

# Dual/Concurrent Credit Registration Checklist

Please visit our website for more information on program procedures and restrictions

[www.collin.edu/express/dualcredit/](http://www.collin.edu/express/dualcredit/)

## ☐ **Meet with your High School Counselor!**

- ☐ Discuss what opportunities may be available to you for dual or concurrent credit and find out if they have any specific dates, deadlines, or procedures you need to follow in addition to Collin College's.

## ☐ **Apply at [applytexas.org](http://applytexas.org) (New Students)**

- ☐ Double check you are applying for the correct term and that you fully submit your application.
- ☐ Please allow 2-3 business days for your application to be processed.
- ☐ Your CougarWeb login information will be emailed to your personal email once accepted. Be sure to check your spam folder.
- ☐ *Tip: use your non-ISD email to apply, ISD emails block outside emails.*

## ☐ **Complete the Mandatory Campus Safety Training (New Students)**

- ☐ Completed in CougarWeb on the Student Tab. If needed, please call 972.881.5902 for assistance.

## ☐ **Set up OneLogin (New Students)**

- ☐ Once you complete your Campus Safety Training, you will receive your OneLogin credentials giving you access to your Collin College email address.
- ☐ *Tip: Set up OneLogin on a device that you will have access to at all times.*

## ☐ **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](http://www.collin.edu/studentresources/testing/availabletesting/tsi.html)
- ☐ Returning students with a partial TSI status will not see a TSI hold, but will 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 (Students taking courses on a Collin 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](http://www.collin.edu/meningitis)

## ☐ **Clear any other holds on your account**

- ☐ [www.collin.edu/gettingstarted/register/hold\\_info\\_guide.html](http://www.collin.edu/gettingstarted/register/hold_info_guide.html)

## ☐ **Complete your HS permission form with your HS Counselor (each semester)**

## ☐ **Registration (Completed in CougarWeb)**

- ☐ Log into CougarWeb and go to "Registration Tools" on your "Home" tab
- ☐ Click on "Registration and Planning" then "Add, Drop, and Withdraw from Class"
- ☐ Select the applicable "Credit" term (ex. "Credit Wintermester/Spring 2024")
- ☐ Search for your desired classes, "Add" to your schedule
- ☐ "Submit" your schedule to register
- ☐ *Note: change the drop down that says "register" to "waitlist" if your desired class is full*

## ☐ **Payment**

- ☐ You may pay online through Cougarweb or through the Cashier's Office
- ☐ More information about payment methods, policies and installment plans is available online at [www.collin.edu/bursar/paymentpoliciesandmethods.html](http://www.collin.edu/bursar/paymentpoliciesandmethods.html)
- ☐ All payment must be completed by your high school's payment deadline if earlier than Collin College's deadlines.

## Additional Information for Dual/Concurrent Registration

### ☐ Texas Success Initiative (TSI)

<b><i>New TSIA2 Minimum Score Requirements—beginning January 11, 2021</i></b>		
<b>English Language Arts &amp; Reading (ELAR)</b>		<b>Math</b>
CRC 910—944 w/Diagnostic level 5-6 and Essay 5-8		CRC 910-950 w/Diagnostic level 6
<b>OR</b>		<b>OR</b>
CRC 945—990 w/Essay 5-8		CRC 950-990
<b><i>Old TSIA Minimum Score Requirements—Prior to January 11, 2021</i></b>		
<b>Reading</b>	<b>Writing</b>	<b>Math</b>
<b>351</b>	Essay score of 5 or Essay score of 4 and multiple choice of 340	<b>350</b>

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

<b>Test</b>	<b>Combined/Composite Requirement</b>	<b>Exempts TSI Reading &amp; Writing</b>	<b>Exempts TSI Math</b>
<b>SAT (after March 2016)</b>	N/A	Evidence Based Reading/Writing <b>480</b>	Math <b>530</b>
<b>ACT (after 2/14/23)</b>	N/A	English <b>40</b>	Math <b>22</b>
<b>ACT (before 2/14/23)</b>	Composite <b>23</b>	English <b>19</b>	Math <b>19</b>

*Send a copy of your score report that shows your full name, scores and date of test. A PDF copy works best if available. You can download a pdf score report from the test website for free.*

### ***Temporary Waiver for Dual Credit students (minimum scores listed):***

<b>Test</b>	<b>Combined/Composite</b>	<b>Waives TSI Reading &amp; Writing</b>	<b>Waives TSI Math</b>
<b>PSAT/NMSQT</b>	N/A	Evidence-Based Reading & Writing: <b>460</b>	Math: <b>510</b>
<b>ACT-Aspire</b>	N/A	English: <b>435</b>	Math: <b>431</b>
<b>STAAR</b>	N/A	English II: <b>4000</b>	Algebra I: <b>4000</b> and min. final grade of <b>70</b> 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.*

### ☐ **Get Ready to Start Classes!**

#### ☐ **Order books/course materials**

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

#### ☐ **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](http://www.collin.edu/studentresources/disabilityservices/index.html)

#### ☐ **Get your Collin ID made in any Student Engagement Office**