



Richland College  
Dallas County Community College District

Admissions & Registrar's Office



## ADMISSIONS PROCEDURES

It is recommended that you complete an application **at least three weeks** prior to registration. Expect significant delays and closed classes the closer to registration you submit your application.

Applicants must submit the following material to the Office of Admissions and Student Records located in Thunderduck Hall, T150.

- A. A completed official application. (online) (printable)
- B. Proof of residency.
- C. Picture Identification.
- D. Official Transcripts. Without transcripts you may be admitted on a conditional basis; but future registrations will be blocked until official transcripts are received.
  - o High school (if applicable)
  - o GED proof (if applicable)
  - o Official transcripts from all previous colleges attended. Richland College's accrediting agency requires transcripts.
- E. TSI Information
  - o ACT/SAT/TAKS
  - o THEA/Accuplacer/Compass/Asset
  - o Other Exemption/Waiver Information

### Information for International Student Admissions

#### Admissions Contacts

Beale, Hazel, Associate Registrar

Loe, Barth, Associate Registrar

Spears, Sue, Associate Registrar