

The logo for Tunxis Community College features three concentric, light blue curved lines that sweep from the left towards the right, positioned below the college's name.

# Tunxis Community College

*Education That Works For a Lifetime*

## Tunxis Community College High School Partnership Program *Student Instructions*

Fall 2021  
DEADLINE TO APPLY IS JUNE 1<sup>st</sup>

**Please follow instructions closely while  
completing the application! Do Not apply on the  
Tunxis CC website.**

## Tunxis Community College Important Websites

**Date:** Fall 2021

**Attendees:** HSPP Applicants

[Tunxis Homepage](#)

[Academics](#)

[Transfer Opportunities](#)

[Student Services](#)

[Financial Aid](#)

[PACT \(Pledge to Advance CT\)](#)

[Apply to Tunxis](#)

[Accepted Students](#)

[Placement testing](#)

[New Student Registration](#)

[Bookstore](#)

[New Student Academic Advising](#)

[Degree Works](#)

[MyCommnet Login](#)

[Blackboard Login](#)

[Placement Testing Waiver Form](#)

[High School Partnership Presentation](#)

*I do not have an Application Portal Account*  
[Click here to begin HSPP application](#)

[Skip down to #1](#)

*I already have an Application Portal Account*

A. Email TX-Admissions and let them know that you already have an application account, and request that they initiate a new CCP or HSPP application for you.

B. We will respond letting you know that a new application has been created for you, and you need to log into your application account to edit it

[Click here to log into your application account](#)

C. Go to My Account, Click edit, go to #3

The screenshot shows the 'My Account' dashboard. At the top, it says 'Welcome Sarah, get started:' with buttons for 'Application status', 'Apply to another college', and 'Upcoming events'. Below this is the 'My Applications' section, which includes a 'Create a New Application' link. A table lists applications with columns for 'APPLICATION', 'STATUS', and 'ACTION'. The first application is 'CCP 2020-2021 - HCC - College Career Pathways' with a status of 'Started' and an 'Edit' button. A red arrow points to the 'Edit' button. The second application is 'Fall 2020 - ACC - ACC-UNDECLARED - NON DEGREE/NON MATRICULATED/High School Partnership & High School Other' with a status of 'Action Required' and a 'View' button. To the right is a 'Help Center' section with 'Call Us: 866-526-6008' and links for 'College Departments', 'Admission Contacts', and 'Financial Aid Contacts'.

APPLICATION	STATUS	ACTION
CCP 2020-2021 - HCC - College Career Pathways	Started	<a href="#">Edit</a>
> Fall 2020 - ACC - ACC-UNDECLARED - NON DEGREE/NON MATRICULATED/High School Partnership & High School Other	Action Required	<a href="#">View</a>

1. Apply with link provided by your school counselor
2. Create an account & complete the account creation form

**Create Account**

**Contact Information**

First Name \* Last Name \*

Email Address \* Confirm Email Address \*

Preferred Phone \*

Mobile Phone Home Phone

If you wish to receive important text messages regarding your application and enrollment information, choose to opt in below. Standard text message rates apply, if you wish to opt out at anytime, text STOP to xxxxx

☐ Do Not Allow Recommendation: Leave this box unchecked

Birth Date \*

Country

Address

Address (cont)

City

State/Province ZIP/Postal Code

\* indicates a required field

Use an email address that you check regularly

## High School 1

School Name or City (full or partial)

Farm

Type in the first few letters of the High School's name, and select from drop down list

Country

Search Results

(Avon, Connecticut, United States)

Faith Academy - 331883

(Farmingville, New York, United States)

Farmingdale High School - 331880

(Farmingdale, New York, United States)

Farmington Sr HS - 070805

(Farmington, Connecticut, United States)

## High School 1

Farmington Sr HS - 070805 - (Farmington, Connecticut, United States) x

Selection auto-populates

Home Schooled

☐ Yes

Do you anticipate graduating? \*

Month started Attending \*

Year started Attending \*

Month Anticipate Graduation \*

Year Anticipate Graduation \*

Counselor's First Name \*

Counselor's Last Name \*

Have your school counselors first &amp; last name, email address and telephone number available when you apply.

Counselor's Email \*

Counselor's Phone \*

GPA \*


College \*  Use drop down menu to select Tunxis CC

Entry Term \*  Select correct entry term


Student Type \*  
Your college contact should have indicated which type to choose below  
 Select High School Partnership & High School Other

Account Information

Password \*  Confirm Password \*  Create & Confirm Password

Create Account 

- Take a look at the account you created. Confirm your first name appears in the upper left corner. Confirm that you selected the correct school (TXCC). Complete other required information.

Connecticut Community Colleges MY ACCOUNT APPLICATION DEADLINES **APPLY ONLINE** EVENTS  High

Fall 2020 **TXCC** High School Partnership & High School Other

[Review](#) [Supplemental Items & Documents](#)

[Print](#)

Personal Demographics Academics Parent/Guardian Attestation & Signature

Please enter your information in each of the following sections. Fields with a red asterisk (\*) are required and must be completed before you can submit your application. Additional questions may become required based on your answers to a previous question.

