Dual Credit and Concurrent Enrollment Manual
2013-2014

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
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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 address students’ transition from high school to their freshman year of college. A successful head start on college-level coursework provides a foundation for students to continue their academic careers at a college or a university.

Certain student populations qualify for dual credit/concurrent enrollment and must adhere to specific requirements. The program is designed for high school students who are academically advanced. Students 16 years of age or older at the high school junior level or above who meet Collin dual credit/concurrent program criteria are encouraged to participate. Participating students must be 16 on or before the census date for the term in which they intend to enroll. The same criteria apply to home school or private high school students. Students under 16 years of age may be considered for early admission on an individual basis. This 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.)

Early Admissions: Students under 16 years of age who are academically advanced may request admissions to Collin with recommendation of their high school counselor or home school coordinator. Depending on the course selection, students may be classified as dual credit or concurrent.
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. Dual credit courses offered on the high school campus are provided by high school personnel. 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 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
- Course requests for Spring due by September 20th
- 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

**December**
- Spring registration-open to all
- Final grades due to ISDs
- Course requests from ISDs for Fall due by December 15th

**January**
- Registration/payment deadline
- Spring Rosters to ISDs

**February**
- Census date--Last day to drop

**March**
- Request dates for concurrent presentations from ISDs
- Progress grades provided to ISDs
- Last day to withdraw for spring
- Summer registration begins for all students

**April**
- Prepare/deliver fall concurrent packets
- Dual Credit presentations

**May**
- Pick up completed permission forms from high schools for Fall registration
- Final Grades due to ISDs

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

**July**
- Fall registration-ongoing
- 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>Taught by</th>
<th>Articulated Credit</th>
<th>Concurrent Credit</th>
<th>Dual Credit</th>
<th>Technical Dual Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>HS Staff</td>
<td>HS Staff</td>
<td>College Staff</td>
<td>College or HS Staff (HS staff must also be employed by Collin College)</td>
<td>College or HS Staff (HS staff must also be employed by Collin College)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course is held</th>
<th>Articulated Credit</th>
<th>Concurrent Credit</th>
<th>Dual Credit</th>
<th>Technical Dual Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>On the HS campus</td>
<td>On the HS campus</td>
<td>On the College campus</td>
<td>On the College campus or HS campus</td>
<td>On the College campus or HS campus</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Credit is awarded</th>
<th>Articulated Credit</th>
<th>Concurrent Credit</th>
<th>Dual Credit</th>
<th>Technical Dual Credit</th>
</tr>
</thead>
<tbody>
<tr>
<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>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>HS Graduation Requirements</th>
<th>Articulated Credit</th>
<th>Concurrent Credit</th>
<th>Dual Credit</th>
<th>Technical Dual Credit</th>
</tr>
</thead>
<tbody>
<tr>
<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>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Examples</th>
<th>Articulated Credit</th>
<th>Concurrent Credit</th>
<th>Dual Credit</th>
<th>Technical Dual Credit</th>
</tr>
</thead>
<tbody>
<tr>
<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>
<td>Core academic courses like ECON, ENGL, GOVT, MATH</td>
<td>Health Science, Technology, Culinary, or other workforce areas</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Delivery Options</th>
<th>Face-to-Face</th>
<th>Hybrid</th>
<th>Blended</th>
<th>Online</th>
</tr>
</thead>
<tbody>
<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>81% online, face-to-face a handful of times typically as reviews before exams</td>
<td>Online 100 % of the time</td>
</tr>
</tbody>
</table>

**Dual Credit Course Offerings**

The most common course offerings for dual credit include:

**ECON2301 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. Assessment: Placement in ENGL 1301; College-Level Reading. 3 credit hours.
ECON2302 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. Assessment: Placement in ENGL 1301; College-Level Reading. 3 credit hours.

ENGL1301 Composition/Rhetoric 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. Assessment: Placement in ENGL 1031; College-Level Reading. 3 credit hours.

ENGL1302 Composition/Rhetoric 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.
*For introductory courses such as Intro to Engineering the student needs to have successfully completed Algebra II at the high school level.

GOVT2305 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. Assessment: Placement in ENGL 1301; College-Level Reading. 3 credit hours.

GOVT2306 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. Assessment: Placement in ENGL 1301; College-Level Reading. 3 credit hours.

