Dual Credit and Concurrent Enrollment Manual
2016-2017

This manual serves as a resource for school districts, students, and parents interested in dual credit and concurrent enrollment program procedures and requirements at Collin College.

www.collin.edu/dualcredit
dualcredit@collin.edu
# Table of Contents

<table>
<thead>
<tr>
<th>Section 1-Program Overview</th>
<th>Page 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Collin College Mission and Core Values</td>
<td></td>
</tr>
<tr>
<td>Family Educational Rights and Privacy Act (FERPA)</td>
<td></td>
</tr>
<tr>
<td>Disability Accommodations--ACCESS</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section 2-ISD Information</th>
<th>Page 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Partnership Agreement</td>
<td></td>
</tr>
<tr>
<td>Dual Credit Timeline</td>
<td></td>
</tr>
<tr>
<td>Types of Credit, Course Delivery Options, and Course Offerings</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section 3-High School Pre-Advising</th>
<th>Page 11</th>
</tr>
</thead>
<tbody>
<tr>
<td>Helping Students Enroll</td>
<td></td>
</tr>
<tr>
<td>Target Student Participants</td>
<td></td>
</tr>
<tr>
<td>Enrollment Recommendations &amp; Limitations</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section 4-Application for Admission</th>
<th>Page 12</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Section 5-High School Transcripts (needed for admission to Collin College)</th>
<th>Page 13</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Section 6-Testing and Prerequisites</th>
<th>Page 14</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Requirements, Exemptions/Waivers, Testing, and Prerequisites</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section 7-Registration Process</th>
<th>Page 18</th>
</tr>
</thead>
<tbody>
<tr>
<td>High School Student Enrollment Form</td>
<td></td>
</tr>
<tr>
<td>Dropping or Withdrawing from a Course</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section 8-Financial Information</th>
<th>Page 19</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment Deadlines, Tuition, Residency, Free and Reduced Lunch</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section 9-Books</th>
<th>Page 20</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Section 10-Collin College Resources</th>
<th>Page 21</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Section 11-Grades (Collin College Courses)</th>
<th>Page 22</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Section 12-Transcript Requests (High School and Collin College)</th>
<th>Page 22</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Section 13-Graduating Seniors, Early Graduates, and Individual Admits</th>
<th>Page 23</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Section 14-Collin College Contact Information</th>
<th>Page 24</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Appendix A: Partnership Agreement</th>
<th>Page 25</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Appendix B: Student Checklist</th>
<th>Page 28</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Appendix C: High School Student Enrollment Permission Form</th>
<th>Page 30</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Appendix D: Permit to Register</th>
<th>Page 31</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Appendix E: Sample of Free and Reduced Lunch Letter</th>
<th>Page 32</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Appendix F: Graduating Senior Conditional Admissions Contract</th>
<th>Page 33</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Appendix G: Request for Exception-Bacterial Meningitis Vaccine</th>
<th>Page 34</th>
</tr>
</thead>
</table>
Section 1-Program Overview

The dual credit/concurrent enrollment program at Collin College provides a variety of services within the college and community. The primary goal of the program is to provide an opportunity for high school students to earn college credit. A successful head start on college-level coursework provides a foundation for students to continue their academic careers at a college or a university.

The program is designed for high school, private, charter, or home school students who are ready to begin earning college credits. High School students who meet Collin College’s Special Admissions criteria are encouraged to participate. The program is designed to supplement home/high school curriculum.

Definitions of Terms

Concurrent Enrollment: A student is enrolled in high school/home school and college at the same time (concurrently).

Dual Credit: A specific type of concurrent enrollment where a student receives both high school/home school and college credit for the same class. (The credit awarded for meeting high school graduation requirements is determined by each school independently.)
Collin College Mission Statement
Collin County Community College District is a student and community-centered institution committed to developing skills, strengthening character, and challenging the intellect.

Collin Core Values
We have a passion for:
- Learning
- Service and Involvement
- Creativity and Innovation
- Academic Excellence
- Dignity and Respect
- Integrity

Family Educational Rights and Privacy Act (FERPA)
The primary rights under the Family Educational Rights and Privacy Act (FERPA), Federal Law 99-380, include:
- Right to inspect and review educational records;
- Right to seek to amend education records;
- Right to have some control over the disclosure of information from education records.

For specific information, see the Collin College catalog.

In compliance with FERPA, information classified as "directory information" may be released to the general public without the prior written consent of the student.

Directory Information:

1. Student name
2. Student address
3. Telephone listing
4. Major field(s) of study
5. Participation in officially recognized activities and sports
6. Weight and height of athletic team members
7. Dates of attendance/enrollment
8. Most recent educational institution attended
9. Degrees and awards received
10. Photo/visual likeness

A student may request that directory information be withheld from the public by completing and filing a written request with the Admissions and Records Office. Filed requests are valid until revoked by the student in writing. If no request is filed, directory information will be released upon inquiry.

While FERPA gives parents certain rights with respect to their children’s educational records, these rights transfer to the student when they reach the age of 18 or begin attendance at Collin College, either on site, through distance learning, or in high school as a dual enrollment student (regardless of age). Parents can obtain directory information without written consent of the student. Only under limited circumstances can non-directory information be released to parents without written consent of the student and must be addressed by the Office of the Registrar.
Disability Accommodations ACCESS

ACCESS is Accommodations at Collin County for Equal Support Services. It follows ADA guidelines by providing reasonable accommodations, individual attention, and support for students with disabilities who need assistance with any aspect of their campus experience such as accessibility, academics, testing, and registration.

The ACCESS program is committed to the improvement of the quality of academic life for students with disabilities. Our goal is to assist faculty and staff in the enhancement of the student's college experience by providing individual attention, academic advising, reasonable accommodations, and tutoring. We also act as a referral source for other services on campus and in the community.

Students are encouraged to meet with their ACCESS advisor at least one month prior to the beginning of classes. Follow-up meetings with the advisor throughout the semester are also recommended to track academic progress and to provide one-on-one encouragement and guidance. Our advising service includes discussion of academic programs, degree requirements, TSI, placement testing, schedules, and registration. We also review the documentation detailing a student's disability and determine appropriate academic accommodations for the student.

How can ACCESS assist?
- Provide classroom accommodations.
- Provide adapted test conditions.
- Provide note taker assistance.
- Provide academic advising and personal guidance.
- Provide sign language interpreters and captionists.
- Provide individual and group tutoring, in addition to online tutoring (2 hours a week).
- Assist with special needs center equipment - Braille printer, large print readers, scanners, voice-synthesized speech program.

Regardless of class location (high school campus or Collin College campuses), students with disabilities must apply for disability services, provide current documentation, and be determined eligible for the accommodations at Collin College. Not all students who qualify for modification for high school classes will be eligible for accommodations in college classes.

If determined eligible for academic accommodations at Collin College, students must request accommodations each semester. Dual credit course location will determine who provides academic accommodations determined by Collin's ACCESS Department. Accommodations for students enrolled in dual credit courses offered on the high school campus are provided by high school personnel. Accommodations for students enrolled in dual credit courses offered on Collin College campuses will be provided by Collin College personnel.

Students are not eligible for the Deaf/Blind tuition waiver for dual credit courses. To contact the ACCESS office for accommodations at Collin College, please call 972.881.5898.

Please visit the website for more information:
http://www.collin.edu/studentresources/disabilityservices/index.html
Section 2-ISD Information

Partnership Agreement

The Texas Higher Education Coordinating Board “encourages and supports partnerships between secondary schools and public two-year colleges including such initiatives as dual credit which allow secondary students to receive both high school and college-level credit for college-level courses” and provides the rules and regulations for partnership agreements in Title 19, Part 1, Chapter 9, Subchapter H of the Administrative Code.

