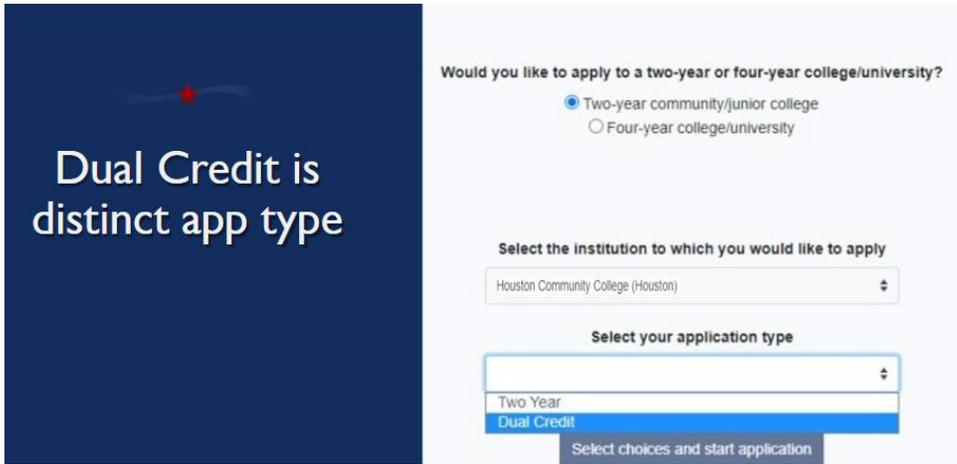


Dual Credit Student On-Boarding Checklist

Step 1: HCC Application

- Only complete Step 1 if you are a new dual credit student and do not have an HCC ID number.
- Complete and Submit application on Apply Texas (allow sufficient time for deadline): [ApplyTexas - Applicant Home Page \(goapplytexas.org\)](https://goapplytexas.org)
 - After selecting two-year community/junior college and adding Houston Community College as the institution, make sure to select the application type **Dual Credit** to start the application.



- Your Welcome Email and HCC ID number will be emailed to you within 2 days.
- Complete the New Student Orientation and print/save/take a picture of the confirmation slide that indicates you have completed it.
<https://myeagle.hccs.edu/> , click *Student Sign-In* ➔ click *Checklists* ➔ click *Onboarding Checklist*
- Add your nine (9) digit HCC ID to the paperwork you will submit to your counselor

Step 2: Submit Items below to your High School counselor for approval by the designated date set by your high school.

- _____ Dual Credit Waiver Approval Form
- _____ Dual Credit Residency Change Form (varies per ISD)
- _____ New Student Orientation (take a picture or print the last slide for your records)



- _____ Valid Meningitis vaccination records (required for students taking courses at an HCC campus only)
- _____ Official high school TERM transcript with qualifying test scores. Continue with Step 4.
(Students who does not qualify must complete **Step 3: TSIA Assessments**)

Step 3: TSIA Assessment (available to students who do not have qualifying test scores)

- Meet with your high school counselor for testing authorization.
 - Complete the Pre-Assessment Activity and print the Completion Verification Form available on www.hccs.edu/tsi
- An HCC ID number and photo ID is required to test at HCC.
 - TSIA Assessment is available at the following locations, Mon-Thur 8am-5pm and Fri 8am-3pm.
 - Katy Campus
 - Spring Branch Campus
 - Alief Hayes Campus
- You must take the TSIA Assessment and necessary retesting before June 15th for Fall.
- You must take the TSIA Assessment and necessary retesting before November 15th Spring.

Step 4:

Enrollment for Dual Credit students (courses requested by your high school offered at an HCC or HS facility)

- Houston Community College will enroll students based on the high school roster.
- When you return to school, on your first day of class, verify that you are listed on both the high school roster and HCC roster.

Enrollment for embedded Dual Credit students (course offered by HCC). These are not requested by your high school but has received permission to take them outside high school hours.

This is only available once open enrollment has begun. Embedded students must follow the HCC academic calendar dates and deadlines.

- Log into myeagle.hccs.edu
- Click the tile Student Sign-In tile:



- Enter your HCC User ID (example: W123456789).
 - Enter your password (If you do not have one, click on **"First Time User"** and answer the questions. If you forgot your password, click on **"Reset My Password"** and answer the questions. For these actions, you may need your Social Security Number (or "P" number if applicable available on the welcome letter).
- From the Student Homepage, click on the **"Manage Classes"** tile:



- Select **"Class Search and Enroll"**:



- Select **"Enrollment"** term

- If the enrollment term for the semester you are trying to enroll in is not listed, please contact your High School Counselor for assistance.
- You must only enroll in courses that have been approved by your High School Counselor.

- Enter course information into the **“Search for Classes”**. The **“Class Search Results”** will display all available open classes, location, campus, session etc.
 - Narrow the display options by using the provided filters (refer to “how to filter” document for screenshots)
- Select the **“Class Section”** you want and **“Add to the Shopping Cart”**. Click **“Yes”** to submit.
 - To view more information about the course you have chosen, click the **“blue hyperlink”**.
- Review the **“Shopping Cart”** and select the appropriate box to **“Enroll”**.

Select	Availability	Class	Description
<input type="checkbox"/>	Open	Class No. 13605 -Component LEC	EDUC 1300 Learning Framework

- Click the submit button in the upper-right corner of the screen.
- Click **“Yes”** to submit.
- Click on **“View My Classes”** to review your semester schedule before payment.

Step 5: Payment

- Student must be enrolled in a class for payment balance to be available.
- View your schedule: Go to myeagle.hccs.edu
 - Select Student System Sign In
 - Click on First Time User to create your password
 - Enter your Social Security Number (or “P” number if applicable available on the welcome letter) and date of birth.
- From the Student Homepage, click on the **“Financial Account”** tile to view **“What I owe”**.

Account Balance	You owe 663.00	What I Owe
Student Account by Term	Term	Spring 2020
Make a Payment/Set up Payment Plan	Total	663.00

Total Due	Due Date
663.00	10/22/2019
663.00	

- Confirm your schedule is accurate (reach out to your high school counselor for schedule discrepancies)

Note:

Outstanding payments may be absorbed by student or district. This varies by Independent School Districts. For additional questions regarding payment, reach out to your school counselor or dual credit liaison.

An **outstanding payment** will prevent students from receiving their official college transcript