Name

Legal First Name \*  High Legal Last Name \*  School

Middle Name

Preferred First Name  Former Last Name

Scroll down and fill in any missing information (preferred name, gender)

4. Scroll to the bottom and select “save & continue”

**Mailing Address**

Is your mailing address different than permanent address?

If your current address is different than your permanent address, select Yes and fill out your address; otherwise, skip this section.

☐ Yes ☒ No

**Save Application** **Save & Continue**

5. Complete Demographics Section then save & continue

Community Colleges MY ACCOUNT APPLICATION DEADLINES **APPLY ONLINE** EVENTS High

**Fall 2020 - TXCC - High School Partnership & High School Other**

[Review](#) [Supplemental Items & Documents](#)

[Personal](#) **[Demographics](#)** [Academics](#) [Parent/Guardian](#) [Attestation & Signature](#) [Print](#)

7. Click on the Academics tab. Complete the form then Save & Continue

Fall 2020 - TXCC - High School Partnership & High School Other

[Review](#) Supplemental Items & Documents

[Print](#)

Personal Demographics **Academics** Parent/Guardian Attestation & Signature

Please enter your information in each of the following sections. Fields with a red asterisk (\*) are required and must be completed before you can submit your application. Additional questions may become required based on your answers to a previous question.

### Academic Plans

**Academic College \*** Tunxis CC

**Start Term \*** TXCC

**Admit Type \*** HS Partnership

Please select the Admit Type provided by your high school counselor or College contact

use drop down menu to select correct term ↑

Select "HS Partnership"

**Courses Requested**

Not a required field! If you are unsure, complete the application. You will discuss with an advisor at HSPP Registration



## Data Sharing

### SDE Data Sharing

CSCU is partnering with the Connecticut State Department of Education (CSDE) to help speed up your enrollment, ensure that you receive credit for any college-level work you may have done while in high school, and match you with services to which you may be eligible. The CSDE will provide CSCU with information from your student records (which includes, but is not limited to, scores on the SAT and Advanced Placement exams, English learner status, and other similar information on file with the CSDE). If you do not wish to have the CSDE provide this information to CSCU, please check "No" below. If you select "No", CSDE will not provide the information directly to CSCU, and you may be required to collect and submit this information to CSCU and to take additional tests for course registration.

☒ Yes ☐ No Please read paragraph above....recommend answering "yes". If you answer "yes", enter your SASID below.

#### SASID

If you are attending or have graduated from a public Connecticut high school, please provide your State Assigned School Identification number (SASID). This 10 digit number is necessary to participate in the data sharing exchange.

Select Add High School to list each high school you have attended.

#### High School 1

Farmington Sr HS x

#### Home Schooled

☐ Yes

Do you anticipate graduating? \*

Yes

Month started Attending \*

September

Year started Attending \*

2014

Month Anticipate Graduation \*

June

Year Anticipate Graduation \*

2021

Counselor's First Name \*

School

Counselor's Last Name \*

Counselor

Counselor's Email \*

schoolcounselor@bristol.k12.ct.edu

Counselor's Phone \*

860.555.XXXX

GPA \*

3.00

GPA Conversion Scale

Please complete all the required  
information

[+ Add High School](#)[Previous Page](#)[Save Application](#)[Save & Continue](#)

8. Click on Parent/Guardian tab, complete information and continue

The screenshot displays the application portal for Connecticut Community Colleges. The top navigation bar includes links for MY ACCOUNT, APPLICATION DEADLINES, APPLY ONLINE, and EVENTS. The main heading is "Fall 2020 - TXCC - High School Partnership & High School Other". Below this, there are tabs for Review, Supplemental Items & Documents, and a "Print" button. The "Parent/Guardian" tab is highlighted with a red circle. The form contains several required fields marked with an asterisk (\*): Parent/Guardian First Name, Parent/Guardian Last Name, Parent/Guardian Phone, Relationship (a dropdown menu), Parent/Guardian Signature, and Parent/Guardian Signature Date. At the bottom, there are three buttons: "Previous Page", "Save Application", and "Save & Continue". A red arrow points to the "Save & Continue" button with the text "Please complete all required fields".

9. Click on "Attestation & Signature" tab. Read each attestation and select Yes or No. Sign by typing your name, then "Submit Application"

## Attestation

Please affirm the following before you submit your application.  
Do you consent to the following? \*

Answer each question Yes or No & sign  
by typing your name

I consent to the use of my personal email address to communicate with the Community College regarding my application for admission and processes related to that, including my Community College System-wide student identification number.