Collin College has partnership agreements in place for dual credit participants. Students may register for courses held on any Collin campus, online or offered at their individual high school site, if applicable. Some course sections held on a Collin campus are specifically designated as dual credit. These sections are usually limited to high school students and are typically not open for enrollment for other Collin students until late registration. Reasonable attempts to accommodate high school block/AB scheduling will be made. Classes run according to college calendar, guidelines, and specifications.

[See Appendix A for a sample Partnership Agreement, pages 25-27]
Dual Credit Timeline

**August**
- Registration/payment deadline
- Fall rosters to ISDs

**September**
- Review and discuss ISD/Collin College calendar conflicts for the next academic year
- Course requests for Spring are due
- Census date--Last day to drop

**October**
- Provide concurrent packets for Spring
- Progress grades provided to ISDs
- Last day to withdraw for Fall

**November**
- Pick up completed permission forms from high schools for Spring registration
- Spring registration begins

**December**
- Final grades due to ISDs
- Course requests for Fall are sent to ISDs

**January**
- Registration/payment deadline
- Spring rosters to ISDs
- Course requests for Fall are due
- Census date--Last day to drop

**February**
- Request dates for concurrent presentations from ISDs
- Prepare/deliver Fall concurrent packets

**March**
- Progress grades provided to ISDs
- Last day to withdraw for Spring
- Summer registration begins
- Dual Credit presentations
- Pick up completed permission forms from high schools for Fall registration

**April**
- Fall registration begins

**May**
- Final Grades due to ISDs

**June**
- Pick up transcripts of concurrent students with test scores

**July**
- Send roster updates to schools periodically

*Note: Final numeric grades are provided for summer sessions by request.*
## Types of Credit

All types require HS approval.

<table>
<thead>
<tr>
<th></th>
<th>Articulated Credit</th>
<th>Concurrent Credit</th>
<th>Dual Credit</th>
<th>Workforce Dual Credit</th>
</tr>
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<tbody>
<tr>
<td>Taught by</td>
<td>HS Staff</td>
<td>College Professor</td>
<td>College Professor (Collin may employ qualified HS Staff)</td>
<td>College Professor (Collin may employ qualified HS Staff)</td>
</tr>
<tr>
<td>Course is held</td>
<td>On the HS campus</td>
<td>College campus or Online</td>
<td>College or HS campus or Online</td>
<td>College or HS campus or Online</td>
</tr>
<tr>
<td>Credit is awarded</td>
<td>On HS transcript, college credit is awarded after HS graduation and with attendance at Collin</td>
<td>Upon completion of the semester on College transcript</td>
<td>Upon completion of the semester on College transcript and HS transcript</td>
<td>Upon completion of the semester on College transcript and HS transcript</td>
</tr>
<tr>
<td>HS Graduation</td>
<td>HS decides what courses will meet HS graduation requirements</td>
<td>Typically does not meet HS graduation requirements</td>
<td>HS decides what courses will meet HS graduation requirements</td>
<td>Typically satisfies HS elective credits</td>
</tr>
<tr>
<td>Requirements</td>
<td>Course Examples</td>
<td></td>
<td>Core academic courses like ECON, ENGL, GOVT, MATH</td>
<td>Health Science, Technology, Culinary, or other workforce areas</td>
</tr>
<tr>
<td></td>
<td>Often for courses that require a statewide exam such as CCNA, or for courses that require a sequence</td>
<td>Any course student meets college prerequisites to enroll</td>
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### Course Delivery Options

<table>
<thead>
<tr>
<th></th>
<th>Face-to-Face</th>
<th>Hybrid</th>
<th>Blended</th>
<th>Online</th>
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<tr>
<td>Meets</td>
<td>Face-to-face 100% of the time</td>
<td>Meets 50% face-to-face at a set time each week and 50% online</td>
<td>At least 50% online and requires some on-campus time. Any Internet-based distance learning course that contains geographically limiting requirements.</td>
<td>Online 100 % of the time</td>
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Dual Credit Course Offerings

The most common course offerings for dual credit include:

**ECON 2301 Principles of Macroeconomics**
An analysis of the economy as a whole including measurement and determination of Aggregate Demand and Aggregate Supply, national income, inflation, and unemployment. Other topics include international trade, economic growth, business cycles, and fiscal policy and monetary policy. Prerequisite: Meet TSI college-readiness standard for Reading and Writing; or equivalent. 3 credit hours.

**ECON 2302 Principles of Microeconomics**
Analysis of the behavior of individual economic agents, including consumer behavior and demand, producer behavior and supply, price and output decisions by firms under various market structures, factor markets, market failures, and international trade. Prerequisite: Meet TSI college-readiness standard for Reading and Writing; or equivalent. 3 credit hours.

**ENGL 1301 Composition I**
Intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus on writing the academic essay as a vehicle for learning, communicating, and critical analysis. Lab required. Prerequisite: Meet TSI college-readiness standard for Reading and Writing; or equivalent. 3 credit hours.

**ENGL 1302 Composition II**
Intensive study of and practice in the strategies and techniques for developing research-based expository and persuasive texts. Emphasis on effective and ethical rhetorical inquiry, including primary and secondary research methods; critical reading of verbal, visual, and multimedia texts; systematic evaluation, synthesis, and documentation of information sources; and critical thinking about evidence and conclusions. Lab required. Prerequisite: ENGL 1301. 3 credit hours.

**ENGR 1201 Introduction to Engineering**
An introduction to the engineering profession with emphasis on technical communication and team-based engineering design. Prerequisite: MATH 1314 or equivalent academic preparation. 2 credit hours.

**GOVT 2305 Federal Government**
Origin and development of the U.S. Constitution, structure and powers of the national government including the legislative, executive, and judicial branches, federalism, political participation, the national election process, public policy, civil liberties and civil rights. Prerequisite: Meet TSI college-readiness standard for Reading and Writing; or equivalent. 3 credit hours.

**GOVT 2306 Texas Government**
Origin and development of the Texas Constitution, structure and powers of the state and local government, federalism and inter-governmental relations, political participation, the election process, public policy and the political culture of Texas. Prerequisite: Meet TSI college-readiness standard for Reading and Writing; or equivalent. 3 credit hours.
HIST 1301 U.S. History I
A survey of the social, political, economic, cultural, and intellectual history of the United States from the pre-Columbian era to the Civil War/Reconstruction period. United States History I includes the study of pre-Columbian, colonial, revolutionary, early national, slavery and sectionalism, and the Civil War/Reconstruction eras. Themes that may be addressed in United States History I include: American settlement and diversity, American culture, religion, civil and human rights, technological change, economic change, immigration and migration, and creation of the federal government. Prerequisite: Meet TSI college-readiness standard for Reading and Writing; or equivalent. 3 credit hours.

HIST 1302 U.S. History II
A survey of the social, political, economic, cultural, and intellectual history of the United States from the pre-Columbian era to the Civil War/Reconstruction period to the present. United States History II examines industrialization, immigration, world wars, the Great Depression, Cold War, and post-Cold War eras. Themes that may be addressed in United States History II include: American culture, religion, civil and human rights, technological change, economic change, immigration and migration, urbanization and suburbanization, the expansion of the federal government, and the study of U.S. foreign policy. Prerequisite: Meet TSI college-readiness standard for Reading and Writing: or equivalent. 3 credit hours.

MATH 1314 College Algebra
In-depth study and applications of polynomial, rational, radical, exponential and logarithmic functions, and systems of equations using matrices. Additional topics such as sequences, series, probability, and conics may be included. Graphing calculator required. Lab required. Prerequisite: Met TSI college-readiness standard for Mathematics; or equivalent. 3 credit hours.

MATH 1316 Trigonometry
In-depth study and applications of trigonometry including definitions, identities, inverse functions, solutions of equations, graphing, and solving triangles. Additional topics such as vectors, polar coordinates and parametric equations may be included. Graphing calculator required. Prerequisite: MATH 1314 or MATH 1414; or equivalent. 3 credit hours.

