

## How to Access the CBC Admission Student Forms

### What is needed?

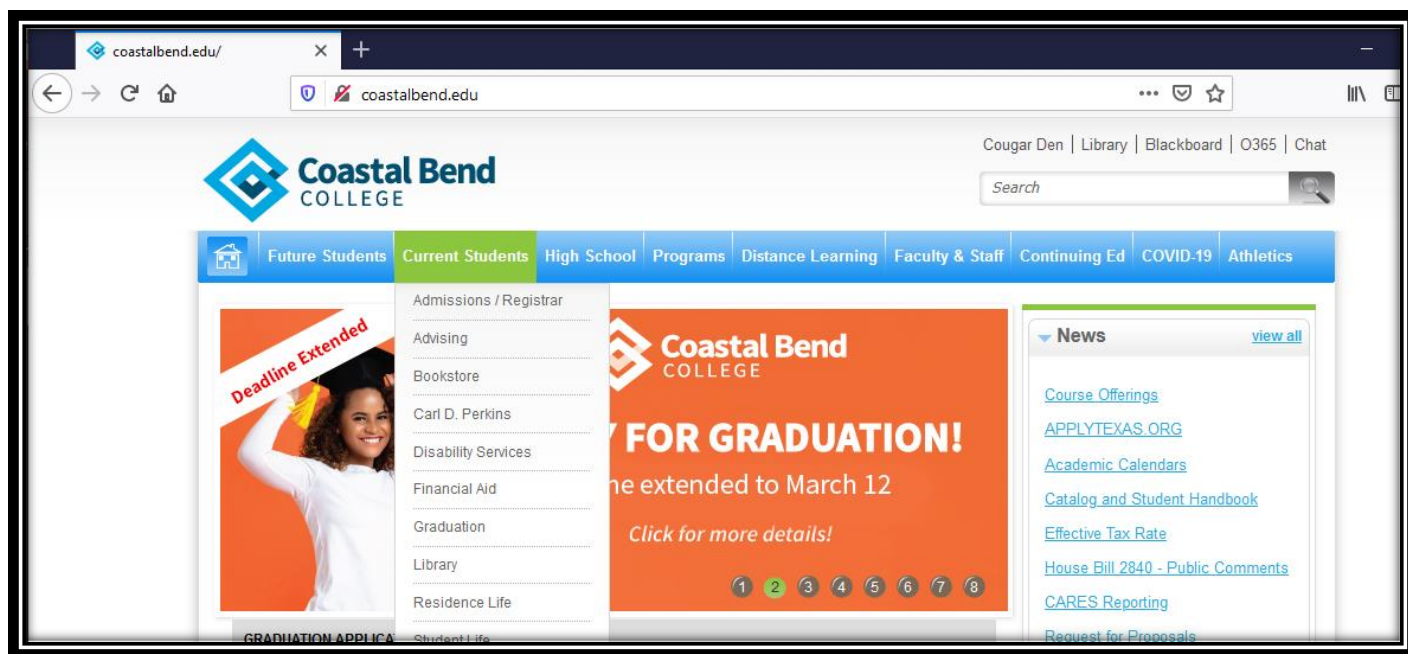
- Both of the credentials below are granted upon successful admission to the college. **The student will need to complete the Apply Texas application via [applytexas.org](http://applytexas.org).** Please give at least 1-2 business days for Admissions to process the application. Once in the system, the student will be given the following:
  - o **CBC student email: [johndoe@study.coastalbend.edu](mailto: johndoe@study.coastalbend.edu)**
  - o **CBC ID (Password): **0123456****

### These credentials will be given to the high school counselor to give to the students.

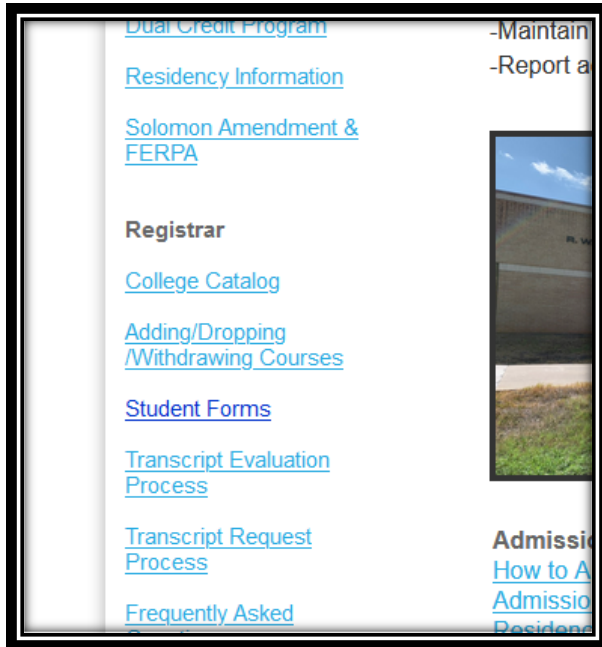
When trying to access the Admissions Student Forms, you will need to open a new browser that has not been logged into with a non-CBC related profile. For example, if you have logged into your high school accounts, there will be an error when trying to access these forms.

