

**APPLICATION FOR MEMBERSHIP  
Texas Common Course Numbering System (TCCNS)**

**PART A – Member Information  
(If you do not use the digital form, please print responses)**

1. **Are you an active, current, TACRAO member?** Choose an item.  
   If you selected “Yes” from “Choose an item”, please skip the rest of Part A and proceed to Part B.  
   If you selected “No” from “Choose an item”, please proceed and respond to the text box questions 2-5.

2. Provide information on your current institutional accreditation status:

3. Provide a link to your institutional catalog (if not on the web, include an attachment):

4. Provide a link to your current class schedule or provide information about your course offerings:

5. Provide any additional information you believe is relevant to your application.

**PART B – Potential Member Address/Contact Information  
(Please Type or Print Responses)**

**Institution Information**

Institution Name:  
Institution Address (Main Campus):  
Institution City/State/Zip (Main Campus):

**Institution Contact Person Information   
(Who external entities can contact with institutional questions – Typically course-related questions)**

Institution Contact Person (First and Last Name):  
Institution Contact Person Title:  
Institution Contact Person Phone Number:  
Institution Contact Person Email Address:  
Institution Contact Person Fax Number (If Applicable):

**Student Contact Person Information   
(Who external entities can contact with student-focused questions – Typically advising related questions)**

Student Contact Person (First and Last Name):  
Student Contact Person Title:  
Student Contact Person Phone Number:  
Student Contact Person Email Address:  
Student Contact Person Fax Number (If Applicable):

**Database Contact Information**

Will the institution/student contact be the same people who will update your courses?

Choose an item.

If “No”, please provide the following information for each person who needs access to update your courses:

First and Last Name:  
Email Address:

**PART C – Institutional Approval**

I understand that consideration for membership by the Texas Common Course Numbering System Board does not guarantee acceptance to or membership in the Texas Common Course Numbering System. I also understand that while membership or participation in the Texas Common Course Numbering System is designed to better facilitate transfer efforts, our participation in no way guarantees transferability of courses to other institutions of higher education and/or the applicability of a given course to a major. If application for membership is approved, a $250 annual database support fee is issued annually by the Texas Association of Collegiate Registrars and Admissions Officers (TACRAO) to facilitate programming support fees, server maintenance, and other related costs.

**Required Signature by Institution’s Chief Executive Officer**  
Printed/Typed First and Last Name:  
Printed/Typed Title:

Signature:

**Part D – Submit Application**Please submit your completed application and any (if applicable) associated materials to [tccns@tacrao.org](mailto:tccns@tacrao.org)  
  
*Notes on Next Steps:*  
Once the application is received, the TCCNS committee will review/vote on new member approval. If the institution is currently in good standing with TACRAO membership or TACRAO Day/Night subscriptions and provided their Chief Executive Officer’s proof of support via signature on this form, they will be approved for new membership and a request will be will begin the process to update our database to include the new institution. For institutions whose accreditation and other related status items have not been previously reviewed and/or recently reviewed by TACRAO (i.e. not in good standing), the complete application will be reviewed and a decision provided within a 30-day period.