

## STUDENT ACCOUNT

### MCC High School Pathways – Enrollment Portal

#### Dual Credit • ECHS • Early Admission

Please collect this information before beginning:

- Student’s physical address
- Student’s Social Security number
- Student’s email address (not an ISD address)
- Student’s phone number
- Parent’s name
- Parent’s email address (not an MCC address)

### **New Students**

Create an account.

#### **🔒 Login Instructions**

##### **👤 User ID/Username**

Your User ID is your first & last initial, followed by your 7 digit MCC ID, all lower case. You may also use any email address associated with your account.

**If there are multiple accounts associated with the same email address, you must login with your MCC ID.**

##### **🔑 Password**

Use the password you created when you made your account.

1. Answer a few questions to verify you don’t already have an MCC ID.
  - ❖ If you answer yes to any of the questions, you will be returned to the login page. Please skip to the Returning Students section of the instructions.

2. Fill in the information to create a new account.

- ❖ Use your legal name.
- ❖ Items marked with an asterisk (\*) are required.

3. Make note of your password. You’ll need it each time you log in.
4. Watch for an email with your MCC ID number. Check your spam folder.

### **Returning Students**

1. Login with your MCC login information.
2. Links at the bottom of the page can help with your username or password.

## All Students

- ❖ Complete the Tracker **FOR EACH SEMESTER** you'd like to enroll in classes.

Progress Tracker for  
2020 Fall

- ✓ Submit College Admission Application
- ✓ Complete Parent Consent/FERPA Form
- ✗ Request Parental Consent

## Complete Online

1. Complete College Admission Application
2. Provide Parent Info
  - ❖ Enter parent name and email address.  
The system will send an email to your parent about giving consent to enroll.
  - ❖ Granting access to financial records allows a parent to pay tuition through the parent portal.
  - ❖ Granting access to academic records allows a parent to review your schedule and final grades.
3. Accept Terms and Conditions
4. Submit Schedule Request
  - ❖ Choose from the drop-down menu of dual credit courses approved by your district.
  - ❖ Other courses must be taken as Early Admission.
5. Complete Tuition Exemption Application
  - ❖ Students on free/reduced lunch will apply electronically.
  - ❖ Students applying based on family income will print and submit the application with a tax return.
6. Complete High School Pathways Orientation

## Submit to MCC *(via email, US mail, or high school counselor)*

7. Submit High School Transcript
8. Complete Reading/Writing/Math Placement Testing *(as needed for requested courses)*
9. Submit Meningitis Vaccination Record *(required **only** for classes on the MCC campus)*
10. Receive College Advising *(may not be required for all students)*

## Feedback

11. Parental Consent Received
12. Receive High School Counselor Approval
  - ❖ Please allow your high school counselor time to review all requests.
13. Receive College Approval
14. Registration Comments
  - ❖ Check here periodically for issues that need to be resolved.
15. Enrolled in Classes
  - ❖ MCC will enroll students for summer/fall starting in April and for spring in November.

## LOG IN TO THE PORTAL PERIODICALLY TO CHECK PROGRESS.

**504-Type Accommodations:** Visit [www.mclennan.edu/disability/](http://www.mclennan.edu/disability/) for more information.

**Tuition:** If not covered by the ISD, it should be paid before the start of the MCC semester.

**Textbooks:** If not covered by the ISD, textbooks may be purchased at the MCC Bookstore.

McLennan Community College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. The following person has been designated to handle inquiries regarding the 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).