

- Application for Admission (NEW students only)
 - ✓ During the CBC registration period, please complete the CBC application by logging onto www.coastalbend.edu/applynow/.
 - ✓ If you have any questions about your submitted application or need assistance, please feel free to contact a Dual Enrollment Specialist for assistance.
- Dual Enrollment Permission Form
 - ✓ Visit with your high school counselor about eligibility and course selection. Submit a [Dual Enrollment permission form](#) with all required signatures. **NOTE:** Dual Enrollment permission form is needed each semester.
 - ✓ Students must meet the Dual Credit eligibility requirements as outlined by the Texas Coordinating Board and the CBC Dual Enrollment guidelines to participate in the Dual Enrollment Program.
- Official High School Transcript
 - ✓ Request an official high school transcript with signature of high school official and/or seal embossed on transcript.
 - ✓ Home school transcripts must include title of each courses with a grade, signature of educator and/or principal, and seal of notary public.
- FERPA Information
 - ✓ FERPA rights apply to ALL CBC students. A student is a person who has been admitted and is registered, regardless of the person's age. Students have the option to grant access to others to view their educational records by completing CBC's online FERPA form through your Campus Connect account.
- Test Scores & Complete the TSI Pre-Assessment Activity
 - ✓ Submit score reports from all tests taken (i.e. TAKS, STAAR, SAT, ACT, PLAN, PSAT).
 - ✓ Before taking the TSI Assessment, you **MUST** complete the Pre-Assessment Activity. For more information, please visit the CBC Testing website at www.coastalbend.edu/Testing
- Bacterial Meningitis Vaccination Verification Process
 - ✓ This only applies to students taking courses at a CBC location. Students taking courses at their high school or online are exempt. Proof of vaccination is due no later than 10 days before the 1st day of class.
- Pay for your tuition, fees, and textbooks
 - ✓ Please contact the CBC Business Office for payment arrangements at (361) 354-2220.
 - ✓ Textbooks are purchased through the CBC online bookstore by logging onto www.coastalbendbook.com/home.aspx
- Get your Cougar ID and Check your Cougar E-mail
 - ✓ Visit any CBC location to pick up your Cougar ID.
 - ✓ Log onto www.coastalbend.edu and select "current students" then "Student E-mail". Cougar E-mail example: doe1234@study.coastalbend.edu (last name and last 4 #'s of SSN).

Note: Please be aware of all college deadlines. All documents should be received no later than two weeks prior to the first day of classes.