



## Teacher TRAC Project Application Instructions

**Read these important instructions for all Teacher TRAC Applicants**

*You may want to print this page for future reference.*

**PLEASE DO NOT FAX THIS PAGE WITH YOUR APPLICATION!!**

Starting for the spring 2012 semester, new college students and returning former ACC students who are under age 30 must show proof of **meningitis immunization**. Currently enrolled students are exempt from the law unless they leave for a fall or spring semester. The immunization must be administered at least 10 days before the start of the teaching session and must be within the last five years. For more information, go to [www.austincc.edu](http://www.austincc.edu).

### **Steps for A Successful Application**

1. Complete the spring 2012 Teacher TRAC application with your director.
  - **Renewal** application if you have previously received a TTRAC scholarship
  - **New** application if you have never received a TTRAC scholarshipDownload the application at <http://www.austincc.edu/childdev/>
2. Drop off your completed application at the Teacher TRAC office or fax it to **(512) 223-5219**. Make sure you have filled out all requested information. Write legibly with dark ink.
3. **Apply on time.** Missing a deadline will result in your application being placed on a waiting list and will jeopardize your chances of being registered into your preferred courses. **The current deadline for spring 2012 applications for *new and returning* students is October 31, 2011. Additional deadlines are November 30, 2011 and January 6, 2012 (if funds are available). Priority will be given to students with on-time application dates.**
4. **NEW STUDENTS: Begin the ACC application process immediately.** Go to the following ACC web page for instructions on applying to be a new student. Call the Teacher TRAC office at 223-5204 if you have questions about becoming an ACC student:  
<http://www.austincc.edu/apply/creditenrollment.php>
5. **Respond promptly** to all communications from the Teacher TRAC office
  - **You must have an email address.** Check it regularly, including trash or spam, for Teacher TRAC communications.
  - **Returning or current ACC students, use your ACC email account.** To sign up for an ACC email follow the instructions at: <http://www.austincc.edu/accmail/>  
Call the Help Desk at 223-HELP for assistance if needed.
  - If you have not used your student online services, go to the tutorial for instructions. Call the Help Desk with any problems.  
<http://www.austincc.edu/ITdocs/WebAdvWeb/Students/webadvs1.html>

### **Acceptance into Teacher TRAC/Director TRAC**

#### **Current Renewing Students:**

Before the end of the fall 2011 semester, current renewing students will receive confirmation in class as well as email with information about your spring 2012 course. If you are no longer eligible or there is a problem with your application you will be notified by the Teacher TRAC office. It is your responsibility to check your ACC email for updates.

#### **New Students:**

**New** Teacher TRAC applicants will be contacted by Teacher TRAC staff for advising and follow-up instructions. Be sure to check your email and respond promptly. New applicants will be required to attend a **mandatory Teacher TRAC orientation** during the spring 2012 semester.

**Teacher TRAC will register you for your Teacher TRAC funded courses.**