



Dual Credit Enrollment Procedures

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

The following steps must be completed in order:

1. **Apply** (returning students may skip to step #6 after providing #2 High School Student Enrollment Form)

- Complete the Collin College application online at <https://apply.collin.edu>
- You will receive an email from admissions@collin.edu when your application has been received.
- Congratulations and welcome to Collin College! You will shortly receive an email from admissions@collin.edu with your CougarWeb username and password. Please follow the steps below prior to registration.

2. **High School Student Enrollment Form**

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

3. **Official High School Transcript**

- Students are responsible for providing an official high school transcript to Collin College. Follow your high school's specific steps to request one.

4. **Bacterial Meningitis Vaccine**

- Submit proof of vaccine or if taking classes on a HS campus only, submit an exception form to Collin College Admissions and Records Office via email to admissions@collin.edu, fax to 972.548.6702, or hand deliver at least three days prior to registration.
- Other exceptions and exemptions are available. Please visit www.collin.edu/meningitis for details.

5. **Testing Information**

- All students must test or provide proof of exemption/waiver. If you believe you have a full or partial exemption/waiver, please provide official scores and see Admissions and Records (see back for details).
- If you do not have an exemption/waiver, you will be required to take the **Texas Success Initiative (TSI)**. Steps include:
 - Complete the Pre-Assessment Activity (PAA)--a link will be emailed to you during the admissions process or you can find it at the following: <https://www.collin.edu/preassessment>
 - Print your certificate of completion.
 - Bring testing referral (emailed to you or picked up from Academic Advising) to Cashier's Office and pay \$29.
 - Take the PAA certificate of completion, testing referral, a photo I.D., and receipt to the Testing Center during walk-in hours.
 - See an Academic Advisor after testing to discuss your results. A \$29 fee will be charged for retakes.



Currently in dual credit? Returning students start here after turning in enrollment form (step #2) each semester

6. **Registration**

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

7. **Tuition**

- Please visit <http://www.collin.edu/gettingstarted/bursar/tuition.aspx> for the tuition and fee schedule. If you feel your balance is incorrect, please check your residency status with Admissions and Records.
- To remain in your class(es), you are responsible for paying tuition by the early registration payment deadline posted in the registration guide. Registration after the early registration payment deadline (if permitted by your high school) requires same day payment.
- You may pay in person at the Cashier's Office or online via CougarWeb.

8. **Books and Supplies**

- Visit Collin College's bookstore web site to reference your textbook information.

9. **College Photo ID and Parking Sticker**

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

Texas Success Initiative (TSI)

TSI is a state mandated assessment in reading, writing, and mathematics that must be taken prior to enrolling in college-level courses for any public college or university in the state of Texas unless otherwise exempt or waived (please see qualifying scores below). Students must be at college-level in reading and writing for the majority of courses. Most math and some science and technical courses require college-level placement in math. See the college catalog for placement and prerequisite information. Testing may be required for placement into higher level math courses (above MATH1314).

TSI Minimum Score Requirements		
Reading	Writing	Math
351	Essay score of 5 or Essay score of 4 and multiple choice of 363	350

Exemption Scores (minimum scores listed):			
Test	Combined/Composite Requirement	Exempts TSI Reading & Writing	Exempts TSI Math
SAT I	Combined Reading and Math: 1070	Reading: 500	Math: 500
ACT	Composite: 23	English: 19	Math: 19
STAAR	N/A	Level 2 English III: 2000 in Writing and 2000 in Reading	Level 2 Algebra II: 4000

Partial exemptions are available and scores from multiple tests can be used to qualify for a full exemption. If you do not have a full exemption in all three areas (reading, writing, and math), further testing will be required. Please reference <https://www.collin.edu/preassessment> for complete testing information.

All test scores must be documented on an **official document (transcript) or be sent to Collin from the testing source [www.actstudent.org (ACT) or www.collegeboard.org (SAT)]**. Faxes, student score reports, or Xerox copies are not considered official. Please note that it can often take up to 6 weeks to get scores from ACT or College Board.

Temporary Waiver for Dual Credit students:			
Test	Combined/Composite Requirement	Waives TSI Reading & Writing	Waives TSI Math
PSAT	Combined Reading and Math: 107	Reading: 50	Math: 50
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 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.

CougarWeb

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

To log into CougarWeb, go to www.collin.edu and type in your CougarWeb username and password on the top right side of the web page. If you do not have your log-in information, go to www.collin.edu and select Getting Started, CougarWeb, Login Assistance and follow the directions to obtain your username/password.

Other program information

- Enrollment is limited to approved courses listed on the High School Student Enrollment Form. Your high school determines if you will receive dual credit or not.
- Dual/concurrent credit students are not eligible to register for 3-week Maymester and Wintermester courses. They also cannot take developmental level or physical education classes not listed in the core curriculum.

For more information about the dual/concurrent enrollment program, please visit www.collin.edu/dualcredit.