



Dual/Concurrent Credit Enrollment Procedures and Guidelines Manual

Academic Year 2019-2020

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

www.collin.edu/dualcredit

dualcredit@collin.edu

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Section I: Dual Credit Overview

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 College Core Values

We have a passion for:

- Learning
- Service and Involvement
- Creativity and Innovation
- Academic Excellence
- Integrity

Collin College Affirmative Action Statement

Collin College prohibits discrimination, including harassment, against any student on the basis of race, color, religion, gender, national origin, disability, veteran status, age, or on any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of Collin College policy and is prohibited. Discrimination against a student is defined as conduct directed at a student on the basis of race, color, religion, gender, national origin, disability, veteran status, age, or on any other basis prohibited by law, that adversely affects the student. For additional information, see Board policy FFD (LOCAL) available on the web at <http://pol.tasb.org/home/index/304>.

Students who believe they have experienced prohibited discrimination or believe that another student has experienced prohibited conduct are encouraged to file a complaint as stated in the Code, Chapter 1, Section 7-1.10 Student Complaints: Discrimination, Harassment, Retaliation, and/or Sexual Violence.

Dual Credit Introduction

Dual Credit Program

The Dual/Concurrent Credit Enrollment program at Collin College is a cooperative partnership between school districts and Collin College enabling high school students to earn college credits while completing the requirements for high school graduation.

What is Dual Credit?

High school students can take Collin College courses and simultaneously earn credit for both their high school diploma and their college degree. Courses may be taught on the high school or college campus by Collin College professors.

What is Concurrent Credit?

The process by which an eligible high school student enrolls in college-level academic or technical courses, while still enrolled in high school, and receives college credit without receiving high school credit for these courses. High School/Home School Official approval is required for both dual credit and concurrent credit. Students are responsible for determining whether their transfer institution will accept credit from Collin College. For detailed transfer information, please visit TransferU at www.collin.edu/transferu.

High School students who meet Collin College's dual/concurrent credit eligibility requirements are encouraged to participate. A successful head start on college-level coursework provides a foundation for students to continue their academic careers at a college or university.

Benefits of Being a Dual Enrollment Student

- Allows you to progress toward your next college goal without having to wait until your high school graduation.
- Allows you to earn college credits while attending high school that may apply toward graduation at Collin College or another college or university.
- Shortens the time required for you to complete an undergraduate degree.
- Eliminates the duplication of courses taken in high school and college.
- Sharpens your general academic preparedness for college.
- Provides access to all that Collin College offers: the Learning Center, the Library, the Bookstore, even a student ID (which provides additional benefits).
- Increases flexibility in scheduling courses at the four-year schools, and may provide opportunities for semester long internship experiences or study abroad.

Who Can Participate?

Students enrolled in a public high school, private, charter or home school who are ready to acquire college credit can participate. 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 (TSI) 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.

Things to Consider

Parents and students should consider goals, maturity, responsibility, and academic ability levels prior to enrolling in a dual credit program.

You might decide not to participate in dual credit if you:

- Are struggling with your high school classes.
- Feel overwhelmed with your current load of coursework and extracurricular activities.
- Are not ready to take on college-level course work and the responsibilities of being a college student.

Enrollment Recommendations

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

- During Maymester and Wintermester terms, dual/concurrent credit students may enroll in one *online* course.
- Dual/Concurrent credit students are not eligible for developmental education level courses or physical education courses.
- Dual/Concurrent credit 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.

Types of Credit

All types require high school approval.

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

Course Delivery Options

	Face-to-Face	Hybrid	Blended	Online
Meets	Face-to-face 100% of the time.	Meets 50% face-to-face at a set time each week and 50% online.	At least 50% online and requires some on-campus time. Any Internet-based distance learning course that contains geographically limiting requirements.	Online 100 % of the time.

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.

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 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: Meet TSI college-readiness standard for Mathematics; or equivalent. 3 credit hours.

MATH 1316 Plane 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.

**Please refer to Collin College Catalog for most up-to-date course information.*

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 with 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 addressed by CISCO CCENT certification. 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 Medical 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.

**Please refer to Collin College Catalog for most up-to-date course information.*

Family Educational Rights and Privacy Act of 1974 (FERPA)

FERPA is a Federal law (Act) that protects the privacy of student education records. It provides students the right to:

- Inspect and review educational records;
- Request to amend inaccurate or misleading records;
- Consent to disclosures of personally identifiable information contained in their records;
- File a complaint with the U.S. Department of Education concerning alleged failures by the institution to comply with this law.

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:

- Student name
- Student address
- Telephone listing
- Major field(s) of study
- Participation in officially recognized activities and sports
- Weight and height of athletic team members
- Dates of attendance/enrollment
- Most recent educational institution attended
- Degrees and awards received
- 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 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 education 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 only at the discretion of the institution. Parents can obtain non-directory information only with the written consent of the student. Collin College has designated the Office of the Registrar as the records official for all student academic records and transcripts.

Students can authorize the release of their information to a parent/individual by completing a FERPA authorization form through their CougarWeb account. The form allows the student to select which information they would like Collin College to release to the authorized individual.

Section II: Procedures and Guidelines

Dual/Concurrent Credit Registration Checklist

The student checklist outlines each of the dual/concurrent credit enrollment steps. It is the cover sheet to the enrollment packets provided to high schools and is also available on our web site. Below are the checklist steps listed for enrollment in detail. (See *Appendix, page 32.*)

Prior to proceeding with the steps below, students wanting to participate in the dual credit program must **meet with their high school counselor/home school administrator.**

Application for Admission (Step 1)

All students must apply to Collin College to become a student. **Application must be completed before anything else can occur at Collin.** 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.

We recommend students without a social security number follow up in person with Admissions 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 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.

If students do not know their CougarWeb log in information, they may take a picture ID to the Admissions 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 office.

Remove All Holds (Step 2)

Dual/Concurrent Credit Registration Permission Form

The Dual/Concurrent Credit Registration Permission form must be completed **every 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 Student Registration Permission form has been received and processed by the college. If a student's form is incomplete, they will not be able to register.

The high school official must list the course(s) (i.e., ENGL 1301, HIST 1301) in which the student is approved to enroll. 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 or concurrent credit).

The Dual/Concurrent Credit Registration Permission form must have the signature of the designated high school official (*most commonly the high school counselor*), the parent/legal guardian, and the student. For high school students who are 18 years of age or older, a parental signature is not necessary. High school students complete the High School Registration Permission form (*See Appendix, page 34.*) Other students complete the Home School/Special Admissions Registration Agreement/Form (*See Appendix, page 35.*)

Official High School Transcripts

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

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.

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 office.

Testing

General Requirements, Exemptions/Waivers, and Testing

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. Both the college and the high school counselor should communicate testing needs to the students.

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 assessment, they will be required to pay \$29 regardless of full/partial retake.

All dual/concurrent credit students must take the TSI assessment prior to enrolling at Collin, unless otherwise exempt or waived. Students can combine partial exemptions from two tests, such as SAT and ACT. Students can visit Academic Advising 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.

If a student places at developmental level in all three areas (reading, writing and math), they will receive an email from the Academic Advising area. Since dual credit students are not eligible to enroll in developmental courses, they should disregard this email and retake the TSI assessment. Please see Academic Advising for retesting information.

If a student places at a developmental level in one or two areas they will receive an email from the Academic Advising area. A Mandatory Advising hold will be posted on their account until they either retake the TSI assessment and score at college level in all three areas or meet with an Academic Advisor. This hold will be reapplied every semester until they test at college level in all three areas. Students need to complete a Mandatory Advising survey to have the hold waived each semester as needed in order to register online. (See *Appendix, page 39.*)

TSI Minimum Score Requirements:		
<i>Reading</i>	<i>Writing</i>	<i>Math</i>
351	Essay score of 5 or Essay score of 4 and multiple choice of 340	350

TSI Exemptions, Partial Exemptions, and Waivers

Exemptions

Exemption Scores (minimum scores listed):			
SAT (Before March 2016)	Combined Reading and Math: 1070	Reading: 500	Math: 500
SAT (March 2016 and After)	N/A	Evidence Based Reading/Writing 480	Math: 530
ACT	Composite: 23	English: 19	Math: 19

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 (taken before March 2016) 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 **new** SAT qualifying score of 480 Evidence-Based Reading and Writing is exempt from TSI Reading and TSI Writing. A student with a SAT Math score of 530 or above is exempt from TSI Math. **This exemption is for SAT administered March 1, 2016 and after.**

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

Temporary Waiver for Dual Credit Students (minimum scores listed):			
PSAT-NMSQT (Oct. 2015 and After)	N/A	Evidence-Based Reading & Writing: 460	Math: 510
PLAN	Composite: 23	English: 19	Math: 19
ACT-Aspire	N/A	English: 435	Math: 431
STAAR	N/A	English II: 4000	Algebra I: 4000 and at least a final grade of 70 in Algebra 2

Waivers are only needed for the subject in which a student enrolls. Waivers are temporary until students complete and pass their dual credit course. At that point, the waiver becomes a permanent exemption of that section of the TSI assessment. If the student does not receive a passing grade in their dual credit course, the temporary waiver is removed and the student must take the TSI assessment or provide exempting scores. 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 (PAA)

Students will receive an email regarding the Pre-Assessment Activity (PAA) from AssessmentsCollinCollege@collin.edu. It will state that all students are required to assess unless otherwise exempt. This e-mail will provide the link for the PAA or it can be accessed at <https://www.collin.edu/preassessment/>. If you have a partial exemption, you will need to get a Testing Referral Form from Academic Advising prior to taking the TSI.

Depending on the date the student applies and when test scores are provided and 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 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 PAA.

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.

TSI 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 (PAA) 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?

Payment for the TSI Assessment can be made online. The link is found on the TSI page on our website: <https://www.collin.edu/studentresources/testing/availabletesting/tsi.html>. The receipt, along with the PAA 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:

Central Park Campus	A109	972.548.6849
Preston Ridge Campus	F209	972.377.1522
Spring Creek Campus	J232	972.881.5922
Monday – Thursday	8:00 a.m. – 4:00 p.m.	
Friday	9:00 a.m. – 11:00 a.m.	
Saturday	8:00 a.m. – 12:00 Noon	

For partial TSI or retakes, a testing referral form from Academic Advising is required.

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 needed.

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 assessment cannot take a college-level course in the failed subject area until they complete the required developmental courses and/or retest. *Dual/concurrent credit students are not permitted to take developmental courses while in a high school program.*

How long is the test?

Although the TSI Assessment is not a timed test, be prepared to be in the Testing Center for 3-5 hours for the complete assessment.

For questions about the Pre-Assessment Activity or the TSI assessment, email TSI_Info@collin.edu.

Bacterial Meningitis Vaccine

Dual credit students taking classes at any Collin Campus **must** provide proof of having the vaccination within 5 years or documentation of an exemption/exception. The vaccination must be administered **at least 10 days prior** to the start of the entering term. This is an admissions requirement for Collin College and should be completed before registration.

*Dual credit **students taking classes at their high school campus** may request an exception by completing a Request for Exception: Dual credit courses not taught at a Collin College Campus form. For more information, please visit www.collin.edu/meningitis. (See Appendix, page 35.)*

Mandatory Campus Safety Training

Collin College is committed to providing a safe environment for students, faculty and staff. This Mandatory Campus Safety Training is designed to make you aware of available resources.

Any student who has not previously completed this training will have a registration hold on their account until training is complete. The training can be found on the Student tab in CougarWeb. The hold will be removed within one hour of completing the training.

Registration (Step 3)

Registration is to be completed online via CougarWeb.

****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>

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

Dual/Concurrent 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 registration 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.

Online Registration Procedures for Designated Dual Credit Sections

1. Go to www.collin.edu and login to CougarWeb
2. Go to *New Registration Tools* under Registration Tools
3. Click on *Student Registration* in My CougarCompass
4. Click on *Register for Classes*
5. Select the registration term (e.g. Credit Fall 2019), then click Continue
6. Click on the *Enter CRNs* tab and input the 5 digit *CRN* for each of your designated sections
7. Click *Add to Summary*
8. Click *Submit* (in the bottom right corner of the screen)

Online Registration Procedures for Traditional Courses at Collin Campuses

1. Go to www.collin.edu and login to CougarWeb
2. Go to *New Registration Tools* under Registration Tools
3. Click on *Student Registration* in My CougarCompass
4. Click on *Register for Classes*
5. Select the registration term (e.g. Credit Fall 2019), then click Continue
6. On the *Find Classes* tab, enter the Subject (e.g. History) and then the Course Number (e.g. 1301)
7. Click *Search*
8. Click on *Add* for the course you want
9. Click *Submit* (in the bottom right corner of the screen)

Tuition/Refunds/Fees (Step 4)

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/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 the student attends high school. Questions regarding residency status should be addressed to the Admissions Office. The following link provides tuition rates: <http://www.collin.edu/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 suite.

Free and Reduced Lunch

For high school students who qualify for the Free or Reduced Lunch Program at their high schools, tuition and most fees 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 the summer between the student's Junior and Senior years. A new letter is needed every 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. Specialized programs may incur other fees not covered. Please see Collin College academic department for more information.

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 receive only 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.

Textbooks

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 bookstore or from your preferred retailer. Students have a link to the bookstore on their schedule in CougarWeb. There is a link under each course they are registered. When students click on that link, it will take them directly to the Collin College Bookstore website and will show them exactly what book(s) is/are required.

As an alternative to using CougarWeb, students can visit our website, www.collin.edu and select bookstore under "Student Resources" to find out which books are needed for class no earlier than 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.

Expectations and Responsibilities of the Student

Students are expected to comply with the Student Code of Conduct, Board policies, laws, and/or Collin College procedures. Collin College students are both citizens and members of the academic community. As citizens and students, they enjoy the same freedom of speech, peaceful assembly, and right of petition that other citizens enjoy. As members of the academic community, they are subject to the obligations that are theirs by virtue of this membership.

Collin College expects its students to conduct themselves in a manner that reflects credit upon the institution they represent. There are two (2) basic standards of behavior required of all students:

1. they shall adhere to Collin College policies and municipal, county, state, and federal laws; and
2. they shall not interfere with or disrupt the orderly educational processes of Collin College.

Students are entitled to only those immunities or privileges by law as enjoyed by other citizens, and neither lose their rights nor escape the responsibilities of citizenship. Collin College may initiate the disciplinary process for an alleged violation of the Student Code of Conduct, Board policies, laws, and/or Collin College procedures regardless of the student's current status with a municipal, local, state, and/or federal authority for the same act.

In the event that any provision in this Student Code of Conduct conflicts with the law of the State of Texas or the United States of America, the state or federal law shall prevail. Definitions of terminology used in the Student Code of Conduct can be found in the College Terminology section of the Student Handbook.

Classroom Rosters/Roll Sheets

Dual credit students are responsible for making sure they are enrolled in the appropriate course approved by their high school counselor/home school administrator. Please confirm with your professor that you are on their Collin College roster the first day of class. All course/section changes should be completed by the Collin College census date.

If you are not on your professor's roster, contact your high school counselor **and** Special Admissions Coordinator immediately.

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.

We provide progress grades prior to the withdrawal date in order to provide an opportunity for the student to consider their continued participation in the program. If a student is struggling academically, we recommend the student speak with his or her instructor. If a student wishes to withdraw, s/he should discuss this with the high school counselor before Collin College's withdrawal deadline. We also recommend students explore the support services offered at Collin; see the *Collin College Student Resources* section for more information.

Grade Appeals Process

Freedom from Capricious Grading

Students have a right to be free from capricious grading and to be treated fairly in grading and classroom practices. In most circumstances, students should seek to settle any dissatisfaction concerning grades directly with the faculty member involved. If a grade dispute cannot be settled in this way, students should consult the dean of the appropriate academic chair. If the issue remains unresolved, the student may appeal to the Grade Appeals Board (GAB).

Appeals to the GAB shall be filed with the chair of the GAB no later than the last regular class day of the next long semester after receiving the grade. An allegation of capricious grading shall be handled according to the grade appeals procedure outlined in Section 6.14 of the Student Handbook.

Grade Appeals Procedure

The following procedure is available only for review of alleged capricious grading and not for review of the judgment of a professor in assessing the quality of a student's work.

Capricious Grading:

As the term is used herein, is limited to one or more of the following:

- a. the assignment of a grade to a student on some basis other than performance in the course;
- b. the assignment of a grade to a student by more exacting or demanding standards than were applied to other students in that course; and/or
- c. the assignment of a grade by a substantial departure from the professor's standards announced and provided during the first part of the term.

The assessment of the quality of a student's academic performance is one of the major professional responsibilities of College District faculty members and is solely and properly their responsibility. It is

essential for the standards of the academic programs at the College District and the integrity of degrees conferred by Collin that the professional judgments of faculty members not be subject to pressures or other interference from any source.

It is necessary, however, that any course grade be based on evidence of the student's performance in a course, that the student have access to the evidence, that the professor be willing to explain and interpret the evidence to the student, and that a grade be determined in accordance with published guidelines. These guidelines should be published and announced in each class within the first week of the semester.

At any time, a student may seek the counsel of a designated College District representative regarding the procedure for appealing alleged capricious grades or the merits of a particular case.

Seeking Clarification of Capricious Grading

A student who believes a term grade is capricious may seek clarification, and where appropriate, redress as follows:

- a. The student shall confer with the professor, inform the professor of questions concerning the grade, and seek to understand fully the grounds and procedures the professor has used in determining the grade. The aim of such a conference is to reach mutual understanding about the grade, the process by which it was assigned, and to correct errors, if any, in the grade. If for any reason the professor cannot be contacted, the academic dean shall appoint the academic chair (or designee) to act for the professor.
- b. If, after consultation with the professor (or designee), the student believes that a grade is capricious, the student shall confer with the appropriate academic dean. The dean shall consult and advise with both the professor and student, separately or together, in an effort to reach an understanding and resolution of the matter.
- c. If steps (A) or (B) above do not resolve the problem, the student may submit a written petition with supporting documentation via email to the chair of the Grade Appeals Board at gradeappeals@collin.edu. This petition form may be obtained from the Admissions Office at any campus or online through CougarWeb on the My Courses tab under Rules and Regulations. A written petition without supporting documentation will not be considered. Examples of supporting documents may include, but are not limited to, course syllabus, copies of emails exchanged between professor and student, doctor's statements, etc.

Again, grade appeals of any type shall be instituted no later than the last regular class day of the next long semester after receiving the grade.

Petitioning for a Grade Appeal Hearing

The petition should be written to:

- a. request a hearing with the GAB;
- b. present evidence allegedly proving that the grade is capricious as defined above; and
- c. present the student's conclusions.

The Grade Appeals Board will then contact the professor to determine the professor's position. Based on the student's petition, the professor's response, and interviews by the chairperson of the Grade Appeals Board with the student and the professor, the GAB will conduct an inquiry that may include a meeting with the student and the professor, separately or together, to ascertain and consider relevant facts.

Decision of the Grade Appeals Board

The GAB will make one of these decisions:

- a. that the grade was not assigned capriciously and the grade will stand as assigned; or
- b. that the grade may have been assigned capriciously and merits further consideration.

If further consideration is needed, the GAB may then arrange for the professor (or designee) or a group of two (2) departmental/program colleagues to re-examine all the evidence of the student's work. The GAB will, as a result of this further consideration, recommend to the appropriate vice president/provost a grade the same as or different from the original grade. If the decision is to change the grade, the Grade Change Form will be sent to the vice president/provost (or designee) for signature, and then forwarded to the registrar.

If the decision is that the grade will remain as assigned, the student will be notified in writing of that decision. The decision of the GAB will be final. In summary:

- a. At all points of the decision, the student, the professor, the academic dean, and any parties involved will be notified after each decision has been reached.
- b. If the grade is changed, the Grade Change Form will be completed by the appropriate vice president/provost and submitted to the registrar for processing. A copy of the final Grade Change Form will be distributed to the professor (or designee), the academic dean, the chairperson of the Grade Appeals Board, and other appropriate parties.
- c. In accordance with College District personnel procedures, no decision of the Grade Appeals Board, by itself, will be a basis for disciplinary action against a professor.
- d. Students having a grievance with other academic or classroom related problems, other than their final grade, should first consult the professor. If the grievance is not resolved, the student should contact the appropriate academic dean. If the matter is still not resolved, the student may appeal to the appropriate vice president/provost.

In certain instances, the problem may be handled best through other procedures; therefore, a referral for assistance may be made to another office or to a task force (e.g., human relations task force, etc.).

Attendance and Absence Policy

Dual credit students are expected to attend class regularly. Please contact the high school counseling office and professor, if you are unable to attend class. Calendars may not be the same for high school and Collin College. Dual credit students must follow the Collin College calendar. Please notify or work with your professor if you have a conflict. Collin College may hold classes at the high school if the high school building is open, even when high school classes are not in session.

Religious Holy Days

In accordance with *Section 51.911* of the *Texas Education Code*, Collin College will allow a student who is absent from class for the observance of a religious holy day to take an examination or complete an assignment scheduled for that day within a reasonable time. Students are required to file a written request with each professor within the first 15 days of the semester to qualify for an excused absence. A copy of the state rules and procedures regarding holy days and the form of notification of absence from each class under this provision are available from the Student and Enrollment Services Offices.

<http://www.collin.edu/gettingstarted/admissions/pdf/Absence%20for%20Religious%20Holy%20Day.pdf>

Steps:

1. Student takes the form to professors for signatures by the 15th day of the term.
2. After all signatures are obtained, the student turns in the form to the Registrar's office.
3. The student works with professors to meet predetermined deadlines.

Scholastic Dishonesty

Every member of the Collin College community is expected to maintain the highest standards of academic integrity. All work submitted for credit is expected to be the student's own work. Collin College may initiate disciplinary proceedings against a student accused of scholastic dishonesty. While specific examples are listed below, this is not an exhaustive list and scholastic dishonesty may encompass other conduct, including any misconduct through electronic or computerized means. Scholastic dishonesty shall include, but is not limited to, one or more of the following acts:

General Scholastic Dishonesty includes, but is not limited to, statements, acts, or omissions related to applications for enrollment, credit or class work, research, or the award of a degree; falsifying academic records; using annotated texts or teacher's editions; using information about exams posted on the Internet or other electronic medium; leaving a test site without authority; failing to secure test materials; and/or submitting work that is not one's own. Students are expected to record honestly and accurately the results of all their research. Falsification of research results shall include misrepresentations, distortions, or omissions in data or reports on research.

Plagiarism is the use of an author's words or ideas as if they were one's own without giving credit to the source, including, but not limited to, failure to acknowledge a direct quotation or patchwriting. In the preparation of all papers and other written work, students must distinguish their own ideas and knowledge from information derived from other sources. The term "sources" includes not only published primary and secondary materials, but also information and opinions gained directly from other people. Whenever ideas or facts are derived from a source, the source must be indicated by the student.

Cheating is the giving or receiving of information in an unauthorized manner during an examination or to complete an assignment; collaborating with another student during an examination without authority; using, buying, selling, soliciting, stealing, or otherwise obtaining course assignments and/ or examination questions in advance; unauthorized copying of computer or Internet files; using someone else's work for an assignment as if it were one's own; submitting or resubmitting an assignment in whole or in part (i.e., recycling an assignment) for more than one (1) class or institution without permission from each of the professors; or any other dishonest means of attempting to fulfill the requirements of a course.

Collusion is intentionally or unintentionally aiding or attempting to aid another in an act of scholastic dishonesty, including, but not limited to, failing to secure academic work; providing a paper or project to another student; providing an inappropriate level of assistance or unauthorized collaboration; communicating answers to a classmate about an examination or any other course assignment; removing tests or answer sheets from a test site; and allowing a classmate to copy answers.

In cases where an incident report has been filed for an alleged violation of scholastic dishonesty, the faculty member is requested to delay posting a grade for the academic work in question until the case is final. A student found responsible for scholastic dishonesty offenses will receive an authorized disciplinary penalty or penalties from the Dean of Students Office. If the student is found responsible for a scholastic dishonesty violation(s), he or she may also receive an academic penalty determined by the faculty member, which may range from a grade of zero on the assignment to failing the course.

Concealed Carry on Campus

The Texas Legislature passed Senate Bill 11, a new law requiring the state's public colleges and universities to allow handguns in campus buildings for those with license to carry. This law takes effect for community colleges on August 1, 2017. Visit <https://www.collin.edu/aboutus/concealedcarry.html> for more detailed information.