### **First Method via Admissions tab:**

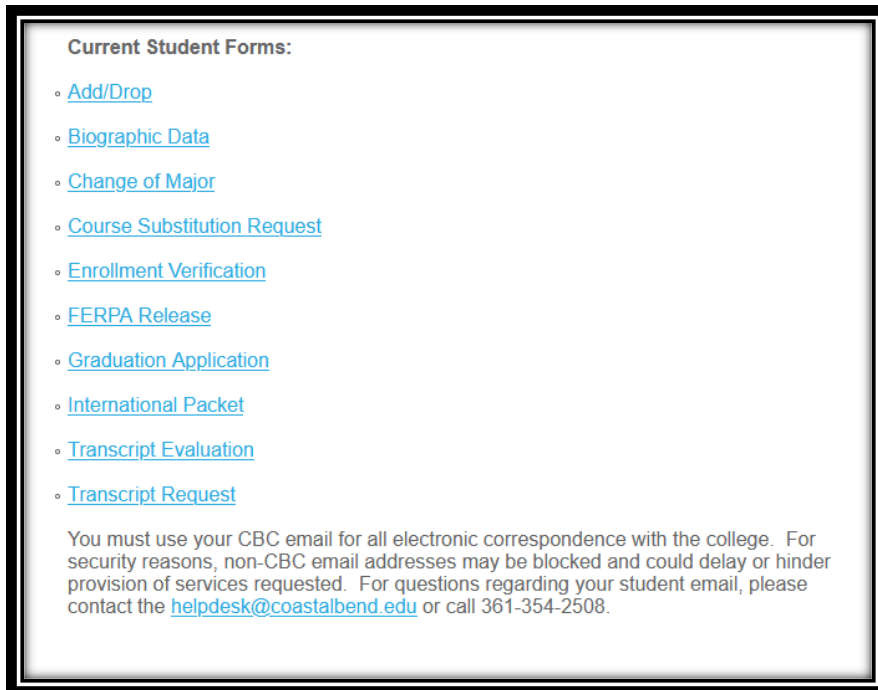
- First, go to our webpage, and under **Current Students** you will click on **Admissions/Registrar**



- Next, on the left hand side you will click on **Student Forms** under **Registrar**

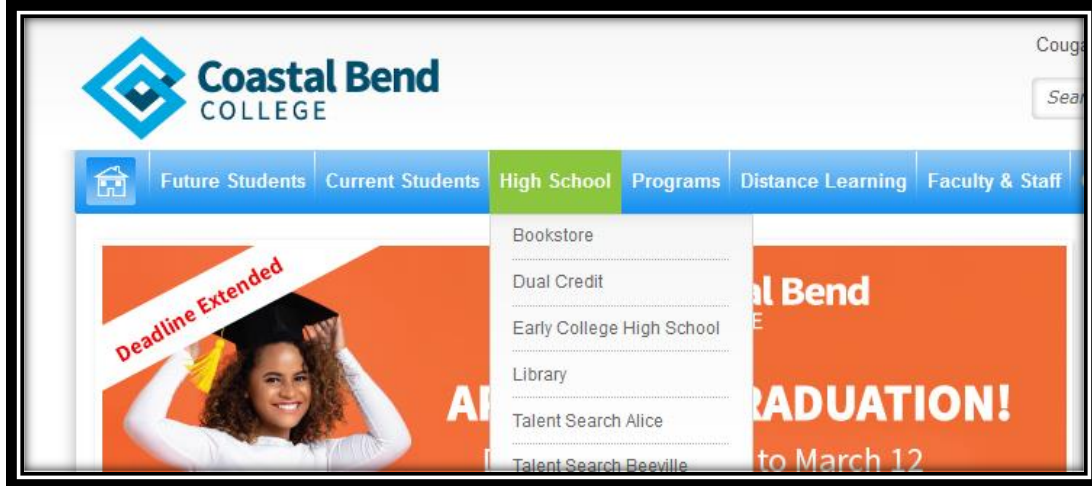


- Towards the bottom will be your student forms; ***please see Pg. 4 of How-To for next steps***