HIST1301 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. Assessment: Placement in ENGL 1301; College-Level Reading. 3 credit hours.
HIST1302 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. Assessment: Placement in ENGL 1301; College-Level
Reading. 3 credit hours.

MATH1314 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. Assessment: Placement in MATH 1314, MATH
1324 or MATH 1342. Prerequisite: TSI placement. 3 credit hours.

MATH1316 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. Assessment: Placement in MATH 1316, MATH 1325,
MATH 1350, or MATH 2373. Prerequisite: MATH 1314 or MATH 1414 or TSI
placement. 3 credit hours.

SPCH1311 Fundamentals of Speech Communication
Introduces basic human communication principles and theories embedded in a
variety of contexts including interpersonal, small group, and public speaking.
Assessment: Placement in 1301; College-Level Reading. 3 credit hours.
Technical Dual Credit Course Offerings

Technical 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. Technical dual credit provides ISDs opportunities to explore classes outside of the core curriculum.

For introductory courses such as DC Circuits the student needs to have successfully completed Algebra II at the high school level. When considering technical dual credit, high schools need to be aware of specific equipment needs for the courses and additional time for labs.

A sample of some technical dual credit courses include:

**CETT 1403 DC Circuits**
A study of the fundamentals of direct current including Ohm’s law, Kirchoff’s laws and circuit analysis techniques. Emphasis on circuit analysis of resistive networks and DC measurements. Lab required. 4 credit hours.

**CETT 1405 AC Circuits**
A study of the fundamentals of alternating current including series and parallel AC circuits, phasors, capacitive and inductive networks, transformers, and resonance. Lab required. Prerequisite: CETT 1403 or consent of Instructor or Program Director. 4 credit hours.

**CPMT 1405 IT Essentials I: PC Hardware and Software**
Provides comprehensive overview of computer hardware and software and an introduction to advanced concepts. Lab required. 4 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.

**ITCC 1301 CCNA 1 – Exploring Network Fundamentals (CISCO)**
A course introducing the architecture, structure, functions, components, and models of the internet. Describes the use of OSI and TCP layered models to examine the nature and roles of protocols and services at the application, network, data link, and physical layers. Covers the principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations. Build simple LAN topologies by applying basic principles of cabling; perform basic configurations of network devices, including routers and switches; and implementing IP addressing schemes. Lab required. 3 credit hours.

Additional courses may be approved on an individual basis at the discretion of each school district in collaboration with Collin College administrators.
Helping Students Enroll
Our 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 juniors and seniors who meet the requirements. Private school, charter school, and home school students are also eligible. High school students in ninth and tenth grades may be considered for early admissions with an in-depth interview in addition to fulfilling admission requirements.

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 (college preparatory coursework), 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. 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 & Limitations
In order for students in the dual credit/concurrent enrollment program to achieve academic success, the following parameters are in place per Texas Administrative Code §4.85. *High school students shall not be enrolled in more than two dual credit courses per semester. Exceptions to this requirement for students with demonstrated outstanding academic performance and capability (as evidenced by grade-point average, ACT or SAT scores, or other assessment indicators) may be approved by the principal of the high school and the chief academic officer of the college.*

- Concurrent/dual credit high school
  - Seniors and Juniors year may take up to eight credit hours/two courses per long semester (16 week).
  - Seniors may take up to three courses in a long semester with additional approval on concurrent permission form/second signature line from the high school Principal or Assistant Principal.

- Students may take two courses over the entire summer
  One course in Summer I and/or one course in Summer II
  OR
  Two courses in Summer III

- Concurrent students are not eligible for Maymester, developmental level courses, physical education, or express format classes.

- Concurrent students may not audit courses.

- In order to maintain eligibility in the dual credit/concurrent program, students must maintain a “C” or better in each course completed. A formal appeal process is available for students with extenuating circumstances in order for a
student to request continuance in the program. ISDs will need to contact their Special Admissions Coordinator for details.

**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 make application to Collin College to become a student. Applications should be completed at ApplyTexas.org (a minimum of two weeks in advance of registration). Please refer to our website for deadlines.

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.

On the ApplyTexas.org application, students create a profile and then create an application. Both steps are required to apply. Students need to indicate that their admissions basis is “Dual Credit”. High school students must base their residency on their parents. There will be questions following that students should answer about their parents.