MATH 1342 Elementary Statistical Methods
Collection, analysis, presentation and interpretation of data and probability. Analysis includes descriptive statistics, correlation and regression, confidence intervals and hypothesis testing. Use of appropriate technology is recommended. Graphing calculator required. Lab required. Prerequisite: Meet TSI college-readiness standard for Mathematics; or equivalent. 3 credit hours.

SPCH 1311 Fundamentals of Speech Communication
Introduces basic human communication principles and theories embedded in a variety of contexts including interpersonal, small group, and public speaking. Prerequisite: Meet TSI college-readiness standard for Reading and Writing; or equivalent. 3 credit hours.
Workforce Education Dual Credit Course Offerings

Workforce Education dual credit classes can enhance a student’s education by providing hands-on experience and a chance for them to career search a specific field. Workforce Education dual credit provides ISDs opportunities to explore classes outside of the core curriculum.

When considering workforce education dual credit, high schools need to be aware of specific equipment needs for the courses and additional time for labs.

A sample of some workforce education dual credit courses include:

**CHEF 1305 Sanitation and Safety**
A study of personal cleanliness; sanitary practices in food preparation; causes, investigation, control of illness caused by food contamination. (Hazard Analysis Critical Control Points); and work place safety standards. 3 credit hours.

**CPMT 1305 IT Essentials I: PC Hardware and Software**
Provides comprehensive overview of computer hardware and software and an introduction to advanced concepts. Lab required. 3 credit hours.

**DFTG 1309 Basic Computer-Aided Drafting**
An introduction to computer-aided drafting. Emphasis is placed on setup; creating and modifying geometry; storing and retrieving predefined shapes; placing, rotating, and scaling objects, adding text and dimensions, using layers, coordinating systems; and plot/print to scale. Lab required. 3 credit hours.

**HITT 1305 Medial Terminology I**
Study of medical terms through word origin and structure. Introduction to abbreviating and symbols, surgical and diagnostic procedures, and medical specialties. 3 credit hours.
Section 3-High School Pre-Advising

Helping Students Enroll
The student checklist outlines dual credit/concurrent enrollment procedures and requirements. It is the cover sheet to the enrollment packets provided to high schools and is also available on our web site. [See Appendix B for a Student Checklist, pages 28-29]

The first step for students to participate in the dual credit program is to meet with their high school counselor. Dual credit courses at Collin College are open to high school students who meet the requirements. Private school, charter school, and home school students are also eligible.

Target Student Participants
The dual credit/concurrent program targets a specific population of students who meet Collin College requirements. Students should be performing at an A/B grade level in their high school curriculum, should possess advanced academic skills, and should demonstrate the maturity level needed to be successful in college-level coursework. Students must also meet the Texas Success Initiative testing standards or provide proof of exemption or waiver. This program is intended for students who desire to get a head start on their college curriculum. Dual credit and concurrent enrollment are intended to supplement high school curriculum.

Enrollment Recommendations
In order for students in the dual credit/concurrent enrollment program to achieve academic success, the following parameters are in place:

- Concurrent students are not eligible for 3-week May, Wintermester, developmental level, or physical education classes not listed in the core curriculum.

- Concurrent students may not audit courses.

- Students must meet high school requirements and maintain satisfactory academic performance as it relates to Collin College’s Academic Standards defined in the College Catalog.

To see a full list of all rules, please reference Texas Administrative Code §4.85.
Section 4-Application for Admission

High School Counselors can assist students in the admissions process by informing them of the following steps. Any questions about these steps can be referred to the Admissions and Records Office at our main campuses or a Special Admissions Coordinator.

All students must apply to Collin College to become a student. Applications should be completed at apply.collin.edu. Please refer to our website for deadlines. Shortly after the application is complete, the student will receive an email with a Collin College username and password as well as a College Wide ID (CWID). Students will not be able to register for courses until all testing and documentation have been submitted.

If your student does not have a social security number they will receive an email asking for their social security number from the Admissions and Records office. Students must reply to the email in order for their application for admission to download.

- Students without a social security number need to reply to the email and state that they do not have a SSN. We recommend students without a SSN follow up in person with Admissions and Records to provide any available residency documentation. Residency for tuition purposes is established based on information provided on the application.

Residency is established by the parent living and/or working in Texas for 12 months prior to the start of the semester. Please contact the Admissions and Records office for further information on residency.

Students will need to act on their own behalf and will need to present a photo ID for any transactions at the college.

Bacterial Meningitis vaccine documentation or waiver must be provided in order to complete the admissions process. More information can be obtained from the Admissions and Records Office or at http://www.collin.edu/gettingstarted/admissions/meningitis/
[See Appendix G for a sample Request for Exception on the high school site, page 34]

If students do not know their CougarWeb log in information they may take a picture ID to the Admissions and Records Office at a campus near them or email admissions@collin.edu. Requests should include the student's full legal name, date of birth, and the email address the student provided on their admissions application or the email address on file with the Admissions and Records Office.
Section 5-High School Transcripts

Students are ultimately responsible for providing their own official high school transcript.

School districts may provide transcripts in the following way at the end of the Spring semester for the upcoming Fall semester:

- in bulk directly to the Special Admissions Coordinator
- via email to dualcredit@collin.edu
- electronically via Trex or e-script to transcripts@collin.edu

Students may provide hard copy official transcripts that have a signature, a seal, special paper and in a sealed envelope.

We cannot accept faxed transcripts as official from students or school districts.

Every year transcript processing is on a tight time schedule. Please provide test scores on the transcripts such as STAAR, ACT and/or SAT.

In order to expedite the processing of bulk transcripts, the following sequence is recommended:

Step 1: High School: Make a list (preferably in Excel) of transcripts that will be sent in bulk to Collin College. Please provide this list to Special Admissions Coordinators via email.

Step 2: High Schools/Collin College: Coordinate delivery/pick up of bulk transcripts.

Step 3: Collin College: Special Admissions Coordinators will compare the Excel list to transcripts received. Transcripts will be evaluated and students’ testing status will be noted. This information will be provided back to the high school. This confirmation will act as a receipt of each transcript.

Both the college and the high school counselor should communicate testing needs to the students. Registration cannot occur without testing in place.

Transcripts may also be sent electronically via Trex or e-script to transcripts@collin.edu. This is the fastest method for processing. Graduating Seniors’ final high school transcripts will be processed by the Admissions and Records office.
Section 6-Testing & Prerequisites

General Requirements, Exemptions/Waivers, Testing, and Prerequisites

The Texas Success Initiative (TSI) is a program designed to determine if a student is ready for college-level course work in the general areas of reading, writing, and mathematics.

Beginning August 26, 2013, the new Texas Success Initiative (TSI) Assessment was enacted for all Texas public colleges and universities. Any new student who has not earned credit through college course work prior to 8/26/13 or met a state approved exemption is subject to the new TSI Assessment requirement. Previous TSI approved tests (Compass, Accuplacer, THEA, and Asset) are no longer accepted.

The testing fee is $29.00. If a student can provide documentation of eligibility for Free and Reduced Lunch, the testing fee can be waived. If a student needs to retake a portion of the TSI, they will be required to pay $29 again.

All dual credit/concurrent students must take the TSI test prior to enrolling at Collin, unless otherwise exempt or waived. Students can combine partial exemptions from two tests, such as STAAR and SAT/ACT. Collin will review the students’ scores to determine testing needs. Students must place at college level in reading and writing for the majority of courses. College level math placement is required for Math courses and some science and technical dual credit courses. Dual credit/concurrent students cannot register for developmental coursework.

If a student tests at developmental level in all three areas (reading, writing and math), they will receive an email from the Developmental Education (DE) area asking them to attend a DE advising session. Since dual credit students are not eligible to enroll in developmental courses they should disregard this email and retake the TSI exam.