Adding, Withdrawing, Dropping Courses

If taking a designated dual credit section either at your high school or on a Collin College campus, dual credit courses are not visible by searching. Add course(s) by completing the process on pages 15-16.

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*. If a student is dropping or withdrawing one or more Collin College courses while remaining enrolled in at least one (1) course, they can drop or withdraw online through CougarWeb. If the student is doing a total withdrawal (dropping/withdrawing from all courses), the student needs to complete a drop/withdrawal form in person at an Admissions office. 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/withdraws from a dual credit course with their high school, they need to ensure they also follow proper drop/withdrawal procedures with Collin College. 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/withdraw from a course from Collin College, they may receive a failing grade.

Requesting Transcripts

To request a high school transcript as a part of the dual/concurrent credit admissions process, please also see *Official High School Transcripts (page 11)*.

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 for each transcript ordered.

Graduating Seniors and Early Graduates Only

Current dual/concurrent credit students continuing with Collin College after graduation will need to provide an official high school transcript with a graduation date or complete a Conditional Registration Contract (CRC) and proof of the bacterial meningitis vaccination. This will inform the college that the student is no longer in high school/dual credit but **now a college freshman**. These should be sent directly to the Admissions Office for processing.

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 and the anticipated graduation date.

Individual Admits

Students under 18 with no high school 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. Parent permission forms are required **every semester** until the student turns 18.

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 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 enrollment at Collin College.

Information about GED testing is available through the Texas Education Agency's website at https://tea.texas.gov/TxCHSE_Test_Information_At_A_Glance.html. Additionally, the Collin County Adult Literacy Council, through its website and helpline, offers a referral service for North Texas (<http://www.ccalc.org>).

CougarWeb

CougarWeb is Collin College's student online portal where students can view classes and availability, register for classes, pay tuition, view financial aid status, access CougarMail, access grades electronically, and more. Log in to CougarWeb at <http://cougarweb.collin.edu/>.

Section III: Collin College Student Resources

Dual Credit students are able to utilize numerous college resources free of charge while completing their dual credit classes at Collin College. Some of those resources are listed below:

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 every semester to evaluate their academic progress. For additional information or assistance, please call 972.881.5782.

Career Services and Student Employment

Career Services and Student Employment (CSSE) department offers a variety of services to enhance career development, assist with career decisions, and build skills for 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:

McKinney Campus: Room B106 (972.548.6747)

Frisco Campus: Room 172; Founders Hall (469.365.1904)

Plano Campus: Room D102 (972.881.5627)

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.

Disability Accommodations (ACCESS)

ACCESS is an accommodations program for all students with a documented disability as defined by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. ACCESS is **A**ccommodations at **C**ollin **C**ounty for **E**qual **S**upport **S**ervices. 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. Services include sign language interpreters, adaptive equipment and personal advising.

The ACCESS program is committed to the improvement of the quality of academic life for students with disabilities. The goal is to assist faculty and staff in the enhancement of the student's college experience. ACCESS also acts 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 assessment, 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 every 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.

ACCESS Application Process

- Admission to Collin
- Complete ACCESS Application
- Provide documentation
- Intake appointment with advisor
- Documentation review
- Notification of eligibility
- Pick up Accommodation Letter

This process is concurrent with Collin Admissions Process

Is There a Difference between High School and College in the Laws Related to Disabilities?

Disability laws are different for college students. Section 504 and the ADA applicable to post-secondary institutions are civil rights laws to ensure opportunity and equal access and to prevent discrimination. Your high school records do not automatically transfer to college. As a college student, it is your responsibility to identify disability and request services and accommodations. In addition, colleges do not provide IEPs, special education versions of courses, or other programs that would otherwise be provided to K-12 students.

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 or visit the website for more information: <http://www.collin.edu/studentresources/disabilityservices/index.html>

Library

All Collin College library resources and services are available to students taking dual credit classes. These include access to online video collections, e-books, and databases, as well as book collections, circulating laptops, and one-on-one appointments with Reference Librarians.

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:

McKinney Campus: Room C220 (972.548.6896)

Frisco Campus: Room D141 (972.377.1639)

Plano Campus: Room J228 (972.881.5921)

<http://www.collin.edu/studentresources/mathlab/>

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:

Central Park Campus: Room A105 (972.548.6857)

Preston Ridge Campus: Room L214 (972.377.1576)

Spring Creek Campus: Room D224 (972.881.5843)

<http://www.collin.edu/studentresources/writingcenter/index.html>

Canvas

Canvas is the online course delivery portal. Login using your CougarWeb username and password. Some Collin College faculty may require students to use Canvas for completing assignments.

Collin College 2019-2020 Academic Dates

Fall 2019

August 16	All College Day (Campuses Closed)
August 26	Fall Classes Begin
September 2	Labor Day Holiday (Campuses Closed)
September 9	Fall Census Date
September 20	Plano Balloon Festival-Spring Creek Campus Closes @ 3:00 pm
September 21-22	Plano Balloon Festival-Spring Creek Campus Closed
October 18	Fall Last Day to Withdraw
October 29	Wintermester & Spring Dual Credit Registration Begins
November 27-December 1	Thanksgiving Holiday (Campuses Closed)
December 4	Spring Early Registration Payment Deadline – 8 p.m.
December 5	CougarWeb Registration & Payment Unavailable
December 9-15	Fall Final Exam Week
December 13	Collin 2019 Commencement @ 7:00 p.m.
December 21-January 1	Winter Break (Campuses Closed)

Spring 2020

January 20	MLK Holiday (Campuses Closed)
January 21	Spring Classes Begin
February 3	Spring Census Date
March 9	Maymester & Summer Dual Credit Registration Begins
March 9-15	Spring Break (No Classes)
March 13-15	Spring Break (Campuses Closed)
March 20	Spring Last Day to Withdraw
April 10-12	Spring Holiday (Campuses Closed)
April 14	Fall Dual Credit Registration Begins
May 5	Maymester/Summer Early Registration Payment Deadline – 8 p.m.
May 6	CougarWeb Registration & Payment Unavailable
May 11-17	Spring Final Exam Week
May 15	Collin 2020 Commencement @ 7:00 p.m.

Summer 2020

May 25	Memorial Day Holiday (Campuses Closed)
June 8	5 Week June (Summer I) and 10 Week (Summer III) Classes Begin
June 11	5 Week June (Summer I) Census Date
June 16	10 Week (Summer III) Census Date
June 23	5 Week June (Summer I) Last Day to Withdraw
July 3-5	Independence Day Holiday (Campuses Closed)
July 9	10 Week June (Summer III) Last Day to Withdraw
July 9	5 Week June (Summer I) Final Exams
July 13	5 Week July (Summer II) Classes Begin
July 16	5 Week July (Summer II) Census Date
July 17	Required Class Day for 5 Week July and 10 Week (MW) Classes
July 22	Fall Early Registration Payment Deadline – 8 p.m.
July 23	CougarWeb Registration & Payment Unavailable
July 24	Required Class Day for 5 Week July and 10 Week (TR) Classes
July 28	5 Week July (Summer II) Last Day to Withdraw
August 10-11	10 Week June (Summer III) Final Exams
August 11	5 Week July (Summer II) Final Exams

Definitions

Academic Probation – academic status following the semester after Academic Warning if a student's cumulative GPA is below a 2.0.

Academic Progress – indicates that a student has earned a term GPA of at least a 2.0.

Academic Suspension – occurs when a student on Academic Probation does not make Academic Progress. Academic Suspension restricts a student from enrolling in academic coursework for one (1) academic year prior to re-enrolling.

Academic Warning – academic status that occurs immediately following the first semester the student does not maintain Good Academic Standing.

Add – to enroll in an additional course after original registration.

Advising – a process in which a student interacts with a Collin College advisor to make decisions, solve problems, and develop long-term plans related to the student's academic goals.

Advisor – as a member of the Collin College staff, advisors assist students with information on various academic and workforce programs, Collin College procedures and services, degree requirements, and college transfer.

Blended Courses – courses that require some on-campus time and offer the flexibility to incorporate distance learning with on-site instructional activities.

Catalog – the document containing course descriptions, certificate and associate degree requirements, and general information about Collin College.

Census Date – The 12th class day in a regular 16-week semester, or the 4th class day in a short summer semester. Students are required to attend class prior to the census date.