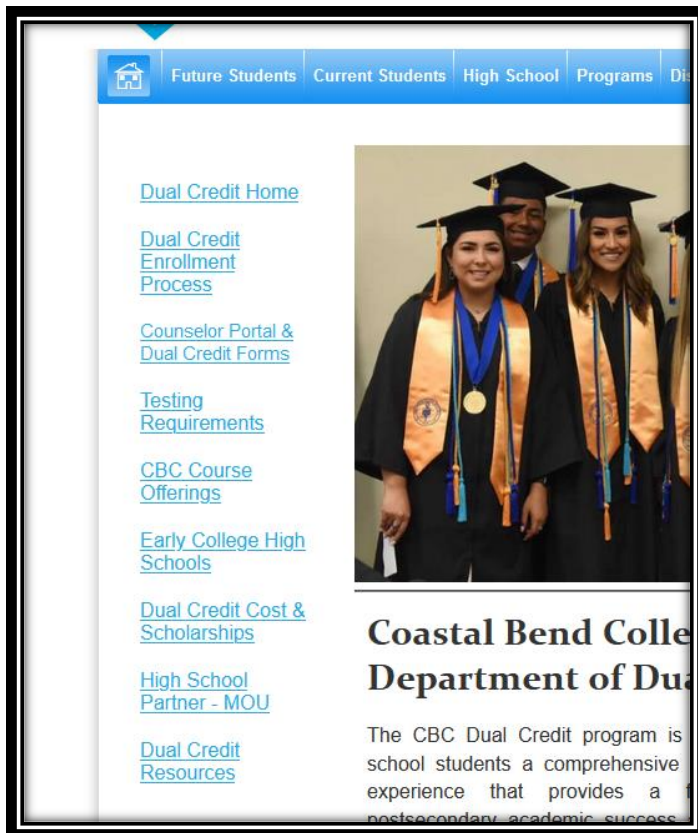


## Second Method via Dual Credit tab:

- First, go to our webpage, and under **High School** you will click on **Dual Credit**



- Next, on the left hand side you will click on **Counselor Portal & Dual Credit Forms**



Office of Dual Credit  
[dualcredit@coastalbend.edu](mailto:dualcredit@coastalbend.edu)  
361-354-2723

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- Towards the bottom will be your student forms

### **Commonly Used Forms**

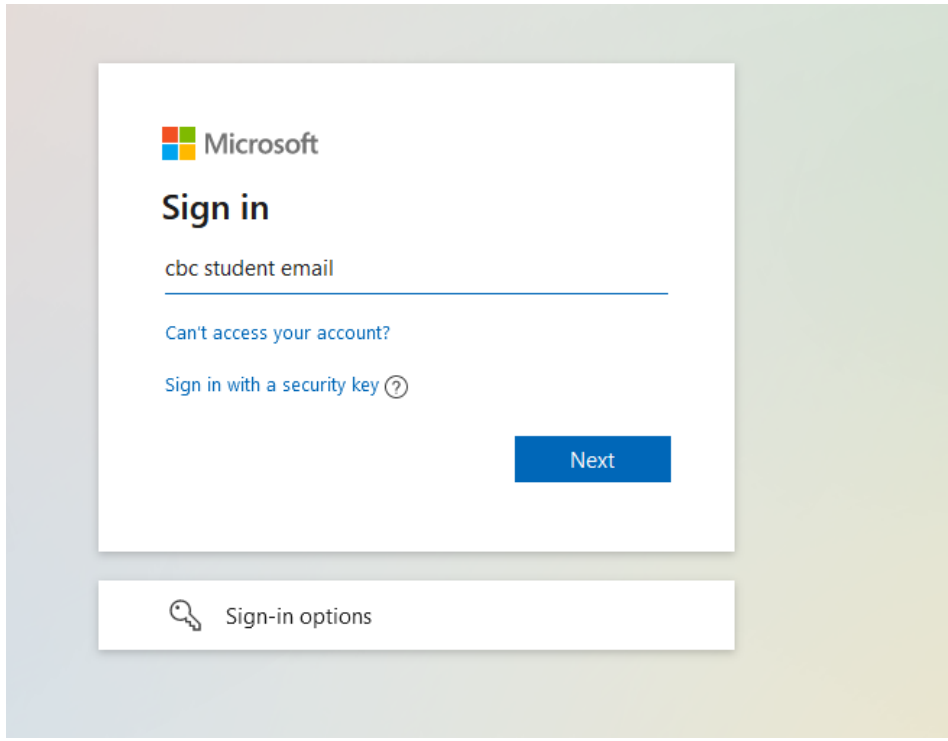
- [SPRING 2021 CBC DUAL CREDIT CALENDAR](#)
- [New Student Orientation](#)
- [Sexual Misconduct/Title IX Training](#)
- [DC Payment Instructions](#)
- [Fall 2020 Dual Credit Calendar](#)
- [TSIA2 Information for High School Counselors](#)
- [TSI Cross Institution ISR Release Form](#)
- [TSI Placement Chart 2021](#)
- [Dual Credit Course Request](#)
- [DC High School Text Adoption List](#)
- [Dual Credit Permission Form](#)
- [Graduation Application Form](#)
- [Transcript Request](#)
- [Facilitator Request Form](#)
- [Change of Major](#)
- [Biographic Data Form](#)
- [FERPA Release](#)
- [College Readiness](#)
- [Core Curriculum](#)
- [Add/Drop Form](#)
- [ADD/DROP](#)
- [Transcript Evaluation Form](#)

### **The Online Forms are as followed:**

- **Add/ Drop Form**
- **Biographic Data Change Form**
- **Change of Major**
- **FERPA Release Form**
- **Graduation Application**
- **Transcript Evaluation**
- **Transcript Request**

*Please see the next page of How-To for next steps*

After clicking on a form, it should bring you to the Microsoft sign-in page below. If it gives you an error (picture below), you may be logged into your high school/ personal account. Please open a different browser from what you are using and try again.



Possible Error Sign:

