



**WELCOME  
TO COLLIN  
COLLEGE**



**New Student  
Orientation**

**2025**



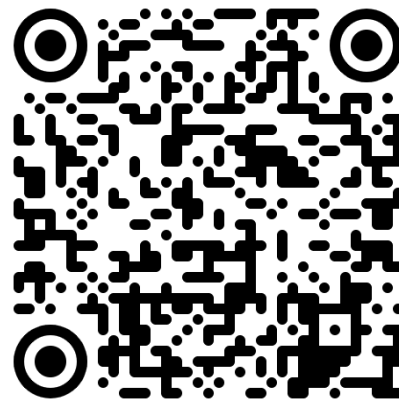
**COLLIN  
COLLEGE**



# What to Expect

We're so glad you're here! This guide is designed to help you navigate your first steps as a student! Inside, you'll find tips, resources, and activities to help you feel confident and prepared for the journey ahead.

First, let's get you familiar with some of the terms you'll be hearing throughout your college career, like **syllabus**, **credit hours**, **GPA**, and more. Scan the QR code for a full glossary.





# Sign up to take the TSI

The **Texas Success Initiative Assessment (TSIA2)** determines if students are ready for college-level English Language Arts, Reading (ELAR), and Math. All new students at Texas public colleges must take the TSIA2 unless exempt.

The Texas Success Initiative Assessment (TSIA2) does not apply to a student who:

- Has earned an associate or baccalaureate degree
- Transfers from a private or independent institution or an accredited out-of-state institution of higher education and who has completed college-level coursework in the corresponding subject area with a grade of C or better
- Are active-duty military or in the Texas National Guard or reserves
- Were honorably discharged, retired, or released from military service on or after 8/1/1990
- Is enrolled in a workforce certificate program of one year or less (includes Level 1 Certificates and Occupational Skill Awards)

## First, Check if You're Exempt

Visit <https://shorturl.at/7ImHg> to see a full list of TSI exemptions. If you are exempt, submit an email with the necessary documentation, your full name, and CWID number to The Testing Office ([tsi\\_info@collin.edu](mailto:tsi_info@collin.edu)). If you are not exempt, follow the instructions below to schedule your TSI test.

## Next, Take the Mandatory Pre-Assessment

The **Pre-Assessment Activity (PAA)** is designed to help you understand the importance of the TSI Assessment. It includes sample test questions and feedback and will take approximately 30 minutes to complete. Follow these steps to set up your account before taking the PAA:

1. Go to <https://practice.accuplacer.org/login>
2. Click on the "**Don't have an account? Sign-up**" link.
3. Use your **Collin College CWID number** for the Student ID.
4. Enter your **first and last names** as entered on your application to Collin College.
5. Enter your **date of birth** (mm/dd/yyyy).
6. Use a **personal email address**, not a school email.
7. Choose "**Collin College Community College District**" as the institution name.

Once your account set up is completed, you will be taken to the practice test area. Take the test titled "**Texas Success Initiative 2.0 Pre-Assessment Activity (TSIA2 – PAA)**." You must complete the entire activity to get your completion certificate and count as complete.

Attach your **completion certificate** to your TSI registration, or print your completion certificate or login to your Accuplacer practice account to show a copy of it to Testing Center staff when you come to your appointment.

## Schedule Your In-Person TSI Test...

After you complete the mandatory pre-assessment, visit

**<https://shorturl.at/Ehnbp>** and scroll down to “**Option 1 – Test In-Person.**”

There you will see the links to schedule the test for a campus near you.

In-Person testing is available at each of our campus testing centers. The cost to take the TSI **on campus is \$29**. On average, the complete TSI can take 4-5 hours to complete. Be sure you plan accordingly when scheduling your exam.

## ...Or Schedule to Take the Test Remotely

If you do not wish to take the exam in person, you can opt to take it remotely. Just click on “**Option 2 – Test Remotely.**” Then, click a campus to complete your request using the same personal information that is on your ID, and pay for your assessment. In up to 2 business days, you will receive an email message from **Accuplacer.org** with your TSI voucher information. The campus you choose will generate your voucher to be administered online by **ProctorU**.

### Online/Remote Testing Requirements:

- Online testing is offered through a virtual testing platform called ProctorU.
- You will be required to sign up for a ProctorU account (after receiving your voucher).
- A desktop or laptop computer (no Chromebooks or tablets).
- A webcam and microphone.
- A stable internet connection.
- A space where you can test without interruption and be alone in the room.
- A 15-minute break is allowed when using the virtual testing option.
- Be able to sit for 5 or more hours to complete the assessment.
- Have an acceptable form of photo identification.

If you cannot meet these requirements, please plan to take your assessments at one of our campus testing centers. The base cost for **virtual testing is \$40**.

**Additional Costs:** If you want to make your testing appointment prior to 72 hours after receiving your voucher, you will be responsible for additional fees paid directly to ProctorU.

- **Before 72 hours** = an additional \$5.00
- **Before 24 hours** = an additional \$8.00

### Up to Two (2) Business Days After Registering:

- Check your junk/spam mail folders for your voucher email from **accuplacer.org**.
- Be sure to sign up for your ProctorU account using the same personal information that is on your voucher.

When registering for the test through ProctorU, choose **\*\*College Board (ACCUPLACER)\*\*** as the Institution. (You will later select Collin College as the department).





# Bacterial Meningitis Requirement

Texas Education Code **section 51.9192** requires all students entering a public or private college or university to show proof of a bacterial meningitis vaccine **within the past five years and at least 10 days before the start of classes**. Meningitis is a serious illness that can cause brain and spinal cord inflammation, blood infection, and long-term health issues. Vaccination has helped reduce cases, especially among college-age students.

Students who are enrolling for the first time, transferring, or returning after a break of at least one fall or spring semester must comply. Limited extensions may be granted under specific circumstances.

For details, visit the Texas Department of State Health Services (DSHS).

## Meningitis Vaccination Exemptions

Students are exempt from the meningitis vaccine requirement if they meet any of the following criteria:

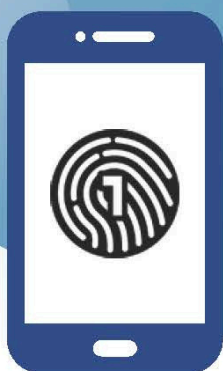
- Are **22 years or older** by the first day of class
- Enrolled **only in online** or distance learning courses
- Enrolled in **continuing education** with fewer than 360 contact hours
- Enrolled in **dual credit courses** taught at a K-12 school
- Are **active-duty military** or incarcerated in a Texas prison

### Medical and Conscience-Based Exemptions

- A **physician's affidavit** stating the vaccine would be harmful
- A **conscientious exemption affidavit**, including for religious beliefs, using the Texas DSHS form

Students at four-year institutions must request and submit the notarized DSHS form at least 10 days before classes begin. Public junior college students may use the secure online form from DSHS and submit a copy to their college.

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# Setting Up OneLogin On Your Smartphone

You will need both a computer  
and smartphone for this setup



## IMPORTANT:

You must have a **passcode** on your smartphone to use the OneLogin App. To setup a passcode on your device, refer to your device's operations manual.

### 1 On a Computer

Login to <https://collin.onelogin.com/> with your collin.edu email and password. When prompted, click on **Begin Setup**



### 2 On Your Smartphone

Download the **OneLogin Protect App**



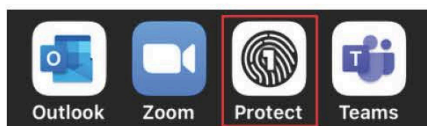
### 3 On a Computer

Click on **Activate**



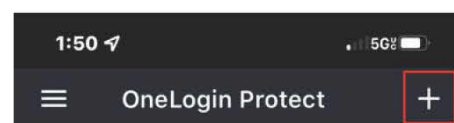
### 4 On Your Smartphone

Open **OneLogin Protect App**



### 5 On Your Smartphone

Click on the **+** to add your first account



### 6 On Your Smartphone

With your smartphone scan the QR code on the computer. Frame the QR code in the **blue box** shown on your smartphone's camera



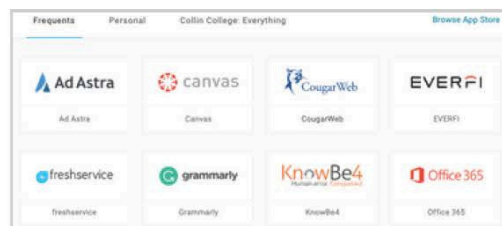
### 7 On a Computer

You may be prompted to add the OneLogin extension to your browser. You can select **Add OneLogin extension** (if available) or select **skip**

**Add OneLogin extension** or **skip**

### 8 On a Computer

After the OneLogin extension prompt, you should see the **OneLogin Portal** with access to most Collin services



## Student Technical Support



[studenthelpdesk@collin.edu](mailto:studenthelpdesk@collin.edu)



972.377.1777 (Available 24x7)



# How to Register For Classes

In **Workday**, you can search for courses using the Course Section Search and you can register directly from the Course Section Search.

## Course Sections Search

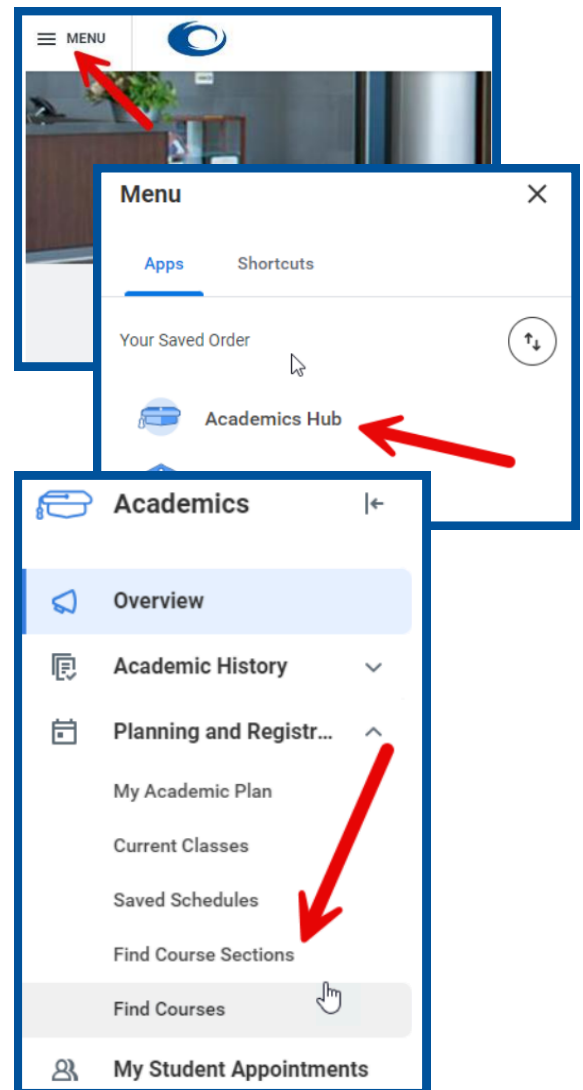
1. After logging into Workday, click **Menu** and select the **Academics Hub**.
2. On the left-hand side of the screen, select the **Planning and Registration** dropdown menu.
3. Select **Find Course Sections**.
4. On the **Find Course Sections** screen, the following fields are required to search:
  - a. State **Date Within (e.g. 2025 Fall Semester)**
  - b. **Academic Level**
5. Click **OK**.

## Viewing and Filtering Course Section Search

1. Without filtering your results, you will be presented with all course section offerings meeting your search criteria.
2. You can further refine your course section search by **entering the name of the course** you wish to take and clicking search or by selecting **filters on the left** to find your desired course(s).

## Registering For Courses

- Once you have found the course you're seeking, click the **down arrow** on the right side to view the Course Section Details such as **instructors, delivery mode, campus, instructional format, and enrollment limits**.
- Click on the course **section name** (blue hyperlink) to see additional details.
- Click **Register** at the bottom of the screen to register for the selected section.
- On the Register for Course Section Screen you will see a summary of details about that course section to review before registering.
- If you are not ready to register for the course section, you can select **Add to Saved Schedule** instead. This will save the course section to your schedule so that you can continue searching for course sections before officially registering for each course section.



# Payment & Student Financials

## To See Your Current Charges

OneLogin > Workday > Financials Hub >  
View Account Activity > Refresh Account

## Set Up Direct Deposit

OneLogin > Workday > Financials Hub >  
Suggested Links > Transact Payment > Sign  
Up for Direct Deposit Refunds > Sign Up >  
Agree to Terms & Conditions > Continue >  
Enter Financial Information > Continue >  
Complete

## Pay Online

OneLogin > Workday > Financials Hub >  
Suggested Links > Transact Payment >  
Make A Payment > Checkout > Enter  
Financial Information > Continue > Pay

## Access Statements

OneLogin > Workday > Financials Hub >  
Statements and Documents > View  
Statement > Select Academic Period >  
OK > Generate PDF > Click on blue pdf  
link in top right corner to print

## Set Up a Payment

OneLogin > Workday > Financials Hub > Suggested  
Links > Transact Payment > View Payment Plan  
Options > Enroll in Plan > Agree to Terms &  
Conditions > Continue > Enter Financial Information  
> Agree to Auto Pay Terms & Conditions > Continue  
> Verify Correct Information > Pay

**studentfinancials@collin.edu**  
**972-548-6616 option 4**





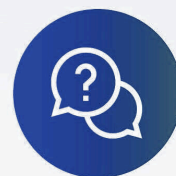
# How To Be A **SUCCESSFUL** **ONLINE LEARNER**



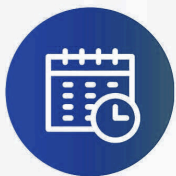
**Recognize you are in control of your success or failure.** Be an active participant in your education.



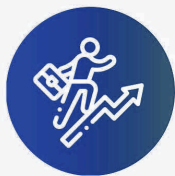
**Log in to your course daily.** Stay on top of due dates, discussion board activities and assignments.



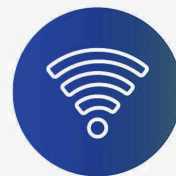
**Ask for help.** When you encounter a problem, stop what you are doing and reach out for help immediately.



**Prioritize your time.** Choose to spend a specific number of hours each week working on assignments and studying.



**Be persistent.** In online courses, you may feel isolated or overwhelmed. Reach out to your instructor, advisors, or peers, and refer to your goals.



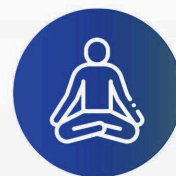
**Have reliable internet access.** A good internet connection gives you the opportunity to check in and stay current with courses.



**Stay focused.** Limit distractions so you can concentrate on studying and reward yourself with 10-minute breaks.



**Strive to find balance.** All work and no play leads to burnout. Don't neglect your hobbies, but don't let them take up all your free time.

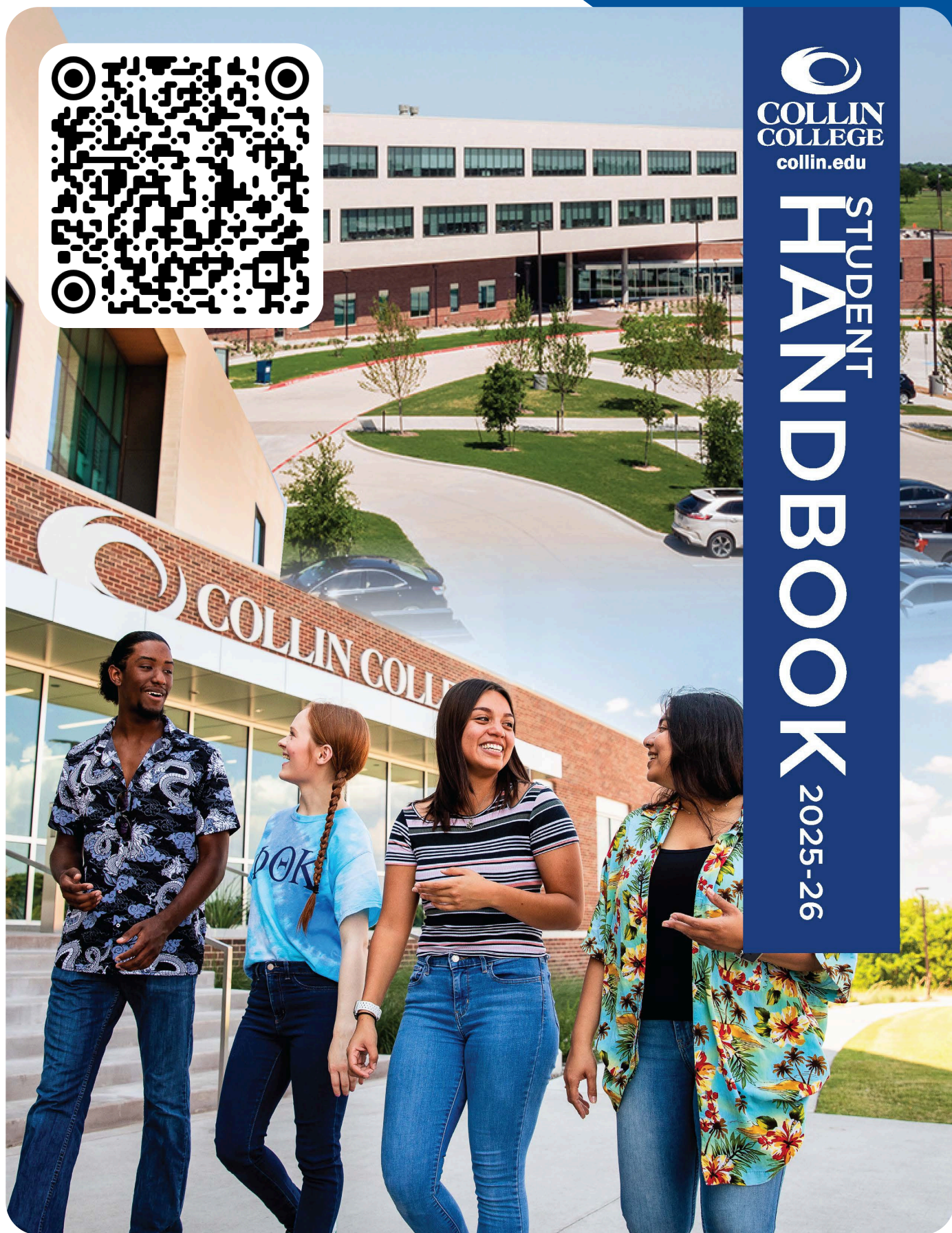


**Give yourself some grace.** Don't compare your situation or grades with others. Remind yourself how far you've come and that you can do it.




  
**COLLIN  
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**STUDENT  
HANDBOOK**  
2025-26







# Collin College Title IX Reporting Guide

At Collin College, we are committed to providing a safe and respectful learning environment for every student. **Title IX** is a federal law that protects you from dating violence, domestic violence, sex discrimination, sexual assault, sexual harassment, stalking, and retaliation related to any of these allegations. Here's what you need to know:

## How to Report Prohibited Conduct

If you experience or witness any form of sex discrimination or sexual harassment, you have the right to report it.

## Report to the Title IX Office

To start the process, you must file a formal complaint with a Title IX Coordinator:

### **Title IX Coordinator for Students**

Terrence Brennan, District Dean of Students  
Collin Higher Education Center  
3452 Spur 399, Suite 457, McKinney, TX 75069  
972.881.5734 | [tbrennan@collin.edu](mailto:tbrennan@collin.edu)

### **Deputy Title IX Coordinator for Students**


Amy Throop, Associate Dean Title IX Compliance  
Technical Campus  
2550 Bending Branch Way, Suite A004/A006, Allen, TX 75013  
972.599.3126 | [athroop@collin.edu](mailto:athroop@collin.edu)

## Online Reporting Option

Submit a complaint form at: <https://bit.ly/3EXqgIT>

## Optional Law Enforcement Report

You may also choose to report to the Collin College Police Department and/or local police. College staff can help connect you to law enforcement if requested.



## What Happens Next?

Collin College offers two (2) Title IX complaint resolution pathways:

### Informal Resolution:

Similar to a mediation process. Available when both parties agree (not allowed if a student accuses an employee of misconduct).

### Formal Resolution Process:

Includes an investigation, live hearing, determination of responsibility, and an option to appeal.

For full details, see the **Title IX Complaint Resolution Process Handbook**.



## Supportive Resources

Even if you don't file a formal complaint, the college can provide:

- Course-related adjustments
- Counseling services
- No-contact directives
- Schedule or housing adjustments

**Counseling Services:** 972.881.5126 | [personalcounseling@collin.edu](mailto:personalcounseling@collin.edu)

## More Information

- Learn more at: [www.collin.edu/titleix](http://www.collin.edu/titleix)
- Questions? Email: [titleix@collin.edu](mailto:titleix@collin.edu)

**Remember:** You are never alone — help is available. Please don't hesitate to reach out if you need support.



# Student Safety & Support Guide

Welcome to Collin College! We are committed to creating a **safe and supportive environment** for every student. Here's what you need to know to stay informed.