Class Day – a day when classes are regularly scheduled to meet.

College Wide Identification Number (CWID) – Every student at Collin College is issued a CWID by the Admissions Office. Students will use this number when doing business with college departments on campus or on the web.

Concurrent Enrollment – refers to the process by which an eligible high school student enrolls in college-level academic or technical courses, while still enrolled in high school, and receives college credit without receiving high school credit for these courses.

CougarMail – a campus-wide email system that is used as an official form of communication between students and college employees.

CougarWeb – through this online web portal, students can view classes and availability, register for classes, pay tuition, view financial aid status, access CougarMail, and more.

Course Registration Number (CRN) – a CRN is a unique identifying number that is assigned to every course that Collin College offers each term.

CPC – abbreviation for Central Park Campus and McKinney Campus.

Dean/Associate Dean – the official in charge of a division of studies to include the students and faculty. Each dual credit high school is assigned to a campus where a Dean/Associate Dean is in charge of administrative matters.

Drop – dropping one (1) or more Collin College courses while remaining enrolled in at least one (1) course before the college census date

Dual Credit – refers to the process by which a high school student enrolls in a college course and receives simultaneous credit for the course from both the college and the high school. Dual credit courses include both academic courses as well as technical courses.

Dual Credit Program – a cooperative partnership between school district and Collin College enabling high school students to earn college credits while completing the requirements for high school graduation.

Dual Credit Student – a high school student who meets the eligibility requirements for the dual credit program and enrolls in a Collin College approved course. Upon successful completion of the course, the student earns credit towards high school graduation requirements and receives college credit.

Early Admissions – attendance of high school students in college courses prior to graduation from high school or home school. Early admissions students receive college-level academic credit transcribed to their Collin College transcript.

FERPA – Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal law that grants students certain rights in their education records and governs the disclosure of those education records.

Hybrid Courses – courses that are a combination of on-site and online delivery.

Online Courses – entirely over the Internet taught by a certified college instructor. The high school provides a computer lab where students meet and participate in an online course with a high school facilitator present.

Online Registration – a registration system that allows students to register, pay, and obtain grades through CougarWeb.

On-Site Courses – classes offered at student's home high school campus.

Permanent Record – the cumulative record of student's courses, grades, credits, classification, address, College Wide Identification Number (CWID), etc.

PRC – abbreviation for Preston Ridge Campus and Frisco Campus.

Prerequisite – a course that must be completed before enrolling in a subsequent course. A prerequisite may also be a high school course, an appropriate assessment score, or permission from a professor.

Probation – a way to warn a student that his or her grades are below a certain standard. Probation also may be sanctioned for disciplinary reasons.

Professor – a full or part time faculty member who meets the minimal requirements of the Southern Association of Colleges and Schools.

Registration – enrollment prior to a semester, including the selection of classes and the payment of tuition and fees.

SCC – abbreviation for Spring Creek Campus and Plano Campus.

Student Code of Conduct – a system of rights and responsibilities for students at Collin College. See *the Student Handbook* for additional information.

Student Education Records – the cumulative record of student’s courses, grades, credits, classification, address, College Wide Identification Number (CWID), etc.

Suspension – dismissal of a student because his or her grades have fallen below a certain standard (see Academic Suspension). Suspension may also be applied for disciplinary reasons (see the Code, Chapter 4, Section 7-4.1 Authorized Disciplinary Penalties).

Syllabus – a detailed description of each instructor’s specific course requirements. It includes assignments, grading criteria, text(s) and materials, classroom policies for attendance, drops, late work, re-writes, make up work procedures and a detailed course calendar.

Texas Success Initiative (TSI) – the state-mandated testing component designed to ensure that all students attending public institutions of higher education in Texas have the reading, mathematics, and writing skills necessary to perform college-level work.

Transcript – the official record of all coursework at a particular institution.

Withdrawal – to withdraw from one (1) or more courses in a particular semester after the census date.

FAQs

What classes can I take as a dual/concurrent credit student?

For students enrolled in dual credit through your high school, you may only enroll in courses approved by your high school counselor. For homeschool students, you may take any course that your homeschool administrator/parent approves. The following exceptions apply. Dual/concurrent credit students are not eligible for developmental education courses or physical education courses. Dual/concurrent credit students are unable to audit courses. During Maymester and Wintermester terms, dual/concurrent credit students may enroll in one *online* course.

Where can I find information regarding dual credit processes and forms?

The dual credit website is collin.edu/dualcredit. Enrollment procedures and requirements can be found here: <https://www.collin.edu/express/enrollment.html>. Forms, deadlines, and the program manual can be found here: <https://www.collin.edu/express/linksandforms.html>

How many classes am I allowed to take each semester?

All dual/concurrent credit students must first gain permission from their high school counselor/home school administrator for any courses taken every semester. However, a full-time student load is a minimum of 12 credit hours per 16-week semester. Students taking 11 credit hours or less per 16-week semester are classified as part time students.

I turned in my Registration Permission Form to my counselor, but I have not received information from Collin College about my CougarWeb account. What do I do?

Please make sure you have completed an application for admissions for the appropriate semester. To complete an application, please visit apply.collin.edu. During high volume periods, it may take 3-5 business days for applications to be processed. We must have an application on file before any paperwork that has been submitted can be processed.

How/When will I receive my CougarWeb username, password or Collin College Student ID number?

That information will be sent to your personal email address listed on your application. If you have not received your CougarWeb information within 5 business days of submitting your application, please contact the [Student and Enrollment Services Office](#) at any Collin College campus for assistance.

How do I check to see if my forms have been processed and holds have been removed from my account?

- Log in to your CougarWeb account
- Click on the Student Tab near the top of the screen
- Click on View My Holds

You must have NO HOLDS on your account in order to register. For more information on types of holds and how to have the holds removed, please visit: http://www.collin.edu/gettingstarted/register/hold_info_guide.html.

What is the Mandatory Advising hold and how do I remove it from my account?

This hold appears when you have scored into a developmental education level on a least one subject of the TSI Assessment.

- Log in to CougarWeb
- Click on the Student Tab near the top of the screen
- Click on "Mandatory Advising" and complete the questionnaire. The hold will be removed within one hour.

What is the SSN/ITIN/WS9 hold and how do I remove it from my account?

The Internal Revenue Service (IRS) requires Collin College to report qualified tuition and fees and/or payments on IRS Form 1098-T. Collin College does not currently have a Social Security Number or other U.S. tax identification (TIN) on file for you.

- Log in to CougarWeb
- Click on the Student Tab near the top of the screen
- Click on "Student's Taxpayer ID Certification" in the box titled Tuition/Payment and complete the form

I need to order my official ACT/SAT scores for my TSI hold, but I'd like to register right away. What do I do?

If you have the ACT/SAT scores that meet TSI exemption requirements (https://www.collin.edu/studentresources/testing/availabletesting/tsi_full-exemptions.html), please submit official scores to Collin College. The Collin College Code for SAT is 1951 and for ACT is 4046. It may take 5-7 business days for SAT scores and 10-15 business days for ACT scores to be received and processed.

Due to this delay, you may complete the Conditional TSI Compliance Contract (CTCC) found here: <http://www.collin.edu/studentresources/testing/availabletesting/Conditional%20TSI%20Compliance%20Contract%20112618.pdf>. Once processed, this form allows registration in classes in advance of official TSI documentation being received at Collin College.

I searched for my course on CougarWeb, and I do not see my course listed. What do I do?

All dual credit courses held at high schools are hidden from our general college students on CougarWeb. Please follow instructions below to complete registration for dual credit courses:

- Go to www.collin.edu and login to CougarWeb
- Go to **New Registration Tools** under Registration Tools
- Click on **Student Registration** in My CougarCompass
- Click on **Register for Classes**
- Select the registration term (e.g. Credit Fall 2019), then click Continue
- Click on the **Enter CRNs** tab, and input the 5 digit **CRN** for each of your designated sections
- Click **Add to Summary**
- Click **Submit** (in the bottom right corner of the screen)

I have no idea what my 5 digit CRN number is for my course. What do I do?

If you are attending a dual credit course at a high school, the CRN might be on the course sheet or the permission form that was signed by your counselor. If you are unable to locate the CRN, please contact your high school counselor for assistance.

