



Steps to Enroll in TMCC Dual Credit Classes

If you have not ever taken a dual credit class at TMCC, follow the instructions below. If you have taken a TMCC dual credit class before, whether that was a TMCC class taught at McQueen or a traditional class taught by a TMCC professor, skip to the next page for instructions.

STEP ONE: Go to <https://www.tmcc.edu/jump-start-program>

- Review the "Jump Start Program Facts" to learn more about the program and process.
- Click on "Steps to Enroll for Jump Start Students" at the top of the page.
- Click on "Application for Admission" and complete the online application. Under "Educational Goal," select "Taking Classes for Transfer (Not Seeking a Degree from TMCC)."
- Check your email daily for an issued NSHE ID number, username and password.
- Once you have your username and password, go back to the page "Steps to Enroll for Jump Start Students" and click on "Jump Start Orientation" Log in and watch the orientation video.

STEP TWO: Find a class you want to take at a time that will work for you (i.e., online or in-person)

- Go to the TMCC homepage: <https://www.tmcc.edu>
- Click on Academics at the top of the page.
- Go to Class Schedule, select Fall, Summer or Spring schedule.
- Select a subject based on the class you would like to take, ex: English.
- Click "Show classes."
- Find the appropriate class and click on "details" to see the days and times that section is offered.
- Make note of the 5-digit class number, this is different than the course number or the section number.

STEP THREE: Complete the "Permission to Enroll Form"

- Go to <https://www.tmcc.edu/jump-start-program>
- Click on "Permission to Enroll Form: High School Students."
- Fill out the online form, you will need the name of the class you are taking, the 5-digit class number, your counselor's name, email address, and phone number (775-746-5880).
- Hit submit and the form will be sent to your counselor for verification, and then to TMCC for processing.
- After about 3-5 business days, TMCC will email the student through their TMCC email account and the appropriate McQueen counselor to advise if the student has been enrolled in the class or if there are any issues with enrollment (i.e., the class requested is full, a placement test is needed for enrollment, etc.).
- Once enrolled, the student can pay their fees and wait for the class to begin. Go here to learn how to pay class fees: <https://www.tmcc.edu/accounting-services/students/paying-for-classes>



McQueen Counselor's Office

6055 Lancer Street, Reno, Nevada 89523

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STEP ONE: Go to <https://www.tmcc.edu/jump-start-program>

- Review the “Jump Start Program Facts” to update/refresh yourself on the program and process, including any potential changes that have occurred since you took your last dual credit class.

STEP TWO: Find a class you want to take at a time that will work for you (i.e., online or in-person)

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QUESTIONS?

Contact the TMCC Jump Start Program at 775-674-7683

Please Note: TMCC will not reply to class/academic specific questions unless they are sent from a **TMCC Student email**. You can access your TMCC student email at <http://www.tmcc.edu/email/>