## **SaVE Act and VAWA**

The **Campus Sexual Violence Elimination (SaVE) Act** and **Violence Against Women Act (VAWA)** require Collin College to educate students on preventing dating violence, domestic violence, sexual assault, and stalking. These laws also ensure fair procedures when addressing reports of sexual violence. Please complete the **Campus Safety Training** for more information.

## **Prohibited Conduct**

The college prohibits dating violence, domestic violence, sex discrimination, sexual assault, sexual harassment, stalking, and retaliation related to any of these allegations. Violations can result in disciplinary action, up to and including **suspension or expulsion**.

## **Simple Assault**

Simple assault includes intentionally or recklessly causing or threatening physical harm. Even if no injury occurs, actions like shoving, slapping, or threatening to hit someone are serious and may lead to **criminal charges and student disciplinary action** up to and including **suspension or expulsion**.

## **Dating Violence**

Dating violence is any pattern of abusive or violent behavior in a romantic or intimate relationship. It can include hitting, shoving, controlling actions, threats, intimidation, or verbal abuse. If you or someone you know is experiencing dating violence, reach out to **Collin College Counseling Services, the Title IX Office, or a trusted staff member** — help and support are available.

## **Domestic Violence**

Domestic violence involves abusive or violent behavior between family members, spouses, or people living in the same household. This can be physical, emotional, sexual, or financial abuse. If you or someone you know is facing domestic violence, get help now — contact **Counseling Services, the Title IX Office, or a trusted staff member**.

## **Sexual Harassment**

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature that creates an intimidating, hostile, or offensive environment. If you encounter sexual harassment, report it to the **Title IX Office or contact Counseling Services** — help is available.

## **Consent to Sexual Activity**

Consent is a **clear, voluntary, and informed agreement** to engage in a specific sexual activity. It must be given freely without pressure, coercion, or impairment due to drugs or alcohol. Silence or lack of resistance does **not** equal consent. Consent must also be communicated through affirmative, conscious, and ongoing actions or words, and can be revoked at any time during the sexual encounter.

## 👁️ Bystander Intervention

Bystander intervention is the act of stepping in or seeking help when you witness a potentially harmful situation, ensuring the safety and well-being of others. You can help prevent harm by:

- **Distracting** to interrupt the situation
- **Delegating** by seeking help from others (friends, staff, or police)
- **Directly intervening** if it is safe to do so

Step in early or get help — your actions can make a difference.

## 🔧 Resources

- **Counseling Services:** Free, confidential support  
972.881.5126 | [personalcounseling@collin.edu](mailto:personalcounseling@collin.edu)
- **Title IX Office:** Report sex discrimination or sexual harassment  
972.881.5604 | [titleix@collin.edu](mailto:titleix@collin.edu)
- **Online Reporting:** <https://bit.ly/3EXqgIT>

## 🚫 Hazing

Hazing can involve physical, mental, or emotional abuse and is intended to exert control or create a sense of power over others. It often occurs in group settings, such as sports teams, student organizations, or fraternities/sororities, and may include forced consumption of substances, physical endurance challenges, or other harmful behaviors. **Hazing is illegal** and can lead to serious consequences, including disciplinary action, legal penalties, and long-lasting harm to individuals involved. Collin College is committed to maintaining a safe and respectful environment, and any acts of hazing will not be tolerated.

## 💛 Suicide Prevention

If you or someone you know is struggling with thoughts of self-harm or suicide, help is available. Collin College Counseling Services provides confidential support for students in need.

### Contact Collin College Counseling Services:

- 972.881.5126 | [personalcounseling@collin.edu](mailto:personalcounseling@collin.edu)

You can also reach the **National Suicide Prevention Lifeline at 988** for 24/7 confidential support. You are not alone — please reach out for help.

## ⚠️ Avoid, Deny, Defend

In the event of an active threat or shooter on campus, it's crucial to take immediate action to protect yourself and others by following these steps:

- **Avoid:** Get away if you can safely escape.
- **Deny:** Find a secure location, bar entry, and stay out of sight.
- **Defend:** As a last resort, defend yourself with whatever is available.

## 🌐 Stay Informed, Stay Safe

More info: <https://www.collin.edu/titleix/> | [titleix@collin.edu](mailto:titleix@collin.edu)

✅ **Pro tip:** Save important contacts in your phone now in case of an emergency!