



DUAL ENROLLMENT REGISTRATION CHECKLIST

Students Name: _____ Semester: _____

___ Dual Enrollment Application Information

- ☐ My application information has been submitted to the dual enrollment office at TAMUK through the approved spreadsheet provided by their office and completed by my high school.

___ Dual Enrollment Online Orientation

- ☐ I am a new student and submitted my orientation verification form on _____ (Date)
- ☐ I attended the orientation presentation by TAMUK on _____ (Date)
- ☐ I am a returning student. Therefore, this is not required.

___ Dual Enrollment Registration/Permission Form - Everything MUST BE filled out and have required signatures (Required each semester for all students)

- ☐ The completed form has been uploaded to the dual enrollment office OneDrive folder "Student Documents".
- ☐ I have received the most recent copy of the "Dual Enrollment Student Guidelines".

___ Official High School Transcript - Transcript MUST BE signed by a school official (Required each semester)

- ☐ My official transcript has been uploaded to the dual enrollment office OneDrive folder "Student Documents".
- ☐ Or my official transcript was sent via T-Rex on _____ (Date)
- ☐ I am a new incoming freshman and do not have an official high school transcript at this time. A letter of recommendation (on high school letterhead and signed by the high school Principal) has been uploaded to the dual enrollment office OneDrive folder.

___ Official Qualifying Test Scores

- ☐ My official test scores have been uploaded to the dual enrollment office OneDrive folder.
- ☐ I recently tested on _____ (Date), and will submit the official results as soon as possible.
- ☐ I am a returning and have previously submitted qualifying test scores.

___ Bacterial Meningitis Vaccination - Required of new students as well as returning students that have had a break in their attendance and/or took only online courses the previous semester and now wants to take a class on the university campus.

- ☐ Once admitted and I receive my log in credentials, I am aware that I must upload their valid vaccination records in Med+Proctor. Instructions can be found here [How to Upload Vaccination Records](#)
- ☐ I am a returning student and have previously uploaded my vaccination records in Med+Proctor.
- ☐ I am taking only online courses or courses on my high school campus. Therefore, this is not required.

___ Official College Transcript

- ☐ An unofficial transcript from my prior college has been uploaded to the dual enrollment office OneDrive folder "Student Documents".
- ☐ I need to submit an official transcript for prerequisite purposes for my TAMUK enrollment. My official transcript has been requested (must include final grade for the course being used to satisfy the prerequisite), but an unofficial copy has been uploaded into One Drive in the meantime.
- ☐ I have no prior college coursework of any kind, so an official college transcript is not needed.

Note: Submission of application and/or registration form does not guarantee admission to the Dual Enrollment Program and is separate from admission to Texas A&M -Kingsville as an undergraduate. Students interested in enrolling at Texas A&M -Kingsville after high school as an undergraduate student will be required to complete an application on [ApplyTexas.org](#) and submit a nonrefundable application fee to be considered for undergraduate freshman admission. Texas A&M University – Kingsville does not discriminate on a person's race, color, religion, age, sex, sexual orientation, gender identity, national origin, disability, veteran status or genetic information as defined by federal law, state statutes and system regulations.