Dual/Concurrent Credit Enrollment Procedures

Students must act on their own behalf. Photo ID is required for all transactions at Collin College. Please consult the *Dual/Concurrent Credit Manual* at www.collin.edu/dualcredit for program restrictions.

☐ 1. **Apply** *(returning students may skip to step #7 after providing #2 High School Enrollment Permission Form)*
- Complete the Collin College application online at https://apply.collin.edu.
- MUST be completed before any paperwork will be processed.

☐ 2. **High School Enrollment Permission Form**
- This form is required on file at Collin College for **each semester**. It must be signed by a high school official (e.g. high school counselor), student, and parent/guardian if the student is under the age of 18.

☐ 3. **Official High School Transcript**
- Students are responsible for providing an official high school transcript to Collin College. Follow your high school's specific steps to request one.

☐ 4. **Testing Information**
- All students must test or provide proof of exemption/waiver. If you believe you have a full or partial exemption/waiver, please provide official scores and see Academic Advising (see back for details).
- If you do not have an exemption/waiver, you will need to take the **Texas Success Initiative (TSI) Assessment**.
- Steps include:
  ◊ Complete the Pre-Assessment Activity (PAA) and print your certificate of completion.
  ◊ Pay the $29 testing fee online at https://www.collin.edu/studentresources/testing/availabletesting/tsi.html or at Cashier's Office. A $29 fee will be charged for retakes.
  ◊ Take the PAA certificate of completion, a photo I.D., and receipt to the Testing Center during walk-in hours.
  ◊ See an Academic Advisor after testing to discuss your results.

☐ 5. **Bacterial Meningitis Vaccine**
- Submit proof of vaccine or if taking classes on a HS campus only, submit an exception form to the Collin College Admissions Offices via email to admissions@collin.edu.
- Please visit www.collin.edu/meningitis for details.

☐ 6. **Complete Mandatory Training on Preventing Sexual Violence**
- Located on the Student tab in CougarWeb. The hold will be removed within one hour of completing the training.

⭐ **Are you currently enrolled in a dual credit course? If yes, <u>START HERE</u>.**

After turning in permission form (step #2) each semester.

☐ 7. **Registration (***Online Registration Procedures on Back***)**
- You will **register online via CougarWeb**. Please reference your high school for dates, deadlines, course reference numbers (CRNs), and registration instructions.

☐ 8. **Tuition**
- You may pay in person at the Cashier's Office or online via CougarWeb.

☐ 9. **Books and Supplies**
- Click on "My Class Schedule" on Student Quick Links in CougarWeb for textbook information.

☐ 10. **College Photo ID and Parking Sticker**
- You can get these from any Student Life Office starting one week prior to classes beginning.

Please visit www.collin.edu/dualcredit for important dates and deadlines.
For questions, email dualcredit@collin.edu.

Revised 11/2016

Texas Success Initiative (TSI)

TSI Minimum Score Requirements		
Reading	**Writing**	**Math**
351	Essay score of **5** or Essay score of **4** and **multiple choice of 363**	350

Exemption Scores (minimum scores listed):			
Test	**Combined/Composite Requirement**	**Exempts TSI Reading & Writing**	**Exempts TSI Math**
SAT (before March 2016)	Combined Reading and Math: **1070**	Reading: **500**	Math: **500**
SAT (March 2016 & after)	N/A	Evidence Based Reading/Writing: **480**	Math: **530**
ACT	Composite: **23**	English: **19**	Math: **19**
STAAR	N/A	Level 2 English III: **2000** in Writing and **2000** in Reading	Level 2 Algebra II: **4000**

*All test scores must be documented on an **official document (transcript) or be sent to Collin from the testing source [www.actstudent.org (ACT) or www.collegeboard.org (SAT)]**. Faxes, student score reports, or Xerox copies are not considered official. Please note that it can often take 2-3 weeks to get scores from ACT or College Board.*

Temporary Waiver for Dual Credit students (minimum scores listed):			
Test	**Combined/Composite Requirement**	**Waives TSI Reading & Writing**	**Waives TSI Math**
PSAT (before Fall 2015)	Combined Reading and Math: **107**	Reading: **50**	Math: **50**
PLAN	Composite: **23**	English: **19**	Math: **19**
ACT-Aspire	N/A	English: **435**	Math: **431**
STAAR	N/A	English II: **4000**	Algebra I: **4000** and at least a grade of **70** in Algebra 2

Waivers are only needed for the subject you want to take. All test scores must be documented on an official document from the high school. Faxes, student score reports, or Xerox copies are not considered official and will not be accepted.

Online Registration Procedures for Designated Dual Credit Sections

1. Go to www.collin.edu
2. On the top right side of the web page, type in your CougarWeb username and password
3. Go to "Add or Drop Classes" under Registration Tools
4. Select the registration term (e.g. Fall 2017 Credit)
5. Input the 5 digit CRN for your designated section
6. Select "Submit Changes" – Your registered courses will then show under the Current Schedule

Online Registration Procedures for Non-Designated Dual Credit Sections

1. Go to www.collin.edu
2. On the top right side of the web page, type in your CougarWeb username and password
3. Go to "Look Up Classes" under Registration Tools
4. Select the registration term (e.g. Fall 2017 Credit)
5. Scroll down and select "Advanced Search"
6. Look for classes under "Subject" (e.g. English)
7. Select the campus you would like to attend (for web online classes, select "Web")
8. Go to the bottom of the page and select "Section Search"
9. Check the box of the course you want ("C" means the course is full and closed)
10. Go to the bottom of the page and select "Register"

For more information about the dual/concurrent credit program, please visit
www.collin.edu/dualcredit or call 469.365.1850.