

Dual/Concurrent Credit Registration Checklist

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

www.collin.edu/express/dualcredit/

- Meet with your High School Counselor!**
 - Discuss what opportunities may be available to you for dual or concurrent credit and find out if they have any specific dates, deadlines, or procedures you need to follow in addition to Collin College's.
- Apply** at applytexas.org (*New Students*)
 - Double check you are applying for the correct term and that you fully submit your application.
 - Please allow 2-3 business days for your application to be processed.
 - Your Workday login information will be emailed to your personal email once accepted. Be sure to check your spam folder.
 - Do not use your ISD email to apply, ISD emails block outside emails from Apply Texas and Collin College.*
- Set up OneLogin** (*New Students*)
 - You'll receive your OneLogin username and temporary password via helpdesk@collin.edu
 - Tip: Set up OneLogin on a device that you will have access to at all times.*
 - Click on the Workday app in the OneLogin portal
 - Please review your customized list of registration requirements through Workday Tasks.
- Complete the Mandatory Campus Safety Training** (*New Students*)
 - An hour after completing in Workday, the hold should be removed. If not, call 972.881.5902 for assistance.
- Complete your HS permission form with your HS Counselor** (*New Students*)
- TSI** (*New Students*)
 - Take the TSIA2 or provide proof of waiver/exemption
 - Minimum score requirements for the TSIA, waivers, and exemptions on page 2
 - Additional information and sign up instructions are available online at:
www.collin.edu/studentresources/testing/availabletesting/tsi.html
 - Returning students with a partial TSI status will not see a TSI hold, but will need to provide scores if they are signing up for a course in the subject that they do not have scores for on file.
- Bacterial Meningitis Vaccine** (*Only for students taking courses on a Collin Campus*)
 - Students taking courses **on a Collin campus** will need to provide a valid bacterial meningitis vaccine record or exemption at least 10 days prior to the start their course.
 - More information available online at www.collin.edu/meningitis
- Registration** (*Completed by Collin College*)
 - Dual Credit: Work with your High School Counselor to build your schedule**
 - Your high school will provide this information to Collin College for registration*
 - College Credit / Concurrent Credit:** Review course schedule in Workday to determined location days and times for the course. All courses require high school counselor approval. Registration is completed by Collin College
- Payment**
 - You may pay online through Workday or through the Cashier's Office
 - More information about payment methods, policies and installment plans is available online at www.collin.edu/bursar/paymentpoliciesandmethods.html
 - All payment must be completed by your high school's payment deadline if earlier than Collin College's deadlines.
- For information visit:** [Dual Credit High Schools \(collin.edu\)](http://Dual Credit High Schools (collin.edu))
 - To locate your Collin College Counselor visit [Dual Credit College & Career Counselors \(collin.edu\)](http://Dual Credit College & Career Counselors (collin.edu))

Additional Information for Dual/Concurrent Registration

Texas Success Initiative (TSI)

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

Exemption Scores (minimum scores listed):

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

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

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

Test	Combined/Composite	Waives TSI Reading & Writing	Waives TSI Math
PSAT/NMSQT	N/A	Evidence-Based Reading & Writing: 460	Math: 510
ACT-Aspire	N/A	English: 435	Math: 431
STAAR	N/A	English II: 4000	Algebra I: 4000 and min. final grade of 70 in Algebra 2

*Waivers are only needed for the subject you want to take.
All test scores must be documented on an official document from the high school.*

Get Ready to Start Classes!

- Attend orientation at your high school campus**
- Purchase textbooks if needed**
- ACCESS/Disability Services (Request accommodations)**
 - Accommodations do not transfer over from your High School classes.
 - To receive accommodations in your Dual Credit classes, you must apply through the ACCESS Office, more information is available at www.collin.edu/studentresources/disabilityservices/index.html
- Get your Collin ID made in any Student Engagement Office**