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.

Students will begin receiving emails on Mondays, Wednesdays and Fridays requesting additional information to complete the application if needed. The most common request is for a transcript. Once Collin College has processed the student’s admissions application, transcript, and received any additional requested items, the student will receive a letter via email from the Collin College Admissions and Records Office confirming admission to Collin College. This letter will include the student’s College Wide ID number (CWID).

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/](http://www.collin.edu/gettingstarted/admissions/meningitis/)

[See Appendix G for a sample Request for Exception on the high school site, page 34]

Upon completion of the admissions process, students will receive a CougarWeb username and an initial password that will allow them to view end of semester grades,
examine and print unofficial transcripts, review current semester schedules, access their personal student email account, and pay their account balance once enrolled. 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 e-mail CougarWeb@collin.edu. Requests should include the student’s full legal name, date of birth, and the e-mail address the student provided on their admissions application or the one that the Admissions and Records Office has on file.

Section 5-High School Transcripts (for admission to Collin College)

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

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 TAKS, 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. However, processing time is longer. Graduating Seniors’ final high school transcripts will be processed by the Admissions and Records office.
Section 6-Testing & Prerequisites

General Requirements, Exemptions, 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 a maximum of $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 again.

All dual credit/concurrent students must take the TSI test prior to enrolling at Collin, unless otherwise exempt. 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 have a status in reading, writing, and math. Students must place at college level in reading and writing for the majority of courses. If a student would like to enroll in a Math, Science or Technical dual credit course, additional assessment or prerequisites may be required. 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 see an Academic Advisor to have the hold waived each semester as needed in order to register online.

**TSI college level scores:** Reading--351, Writing--Essay score of 5 or Essay score of 4 and multiple choice of 363, Math--350

**TSI Exemptions and Partial Exemptions**

Exemptions
Student is exempt on the basis of SAT I scores (less than 5 years old) with a minimum qualifying score of 1070 composite, with 500 Critical Reading and 500 Math. We do not to accept PSAT or Duke Talent Search results.
Student is exempt on the basis of the ACT (less than 5 years old) with a minimum qualifying score of 23 composite, with 19 English and 19 Math.

Student is exempt on the basis of high school exit level TAKS (less than 5 years old) with a minimum qualifying score of 2200 Math and 2200 English Language Arts with Writing sub-score of 3.

Student is exempt on the basis of high school end of course STAAR (less than 5 years old) with a minimum qualifying score of level 2 English III and level 2 Algebra II.

**Partial Exemptions**
For partial exemptions, the ACT composite of 23 or SAT combined critical reading and math score of 1070 must be met first. Students may also qualify for exemptions based on parts of each test.

If a student is partially exempt from the TSI, they still must take the TSI test for the area in which exemption criteria was not met prior to class registration. Partial exemptions can be interpreted by Admissions and Records, Academic Advising or a Special Admissions Coordinator.

Students with an ACT Composite Score of 23 (or higher) are exempt from TSI Math with an ACT Math score of 19 (or higher) even though the ACT English may be less than 19. Students with an ACT Composite Score of 23 (or higher) are 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.

Students with a SAT combined critical reading and math score of 1070 (or higher) are exempt from TSI Math with a SAT Math score of 500 (or higher) even though the SAT Critical Reading may be less than 500. Student with a combined critical reading and math score of 1070 (or higher) are exempt from TSI Reading and TSI Writing with a SAT Critical Reading score of 500 (or higher) even though the SAT Math may be less than 500.

A student with a TAKS Math score of 2200 (or higher) are exempt from TSI Math. Students with a TAKS English Language Arts score of 2200 with a TAKS Writing sample of 3 exempts a student from TSI Reading and TSI Writing. The TAKS English Language Arts component is "all or nothing." In other words, a student with a TAKS English Language Arts score of 2200 with a TAKS Writing sample of 2 is NOT exempt from either TSI Reading nor TSI Writing.

A student with a STAAR Algebra II score of level 2 is exempt from TSI Math. Students with a STAAR English III score of level 2 exempts a student from TSI Reading and TSI Writing.

