

## ONLINE ENROLLMENT – STUDENT ACCESS

### MCC High School Pathways

#### Dual Credit • Early Admission • ECHS

Please collect this information before beginning:

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

### New Students

Create an account.

1. Answer a few questions to verify that 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 (\*) must be completed.

3. Make note of the password you created. You’ll need it each time you log in.
4. Watch for an email from “Datatel” 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.

If you have any questions, please contact the High School Pathways office.  
dualcredit@mclennan.edu or 254-299-8937.

## **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. Request Parental Consent
  - ❖ Complete the information for the parent and submit.
  - ❖ On the next screen, you may grant the parent access to your academic and/or financial records.
  - ❖ Grant parents access to financial records to allow them to pay tuition through the parent portal.
3. Terms and Conditions
4. Submit Schedule Request
  - ❖ You will choose from the 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.

## **Submit to MCC**

6. Submit High School Transcript
7. Complete Reading/Writing/Math Placement Testing
8. Submit Meningitis Vaccination Record
  - ❖ Vaccination record required **only** for classes on the MCC campus.
9. Receive College Advising
  - ❖ Button will appear if MCC official determines advising is required for that semester.
10. Complete High School Pathways Orientation
  - ❖ You will complete the orientation in Brightspace during your first semester of classes.

## **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 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, Vice President of Student Success, 1400 College Drive, 254-299-8645, [titleix@mclennan.edu](mailto:titleix@mclennan.edu)

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