

Teacher TRAC and Director TRAC Project Application Process

*Carefully read and follow instructions below.
You may want to print this page for future reference.*

FOR ALL TEACHER TRAC AND DIRECTOR TRAC STUDENTS

- Missing a deadline will result in your application being placed on a waiting list and will jeopardize your chances of being selected.
- Complete the entire Teacher TRAC application **legibly** by typing or using dark ink. **Incomplete applications**, as reflected by missing items, **will slow the application process and may keep you from being selected.**
- You will be notified **by email** by the Teacher TRAC office if you are awarded a Teacher TRAC scholarship. It is imperative your student data is correct with ACC **and** with the Teacher TRAC program and is consistent with information you submit on your fall 2009 application. Verify your personal information by contacting Admissions and Records or by using your student online services account.
- Teacher TRAC **requires** students to have an email address. If you don't currently have an email address, Austin Community College offers free student email accounts called ACCmail. ACC is teaming up with Google Apps for Education to provide personalized email accounts to all ACC students. To find out how to sign up for an email account, go to <http://www.austincc.edu/google/> and follow instructions. If you have not used your student online services, go to <http://www.austincc.edu/>, scroll down to the blue box called Online Services, and click on Student Login for your initial login information. If you have problems, call 223-HELP.
- **Actively enrolled students are required to use their ACCmail account when communicating with ACC instructors and ACC staff. All Teacher TRAC students must have an active ACCmail account by September 15, 2009, since scholarship information will be emailed only to your ACCmail account after that date.**

FIRST TIME AUSTIN COMMUNITY COLLEGE STUDENTS

- If you have **never** attended ACC, **complete the ACC Online application process** including ACC Online Advising 101 at <http://www.austincc.edu/support/admissions/applying.php>. Check with Assessment Offices to see if you need assessment testing to determine academic readiness. After completing Advising 101 and your assessment requirements, meet with an ACC advisor or counselor at any campus to be moved to "student status."
- It is your responsibility to complete the application process. If you are not moved to student status, you cannot be accepted as a Teacher TRAC scholarship recipient and you cannot register for classes.
- Attend a **mandatory orientation** (TBA at Eastview Campus, 3401 Webberville Road).

RETURNING STUDENTS

- Use your ACC ID number on your application and when communicating with staff, thus keeping in line with ACC's compliance with the Family Educational Rights and Privacy Act (FERPA).
- It is your responsibility to clear all holds. To check for holds use your student online services at <http://www.austincc.edu/> or contact Admissions and Records.
- Complete required items on your advising memo (distributed in April 2009) to maintain eligibility in the program.

NOTE to Directors: Please review your employee's application to ensure it is correct and complete. All signatures are required prior to submitting the application. Please do not fax more than two applications at a time. This ensures all pages are received and none are "stuck" behind other pages.

Students cannot register for courses prior to authorization from the ACC Teacher TRAC Coordinator.

[PLEASE CLICK HERE TO CONTINUE TO THE APPLICATIONS](#)