When I entered my CRN number the system states “my course does not exist”. What do I do?

Please make sure you are selecting the correct term. When you get to that step, you must click on the drop down box and scroll down to the appropriate credit term (e.g. Credit Fall 2019). If you select the incorrect term, the CRN will not work. If you are following the correct steps and are still unsuccessful, please try using a different browser.

I have submitted all of my paperwork and when I tried to register it said I do not meet course prerequisites or test scores. What do I do?

You may be trying to register for a class in which you have not met the prerequisites. Please check the Course Descriptions section of the [catalog](#).

We may not have TSI test scores or an exemption/waiver on file for you. For more information on TSI testing, please click [here](#). Please see the ACT/SAT FAQ above for more information about ACT/SAT exemptions.

Appendix

Dual/Concurrent Credit Registration Checklist (Page 1)



Dual/Concurrent Credit Registration Checklist

For more information on program procedures and restrictions, visit www.collin.edu/dualcredit

- 1. Apply** *(returning students may skip to step #3 after providing High School Registration Permission Form)*
 - Complete the Collin College application online at <https://apply.collin.edu>.
 - **MUST** be completed before any paperwork will be processed.

- 2. Remove All Holds**
 - High School Registration Permission Form — must be turned in **every** semester.
 - Official High School Transcript — follow your high school's specific steps to request one.
 - Take TSI or provide proof of exemption/waiver. See back of checklist for details.
 - For additional information regarding TSI, please review email from assessments@collin.edu* or visit <https://www.collin.edu/studentresources/testing/availabletesting/faqs.html>.
*email will be sent to email address listed on admissions application
 - Bacterial Meningitis Vaccine
 - Students taking courses at high school campus need to provide Bacterial Meningitis vaccination waiver form. Students taking courses at a Collin College campus need to provide proof of valid Bacterial Meningitis vaccination.
 - Please visit www.collin.edu/meningitis for details.
 - Complete Mandatory Campus Safety Training
 - Located on the Student tab in CougarWeb. The hold will be removed approximately one hour after completing the training.

For more information regarding holds, please view the *Hold Information and Resolution Guide* at www.collin.edu/gettingstarted/register/hold_info_guide.html.



Are you currently enrolled in a dual credit course? If yes, **START HERE.**
After turning in permission form each semester.

- 3. Ready to Register**
 - You will **register online via CougarWeb**. Please reference your high school for dates, deadlines, **Online Registration Procedures for Dual Credit Courses at High School/Collin Campus**
 1. Go to www.collin.edu, and login to CougarWeb
 2. Go to **New Registration Tools** under Registration Tools
 3. Click on **Student Registration** in My CougarCompass
 4. Click on **Register for Classes**
 5. Select the registration term (e.g. Credit Fall 2019), then click Continue
 6. Click on the **Enter CRNs** tab, and input the 5 digit CRN for each of your designated sections
 7. Click **Add to Summary**
 8. Click **Submit** (in the bottom right corner of the screen)

- 4. Payment**
 - You may pay in person at the Cashier's Office or online via CougarWeb.
 - Registration and payment deadlines **differ** from Collin College's payment deadline. Please refer to your high school for appropriate deadline.
 - Payment is required each semester.

Please visit www.collin.edu/dualcredit for important dates and deadlines.

For questions, email dualcredit@collin.edu.

Revised 01/2019

Dual/Concurrent Credit Registration Checklist (Page 2)

Texas Success Initiative (TSI)

TSI Minimum Score Requirements		
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 (prior to March 2016)	Combined Reading and Math: 1070	Reading: 500	Math: 500
SAT (after March 2016)	N/A	Evidence Based Reading/Writing: 480	Math: 530
ACT	Composite: 23	English: 19	Math: 19

All test scores must be documented on an official document (transcript) or be sent to Collin from the testing source. The Collin College code for ACT is 4046 and SAT is 1951. [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 2-3 weeks to get scores from ACT or College Board.

Temporary Waiver for Dual Credit students (minimum scores listed):			
Test	Combined/Composite Requirement	Waives TSI Reading & Writing	Waives TSI Math
PSAT/NMSQT	N/A	Evidenced Based Reading & Writing: 460	Math: 510
ACT-Aspire	N/A	English: 435	Math: 431
STAAR	N/A	English II: 4000	Algebra I: 4000 and at least a 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. Faxes, student score reports, or Xerox copies are not considered official and will not be accepted.

Online Registration Procedures for Traditional Courses at Collin Campuses

1. Go to www.collin.edu and login to CougarWeb
2. Go to **New Registration Tools** under Registration Tools
3. Click on **Student Registration** in My CougarCompass
4. Click on **Register for Classes**
5. Select the registration term (e.g. Credit Fall 2019), then click Continue
6. On the **Find Classes** tab, enter the Subject (e.g. History) and then the Course Number (e.g. 1301)
7. Click **Search**
8. Click on **Add** for the course you want
9. Click **Submit** (in the bottom right corner of the screen)

Additional Resources

ACCESS (Accommodations at Collin College for Equal Support Services)

- Visit www.collin.edu/studentresources/disabilityservices/index.html for more information.

Books and Supplies

- Click on "My Class Schedule" on Student Quick Links in CougarWeb for textbook information.

College Photo ID and Parking Sticker

- You get these from any Student Engagement Office starting one week prior to classes beginning.

For more information, please visit www.collin.edu/dualcredit or call 469.365.1850.

High School Registration Permission Form

Dual/Concurrent Credit High School Registration Permission Form



Student Name: _____
Last First MI
 Collin College Campus Wide ID (CWID) _____ 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 _____
Month/Year

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

Collin College Course(s) approved to take:

Will high school credit be awarded for this course (dual credit)?

Course Name/Number (e.g. ENGL 1301)

Yes No
 Yes No
 Yes No
 Yes No
 Yes No

Signature of High School Official _____

I, above-named student, understand that I will be registering 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*. I acknowledge that turning in this form only grants me permission to take courses and that **I must register online through my CougarWeb account.**

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 admittance I am a Collin 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 withdraw online 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 dual/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.

Date Received: _____ Collin Staff Initials: _____

Rev. 12/2018

Home School/Special Admissions Registration Agreement/Form (page 1 of 4)

Dual/Concurrent Credit Home School/Special Admit Registration Permission Form



Student Name: _____
Last First M
 Collin College Campus Wide ID (CWID) _____ Date of Birth: _____

This area to be completed by Home School/Special Admit Administrator

Name of Home School _____ Expected High School Graduation Date _____
Month/Year

Registration is for: Fall _____ Winter _____ Spring _____ May _____ Summer _____ term 20____

Collin College Course(s) approved to take: _____ Will high school credit be awarded for this course (dual credit)?

Course Name/Number (e.g. ENGL 1301)	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Yes <input type="checkbox"/> No <input type="checkbox"/>

Signature of Home School/Special Admit Administrator _____

I, above-named student, understand that I will be registering 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*. I acknowledge that turning in this form only grants me permission to take courses and that I must register online through my CougarWeb account.

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 and school approval for each subsequent semester of enrollment.

I understand that upon signing this form I confirm that I am not affiliated with a high school and am a college student with all the rights and responsibilities outlined in the current *Student Handbook*. In addition, I agree to abide by all the policies, procedures, and decisions of the college as they apply to the student "Code of Conduct." I acknowledge it is my responsibility to withdraw online by the deadline published in the *Registration Guide*, should I decide to withdraw from class(es).

I have read and agree to the Home School/Special Admit Agreement on pages one through four.

Student Signature _____ Date _____

Parent/Guardian Signature _____ 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.

Date Received: _____ Collin Staff Initials: _____

Home School/Special Admit Student

Agreement for 2019-2020



Collin College and the Home School agree to enter into a partnership to award dual course credit. Special Admit students are eligible for all student services and resources at Collin College.

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 local college assessment requirements.

Students may be exempt from state-mandated testing if they meet the qualifying standards listed in the current Collin College Catalog. Exemptions may be extended for the SAT and ACT.

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.

Home school students must have permission from the home school to enroll. Students must provide an official copy of their high school transcript or an official record of completed studies 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.

STUDENT SERVICES

Home school/Special admit 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.

Students with disabilities who need accommodations 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 accommodations offered on a Collin College campus will be provided by Collin College personnel.