If a student tests at a developmental level in one or two areas they will receive an email from the Academic Advising area. They will have a hold called Mandatory Advising on their account until they either retake the TSI exam and score at college level in all three areas or meet with an Academic Advisor. This hold will remain until they test at college level in all three areas or complete the developmental education course sequence after graduation. Students will need to complete a Mandatory Advising survey to have the hold waived each semester as needed in order to register online.

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<th>TSI Minimum Score Requirements:</th>
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<tbody>
<tr>
<td><strong>Reading</strong></td>
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<tr>
<td>Essay score of 5 or</td>
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<tr>
<td>Essay score of 4 and multiple</td>
</tr>
<tr>
<td>choice of 363</td>
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<tr>
<td><strong>Writing</strong></td>
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<td>Essay score of 5 or</td>
</tr>
<tr>
<td>Essay score of 4 and multiple</td>
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<tr>
<td>choice of 363</td>
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<tr>
<td><strong>Math</strong></td>
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TSI Exemptions, Partial Exemptions, and Waivers

Exemptions

<table>
<thead>
<tr>
<th>Exemption Scores (minimum scores listed):</th>
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<tbody>
<tr>
<td>SAT I</td>
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<tr>
<td>Combined Reading and Math:</td>
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<tr>
<td>1070</td>
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<tr>
<td>Reading:</td>
</tr>
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<td>500</td>
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<tr>
<td>Math:</td>
</tr>
<tr>
<td>500</td>
</tr>
<tr>
<td>ACT</td>
</tr>
<tr>
<td>Composite:</td>
</tr>
<tr>
<td>23</td>
</tr>
<tr>
<td>English:</td>
</tr>
<tr>
<td>19</td>
</tr>
<tr>
<td>Math:</td>
</tr>
<tr>
<td>19</td>
</tr>
<tr>
<td>STAAR</td>
</tr>
<tr>
<td>Level 2 English III:</td>
</tr>
<tr>
<td>2000 in Writing and 2000 in Reading</td>
</tr>
<tr>
<td>Level 2 Algebra II:</td>
</tr>
<tr>
<td>4000</td>
</tr>
</tbody>
</table>

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.

Partial Exemptions

- A student with an ACT Composite Score of 23 (or higher) is exempt from TSI Math with an ACT Math score of 19 (or higher) even though the ACT English may be less than 19. A student with an ACT Composite Score of 23 (or higher) is exempt from TSI Reading and TSI Writing with an ACT English score of 19 or higher, even though the Math may be less than 19.
- A student with a SAT combined Reading and Math score of 1070 (or higher) is exempt from TSI Math with a SAT Math score of 500 (or higher) even though the SAT Reading may be less than 500. A student with a combined Reading and Math score of 1070 (or higher) is exempt from TSI Reading and TSI Writing with a SAT Reading score of 500 (or higher) even though the SAT Math may be less than 500.
- A student with a STAAR Algebra II score of level 2 (score of 4000) is exempt from TSI Math. A student with a STAAR English III score of level 2 (score of 2000 in Writing) is exempt from TSI Writing. A student with a STAAR English III score of level 2 (score of 2000 in Reading) is exempt from TSI Reading.

Waivers

<table>
<thead>
<tr>
<th>Temporary Waiver for Dual Credit Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSAT</td>
</tr>
<tr>
<td>Combined Reading and Math:</td>
</tr>
<tr>
<td>107</td>
</tr>
<tr>
<td>Reading:</td>
</tr>
<tr>
<td>50</td>
</tr>
<tr>
<td>Math:</td>
</tr>
<tr>
<td>50</td>
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<tr>
<td>PLAN</td>
</tr>
<tr>
<td>Composite:</td>
</tr>
<tr>
<td>23</td>
</tr>
<tr>
<td>English:</td>
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<tr>
<td>19</td>
</tr>
<tr>
<td>Math:</td>
</tr>
<tr>
<td>19</td>
</tr>
<tr>
<td>STAAR</td>
</tr>
<tr>
<td>English II:</td>
</tr>
<tr>
<td>4000</td>
</tr>
<tr>
<td>Algebra I:</td>
</tr>
<tr>
<td>4000 and at least a grade of 70 in Algebra 2</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.
**Mandatory Pre-Assessment Activity**

Students will receive an email regarding the Pre-Assessment Activity from AssessmentsCollinCollege@collin.edu. It will state that all students are required to assess unless otherwise exempt. A testing referral for the complete TSI will be attached. A second email will be sent from AssessmentsCollinCollege@collin.edu and it will provide the link for the Pre-Assessment Activity.

Depending on the date the student applies and when test scores are provided/processed, the student may receive these emails and either not need testing or need to take a partial assessment. Students may follow up with Academic Advising or Admissions and Records for partial exemption referrals. Students may disregard the emails if exempt in all areas.

Before taking the initial TSI Assessment (partial or complete), all students must participate in a Pre-Assessment Activity.

This activity includes the following:

- An explanation of the importance of the TSI Assessment
- Practice test questions and feedback
- Information on campus and community resources to assist students

A Certificate of Completion will be printed at the end of this activity, which is required to take the TSI Assessment.

**Frequently Asked Questions**

- **Who must take the TSI Assessment?**
  Unless otherwise exempt or waived, all degree-seeking students registering at a Texas public college or university must take the TSI Assessment.

- **Why is the Pre-Assessment Activity required before taking the TSI Assessment?**
  This activity reiterates the importance of the TSI Assessment, provides information about options if the minimum passing standard is not met, and also includes a practice test and feedback immediately upon completion. The Certificate of Completion for this activity is required to take the TSI Assessment.

- **When do I have to take the TSI Assessment?**
  The assessment must be taken before you can enroll in any college-level course at any Texas public institution of higher education.

- **How do I register and pay for the TSI Assessment?**
  All prospective students of Collin must have a Testing Referral Form (by email or from either the Admissions and Records Office or Academic Advising). This form should be taken to the Cashier's Office for payment of the appropriate fee. (NOTE: The Cashier's Office is not open on Saturdays.) This receipt, along with the Pre-Assessment Activity Certificate of Completion, should then be taken to any of the three campus Testing Centers listed below. Walk-in testing is available within the following start times for ALL campuses:

  - **Spring Creek Campus**  J232  972.881.5922  
  - **Preston Ridge Campus**  F209  972.377.1522  
  - **Central Park Campus**  A109  972.548.6849

  - **Monday - Thursday**  8:00 a.m. - 4:00 p.m.  
  - **Friday**  8:00 a.m. - 10:00 a.m.  
  - **Saturday**  8:00 a.m. - 12:00 Noon
- **Are calculators allowed for the TSI Assessment?**
  No calculators are allowed to be brought in to the testing room. A calculator is provided within the testing program, as appropriate.

- **What happens if I do not pass all three sections of the TSI Assessment?**
  Students who initially fail to be placed at college level on a portion of the TSI cannot take a college-level course in the failed subject area until they complete the required developmental courses and/or retest. *Dual credit students are not permitted to take developmental courses while in a high school program.*

For questions about the Pre-Assessment Activity or the TSI Assessment, contact the Director of Testing at 972-548-6773 or email TSI_Info@collin.edu.

**Prerequisites**

In addition to meeting the college level placement required for each course, students should review the Collin College Catalog for course prerequisite information. Prerequisites vary depending on the subject. [http://www.collin.edu/academics/catalog.html](http://www.collin.edu/academics/catalog.html)

Please note that additional testing may be required for placement into higher level math courses (above MATH 1314, College Algebra).
Section 7-Registration Process

Registration – To be completed online via CougarWeb

Concurrent/Dual credit students must be admitted to Collin College and have all of their paperwork completed at the time of registration. This includes having an official high school transcript on file, vaccine requirements met, testing completed, and enrollment permission form with signatures on file with the college. Students will need to act on their own behalf and will need to present a photo ID for any transactions at the college.

High School Student Enrollment Permission Form
The High School Student Enrollment Permission form must be completed each semester and be provided to the college by the high school or student prior to enrollment. Permission is required for both dual and college only credit. Students will have a hold on their account until the High School Student Enrollment Permission form has been received and processed by the college.

[Sample from High School Student Enrollment Permission Form-See Appendix C, page 30]

This area must be completed by school official (often the HS counselor) identifying approved course(s)

The section of the form that is completed by the designated high school official cannot be altered by the college representative and cannot be left blank. If a student’s form is incomplete, they will not be able to register.

The high school official must list the course(s) the student is approved to enroll in. Students may only enroll for approved subjects. If a course needs to be changed, either a new form is required or a high school official must email a Special Admissions Coordinator the new course information. The high school official should also indicate what type of credit students will receive (i.e. dual credit versus college credit only).

The High School Student Enrollment Permission form must have the signature of the designated high school official (most commonly high school counselor), the parent/legal guardian, and the student. For students who are 18 years of age or older, a parental signature is not necessary.
**Dropping or Withdrawing from a Course**

Dropping is the formal removal from a course. It is done prior to the term's “census” date and the course does not show up on the college transcript.

Withdrawing is a formal withdrawal from a course. It is done by the withdrawal date and shows as a W on the student’s transcript. This shows the course was attempted, but it does not factor into the student’s grade point average.

Concurrent students are exempt from Senate Bill 1231 that limits the number of withdrawals of college students to 6 total courses during their undergraduate career.

Dropping or withdrawing from a course needs to be completed by the dates listed in the Registration Guide. This process is completed with the Admissions and Records Office in person by the student by completing a drop/withdrawal form. We do not accept faxes or emails.

Depending on the date a drop or withdrawal occurs, students may be eligible for a full or partial refund. Please see the Registration Guide or Cashier’s office for details.

Drop/Withdrawal may impact high school graduation. If a student drops or withdraws from a course, the student will not receive college credit for the course. Collin College encourages students to complete credit recovery and meet with their high school if the course is needed for graduation. If a student does not drop or withdraw from a course, they will receive a grade.

**Section 8-Financial Information**

**Payment Deadlines** Students who register for classes are required to pay their tuition and fees by the deadline posted in the Collin Registration Guide and/or at http://www.collin.edu/gettingstarted/bursar/payment_deadline.html. Students who do not pay account balances by the applicable payment deadline are subject to courses being dropped for non-payment. Concurrent students are not eligible for financial aid but may use Texas Tomorrow Funds from fully funded plans to pay tuition and fees. High School students are not eligible for the Deaf/Blind waiver for dual credit courses at Collin College.

**Residency and Tuition** High school students pay tuition based on their parents' residency status. Tuition is calculated based on residency status and where the student lives, not where one attends high school. Questions regarding residency status should be addressed to the Admissions and Records Office. The following link provides tuition rates: http://www.collin.edu/gettingstarted/bursar/ tuition.html.

**Your Student Account and Payments** Collin’s secure payment suite is accessed through CougarWeb. After logging in, select the Quicklink, Pay by Credit Card/Check, and then the Collin College Account Suite to enter the secure payment suite. From the payment suite you may view your account balance and access monthly e-Statements; pay your balance by credit card (Collin does not accept American Express) or web check; initiate a payment plan (students 18 and over only); designate a parent or guardian as an authorized user to your account; and save a checking/savings account for electronic refunds.
Collin College offers a deferred payment tuition plan to help students reach their educational goals. The deferred payment option is available for the fall, spring, and summer terms. A payment plan promissory note must be completed and a payment of 50 percent of tuition and fees plus a $25 service charge made to initiate a payment plan. Students not yet 18 years of age must have a parent or guardian initiate the payment plan and sign the promissory note in person at a Cashier's Office on the student's behalf. For students over 18, sign up for the payment plan in the CougarWeb secure payment site.

**Free and Reduced Lunch**
For high school students who qualify for the Free or Reduced lunch program at their high schools, tuition and fees at Collin are waived. A signed letter from the high school on letterhead stating the student's free lunch status must be submitted prior to the payment deadline to the school's assigned Special Admissions Coordinator. Waivers are good for one school year, August to August. This includes summer between the student's Junior and Senior years. A new letter is needed each school year. For students registering after the deadline, the letter must be presented at the time of registration to ensure that the student is not dropped for non-payment. Eligibility for this waiver ends upon high school graduation. Sample letter provided in Appendix E.

**Account Refunds**
Any credit resulting from changes in course registration will be held on the student account until the census date of the term. After the census date, refunds for credit balances will be processed. Courses dropped prior to the first day of the term will receive a 100 percent credit amount on the student account. As of the first day of the term, courses dropped will only receive a 70 percent refund, even if the course is added and dropped the same day. Students are encouraged to finalize their schedules prior to the first day of the term as attendance in all class sessions improves academic success and provides 100 percent refunds for schedule changes. For additional payment or account balance questions, email cashier@collin.edu.

**Section 9-Books**
In addition to paying tuition and fees, students are responsible for purchasing the required text books and course materials. Course materials may be purchased from Collin College's bookstores or from your preferred retailer. To find books, students should visit our website, [www.collin.edu](http://www.collin.edu) and select bookstore under “Student Resources” to find out which books are needed for class two weeks prior to the start of the semester. If no books are listed, students may contact their professor or wait until the first day of class. All students are responsible for purchasing books and other course materials.

If an extenuating circumstance exists, Collin has limited funds available to assist with book purchase for dual credit students. Counselors should send an email to their school's Special Admissions Coordinator providing details regarding the student's situation. Students will also be asked to complete a THINK Fund request. If approved, students will be notified via Cougar Mail about the award. Students will need to go in person with a photo ID and a course schedule to the bookstore to obtain the books. The student should then see the financial aid desk inside the bookstore to purchase the books with the scholarship stipend. The scholarship program does not reimburse students who have already purchased books.
Section 10-Collin College Resources

Collin College Resources

ACADEMIC ADVISING
Academic advising is available to help you select a field of study, get details about classes and programs, find registration information, drop/add a class, establish a degree plan, find transfer information and more. Students are strongly encouraged to meet with an academic advisor each semester to evaluate their academic progress. For additional information or assistance, please call 972.881.5782.

ACCOMMODATIONS at COLLIN COUNTY for EQUAL SUPPORT SERVICES (ACCESS)
ACCESS is an accommodations program for all students with a documented disability. Services are available to any student who has a documented disability as defined by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Services include sign language interpreters, adaptive equipment and personal advising. All services are provided to make college life more accessible. For additional information or assistance, please call 972.881.5898.

CAREER SERVICES & STUDENT EMPLOYMENT
Career Services & Student Employment (CSSE) department, offers a variety of services to enhance career development, assist with career decisions, and building skills for the future educational and career success. CSSE provides resources and assistance with the job search process, on campus employment during college, and off campus employment postings. Services include career exploration and planning, career counseling, resume and interview critiques, and on-campus/off-campus employment resources including web-based job postings.

Career Center Locations:
Spring Creek Campus: Room G103 (972.881.5781)
Central Park Campus: Room D117N (972.548.6747)
Preston Ridge Campus: Room F109 (972.377.1781)

COUNSELING SERVICES
Counseling services provides a host of services including individual counseling, group counseling, discussion groups, presentations, consultations, and referrals to local agencies. For additional information or assistance, please call 972.881.5126.

MATH LABS
The Math Labs are open to the community; all students may utilize this resource even if not enrolled in a math course at Collin. The Math Labs are staffed with faculty, lab instructors, and student tutors to assist Collin College students enrolled in developmental math, college level math, and natural science courses that have math based assignments. Students may use videos, graphing calculators, and computers to complete homework assignments. Hours for drop-in assistance vary by semester and are posted in the Math Lab at each campus. Please contact any of the campuses below for business hours or additional information.

