Home School/Special Admit Dual/Concurrent Credit Registration Checklist

☐ **Apply** at [apply.collin.edu](https://apply.collin.edu) (New Students)
  - Double check you are applying for the correct term and that you fully submit your application
  - Application **must** be completed before any paperwork will be processed

☐ **Remove All Holds**
  - Home School/Special Admit Registration Permission Form (New and Returning Students)
    - Please work with your home school administrator/high school counselor to complete this form
  - **Mandatory Campus Safety Training** (New Students)
    - Located on the Student tab in CougarWeb. The hold will be removed approximately one hour after completing the training.
  - **TSI** (New Students)
    - Take the TSIA2 or provide proof of waiver/exemption
    - Minimum score requirements for the TSIA, waivers, and exemptions on page 2
    - Additional information and sign up instructions are available online at: [www.collin.edu/studentresources/testing/availabletesting/tsi.html](https://www.collin.edu/studentresources/testing/availabletesting/tsi.html)
    - Returning students with a partial TSI status will not see a TSI hold, but may need to provide scores if they are signing up for a course in the subject that they do not have scores for on file.
  - **Bacterial Meningitis Vaccine** (New Students)
    - The Registration Permission Form will serve as a waiver for students taking courses only online or on their high school campus
    - Students taking courses on a Collin campus will need to provide a valid bacterial meningitis vaccine record or exemption at least 10 days prior to the start their course.
    - More information available online at [www.collin.edu/meningitis](https://www.collin.edu/meningitis)
  - Above are common holds dual credit students encounter, additional information regarding holds is available online at [www.collin.edu/gettingstarted/register/hold_info_guide.html](https://www.collin.edu/gettingstarted/register/hold_info_guide.html)

☐ **Register and Pay** (all registration and payment must be completed according to your high school's deadlines)
  - **All registration will be done online through CougarWeb**
    - **Registration for non-designated sections**
      - Log into Cougarweb: [cougarweb.collin.edu](https://cougarweb.collin.edu)
      - On the Home or Student tab and under “Registration Tools” go to “Registration and Planning”
      - Click on “Add, Drop, or Withdraw”
      - Select the registration term (Credit Fall 2022) and continue
      - *Dual/concurrent registration is always under “credit” terms not “cont. Ed” terms*
      - Use the “Find Classes” tab to **search** for your course (search by Subject and Course Number)
      - **Add to summary, and submit**
  - **Payment**
    - You may pay online through Cougarweb or in person
    - **If your schools deadlines are after Collin’s early payment deadline, you will need to complete payment by Collin’s deadline.** After Collin’s early payment deadline, payment must be made at the time of registration.
    - More information about payment methods, policies and installment plans is available online at [www.collin.edu/bursar/paymentpoliciesandmethods.html](https://www.collin.edu/bursar/paymentpoliciesandmethods.html)
Additional Information for Dual/Concurrent Registration

Texas Success Initiative (TSI)

New TSIA2 Minimum Score Requirements—beginning January 11, 2021

<table>
<thead>
<tr>
<th>English Language Arts &amp; Reading (ELAR)</th>
<th>Math</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRC 910—944 w/Diagnostic level 5-6 and Essay 5-8</td>
<td>CRC 910-950 w/Diagnostic level 6</td>
</tr>
<tr>
<td>OR</td>
<td>OR</td>
</tr>
<tr>
<td>CRC 945—990 w/Essay 5-8</td>
<td>CRC 950-990</td>
</tr>
</tbody>
</table>

Old TSIA Minimum Score Requirements—Prior to January 11, 2021

<table>
<thead>
<tr>
<th>Reading</th>
<th>Writing</th>
</tr>
</thead>
<tbody>
<tr>
<td>351</td>
<td>Essay score of 5 or</td>
</tr>
<tr>
<td></td>
<td>Essay score of 4 and multiple choice of 340</td>
</tr>
<tr>
<td></td>
<td>350</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 (after March 2016)</td>
<td>N/A</td>
<td>Evidence Based Reading/Writing</td>
<td>Math 480</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 received through official document (transcript) and need to 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)]. 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</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/Writing</td>
<td>Math: 460</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</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.

Registration for designated dual credit sections (some home school co-ops)

- Log into Cougarweb: cougarweb.collin.edu
- On the Home or Student tab and under “Registration Tools” go to “Registration and Planning”
- Click on “Add, Drop, or Withdraw”
- Select the registration term (Credit Fall 2022) and continue
- Dual/concurrent registration is always under “credit” terms not “cont. Ed” terms
- Click on the “Enter CRNs” tab above the search boxes, and input your 5 digit CRN(s)
- CRNs are provided by your high school counselor or College & Career Counselor
- Add to summary, and submit

ACCESS/Disability Services

- Accommodations do not transfer over from your High School classes.
- To receive accommodations in your Dual Credit classes, you must apply through the ACCESS Office, more information is available at www.collin.edu/studentresources/disabilityservices/index.html

Order books/course materials

- Click on “My Class Schedule” on Student Quick Links in CougarWeb for textbook information.