Dual/Concurrent Credit
Home School/Special Admit Registration Permission Form Guide

This guide is meant to assist in completing the dual credit permission form and answer FAQs.

General Information and Procedure:

1. This form is required every semester. The most updated copy is also available on our website.
2. You may turn in this form at any Collin Campus or electronically to dualcredit@collin.edu.
   a. If submitting electronically, please be sure the form is easily printed and legible.
3. This form gives permission only, students must still register through CougarWeb.
4. Please only submit the form with both pages completed and signed.
5. If any changes are made to the students schedule please provide an updated form
   a. If you are revoking permission for a certain course
   b. If you are adding an approved course
   c. If you are changing Dual Credit/Concurrent credit
   d. If you are changing reported scores

Front Page: To be filled out by student and parent/legal guardian.

1. Term: Please mark which semester you are filling out the permission form for. Each term needs to be submitted on separate forms.
2. New/Returning Dual Credit Student: Please indicate if you have taken courses with us before or if this will be your first semester in the dual credit program.
3. Personal Information: All fields are required.
4. Student statement and signature: Please read this section carefully, it includes important policies and your Dual Credit vaccine waiver. Your signature is required to process this form.
5. Parent/Legal Guardian statement and signature: Please read this section carefully, it includes important policy information. Signature required if student is under the age of 18. If you are both the parent of a minor and the Home School Administrator, you will sign in both places.

Back Page: To be filled out by Home School/Special Admit Administrator

1. Please include Student name, CWID, and DOB on the top of the page.
2. Course Name and Number: please list the course name and number as shown in the Collin College catalog. Ex. ENGL 1301 or HIST 1302. Please list all courses you are approving the student to take.
3. CRN: This field is optional unless the student is taking a specific section at a partnering CO-OP
4. Dual Credit/Concurrent Credit: please indicate if the student will be receiving high school credit (Dual Credit) or if they will only receive college credit (concurrent credit) for each course.
5. Dual Credit TSI Waiver: please indicate if the student is eligible to receive the Dual Credit TSI waiver. If yes, please provide the scores that they are receiving the waiver based on.
   a. Please provide an unofficial score report for score verification.
   b. If the student is receiving a waiver based on STAAR testing and their final Algebra 2 grade, please also include a copy of their high school transcript for verification.
   c. If a student is receiving a TSI exemption based on SAT or ACT scores, those will be reported to Collin College through the College Board.
      i. Scores can take 2-3 weeks to be sent from the College Board, you can complete a Conditional Testing Compliance Contract with the Testing Office
6. Signature: signature of the Home School/Special Admit Administrator is required, if you are both the parent of a minor and the Home School Administrator, you will sign in both places.