Math Lab Locations
Spring Creek Campus: Room J228 (972.881.5921)
Central Park Campus: Room C220 (972.548.6896)
Preston Ridge Campus: Room D141 (972.377.1639)
http://www.collin.edu/academics/programs/resources_DevEd.html
TUTORING
Individual, online and small group tutoring is available at no charge to Collin College students on a first-come, first-serve basis. For tutoring services or to apply to be a tutor, contact the Tutor Coordinator at 972.881.5128.
http://www.collin.edu/studentresources/tutoring/

WRITING CENTERS
The Writing Centers provide students with professional assistance on writing assignments across the curriculum. Each center’s primary purpose is to improve writers’ skills by guiding them through the writing process.

Writing Center Locations
Spring Creek Campus: D224 (972.881.5843)
Preston Ridge Campus: L214 (972.377.1576)
Central Park Campus: A105 (972.548.6857)
http://www.collin.edu/studentresources/writingcenter/index.html

Section 11-Grades
Special Admissions Coordinators will provide numeric progress grades prior to the last day to withdraw and final numeric grades at the end of the semester for students in designated dual credit sections for Fall and Spring. Every effort is made to obtain grades for students not in designated dual credit sections. We can also provide numeric final grades for summer courses per high school request.

If a student is struggling academically prior to the withdrawal deadline, we ask that the high school counseling staff contact the student. We provide the progress grades prior to the withdrawal date in order to provide an opportunity for the student to consider their continued participation in the program. We recommend the student speak with his or her instructor but remain mindful of the withdrawal date. We also recommend students explore the support services offered at Collin, see the previous Resources section.

Section 12-Transcript Requests (High School and Collin College)

Requesting a High School Transcript:
Students need to speak with their High School registrar or counselor.

Requesting a Collin College Transcript:
You may request an official transcript online through Credential Solutions. Please visit https://www.credentials-inc.com/tplus/?ALUMTRO023614. There is a $5 fee.
Section 13-Graduating Seniors, Early Graduates and Individual Admits

Former dual credit students coming to Collin after graduation will need to provide an official transcript with a graduation date. This will inform the college that the student is no longer in High School/Dual Credit but now a college freshman. If possible, high schools may elect to send a final High School transcript to Collin for all former dual credit students. These should be sent directly to the Admissions and Records Office for processing.

Current seniors planning to attend Collin College after high school graduation should complete a Conditional Admissions Contract for their final high school transcript. We begin registration for the Fall semester prior to the student’s graduation date. Submission of the Conditional Admissions Contract will allow Collin to change the student’s status and allow course maximum restrictions to be lifted via CougarWeb. Please ensure students have updated bacterial meningitis information on file if they have previously used a dual credit meningitis waiver.

For students on early graduation plans, high school counselors should provide a transcript and a letter on school letterhead indicating the student’s early graduation status/anticipated graduation date.

Students under 18 with no HS diploma or GED and no longer involved in a high school program are considered “individual approvals” and must provide proof of withdrawal from their high school program and a recent transcript. This proof will be indicated either on the high school transcript or a copy of the withdrawal form from the high school. Individual admits under 18 years of age must also submit a Parent Permission form in order to enroll.

Individual approvals are the only students who may be allowed to take developmental classes, as they are no longer involved in a high school program. It is recommended that they enroll in PSYC 1100 or 1300.

Applicants over 18 without a GED or high school diploma will be admitted as freshman and will follow general population admission procedures. They will be strongly encouraged to complete the GED during the first semester of his/her enrollment at Collin College.

Information about GED testing is available through the Texas Education Agency’s website at http://bass.tea.state.tx.us/Tea.GEDi.Web/Forms/TestCenters.aspx. Additionally, the Collin County Adult Literacy Council, through its website and help line, offers a referral service for north Texas (http://www.ccalc.org).
## Academic Partnerships

Dual Credit/Concurrent Enrollment Program High Schools by Special Admissions Coordinator/Advisor

*Home school students may contact the Coordinator/Advisor on the Collin College campus closest to them.*

<table>
<thead>
<tr>
<th>Name</th>
<th>Special Admissions Office</th>
<th>Preferred Campus</th>
<th>9700 Wade Boulevard</th>
<th>2000 W. University Drive</th>
<th>972.548.6736</th>
<th>972.377.1612</th>
<th>972.516.5086</th>
<th>972.516.5048</th>
<th><a href="mailto:gforge@collin.edu">gforge@collin.edu</a></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Greg Forge</strong></td>
<td>Special Admissions</td>
<td>Preston Ridge Campus,</td>
<td>Frisco, TX 75035</td>
<td>Frisco, TX 75035</td>
<td>O</td>
<td>F</td>
<td>O</td>
<td>F</td>
<td></td>
</tr>
<tr>
<td><strong>Alaina Names</strong></td>
<td>Special Admissions</td>
<td>Central Park Campus, D117L</td>
<td>Home school students may contact the Coordinator/Advisor on the Collin College campus closest to them.</td>
<td>Central Park Campus, D117L</td>
<td>F</td>
<td>F</td>
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</tr>
<tr>
<td><strong>Kaylin Ballard</strong></td>
<td>Special Admissions</td>
<td>Preston Ridge Campus,</td>
<td>Plano, TX 75074</td>
<td>Plano, TX 75074</td>
<td>O</td>
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</tr>
<tr>
<td><strong>Deidra Carpenter</strong></td>
<td>Special Admissions</td>
<td>Spring Creek Campus,</td>
<td>Plano, TX 75074</td>
<td>Plano, TX 75074</td>
<td>O</td>
<td>F</td>
<td>O</td>
<td>F</td>
<td></td>
</tr>
</tbody>
</table>

### Schools:

- Anna High School
- Blue Ridge High School
- Farmersville High School
- MArCH
- McKinney Boyd High School
- McKinney Christian Academy
- McKinney High School
- McKinney North High School
- Melissa High School
- Plano East Senior High School
- Plano Health Sciences Academy
- Princeton High School

- Celina High School
- Centennial High School
- Frisco High School
- Hebron High School
- Heritage High School
- Independence High School
- Liberty High School
- Lone Star High School
- Prosper High School
- The Colony High School
- Wakeland High School
- Yorktown Education Academy

- Allen High School
- Harmony School of Business
- Legacy Prep Charter Academy
- Lovejoy High School
- Royse City High School
- Wylie East High School
- Wylie High School

F 972.548.6524

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Schools:

- Allen High School
- Harmony School of Business
- Legacy Prep Charter Academy
- Lovejoy High School
- Royse City High School
- Wylie East High School
- Wylie High School
Appendix A-Partnership Agreement

Collin County Community College District and ______________________________________

Partnership Agreement for 2016-2017

The Collin County Community College District (Collin College) and __________ hereby enter into the following partnership agreement to provide opportunities for high school students to concurrently enroll in college courses and programs. This agreement is written in accordance with Title 19, Part 1, Chapter 9, Subchapter H of the Texas Administration Code pertaining to partnerships between secondary schools and public two-year colleges.

Collin County Community College District and __________ agree to enter into a partnership to award dual course credit. Concurrent enrollment allows students to be enrolled in high school and college at the same time. Dual credit courses are available to concurrently enrolled students and award both high school and college credit for the same class. Unless noted, this partnership agreement applies to concurrent enrollment for dual credit only.

Student Eligibility Requirements

Prior to enrolling in college classes, students must satisfy Texas Success Initiative (TSI) requirements. The TSI assessment is a test in reading, writing, and mathematics that is required of all students taking college-level courses at a public college in Texas. Students must also satisfy all college local assessment requirements.

High school students may be exempt from state-mandated testing if they meet the qualifying standards listed in the current Collin County Community College District Catalog. Exemptions may be extended for the SAT, ACT, or STAAR English III or Algebra II tests. Juniors may be able to use temporary waivers (TSI waived for one year) with appropriate scores in PSAT, Aspire, STAAR English II or Algebra I.

