

## Dual/Concurrent Credit Registration Checklist

For more information on program procedures and restrictions, visit  
[www.collin.edu/express/dualcredit/](http://www.collin.edu/express/dualcredit/)

- 1. Apply** (returning students may skip to step #3 after providing 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. Remove All Holds**
- High School 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](mailto: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 high school campus need to sign and turn in permission form for vaccine waiver. Students taking courses at a Collin College campus need to provide proof of valid Bacterial Meningitis vaccination.
      - Please visit [www.collin.edu/meningitis](http://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](http://www.collin.edu/gettingstarted/register/hold_info_guide.html).



**Are you currently enrolled in a dual credit course? If yes, **START HERE.****

After turning in permission form each semester.

- 3. Ready to Register**
- You will **register online via CougarWeb**. Please reference your high school for dates, deadlines, course registration numbers (CRNs), and registration procedures. Students registering for traditional courses held at a Collin campus, see registration procedures on back of checklist.
- Online Registration Procedures for Dual Credit Courses at High School/Collin Campus**
1. Go to [www.collin.edu](http://www.collin.edu) and login to CougarWeb
  2. Go to Registration and Planning under Registration Tools
  3. Click on Add, Drop, or Withdraw
  4. Select the registration term (**Credit Fall 2020**), then click Continue  
**Important:** Registration term must begin with **Credit** and not Cont Ed
  5. Click on the **Enter CRNs** tab **above** the search boxes, and input the 5 digit CRN for each of your courses
  6. Click **Add to Summary**
  7. 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.
  - Registration and payment deadlines **differ** from Collin College's payment deadline. Please refer to your high school for appropriate deadline.
  - Payment is required each semester.

## Texas Success Initiative (TSI)

<i>TSI Minimum Score Requirements</i>		
Reading	Writing	Math
351	Essay score of 5 or Essay score of 4 and multiple choice of 340	350

<i>Exemption Scores (minimum scores listed):</i>			
Test	Combined/Composite Requirement	Exempts TSI Reading & Writing	Exempts TSI Math
SAT (prior to March 2016)	Combined Reading and Math: 1070	Reading: 500	Math: 500
SAT (after March 2016)	N/A	Evidence Based Reading/Writing: 480	Math: 530
ACT	Composite: 23	English: 19	Math: 19

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](http://www.actstudent.org) (ACT) or [www.collegeboard.org](http://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

<i>Temporary Waiver for Dual Credit students (minimum scores listed):</i>			
Test	Combined/Composite Requirement	Waives TSI Reading & Writing	Waives TSI Math
PSAT/NMSQT	N/A	Evidence-Based Reading & Writing: 460	Math: 510
ACT-Aspire	N/A	English: 435	Math: 431
STAAR	N/A	English II: 4000	Algebra I: 4000 and at least a final 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 Traditional Courses at Collin Campuses

1. Go to [www.collin.edu](http://www.collin.edu) and login to CougarWeb
2. Go to **New Registration Tools** under Registration Tools
3. Click on **Student Registration** in My CougarCompass
4. Click on **Register for Classes**
5. Select the registration term (e.g. **Credit Fall 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)

## 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" on Student Quick Links in CougarWeb for textbook information.

### **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.