Concurrent/Dual Credit Enrollment Procedures and Requirements

Students must act on their own behalf. Photo ID is required for all transactions at Collin College. Certain restrictions for the program apply; please consult the Concurrent/Dual Credit manual at www.collin.edu/dualcredit.

The following steps must be completed sequentially.

1. **Application**
   - Apply to Collin College online at ApplyTexas.org at least two weeks prior to registration (be sure to complete the profile and application).
   - You will receive an email from admissions@collin.edu when your application has been received (this could take a week or longer during peak periods). It will provide your Campus Wide ID Number (CWID) and list items you need to turn in.

2. **Concurrent Enrollment Permission Form** *(returning students provide before step 6)*
   - You must have a completed concurrent enrollment permission form on file with Collin College prior to registering for each semester. Please visit with your HS counselor for approval and to pick up this form.
   - Your high school may provide directly to Collin College if you return it to them with appropriate signatures during the school year. You may also provide it to Admissions and Records or a Special Admissions Coordinator/Advisor.
   - The form must be signed by a high school official (most commonly high school counselor) and the student. A parent/guardian must also sign if student is under 18. In addition, a principal or assistant principal must sign if student is approved for an overload.

3. **Official High School Transcript**
   - Students are responsible for providing an official high school transcript to Collin College. Follow your high school’s specific steps to request one. If needed, you can submit in person in a sealed envelope to an Admissions and Records Office.
   - The transcript may include test scores that qualify you for a TSI exemption or waiver. Not all schools record test scores on transcripts. Students may need to request official scores from the testing source.

4. **Bacterial Meningitis Vaccine**
   - Submit proof of vaccine or exception form if taking classes on a HS campus only to Collin College Admissions and Records Office via email to admissions@collin.edu, fax to 972.548.6702, or hand deliver at least three days prior to registration.
   - Other exceptions and exemptions are available. Please visit www.collin.edu/meningitis for details.

When steps 1-4 are complete, you will receive another email from admissions@collin.edu confirming your acceptance and providing your log-in information for CougarWeb.

5. **Texas Success Initiative (TSI) Assessment**
   - All students must test or prove an exemption/waiver. If you believe you have a full or partial exemption/waiver, please provide official scores and see Admissions and Records. See back for details.
   - To complete testing at any Collin Testing Center, you must:
     - Complete the Pre-Assessment Activity (PAA)--a link will be emailed to you during the admissions process or you can find it at the following: http://www.collin.edu/studentresources/testing/availabletesting/tsi.html.
     - Print your certificate of completion.
     - Bring testing referral (email to or picked up from Academic Advising) to Cashier's Office and pay $29.
     - Take the PAA certificate of completion, testing referral, a picture I.D., and receipt to the Testing Center during walk-in hours.
     - See an Academic Advisor after testing to discuss your results. A $29 fee will be charged for retakes.

(Returning students must start here after turning in permission form (step #2) each semester)

6. **Registration**
   - You will register online via CougarWeb once the registration period opens. Your log-in information was emailed to you at the time of admission. Please reference your HS specific course sheet for dates, deadlines, course reference numbers (CRNs), and registration instructions. You may also reference www.collin.edu/dualcredit for detailed registration instructions.

7. **Tuition**
   - Please visit http://www.collin.edu/gettingstarted/bursar/tuition.aspx for the tuition and fee schedule. If you feel your balance is incorrect, please check your residency status with Admissions and Records.
   - To remain in your class(es), you are responsible for paying tuition by the early registration payment deadline posted in the registration guide. Registration after the early registration payment deadline (if permitted by your high school) requires same day payment.
   - You may pay in person at the Cashier's Office or online via CougarWeb.

8. **Books and Supplies**
   - Visit Collin College’s bookstore web site two weeks prior to classes starting to find your book list.
   - If not available, you can contact your instructor through CougarWeb.

9. **College photo ID and Parking Sticker**
   - You can get these from any Student Life Office starting one week prior to classes beginning.
   - These are not required for the first day of class, but please pick up at your convenience.

Please visit www.collin.edu/dualcredit for important dates and deadlines. For questions, email dualcredit@collin.edu.

Revised 04/2015
Texas Success Initiative (TSI)

TSI is a state mandated assessment in reading, writing, and mathematics that must be taken prior to enrolling in college-level courses for any public college or university in the state of Texas unless otherwise exempt or waived (please see qualifying scores below). Students must be at college-level in reading and writing for the majority of courses. Most math and some science and technical courses require college-level placement in math. See the college catalog for placement and prerequisite information. Testing may be required for placement into higher level math courses (above MATH1314).

<table>
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<tr>
<th>TSI Minimum Score Requirements</th>
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<tbody>
<tr>
<td>Reading</td>
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<td>351</td>
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<table>
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<th>Exemption Scores (minimum scores listed):</th>
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<tbody>
<tr>
<td>Test</td>
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<td>SAT I</td>
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<td>ACT</td>
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<td>STAAR</td>
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Partial exemptions are available and scores from multiple tests can be used to make a full exemption. If you do not have a full exemption in all three areas (reading, writing, and math), further testing will be required. Please reference http://www.collin.edu/studentresources/testing/availabletesting/tsi.html for complete testing information.

All test scores must be documented on an official document (transcript) or be sent to Collin from the testing source (www.actstudent.org (ACT) or www.collegeboard.org (SAT)). Faxes, student score reports, or Xerox copies are not considered official.

<table>
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<tr>
<th>Temporary Waiver for Dual Credit Juniors (TSI waived for one year):</th>
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<tbody>
<tr>
<td>Test</td>
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<tr>
<td>PSAT</td>
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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.

CougarWeb

CougarWeb is an online student portal where you can register, pay for classes, view your schedule and CougarMail, and much more. Once admission to Collin College is complete, the username and password will be e-mailed to the address provided on the student's application.

To log into CougarWeb, go to www.collin.edu and type in your CougarWeb username and password on the top right side of the web page. If you do not have your log-in information, go to www.collin.edu and select Getting Started, CougarWeb, Login Assistance and follow the directions to obtain your username/password.

Other program information

- Enrollment is limited to approved courses listed on the Concurrent Permission form. Your high school determines if you will receive dual or concurrent credit.
- Dual/concurrent credit students are not eligible for 3-week May, developmental level, or physical education classes.
- In order to maintain eligibility in the Special Admissions program, students must maintain a “C” or better in EACH course completed.

For more information about the dual/concurrent enrollment program, please visit www.collin.edu/dualcredit.