

Dual/Concurrent Credit Registration Checklist

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 Registration 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 Registration 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, START HERE.**
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 get these from any Student Engagement 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.

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 340	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. Credit Fall 2018)
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. Credit Fall 2018)
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.