

# Enrollment Checklist

## High School Pathways

### REVIEW PROGRAM GUIDELINES AT [MCLENNAN.EDU/HS-PATHWAYS/](http://MCLENNAN.EDU/HS-PATHWAYS/)

#### GO TO THE HSP PORTAL, [GATEWAY.MCLENNAN.EDU](http://GATEWAY.MCLENNAN.EDU)

- Create an account (new student) and/or log in (returning student).
- Use the Progress Tracker links to complete the 5 online items.
- You or your counselor should submit the next items listed to MCC.
- Return to the tracker to check progress through the enrollment process.

#### NEW STUDENT: TELL PARENT TO EXPECT AN EMAIL FROM [DUALCREDIT@MCLENNAN.EDU](mailto:DUALCREDIT@MCLENNAN.EDU)

- Your parent should check their spam/junk folder.
- The email will have a link to create a parent account and then give approval for you to enroll.

#### REQUEST COLLEGE ADVISING & 504-TYPE ACCOMMODATIONS

- College advising is required if you are not following the Transfer Block or if you accumulate more than 15 college credit hours. (see Guidelines on website)
- Email [dualcredit@mclennan.edu](mailto:dualcredit@mclennan.edu) to request an advising appointment.
- For accommodations information, visit [www.mclennan.edu/disability/](http://www.mclennan.edu/disability/).

#### PERIODICALLY CHECK THE PORTAL/PROGRESS TRACKER

- Use the Progress Tracker to monitor completion of the enrollment process.
- Writing/math scores and/or meningitis vaccination may not be required for your courses.

#### ALLOW TIME FOR HIGH SCHOOL PATHWAYS TO ENROLL YOU

- Fall enrollment may take until mid-June and spring enrollment until late November.
- Check your schedule using the link on the student menu in WebAdvisor.

#### PAY TUITION & BUY BOOKS

- Fall tuition is due in early August, spring tuition in early January.
- You can pay online through the High School Pathways Portal or WebAdvisor.
- Be sure to buy your textbooks.

#### COMPLETE ORIENTATION DURING YOUR FIRST SEMESTER

- You will be required to complete a dual credit orientation during your first semester.
- It will be available online through Brightspace.

**RETURNING STUDENTS:** Submit a schedule request each semester and a transcript each academic year.

McLennan Community College provides equal opportunities to all individuals and does not discriminate against any individual regardless of race, color, religion, national or ethnic origin, gender, disability, age, veteran status, genetic information, sexual orientation, gender identity, pregnancy, or other legally protected category in its educational programs, activities, or employment. The following person is designated to handle inquiries regarding nondiscrimination policies: Drew Canham, Chief of Staff for Equity & Inclusion/Title IX Coordinator, 1400 College Drive, 254-299-8645, [titleix@mclennan.edu](mailto:titleix@mclennan.edu).

