



## Dual Credit Student Registration Checklist

Use this checklist to track your submission of needed dual credit documents.

**All documents listed below must be submitted to the college.**

**See your high school counselor or other high school dual credit representative for assistance.**

**Once all documents are received, Clarendon College will register you for classes.**

*Note- High School registration & College registration are two different things. In order to receive college credit, students must be registered for classes with Clarendon College, not just with the high school.*

*The documents included here are required for college registration.*

<b>COMPLETED</b>	<b>DOCUMENTS</b>
	<b>Clarendon College Online Application</b> (For new students only) Go to <a href="http://application.clarendoncollege.edu">application.clarendoncollege.edu</a>
	<b>Dual Credit Registration/Permission Form</b> (Need each semester) <i>See HS Counselor or HS Dual Credit Rep</i>
	<b>High School Transcript</b> (Need one per year) <i>See HS Counselor or HS Dual Credit Rep</i>
	<b>TSI Score Report or EOC Test Exemption or qualifying ACT or SAT Score Report</b> (As needed) <i>See HS Counselor or HS Dual Credit Rep</i>
	<b>COSMETOLOGY STUDENTS ONLY: Documentation of Up-To-Date Bacterial Meningitis Immunization</b> (within previous 5 years)

Students must notify Clarendon College of any change in address or phone number.

**Clarendon College Dual Credit Contact:**  
**Janean Reish**  
[janean.reish@clarendoncollege.edu](mailto:janean.reish@clarendoncollege.edu)