Students may also be exempt if they are enrolling in workforce education courses contained in a Level I certificate or a program leading to a credential of less than a Level I certificate.

Students must have permission from the high school to enroll. The college must be notified if students are receiving dual credit or if students are early admissions only.

Students must provide an official copy of their high school transcript and complete all admissions forms.

Dual Credit Faculty Qualifications

All instructors will meet the minimum requirements to teach as specified by the Commission on Colleges of the Southern Association of Colleges and Schools.

The college shall select, supervise, and evaluate instructors for courses which result in the award of dual credit.

Instructors teaching dual credit courses will be required to meet the same standards, reviews, and approval procedures used by the college to select all college faculty.

Official transcripts of all faculty must be kept on file at the college.

Faculty employed on a full-time basis with the school district who teach a dual credit course under this Agreement outside of their regular duty hours with the school district are considered employees of Collin College for the purposes of the dual credit course. As employees of Collin College, such faculty will be paid for services rendered under this Agreement in accordance with Collin College’s faculty compensation plan.
Faculty employed on a full-time basis with the school district who teach a dual credit course under this Agreement as part of their regular duty hours with the school district will remain employees of the school district and not receive additional compensation from Collin College or the school district. All Dual Credit faculty qualifications outlined in this agreement still apply. Collin College will reimburse the school district the equivalent of the associate faculty rate for the course as consideration for the faculty member teaching the dual credit course.

Faculty that are not employed on a full-time basis with the school district who teach a dual credit course under this Agreement outside of their regular duty hours with the school district are considered employees of Collin College for the purposes of the dual credit course. As employees of Collin College, such faculty will be paid for services rendered under this Agreement in accordance with Collin College’s associate faculty compensation plan.

**Location and Student Compositions of Classes**

Dual Credit courses may be taught on one of the college's campuses or at the high school or at an agreed upon location.

Courses will be comprised of dual credit high school students only or of dual credit high school students and college credit students. High school students will not be allowed to concurrently enroll in college courses for high school credit only.

**High School Facilities and Schedule**

The district must provide an atmosphere which promotes a collegiate environment for classes which includes adequate classroom facilities, no disruptions of college classes for announcements, pep rallies, etc., or removal of students from class to conduct high school related activities.

Dual credit courses will follow the Collin College academic calendar. If the high school calendar is different from that of Collin College, the Independent School District will ensure that classroom and facilities are available for the scheduled college class.

**Student Services**

High school dual credit and concurrent enrollment students will have access to all college academic and student support services including, but not limited to libraries, electronic library resources, writing centers, tutorial services, assessment, admissions, and academic advisement. Some services are available only on Collin College’s campuses.

High school dual credit and concurrent enrollment students agree to abide by all Collin College policies and procedures as outlined in the current Student Handbook.

Students with disabilities must apply for disability services, provide current documentation, and be determined eligible for the accommodations at Collin College. Not all students who qualify for modification for high school classes will be eligible for accommodations in college classes.

If determined eligible for academic accommodations at Collin College, students must request accommodations each semester. Dual credit course location will determine who provides academic accommodations determined by Collin College’s ACCESS Department. Dual credit course accommodations offered on the high school campus are provided by high school personnel. Dual credit course accommodations offered on a Collin College campus will be provided by Collin College personnel.
Eligible Courses

All courses offered for dual credit will be identified as college-level academic courses in the current edition of the Lower Division Academic Course Guide Manual or as a college level technical course in an Associate of Applied Science (AAS) degree or certificate program. Collin College does not offer physical education activity courses for dual credit.

The college will ensure that a dual credit course and the corresponding course offered at the main campus of the college are equivalent with respect to the curriculum, materials, instruction, and method/rigor of student evaluation. These standards will be upheld regardless of the student composition of the class. Courses may be approved on an individual basis at the discretion of __________. Collin College and __________ will meet periodically to identify appropriate courses for the concurrent enrollment program.

Grading Criteria

Students will be expected to meet all requirements of the dual credit and concurrent enrollment class and will receive letter grades on their Collin College transcript. College faculty will provide numeric grades at the end of the semester to be weighted or factored into the student's high school grade point as determined by the high school district. Mid-term grades will be provided upon request. Faculty members teaching dual credit courses will alert both the college liaison and the designated high school counselor of any students having academic difficulty.

Transcripting of Credit

High school and college credit will be transcripted immediately by the high school and college upon the student's completion of the dual credit course.

Funding Provisions

State funding for dual credit courses will be available to both the Independent School District and Collin County Community College District based upon the current agreement between the Commissioner on Education and Commissioner of Higher Education.

Tuition and fees will be collected from high school students unless evidence is presented documenting the high school student's eligibility for the reduced or free lunch program in the school district. All dual credit students are responsible for purchasing their own textbooks and other required course materials.

Termination

It is agreed that either party may terminate this agreement effective thirty (30) days after the receipt of written notification.

Approval Signatures

____________________*, Superintendent  
XYZ Independent School District  

Dr. Neil Matkin, District President  
Collin County Community College District
Appendix B - Student Checklist

**Dual Credit Enrollment Procedures**

Students must act on their own behalf. Photo ID is required for all transactions at Collin College. Please consult the Concurrent/Dual Credit manual at [www.collin.edu/dualcredit](http://www.collin.edu/dualcredit) for program restrictions.

The following steps must be completed in order:

1. **Apply** (returning students may skip to step #6 after providing #2 High School Student Enrollment Form)
   - Complete the Collin College application online at [https://apply.collin.edu](https://apply.collin.edu)
   - You will receive an email from admissions@collin.edu when your application has been received.
   - Congratulations and welcome to Collin College! You will shortly receive an email from admissions@collin.edu with your CougarWeb username and password. Please follow the steps below prior to registration.

2. **High School Student Enrollment Form**
   - This form is required on file at Collin College for each semester. Please visit with your HS counselor for approval and to pick up this form. It must be signed by a high school official (e.g., high school counselor), student, and parent/guardian if the student is under the age of 18.
   - Follow your high school’s procedures regarding where to turn in the form: directly to the Collin College Admissions and Records Office or to the Collin College Special Admissions Coordinator.

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.

4. **Bacterial Meningitis Vaccine**
   - Submit proof of vaccine or if taking classes on a HS campus only, submit an exception form 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](http://www.collin.edu/ meningitis) for details.

5. **Testing Information**
   - All students must test or provide proof of 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).
   - If you do not have an exemption/waiver, you will be required to take the Texas Success Initiative (TSI).
   - Steps include:
     - 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: [https://www.collin.edu/preassessment](https://www.collin.edu/preassessment)
     - Print your certificate of completion.
     - Bring testing referral (email to you or picked up from Academic Advising) to Cashier’s Office and pay $29.
     - Take the PAA certificate of completion, testing referral, a photo ID, 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.

6. **Registration**
   - You will register online via CougarWeb using the log-in information that was emailed to you at the time of admission. Please reference your high school specific course sheet for dates, deadlines, course reference numbers (CRNs), and registration instructions.

7. **Tuition**
   - Please visit [http://www.collin.edu/gettingstarted/bursar/tuition.aspx](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 website to reference your textbook information.

9. **College Photo ID and Parking Sticker**
   - You can get these from any Student Life Office starting one week prior to classes beginning.

Please visit [www.collin.edu/dualcredit](http://www.collin.edu/dualcredit) for important dates and deadlines. For questions, email dualcredit@collin.edu. Revised 12/2015
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>
<thead>
<tr>
<th>TSI Minimum Score Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reading</td>
</tr>
<tr>
<td>351</td>
</tr>
</tbody>
</table>

<p>| Exemption Scores (minimum scores listed): |</p>
<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 I</td>
<td>Combined Reading and Math: 1070</td>
<td>Reading: 500</td>
<td>Math: 500</td>
</tr>
<tr>
<td>ACT</td>
<td>Composite: 23</td>
<td>English: 19</td>
<td>Math: 19</td>
</tr>
<tr>
<td>STAAR</td>
<td>N/A</td>
<td>Level 2 English III: 2000 in Writing and 2000 in Reading</td>
<td>Level 2 Algebra II: 4000</td>
</tr>
</tbody>
</table>

Partial exemptions are available and scores from multiple tests can be used to qualify for 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 [https://www.collin.edu/preassessment](https://www.collin.edu/preassessment) 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. Please note that it can often take up to 6 weeks to get scores from ACT or College Board.