**Mandatory Pre-Assessment Activity**
Students will receive two emails early in the admissions process. The first will be from AssessmentsCollinCollege@collin.edu titled "Important Required TSI Assessment and Pre-Assessment Activity." 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
- An explanation of your developmental education options if the minimum passing standard is not met (not an option for students actively enrolled in a high school program)
- 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?**
  Student 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 college level placement via the TSI assessment or an exemption, students should review the Collin College Catalog for course prerequisite information. Prerequisites vary depending on the subject. 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 concurrent 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.

Concurrent Enrollment Permission Form

The Concurrent 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 concurrent credit. Students will have a hold on their account until the Concurrent Enrollment Permission form has been received and processed by the college.

[Sample from Concurrent Enrollment Permission Form-See Appendix C, page 30]

Permission has been granted by the above mentioned high school to concurrently enroll in the following course(s):

<table>
<thead>
<tr>
<th>Course(s) ex. GOVT 2305.PR1</th>
</tr>
</thead>
<tbody>
<tr>
<td>If no courses are listed, please indicate the number of courses for which the student is allowed to register: __________.</td>
</tr>
<tr>
<td>This student _____will be receiving dual credit OR _____will not be receiving dual credit for the above course(s).</td>
</tr>
<tr>
<td>Please check: Registration at Collin is for the Fall____, Spring____, Summer I/III____, Summer II _____ term 20____.</td>
</tr>
<tr>
<td>Signature of School Official</td>
</tr>
<tr>
<td>Signature of School Administrator ex. Principal, Assistant Principal</td>
</tr>
</tbody>
</table>
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. Students may only enroll for approved subjects. This is especially critical for students who will be receiving dual credit. If a course needs to be changed, either a new form is required or an indication is needed on the form noting that the designated high school official has approved the course change. If the exact course is unknown, the number of courses may be indicated on the form. If students are not receiving dual credit, the high school may indicate that “any course” is approved to be taken and the number. The high school official should also indicate what type of credit students will receive (i.e. dual credit versus concurrent credit).

The Concurrent 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. It must also have the signature of a Principal or Assistant Principal if the student is approved for an overload exception such as three courses for Seniors.

**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. Collin does not mail student statements or invoices. 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. If a student lives in Collin County, they pay the in-county rate. If a student lives out of county, they pay the out of county rate. 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 and spring terms, but is not available for the 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 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. 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 the student is not dropped for non-payment. Eligibility for this waiver ends upon graduation.

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, e-mail cashier@collin.edu.

Section 9-Books

In addition to paying tuition and fees, students are responsible for purchasing the required textbooks 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 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](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/](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](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.credentialsofficetplus/?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.

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/the anticipated graduation date.

Students under 18 with no HS diploma or GED and no longer involved in a high school program are considered “individual admits” 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 admits 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 College Success.

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).
Section 15-Collin College Contact Information

Academic Partnerships
Dual Credit/Concurrent Enrollment Program High Schools by Special Admissions Coordinator
Home school students may contact the Coordinator on the campus closest to them.

Shannon A. Mott
Special Admissions Coordinator
Central Park Campus, D117C
2200 University Drive
McKinney, TX  75070
O  972.548.6736
F  972.548.6524
samott@collin.edu

Nicole Barnes
Special Admissions Coordinator
Preston Ridge Campus, F124
9700 Wade Boulevard
Frisco, TX  75035
O  972.377.1612
F  972.377.1684
nbarnes@collin.edu

Deidra Carpenter
Special Admissions Coordinator
Spring Creek Campus, G153
2800 E Spring Creek Pkwy
Plano, TX 75074
O  972.516.5086
F  972.881.5649
dcarpenter@collin.edu

Alaina Names
Special Admissions Coordinator
Spring Creek Campus, G154
2800 E Spring Creek Pkwy
Plano, TX 75074
O
F  972.881.5649
anames@collin.edu

Schools:
Anna High School
Blue Ridge High School
Community High School
Farmsvilles High School
MARCH
McKinney Boyd High School
McKinney Christian Academy
McKinney High School
McKinney North High School
Melissa High School
Princeton High School

Schools:
Celina High School
Centennial High School
Frisco High School
Hebron High School
Heritage High School
Liberty High School
Lone Star High School
Prosper High School
The Colony High School
Wakeland High School
Yorktown Education

Schools:
Plano East Senior High School
Plano Health Sciences Academy
Plano Senior High School
Plano West Senior High School
Rockwall-Heath High School
Rockwall High School

Schools:
Allen High School
Canyon Creek Christian Academy
Lovejoy High School
Royse City High School
THEO
Wylie East High School
Wylie High School
Appendix A-Partnership Agreement

Collin County Community College District and ________________

Partnership Agreement for 2013-2014

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 TAKS (exit-level) test.