☐ Yes ☒ No

Do you confirm the following? \*

For the purpose of enrollment or transfer to another college in the Community College System, I provide my consent and authorize the College to allow access to and release my personally identifiable information to the System's administrative office and the college to which I intend to transfer or enroll.

☐ Yes ☒ No

Do you certify the following? \*

I certify with my signature below that I am the applicant and the information I provided is accurate. If accepted for the Dual Enrollment program, I agree to attend all classes and abide by the rules of the College. I give my permission and consent for the College and my high school counselor to share information. I will notify my counselor or the College admissions staff of any changes in my schedule or plans for participation in the program.

☐ Yes ☒ No

The electronic signature consists simply of your name, typed by you on your keyboard. The signature is your confirmation that the application you have filled out is your own work and the information is factually true. Once you type in your name, this will count as your electronic signature.

Signature \*

Signature Date \*

5/18/2020

Previous Page

Save Application

Preview Before Submission

Submit Application



10. You will be brought to the “My Account” page, click on “View”

Connecticut Community Colleges

MY ACCOUNT APPLICATION DEADLINES APPLY ONLINE EVENTS

## My Account

Welcome, High , get started by:

- Checking your application status (see below)
- [Apply to another college](#)
- [View upcoming events](#)
- [Update your profile](#)

[Create a New Application](#)

APPLICATION	STATUS	ACTION
Fall 2020 - TXCC - TXCC-UNDECLARED - NON DEGREE/NON MATRICULATED/High School Partnership & High School Other	Submitted	<a href="#">View</a>

**Need Help?**

Connecticut Community College Support Information

Visit: [www.ct.edu/ccc](http://www.ct.edu/ccc)

To speak to a college representative:  
Phone: (xxx) xxx-xxxx

11. Click Supplemental Items & Documents, click “Start” across from “Parental Support”

Connecticut Community Colleges

MY ACCOUNT APPLICATION DEADLINES [APPLY ONLINE](#) EVENTS

## Fall 2020 - TXCC - TXCC-UNDECLARED - NON DEGREE/NON MATRICULATED/High School Partnership & High School Other

Review [Supplemental Items & Documents](#)

**Supplemental Items**

There are currently no supplemental items associated with this application.

**Recommendation Requests**

REQUEST	RECOMMENDER	STATUS	STATUS DATE	ACTION
* Parental Support		None		<a href="#">Start</a>
* School Counselor Verification		None		<a href="#">Start</a>

12. Complete required fields. Parent/Guardian will be sent an email with instructions to give consent for you to participate in the HSPP Program.

**Recommendation Request**

Please complete the required fields. Select an email address that your parent or guardian checks frequently.

An email will be sent to this email address requesting that your parents give you permission to participate in the program.

I waive my right to access the requested recommendation \*

☐ Yes

Use the space below to include a personal note in the notification email that is delivered

**Submit Request**

13. Click Start across from "School Counselor verification"

**Fall 2020 - TXCC - TXCC-UNDECLARED - NON DEGREE/NON MATRICULATED/High School Partnership & High School Other**

Review [Supplemental Items & Documents](#)

**Supplemental Items**

There are currently no supplemental items associated with this application.

REQUEST	RECOMMENDER	STATUS	STATUS DATE	ACTION
* School Counselor Verification		None		<b>Start</b>
* Parental Support	Jean Main	Sent	5/18/2020	Cancel



14. Complete required fields. Your school counselor will be sent an email with instructions to recommend you for the HSP Program.

Connecticut Community Colleges

MY ACCOUNT APPLICATION DEADLINES APPLY ONLINE EVENTS

Recommendation Request

Recommendation Request

School Counselor Name \*

School Counselor Email \*

I waive my right to access the requested recommendation \*

☐ Yes

Use the space below to include a personal note in the notification email that is delivered

Submit Request

15 To check the status of your application, log into your account using the email and password you used to create the account.

Connecticut Community Colleges

SIGN IN CREATE ACCOUNT APPLICATION DEADLINES APPLY ONLINE EVENTS

Sign In

Create Account

Email

Password

SHOW

Forgot your password?

☐ Remember Me

☐ Are you signed in from a public computer?

Sign In

Select a College for more information | Asnuntuck | Capital | Gateway | Housatonic | Manchester | Middlesex | Norwalk Valley | Northampton

## Fall 2020 - TXCC - TXCC-UNDECLARED - NON DEGREE/NON MATRICULATED/High School Partnership & High School Other

Review [Supplemental Items & Documents](#)

### Supplemental Items

There are currently no supplemental items associated with this application.

### Recommendation Requests

REQUEST	RECOMMENDER	STATUS	STATUS DATE	ACTION
* Parental Support	Jean Main	Sent	5/18/2020	<a href="#">Cancel</a>
* School Counselor Verification	Jean Main	Sent	5/18/2020	<a href="#">Cancel</a>

16. The status will be updated as parents and counselors complete the requests
17. Students are accepted to the program after all supplemental items are completed.