Guide](#) to complete the application
- 3) Upon receipt of your HCC ID number via email, enter it on the [Dual Credit Waiver Approval Form](#)
- 4) Select your classes using the [Student Enrollment Survey](#) and attach the following documents to the survey:
 - a) Dual Credit Waiver Approval Form (required every semester)
 - b) Immunization Record
(If the meningitis vaccination has reached the five-year mark, it has expired)
 - b) Bacterial Meningitis Vaccination Verification Form
- 5) Upon submission of the Student Enrollment Survey, the liaison will review your course requests for approval
- 6) If approved, a waiver will be applied to cover tuition costs and you will receive a notification to proceed with enrollment upon completion to proceed with enrollment using [PeopleSoft Student](#)
- 7) Use the [PeopleSoft Student Registration Guide](#) to complete the enrollment process
- 8) Select Other or Voucher as a payment option as the last step of the enrollment process

Note: enrollment in courses not approved on the waiver form will result in the waiver being removed
