ONLINE APPLICATION TIPS FOR CREATING NEW ACCOUNTS
New & Former (not enrolled in past 12 months) DCCCD students

Go to www.richlandcollege.edu

1. In the purple banner, click on “Apply & Register”

2. Click on purple “Apply Now” button

3. Click on “eConnect Application for Credit Admissions” to begin the application

4. Look for the box with the star for New/Former Credit Student Application. Click on the “Begin the Credit Student Application” button

5. If you have applied in the past and have a username, do NOT sign into your account. Begin entering your User Information to create a new account. YOU MUST USE YOUR LEGAL NAME.
6. Select the category that applies to you. **This application method is NOT for international students or those who have enrolled in credit classes in the past 12 months.**

7. Create your Username and Password, **write them down**, then click “Create Account and Continue.”

8. Answer application questions. Upon completion, check the box at the end of application to certify before submitting your application for processing.

9. **Hints for navigating “tricky” parts of the application:**

   A. If you graduated from a Texas high school, it will be faster to find your school from the drop-down list of All Texas High Schools rather than using the “Select a City to narrow list” option. Note: schools are listed by their full name (for example: L V Berkner High School, not Berkner).

   B. Questions about Career Pathway course for college credit and IB diploma: answer “no” to both unless you know that one or both pertain to you.

   C. Previous College Work: if you are a recent high school graduate or will graduate this year, you have no previous college experience even if you took dual credit and/or AP classes.

   D. **All** colleges/universities attended, if any, must be listed.

   E. TSI: if you are unsure, select the option at the bottom. You may provide test scores, if you have them, or you may take the TSI assessment before registration.

   F. Part D: Acquisition of High School Diploma or GED: your answer to this question should be based upon whether you will have lived in Texas for 36 months before your graduation date or anticipated graduation date.

   G. Page V: there is a small box near the bottom of the page that must be checked before you may continue.

   H. Upon clicking “submit”, if an error message appears, click OK, then click the back arrow in your browser for the previous page, then click “submit” again. You will receive either a letter of acceptance or a message regarding your next steps. See below.

**NOTE:** When you submit your application, your Application Summary may present you with your DCCCD Student ID number. Alternatively, your Application Summary may indicate that your application “requires special processing” or that you are “unable to be uniquely identified”. If you are directed to contact the Registrar’s office, please scroll to the bottom of the Application Summary message and follow the directions to send an email to Registrar-RLC@dcccd.edu with a subject of “Review my record” so the information on your new application may be processed. Remember to include your name and date of birth in the body of the message.

If you require additional assistance with your application prior to submission, please contact Richland College’s Admissions office at RLCAdmissions@dcccd.edu or via phone: 972-238-6948