TRANSCRIPTION OF CREDIT

High school and college credit will be added to the home school students' transcripts or official record immediately by the home school and college upon the student's completion of the dual credit course.

FUNDING PROVISIONS

All students are responsible for tuition and fees, textbooks and other required course materials.

Home School/Special Admissions Registration Agreement/Form (page 3 of 4)

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 courses or developmental education courses for dual/concurrent credit. Home school/special admit students are not permitted to audit classes.*

Dual credit students are eligible for, but not limited to, the following list of courses. Foreign language and career and technical education courses are also permitted, but are not listed in the core curriculum table below.

COLLIN GENERAL EDUCATION CORE for the AA/AS/AAT		
Discipline	Courses	Notes
010 Communication Component		6 Credit Hours
English	ENGL 1301 and either ENGL 1302 or 2311	
020 Mathematics Component		3 Credit Hours
Mathematics	MATH 1314 or 1414, 1316, 1342, 2305, 2318, 2320, 2412, 2413, 2414, 2415	These courses satisfy the AS, AA, & AAT Math requirement
	MATH 1324, 1325, 1332, 1350, 1351	These courses apply only to the AA or AAT
030 Life & Physical Sciences Component		6 Credit Hours
Biology	BIOL 1406, 1407, 1414, 1415, 2401, 2402, 2406, 2416, 2421	A two-course sequence is recommended.
Chemistry	CHEM 1411, 1412, 2423, 2425	
Environmental Sciences	ENVR 1401, 1402	
Geology	GEOL 1403, 1404	These courses satisfy the AS, AA, & AAT Science requirement.
Physics	PHYS 1401, 1402, 2425, 2426	
Biology	BIOL 1408, 1409, 2404, 2420	
Chemistry	CHEM 1405	
Geology	GEOL 1401, 1402, 1445, 1447	
Physics	PHYS 1403, 1404, 1405, 1410, 1415, 1417	These courses only satisfy the AA or AAT requirement.
040 Language, Philosophy & Culture Component		3 Credit Hours
English	ENGL 2322, 2323, 2327, 2328, 2332, 2333, 2342, 2343	
History	HIST 2311, 2312, 2321, 2322	
Humanities	HUMA 1301	
Philosophy	PHIL 1301, 1304, 2303, 2306, 2307, 2321	

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Home School/Special Admissions Registration Agreement/Form (page 4 of 4)

Discipline	Courses	Notes
050 Creative Arts Component		3 Credit Hours
Dance	DANC 2303	
Music	MUSI 1306, 1307, 1310	
Theatre	DRAM 1310, 2361, 2362, 2366	
Visual Arts	ARTS 1301, 1303, 1304, 1313	
060 American History Component		6 Credit Hours
History	HIST 1301, 1302, 2301	
070 Government / Political Science Component		6 Credit Hours
Government	GOVT 2305 and 2306	
080 Social and Behavioral Sciences Component		3 Credit Hours
Anthropology	ANTH 2302, 2346, 2351	
Economics	ECON 2301, 2302	
Psychology	PSYC 2301	
Sociology	SOCI 1301, 1306	
090 Collin Options		6 Credit Hours
Area 1 - Speech 3 credit hours	SPCH 1311, 1315, 1321	Students who complete 8 credit hours of Life and Physical Sciences will have 2 of those credit hours apply to the 090 Collin Options, Area 2 requirement. See core course options that may be used to fulfill the remaining 1 credit hour requirement. If a student earns more than 42 core credit hours, the extra hours may be applied to degree requirements.
Area 2 - 3 credit hours	EDUC 1300*, PSYC 1100*, 1300*, Or Any core course not used to meet the requirement of another component * Only one of these courses may be taken.	

Bacterial Meningitis Vaccine Request for Exception



Semester <input type="checkbox"/> Fall 20 _____ <input type="checkbox"/> Wintermester 20 _____ <input type="checkbox"/> Spring 20 _____ <input type="checkbox"/> Summer 20 _____

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

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 online or 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.

04.26.2016

How to Check Holds on CougarWeb

To verify holds on your account, please log in to CougarWeb. Under the Student tab, in “Mandatory Training & Hold Information”, click on “View My Holds”.

The screenshot shows the CougarWeb interface. At the top, the Collin College logo is visible. Below it is a navigation menu with tabs for Home, Library, Student, and My Courses. The 'Student' tab is highlighted. Below the navigation menu, there are sub-tabs for Home Community and Student. The main content area is titled 'Mandatory Training & Hold Information'. A message states: 'Chrome is not currently supported for the following links, please use a different browser.' Below this message are several links: 'Degree Planning Hold - Survey', 'Mandatory Advising', 'Mandatory Campus Safety Training', 'Mandatory Online Orientation', 'Mandatory On-Campus Orientation', 'Waive Your Transcript Hold', 'View My Holds', and 'Hold Information & Resolution Guide'. The 'View My Holds' link is highlighted with an orange box. A red arrow points to the 'Student' tab, a green arrow points to the 'Mandatory Training & Hold Information' header, and two yellow arrows point to the 'View My Holds' and 'Hold Information & Resolution Guide' links respectively.

What does this hold mean? See our Hold Information and Resolution Guide at:
http://www.collin.edu/gettingstarted/register/hold_info_guide.html

How to Remove SSN Hold



How Do I Clear the SSN Hold from My Account?

Instructions

1. Log into CougarWeb account (cougarweb.collin.edu)
2. Click on Student tab
3. In box titled *Tuition/Payment* — click on “Student’s Taxpayer ID Certification”



How to Remove Mandatory Advising Hold

Collin College Mandatory Advising Hold

Dear Student,

We are committed to your success at Collin!

Our records indicate you have scored into the developmental education level on the TSI assessment in at least one subject: Math, English or Reading. You must meet with an Academic Advisor prior to enrolling for the next term.

At this time, a hold has been placed on your account. After your advising session, the hold will be removed to allow you to register.

How do I satisfy the hold requirements?

1. Online - no need to come on campus! Avoid lines and complete the session via CougarWEB.

- a. Log into CougarWEB
- b. Click on the Student Tab
- c. Look for the "Mandatory Training and Hold Information" channel
- d. Click on "Mandatory Advising"
- e. Complete the requirements
- f. Once complete, your hold will automatically be removed within a few hours.

2. Stop by in person at the campus of your choice. Save time by reserving your spot online via our new check-in system. Go to: <http://www.collin.edu/gettingstarted/CougarQ.html>

We look forward to helping you achieve your goals at Collin and encourage you to complete the advising requirements quickly.

Academic Advising Staff

Hold Information and Resolution Guide

HS – High School Student Registration Permission Form

If you are a dual credit student, you must have a completed High School Registration Permission Form on file with Collin College prior to registering for each semester. Please visit with your high school counselor for approval and to pick up this form. You may also pick up these forms in Admissions.

Your high school may provide the High School Registration Permission Form directly to Collin College if you return it to them with appropriate signatures during the school year (or by the high school's deadline). You may also provide it to Admissions, Advising, or a Special Admissions Coordinator.

The form must be signed by a high school official (most commonly a high school counselor) and the student. Your parent/guardian must also sign if you are under the age of 18.

If you have already graduated high school and are continuing with Collin College after dual credit enrollment, please visit with Admissions about having your status updated. A final high school transcript will be required.

For questions, please contact Dual Credit at dualcredit@collin.edu or 469.365.1850.

ID – SSN/ITIN/WS9 Required

The Internal Revenue Service (IRS) requires Collin College to report qualified tuition and fees and/or payments on IRS Form 1098-T. Collin College does not currently have a Social Security Number or other U.S. tax identification (TIN) on file for you.

Complete the W-9S form via either CougarWeb (*See Appendix, page 38*) or paper: <http://www.collin.edu/gettingstarted/bursar/Request%20for%20Student%20SSN.pdf>

Complete Parts I and II if you are providing a SSN/ITIN. If you are not eligible for a SSN/ITIN or decline to provide, please complete Parts I and III. You may fax the paper form to 972.758.3843, return by mail, or deliver in person on campus. The hold will be removed immediately when submitting the online form.

IM – Immunization Proof Required

Students under the age of 22 must show proof of having a bacterial meningitis vaccination (or submit a conscientious exemption form from the Texas Department of State Health Services). The proof of immunization can be submitted to the Admissions office at any campus or by email to admissions@collin.edu.