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.

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.
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 _____ 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 academy 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 courses offered on the high school campus are provided by high school personnel. Dual credit courses 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 Community College General 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 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.

The following courses have been approved for the 2013-2014 academic year:

Additional courses may be approved on an individual basis at the discretion of ____________.

**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

Cary A. Israel, District President  
Collin County Community College District
Appendix B-Student Checklist

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 Special Admissions manual at www.collen.edu/dualcredit.

**All students under the age of 16 not entering the 11th grade must interview with a Special Admissions Coordinator after completing step 5.**

The following steps must be completed sequentially.

1. **Concurrent Enrollment Permission Form**
   - 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 will 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.
   - 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 exception such as three courses for Seniors.

2. **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).

3. **Official High School Transcript**
   - Your HS can provide to Collin College or you can submit in person in a sealed envelope to an Admissions and Records Office. Follow your high school's specific steps to request one.
   - Should include any test scores that may qualify you for a TSI exemption (ACT, SAT, TAKS, or STAAR).

4. **Bacterial Meningitis Vaccine**
   - Submit one of the following 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:
     1. physician signed or official school vaccine record
     2. exception form if taking classes on a HS campus only
     3. conscientious exemption form from Texas Department of Health
   - Please visit http://www.collen.edu/gettingstarted/admissions/meningitis/index.html for additional information.
   - When steps 1-4 are complete, you will receive another email from admissions@collin.edu confirming your acceptance and providing your college wide ID number (CWD).

5. **TSI Assessment**
   - All students must test or prove an exemption in the areas of reading, writing, and math. Exemptions may be based on ACT, SAT, TAKS, or STAAR scores (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 from assessments@collincollege@collin.edu during the admissions process.
     - Take testing referral (also emailed to you) to Cashiers Office and pay $29.
     - If you believe you have a full or partial exemption, please provide scores and see Academic Advising or Admissions and Records for a revised testing referral form (no appt needed).
     - Take the PAA certificate of completion, testing referral, and receipt to the Testing Center during walk-in hours listed here: http://www.collen.edu/studentresources/testing/availabletestingtimes.html
     - See an Academic Advisor after testing to discuss your results. A fee will be charged for retakes.
   - Additional testing may be required for placement into higher level math courses (above MATH1314)

(Returning students start here—Permission form must be provided before registration)

6. **Registration**
   - You will register online via CougarWeb once the registration period opens. Please check www.collen.edu/dualcredit for dates. Your log in information is emailed to you at the time of admission.

7. **Tuition**
   - You are responsible for paying your tuition by the deadlines posted in the registration guide.
     - (some HSs have earlier deadlines, please check with your HS)
   - You may pay in person at the Cashier's Office or online via CougarWeb.
   - If you do not make payment by the deadline, you will be dropped from your class(es).

8. **Books and Supplies**
   - Visit Collin College's bookstore website 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.collen.edu/dualcredit for important dates and deadlines. For questions, email dualcredit@collin.edu.

Revised 09/2013
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. Exemptions may be based on SAT, ACT, TAKS, or STAAR scores. 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 in math. See the college catalog for placement and prerequisite information.

TSI college level scores: Reading--351, Writing--Essay score of 5 or Essay score of 4 and multiple choice of 363, Math--350

Exemptions
- Student is exempt on the basis of SAT I scores (less than 5 years old) with a minimum qualifying score of 1070 composite, with 500 Critical Reading and 500 Math.
- Student is exempt on the basis of the ACT (less than 5 years old) with a minimum qualifying score of 23 composite, with 19 English and 19 Math.
- Student is exempt on the basis of high school exit level TAKS (less than 5 years old) with a minimum qualifying score of 2200 Math and 2200 English Language Arts with Writing sub-score of 3.
- Student is exempt on the basis of high school end of course STAAR (less than 5 years old) with a minimum qualifying score of level 2 English III and level 2 Algebra II.

