

# Teacher TRAC & Director TRAC Project Application Instructions

**Read These Important Directions for all Teacher or Director TRAC Applicants**

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

## **For All Teacher TRAC and Director TRAC Students:**

1. Complete the appropriate Teacher TRAC or Director TRAC application. Complete the **renewal** application if you have previously received a Teacher TRAC or Director TRAC scholarship. Complete the **new** application if you have never received a Teacher TRAC or Director TRAC scholarship. You can download an application at <http://www.austincc.edu/childdev>.
2. **Fax your completed application to (512) 223-5219.** Incomplete applications will slow the application process and may keep you from being selected. Please be sure your application is legible and be sure to use dark ink so it is easier to read when faxed.
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 selected. **The deadline for *Renewal* applications is March 8<sup>th</sup>. The deadline for *New* applications is March 22<sup>nd</sup>.**
4. Teacher TRAC will communicate with you through email. **You must have an email address. Check your email regularly** for communication from Teacher TRAC and be sure to check your trash or spam box for Teacher TRAC messages.
5. **If you are a returning or current ACC student, please use your ACC Gmail account.** To find out how to sign up for a Gmail 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.
6. **If you are not an ACC student and need an email account,** you can set one up through Gmail by going to <http://mail.google.com/> and create a new account.

## **Acceptance into Teacher or Director TRAC**

### **Renewing Students:**

During the week of April 12<sup>th</sup> to April 16<sup>th</sup>, **renewing** Teacher TRAC and Director TRAC applicants will receive award letters, via email, confirming registered courses for **summer 2010**. During the week of May 24<sup>th</sup> to May 29, **renewing** Teacher TRAC and Director TRAC applicants will receive award letters, via email, confirming registered courses for **fall 2010**. If you are not eligible for a scholarship award or if there is a problem with your application or course selection, you will be notified by April 2<sup>nd</sup>.

### **New Students:**

During March 22<sup>nd</sup> to April 9<sup>th</sup>, **new** Teacher TRAC and Director TRAC applicants will be contacted by Teacher TRAC staff for advising, information on becoming an ACC student and the mandatory orientation. New applicants will be required to attend a mandatory ACC/Teacher TRAC orientation (date/time TBA).

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