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 High School Registration Permission Form)
   - Complete the Collin College application online at [https://apply.collin.edu](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* or visit [https://www.collin.edu/studentresources/testing/availabletesting/faqs.html](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 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.

Please visit [www.collin.edu/express/dualcredit/](http://www.collin.edu/express/dualcredit/) for important dates and deadlines.
For questions, email dualcredit@collin.edu.

Revised 01/2019
Texas Success Initiative (TSI)

<table>
<thead>
<tr>
<th>TSI Minimum Score Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Reading</strong></td>
</tr>
<tr>
<td>351</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) Combined Reading and Math:</td>
<td>Reading: 1070</td>
<td>Math: 500</td>
<td>500</td>
</tr>
<tr>
<td>SAT (after March 2016)</td>
<td>Evidence Based Reading/Writing: N/A</td>
<td>Math: 480</td>
<td>530</td>
</tr>
<tr>
<td>ACT</td>
<td>Composite: 23</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.

**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>Evidence-Based Reading &amp; Writing: N/A</td>
<td>English: 460</td>
<td>Math: 510</td>
</tr>
<tr>
<td>ACT-Aspire</td>
<td>English: N/A</td>
<td>Math: 435</td>
<td>431</td>
</tr>
<tr>
<td>STAAR</td>
<td>English II: N/A</td>
<td>Algebra I: 4000 and at least a final grade of 70 in Algebra 2</td>
<td></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 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 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 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.