<p>| Temporary Waiver for Dual Credit students: |</p>
<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</td>
<td>Combined Reading and Math: 107</td>
<td>Reading: 50</td>
<td>Math: 50</td>
</tr>
<tr>
<td>PLAN</td>
<td>Composite: 23</td>
<td>English: 19</td>
<td>Math: 19</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 and at least a grade of 70 in Algebra 2</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.

CougarWeb

CougarWeb is an online student portal where you can register, pay for classes, view your schedule and CougarMail, and much more. Your username and password are e-mailed once your application is complete.

To log into CougarWeb, go to [www.collin.edu](http://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](http://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 High School Student Enrollment Form. Your high school determines if you will receive dual credit or not.
- Dual/concurrent credit students are not eligible to register for 3-week Maymester and Wintermester courses. They also cannot take developmental level or physical education classes not listed in the core curriculum.

For more information about the dual/concurrent enrollment program, please visit [www.collin.edu/dualcredit](http://www.collin.edu/dualcredit).
High School Student Enrollment Form

Student Name: ___________________________ Last First MI

Collin College Campus Wide ID (CWID) or Date of Birth: ___________________________

This area to be completed by High School Official (Counselor, Assistant Principal, or Principal)

Name of High School __________ Expected High School Graduation Date __________

Registration is for the (select one term): Fall _____ Spring _____ Summer _____ term 20____

Collin College Course(s) approved to take:

<table>
<thead>
<tr>
<th>Course</th>
<th>Will high school credit be awarded for this course?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Yes [ ] No [ ]</td>
</tr>
<tr>
<td></td>
<td>Yes [ ] No [ ]</td>
</tr>
<tr>
<td></td>
<td>Yes [ ] No [ ]</td>
</tr>
<tr>
<td></td>
<td>Yes [ ] No [ ]</td>
</tr>
<tr>
<td></td>
<td>Yes [ ] No [ ]</td>
</tr>
<tr>
<td></td>
<td>Yes [ ] No [ ]</td>
</tr>
</tbody>
</table>

Signature of High School Official ____________________________________________

I, the above-named student, understand that I will be enrolling in a college credit course(s) and will receive a performance (letter) grade which will be recorded on my permanent record at Collin College. Tuition must be paid by posted payment deadline. Courses will follow the Collin College calendar as outlined in the student Registration Guide.

Continued participation in this program requires: 1) satisfactory academic performance as it relates to Collin College’s Academic Standards defined in the College Catalog 2) parental (if under 18) and school approval for each subsequent semester of enrollment.

I understand that upon enrollment I am a college student and agree to abide by all the policies, procedures, and decisions of the college as outlined in the current Student Handbook. I acknowledge it is my responsibility to submit the required withdrawal form to the Admissions and Records Office by the deadline published in the Registration Guide, should I decide to withdraw from class(es).

I give permission to Collin to release to the above-named high school my academic records related to my concurrent enrollment.

Student Signature ___________________________ Date ___________

Parent/Guardian Signature (required for students under 18) ___________________________ Date ___________

According to the Family Educational Rights and Privacy Act of 1974 (FERPA), all rights of access to students’ educational records transfer from the parents to the students when the students become 18 years of age OR are enrolled in an institution of postsecondary education. Only with written consent from the student will Collin disclose information from a student’s education records, except with regard to the law that provides for disclosure without consent. Please see Collin catalog under "Student Records" for more information.

*With few exceptions, state law gives you the following rights regarding the information collected by Collin about you: the right to request to be informed about the information; the right to receive and review the information; and the right to correct information about you that is incorrect.

Distribution: White-Collin Admissions & Records Office  Canary- Academic Partnerships Office  Pink-Student
Rev. 12/2015
APPENDIX D-Permit to Register

Permit to Register for Another Person

Student Name ________________________________

<table>
<thead>
<tr>
<th>Last</th>
<th>First</th>
<th>Middle</th>
</tr>
</thead>
</table>

CWID: ___________________ or Date of Birth: ____________

Term: ____________

1. Your admissions status must be complete before registration can be granted. Ensure Collin has all test scores, transcripts or other documentation needed to complete your admissions has been provided.

2. The person whom you are giving permission to register must provide:
   a. This original signed and dated form
   b. Their picture ID
   c. A completed and approved add/drop form signed by you.

3. This permission only grants registration eligibility. The person who provides this form cannot receive a print out of your schedule, or obtain any other information about your records or accounts at Collin.

4. This permission is only good for the term indicated. No duplicates can be used for future terms.

I give permission for _____________________________ to

Full, legal name of person

register me for courses at Collin for the above term. I understand I will be enrolled at Collin and am responsible for payment of tuition and fees.

Student Signature ___________________ Date ___________________

With few exceptions, state law gives you the following rights regarding the information collected by Collin about you: the right to request to be informed about the information, the right to receive and review the information, the right to correct information about you that is incorrect.
APPENDIX E-Sample Free and Reduced Lunch Letter

On HS letterhead

May 1, 2016

To Whom It May Concern,

Samuel Walters is eligible for Free and Reduced Lunch for the 2016-2017 school year.

Sincerely,

(Signature of School Official Required)
Please complete, sign and fax this form to 972.548.6702. This form allows you extra time to obtain your official transcripts for admission purposes only. **Student is responsible for contacting an advisor to discuss pre-requisites before registration.**

Admissions and Records

**CONDITIONAL ADMISSIONS CONTRACT**
Dual Credit Graduating Senior
Official Document: Please Read

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Middle</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CWID Number or Date of Birth</th>
<th>Term (Semester/Year)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

You are being allowed to register on a conditional basis pending the receipt of your final, high school **official** transcript which reflects your graduation information and final grades. Failure to provide the transcript by the specified date will jeopardize your future enrollment at Collin College. Additionally, you will be ineligible to receive Collin College transcripts.

**Transcript required:** (Name of High School)

______________________________

Above transcript is due by: ______________________

________ (initial) I acknowledge that additional documents may be required for verification of residency which will impact my tuition rate.

Signing below indicates I have read this contract and understand and agree to the terms and conditions.

<table>
<thead>
<tr>
<th>Student signature</th>
<th>Date</th>
<th>ARO representative</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: Check with your high school about sending us the transcript electronically

**MAIL OFFICIAL TRANSCRIPT:**
Collin College
Admissions and Records Office
PO Box 8001
McKinney, TX 75070-8001

**Due Dates for Transcript:**

- Summer 2016 (May session): 05.17.16
- Summer 2016 (June session): 06.14.16
- Summer 2016 (July session): 07.14.16
- Fall 2016: 09.06.16
- Fall 2016 Flex: 10.15.16
- Winter 2016: 12.13.16
- Spring 2017: 01.30.17
Bacterial Meningitis Vaccine
Request for Exception: Dual Credit courses not taught at a Collin College Campus

Last Name                                   First                                   Middle

CWID Number: ___________________________ or  Birth Date: ________________________________

I certify that I intend to enroll for the above term in a dual credit course that will be taught at a public or private K-12 facility not located on a Collin College campus. I understand that if I enroll in courses that will be taught at a Collin College campus that I will be required to provide proof of vaccination at least 10 days prior to the first day of the first semester or the class(es) will be dropped from my schedule.

Student Signature                                   Date

This form may be scanned and emailed to admissions@collin.edu or faxed to 1.972.548.6702 or 972.377.1792.