



Truckee Meadows Community College



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STEPS TO ENROLL IN A TMCC DUAL CREDIT CLASS

SEE BACK SIDE IF YOU HAVE ALREADY TAKEN A TMCC DUAL CREDIT CLASS

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

- Click on “Steps to Enroll for Jump Start Students”
- Click on “Application for Admission” and complete the online application – be sure to select “Not seeking a degree” at the bottom of the application
- 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 the class you want to take and its availability at the time that will work for you

- 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**

**If you are enrolling in a TMCC dual credit class offered on site at Reno High School we will provide you with the 5 digit class number.

STEP THREE: Complete the “Permission to Enroll Form”

- Go to <https://www.tmcc.edu/jump-start-program>
- Click on “Steps to Enroll for Jump Start Students”
- Click on “Permission to Enroll Form”
- Select #2 “Submit Online Permission to Enroll Form” [<https://www.tmcc.edu/jump-start-program/permission-to-enroll-form>] **DO NOT** select “print permission to enroll”.
- Fill out the online form, you will need the name of the class you are taking, the 5 digit class number, your counselor’s email, and phone number – put the school # 333-5050
- Hit submit and the form will be sent to your counselor for verification.

QUESTIONS?: Contact Jump Start Program

Telephone: 775-673-8236 or Fax: 775-674-7939

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 email at the following link: <http://www.tmcc.edu/email/>:

Step 1: Visit [TMCC.edu](http://www.tmcc.edu)

Step 2: Scroll down to email login

Step 3: Click on “[Student Email Login](#)”

FOLLOW THE STEPS BELOW IF YOU HAVE ALREADY TAKEN A TMCC DUAL CREDIT CLASS

STEP ONE: Follow the link below and click on option 2. Once there, enter all your information (NSHE #, and personal info) The information here must match what you used when you applied to TMCC

<https://www.tmcc.edu/steps-to-enroll/high-school/jump-start/permission-to-enroll>

- 2 **Submit Online Permission to Enroll Form**
Submit the online [Permission to Enroll form](#) and it will be sent to your counselor for approval electronically. After we receive your counselor's approval, we will process your form in 3-5 business days.

TMCC
Jump Start Permission to Enroll

Student Identification

NSHE ID *

First Name *

Last Name *

Date of Birth *

STEP TWO: Complete “High School Counselor/Administration Information”, “Parent/Guardian Information”, and “Enrollment Information”. The “Enrollment Information” is where you input the Catalog Information, Class #, and Class Title (example: ENG 102, 24379, Composition II). This information is found in the TMCC Class Schedule

<https://www.tmcc.edu/schedule>

High School Information

Are you a homeschool student? *

High School Name *

High School ID Number *

Expected High School Graduation Year *

Current High School Status *

GPA requirement: Seniors: 2.5+ GPA, All other students 3.0+ GPA. Exceptions on a case by case basis can be made for students interested in career and technical education classes.

Cumulative Unweighted GPA *

Please attach a completed "Notice of Intent to Homeschool" form, appropriately filed in the school district where you reside.

Click the box below to attach

Attach - Notice of Intent to Homeschool *

Click Here

High School Counselor / Administrator Information

First Name *

Last Name *

Phone Number *

Email *

Re-Enter Email *

Parent / Guardian Information

First Name *

Last Name *

Phone Number *

Email *

Re-Enter Email *

Enrollment Information

Semester *

Fall (August-December)
Spring (January-May)
Summer (May-August)

Browse or search through our [current class schedules](#) to see what the College plans to offer. Course information published on these schedules is updated nightly to reflect current course offerings and changes. For real-time information, see the class search in [MyTMCC](#).

Classes: Click ADD for each class you wish to enroll in.

Catalog # (ex. ENG101)	Class # (ex. 20073)	Class Title (ex. Composition I)	Class Meeting Dates (not required if online) (ex. 8:00 - 9:15 a.m. * M W)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Are you requesting permission to enroll in a class that has prerequisites that you have met outside of TMCC (i.e. AP scores, SAT, ACT Scores)? *