For more information, please visit www.collin.edu/meningitis

MA – Mandatory Advising

If you have scored into a developmental education level on the TSI assessment in at least one subject (ex: Math, English or Reading), you must meet with an Academic Advisor prior to enrolling for the next term. After your advising session, the hold will be removed within one hour to allow you to register.

How do I satisfy the hold requirements?

Option 1. Online – No need to come on campus! Avoid lines and complete the session in CougarWeb. The link is available in CougarWeb and can be found in the “Mandatory Training & Hold Information” channel found on the Student tab. Select “Mandatory Advising” and complete the requirements. Once complete, your hold will automatically be removed within one hour.

Option 2. Stop by in person at the campus of your choice. Save time by reserving your spot online via our check-in system, [CougarQ](#).

M1 – Mandatory Orientation

First Time In College students at Collin College are required to attend orientation prior to registration. You can satisfy your orientation requirement by attending orientation on campus, participating in an online group advising session, or accessing online orientation. For details, please visit <https://www.collin.edu/orientation/>

M3 – Mandatory Advising for 3 Levels

The M3 hold is a registration hold that is placed on any student who scores into the developmental education level in all three TSI subject areas (Math, English and Reading).

The M3 hold remains active on the student's account until they attend a mandatory developmental education advising session prior to registration, pass a Learning Frameworks (EDUC 1300 or PSYC 1300), or become TSI complete in at least one subject area (Math, English or Reading).

RQ – Campus Safety Training

New students must complete Mandatory Harassment Prevention Training. This hold will remain in place until the training has been completed. The link is available in CougarWeb and can be found in the "Mandatory Training & Hold Information" channel found on the Student tab. Once the training has been completed, the hold will be removed within one hour. If you encounter difficulty completing the training or have additional issues, please call 972.377.1750 for assistance.

01 – TSI Assessment (TSIA)

The TSI assessment is part of the Texas Success Initiative program designed to determine readiness for college-level course work in the general areas of reading, writing, and mathematics. The assessment will determine the type of course or intervention which will best meet the needs of the student to become better prepared for college-level course work.

Please refer to <http://www.collin.edu/studentresources/testing/availabletesting/tsi.html> for possible exemptions and the required Pre-Assessment Activity (PAA).

To resolve the hold, official proof of exemption must be provided by a high school or college transcript, an official test score report, or by taking the TSI assessment in one of our campus Testing Centers.

For questions, please contact the Director of Testing Office at tsi_info@collin.edu or 972.548.6773

04 – Transcript Required

All students are required to send official transcripts from their high school and/or previous colleges attended. If you are a dual credit student, you must submit a current high school official transcript to the Collin College Admissions office. Once a student switches from dual credit to college freshman, you must submit a final high school official transcript to the Collin College Admissions office. Students must submit official transcripts from every academic institution they have attended after or during high school.

For questions, please contact any Collin College Admissions Office

McKinney Campus (CPC) 972.548.6710

Frisco Campus (PRC) 972.377.1710

Plano Campus (SCC) 972.881.5744

Admissions can also be reached by e-mail at admissions@collin.edu

09 – Disciplinary

The “Disciplinary” hold is placed on students’ records by the Dean of Students (DOS) Office. Students must schedule and appear for an appointment with the appropriate DOS case adjudicator in order to resolve this hold.

For questions and/or to schedule an appointment, contact the appropriate DOS Office at 972.881.5604 or dos@collin.edu.

10 – Unsatisfactory Progress

If the cumulative Collin College GPA of a student is under 2.0 after grades have been posted then the student will be placed on either academic warning, probation, or suspension.

How do I satisfy the hold requirements?

Once grades have been posted and the student’s cumulative is under a 2.0 GPA, the student must come into advising to fill out appropriate paperwork for academic warning or probation as well as discuss options/steps to relieve the current academic status.

Once a student is on academic warning or probation, the student must turn in a progress report to the advising office before the withdrawal date of the current semester. If the student reports back a 2.0 or higher GPA (with no ‘D’ grades present) on that progress report, the advising office will be able to waive the hold an additional semester.

If a student is on probation, the student is limited to 13 credit hours a semester, must take a College Success course (COSU 0300), and cannot take 3-Week May Term offered during the Summer semester unless it is the College Success course (COSU 0300).

For questions, please contact any Advising Office.

McKinney Campus (CPC) 972.548.6782

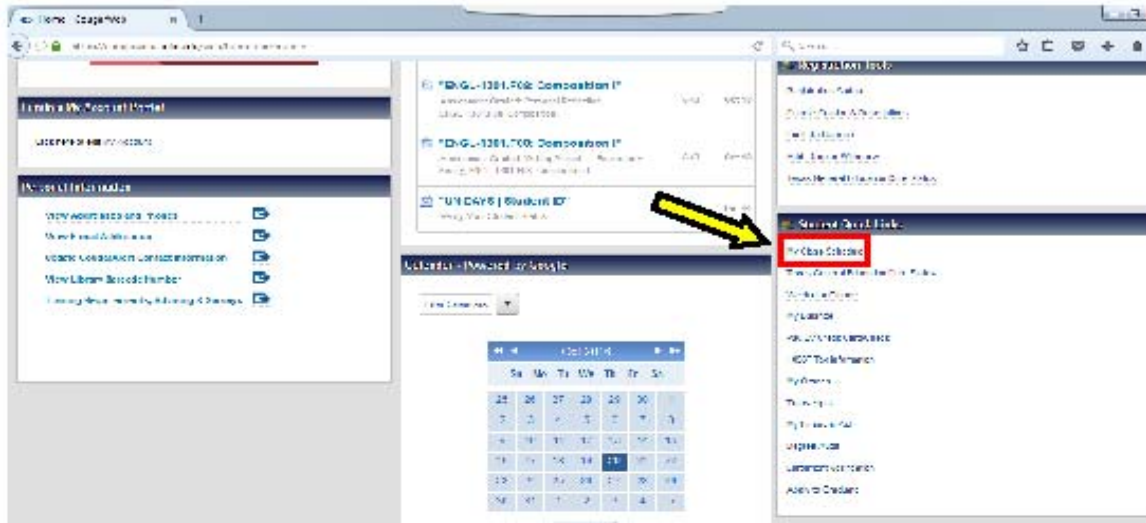
Frisco Campus (PRC) 972.377.1779

Plano Campus (SCC) 972.881.5782

How to Check Collin College Class Schedule

Don't Forget!

Check your Collin College Class Schedule on your CougarWeb



Select a Term: Spring 2017—Credit Jan 17, 2017-May 14, 2017



Contact Information



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.

Walter Pinder

Special Admissions Coord/Adv
Central Park Campus, D118M
2200 W. University Drive
McKinney, TX 75071
O 972.548.6736
F 972.548.6524
wpinder@collin.edu

Schools:

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

Kim Whitlock

Special Admissions Coord/Adv
Preston Ridge Campus, F124
9700 Wade Boulevard
Frisco, TX 75035
O 972.377.1612
F 972.377.1684
kwhitlock@collin.edu

Schools:

Celina High School
Centennial High School
Frisco CTE Center
Frisco High School
Hebron High School
Heritage High School
Independence High School
Leadership Prep School
Lebanon Trail High School
Liberty High School
Lone Star High School
Memorial High School
Prosper High School
Reedy High School
The Colony High School
The Colony Collegiate Academy
Wakeland High School
Yorktown Education

Deidra Carpenter

Special Admissions Coord/Adv
Spring Creek Campus, G120
2800 E. Spring Creek Pkwy
Plano, TX 75074
O 972.516.5086
F 972.727.9423
dcarpenter@collin.edu

Schools:

Allen High School
Fusion Academy
Good Tree Academy
Harmony School of Business
Heritage Christian Academy
N-TECH
Rockwall High School
Rockwall - Heath High School
Wylie High School
Wylie East High School

TBD

Special Admissions Coord/Adv
Spring Creek Campus, G119
2800 E. Spring Creek Pkwy
Plano, TX 75074
O 972.578.5585
F 972.727.9423

Schools:

Community High School
Legacy Prep Charter Academy
Lovejoy High School
Plano Senior High School
Plano West Senior High School
Royse City High School
THEO

For more information regarding dual credit, you can also contact dualcredit@collin.edu or 469.365.1850.

Last updated: 2/1/2019