Partial Exemptions
- A student with an ACT Composite Score of 23 (or higher) are exempt from TSI Math with an ACT Math score of 19 (or higher) even though the ACT English may be less than 19. Students with an ACT Composite Score of 23 (or higher) are 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 critical reading and math score of 1070 (or higher) are exempt from TSI Math with a SAT Math score of 500 (or higher) even though the SAT Critical Reading may be less than 500. Student with a combined critical reading and math score of 1070 (or higher) are exempt from TSI Reading and TSI Writing with a SAT Critical Reading score of 500 (or higher) even though the SAT Math may be less than 500.
- A student with a TAKS Math score of 2200 (or higher) are exempt from TSI Math. Students with a TAKS English Language Arts score of 2200 with a TAKS Writing sample of 3 exempts a student from TSI Reading and TSI Writing. The TAKS English Language Arts component is "all or nothing." In other words, a student with a TAKS English Language Arts score of 2200 with a TAKS Writing sample of 2 is NOT exempt from either TSI Reading or TSI Writing.
- A student with a STAAR Algebra II score of level 2 are exempt from TSI Math. Students with a STAAR English III score of level 2 exempts a student from TSI Reading and TSI Writing.

All test scores must be documented on an official document (transcript). 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 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. Students may also receive this information on a half sheet of paper from an Admissions and Records Office.

To log into CougarWeb, go to www.collin.edu and select CougarWeb in the top right corner. Enter your username and password. If you do not have your username/password, please select “Need help?” 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 Maymester, developmental level, physical education, or express format 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.
Appendix C-Concurrent Enrollment Permission Form

COLLIN COUNTY COMMUNITY COLLEGE
Concurrent Enrollment Permission Form

This is to certify that: ____________________________ Last ____________________________ First ____________________________ MI ____________________________

Collin OWD Number or Date of Birth: ____________________________ High School/Home School: ____________________________

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

Permission has been granted by the above mentioned high school to concurrently enroll in the following course(s):

Course(s) ex. GOVT 2365. DR1

If no courses are listed, please indicate the number of courses for which the student is allowed to register: _________.

This student _____ will be receiving dual credit OR _____ will not be receiving dual credit for the above course(s).

Please check: Registration at Collin is for the Fall___, Spring___, Summer I/II___, Summer III ___ term 20___.

Signature of School Official Title Date

This student has received approval for additional courses/overload exception (Fall/Spring only):

Signature of School Administrator ex. Principal, Assistant Principal Title Date

I 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. Tuition must be paid by posted payment deadline. Courses will follow the Collin calendar as outlined in the student Registration Guide.

Continued participation in this program requires: 1) satisfactory academic performance at the high school, 2) maintaining a 2.0 grade point average (GPA) at Collin, 3) no grade lower than a "C" in each course, and 4) 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 my academic records to the above-named high school related to my concurrent enrollment.

Student Signature Date

Signature of Parent or Guardian Date

Signature of Collin College Official 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 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 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.
APPENDIX D-Permit to Register

Permit to Register for Another Person

Student Name _______________________________
  Last  First  Middle

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.

10/09
APPENDIX E-Sample Free and Reduced Lunch Letter

On letter head

June 1, 2013

To Whom It May Concern,

Samuel Walters is eligible for Free and Reduced Lunch for the 2013-2014 school year.

Sincerely,

Michael Peters
Michael Peters
Plains High School
APPENDIX F-Graduating Senior Conditional Admissions Contract

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

Last Name                                                                  First Name
____________________________________            ________________________________________

Middle

CWID Number or Date of Birth Term (Semester/Year)

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: _______________________

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

___________________________________________

Student signature Date

___________________________________________

ARO representative Date

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

MAIL OFFICIAL TRANSCRIPT:
Collin College
Admissions and Records Office
2200 W. University Dr.
PO Box 8001
McKinney, TX 75070-8001

You may fax this form after it is completed and signed to:
1-972.548.6702 or metro
972.377.1792

We will not accept faxed transcripts!
APPENDIX G-Request for Exception-Bacterial Meningitis Vaccine

Bacterial Meningitis Vaccine
Request for Exception: Dual Credit courses not taught at a Collin College Campus

Last Name ____________________________ First ____________________________ Middle ____________________________

CWID Number: __________________________________________________________

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.

_________________________________________ ____________________________
Signature ____________________________ Date ____________________________

This form may be scanned and emailed to admissions@collin.edu or faxed to 972.548.6702