Richmond Technical Center
Dual Enrollment Student Checklist

☐ *New Student*
☐ *Returning Student*
☐ *JSRCC ID#*

_____

Name _____   Grade _____   DOB _____

Home School _____   RTC program _____

(note: all forms and links are on the RTC website on the Dual Enrollment page)

NEW STUDENTS

☐ 1. Complete the JSRCC online Application for Admission at reynolds.edu
   For this step you will need:
   ☐ Personal email address _____
   ☐ SSN (Social Security Number - do not share)
   ☐ Follow the online directions to create an account and apply
   ☐ After submitting, print out two copies of the confirmation page
   ☐ Record your new JSRCC ID# _____
   ☐ Give one copy of the confirmation page to the RTC Counselor
   ☐ Keep your copy of the confirmation page in a safe place

☐ 2. Complete the Application for In-State Tuition
   For this step you will need:
   ☐ JSRCC ID#
   ☐ Parent/Legal Guardian Virginia residency information
   ☐ Parent/Legal Guardian signature
   ☐ Give signed copy of the form to the RTC Counselor

☐ 3. Complete the Course Request Form
   For this step you will need:
   ☐ SSN
   ☐ JSRCC ID#
   ☐ Sign & date the form and give it to the RTC Counselor

RETURNING STUDENTS

☐ 1. Complete the Course Request Form
   For this step you will need:
   ☐ SSN
   ☐ JSRCC ID#
   ☐ Sign & date the form and give it to the RTC Counselor

7/1/2020