Home School Dual/Concurrent Credit Registration Checklist

For more information on program procedures and restrictions, visit www.collin.edu/express/dualcredit

1. **Apply** (returning students may skip to step #3 after providing Home School/Special Admit Registration Permission Form)
   - Complete the Collin College application online at https://apply.collin.edu. School code - 969998.
   - **MUST** be completed before any paperwork will be processed.

2. **Remove All Holds**
   - Home School/Special Admit Registration Permission Form — must be turned in **every** semester.
   - Take TSI or provide proof of exemption/waiver. See back of checklist for details.
     - For additional information regarding TSI, please review email from assessments@collin.edu*
       or visit https://www.collin.edu/studentresources/testing/availabletesting/faqs.html.
     *email will be sent to email address listed on admissions application
   - Bacterial Meningitis Vaccine
     - Students taking courses at a Collin College campus need to provide proof of valid Bacterial Meningitis vaccination.
     - Please visit www.collin.edu/meningitis for details.
   - Complete Mandatory Campus Safety Training
     - Located on the Student tab in CougarWeb. The hold will be removed approximately one hour after completing the training.

For more information regarding holds, please view the Hold Information and Resolution Guide at www.collin.edu/gettingstarted/register/hold_info_guide.html.

3. **Ready to Register**
   - You will register online via CougarWeb.

Online Registration Procedures for Traditional Courses at Collin Campuses/Online

1. Go to www.collin.edu and login to CougarWeb
2. Go to Registration Tools
3. Click on Registration and Planning
4. Click on Register for Classes
5. Select the registration term (e.g. Credit Spring 2020), then click Continue
6. On the Find Classes tab, enter the Subject (e.g. History) and then the Course Number (e.g. 1301)
7. Click Search
8. Click on Add for the course you want
9. Click Submit (in the bottom right corner of the screen)

4. **Payment**
   - You may pay in person at the Cashier's Office or online via CougarWeb.
   - Payment is required each semester.

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

Revised 09/2019
Texas Success Initiative (TSI)

**TSI Minimum Score Requirements**

<table>
<thead>
<tr>
<th></th>
<th>Writing</th>
<th>Math</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reading</td>
<td>Essay score of 5 or essay score of 4 and multiple choice of 340</td>
<td>350</td>
</tr>
<tr>
<td>Writing</td>
<td>351</td>
<td></td>
</tr>
</tbody>
</table>

**Exemption Scores (minimum scores listed):**

<table>
<thead>
<tr>
<th>Test</th>
<th>Combined/Composite Requirement</th>
<th>Exempts TSI Reading &amp; Writing</th>
<th>Exempts TSI Math</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAT (prior to March 2016)</td>
<td>Combined Reading and Math: 1070</td>
<td>Reading: 500</td>
<td>Math: 500</td>
</tr>
<tr>
<td>SAT (after March 2016)</td>
<td>N/A</td>
<td>Evidence Based Reading/ Writing: 480</td>
<td>Math: 530</td>
</tr>
<tr>
<td>ACT</td>
<td>Composite:</td>
<td>English: 19</td>
<td>Math: 19</td>
</tr>
</tbody>
</table>

All test scores must be documented on an official document (transcript) or be sent to Collin from the testing source.

The Collin College code for ACT is 4046 and SAT is 1951. [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):**

<table>
<thead>
<tr>
<th>Test</th>
<th>Combined/Composite Requirement</th>
<th>Waives TSI Reading &amp; Writing</th>
<th>Waives TSI Math</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSAT/NMSQT</td>
<td>N/A</td>
<td>Evidence-Based Reading &amp; Writing: 460</td>
<td>Math: 510</td>
</tr>
<tr>
<td>ACT-Aspire</td>
<td>N/A</td>
<td>English: 435</td>
<td>Math: 431</td>
</tr>
<tr>
<td>STAAR</td>
<td>N/A</td>
<td>English II: 4000</td>
<td>Algebra I: 4000 and at least a final grade of 70 in Algebra 2</td>
</tr>
</tbody>
</table>

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

**Additional Resources**

**ACCESS (Accommodations at Collin College for Equal Support Services)**
- Visit [www.collin.edu/studentresources/disabilityservices/index.html](http://www.collin.edu/studentresources/disabilityservices/index.html) for more information.

**Books and Supplies**
- Click on [My Class Schedule](http://www.collin.edu/studentresources/index.html) on Student Quick Links in CougarWeb
- Click on [Schedule Details](http://www.collin.edu/studentresources/index.html), then the course name. Bookstore Links are listed on the left side.

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

For more information, please visit [www.collin.edu/express/dualcredit](http://www.collin.edu/express/dualcredit) or call 469.365.1850.