Dual Credit Student
On-Boarding Checklist
Fall 2020 & Spring 2021

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):
  https://www.applytexas.org/adapcc/gen/c_start.WBX
  - After selecting Houston Community College, select “Yes” to Dual Credit/Concurrent application.
- Your Welcome Email and HCC ID number will be emailed to you within 2 days.
- Add your nine (9) digit HCC ID to the paperwork you will submit to your counselor

Step 2: Submit Paperwork to Your High School Counselor for Approval by ___________ 2020

Follow the checklist on the Dual Credit Transcript Request Form:

- Dual Credit Waiver Approval Form
- Dual Credit Residency Change Form
- Student Commitment Statement
- Official high school TERM transcript with qualifying test scores
- Valid Meningitis vaccination records (required for classes if taken at an HCC campus or online)

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
  o 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
  o You must take the TSIA Assessment and necessary retesting before June 15th, 2020 for Fall.
  o You must take the TSIA Assessment and necessary retesting before November 15th, 2020 for Spring.

Step 4: Enrollment
  o Houston Community College will enroll students based on the high school schedule.
  o 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.

Step 5: Payment
  o Student must be enrolled in a class for payment balance to be available.
  o 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.
  o From the Student Homepage, click on the “Financial Account” tile to view “What I owe”.

  o Confirm your schedule is accurate

Note:
Any outstanding payment will prevent students from receiving their official college transcript.
Dual Credit Transcript Request Form
FALL 2020 & SPRING 2021
(NEW PAPERWORK IS REQUIRED FOR SUMMER)

Paperwork DEADLINE: Submit to High School Counselor by _______ 2020

PLEASE PRINT

Name: Last First Middle Current Grade Level:

Mailing Address: Number Street City State Zip Code Graduation Year:

Home Telephone Cell Phone Birthdate High School ID No Social Security No

Email Address: (PLEASE PRINT CLEARLY) Name of High School:

HCC ID number:

IS THIS YOUR FIRST TIME TAKING A DUAL CREDIT CLASS? _______ YES _______ NO

DUAL CREDIT PAPERWORK CHECK LIST
STUDENTS WILL NOT BE ABLE TO ENROLL IN CLASSES WITHOUT THE FOLLOWING COMPLETED DOCUMENTS

☐ Valid Meningitis vaccination record. Required for online classes or at an HCC campus.

☐ Dual Credit Waiver Approval Form

☐ Dual Credit Residency Change Form

☐ Student Commitment Statement

☐ Official High School TERM Transcript with Qualifying Test Scores

☐ Student does not meet requirements and needs TSI testing

Student Signature / Date Parent Signature / Date

High School Personnel: All items listed above must be uploaded using Smartsheet. Incomplete paperwork will result in students being prohibited from enrollment.
DUAL CREDIT WAIVER APPROVAL FORM
FALL 2020 & SPRING 2021

Date:

Student:

HCC ID:

Name of High School/District:  
HS Graduation Year:

Is eligible to enroll in the following HCC Dual Credit course(s):

<table>
<thead>
<tr>
<th>Term</th>
<th>HCC Course</th>
<th>Class Number (Optional)</th>
<th>Location (high school or HCC campus)</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

Student Signature:

Parent/Guardian Signature:

Consent given by  
High School Official Signature/Date:

Approved by:  
College P-16 Director Signature/Date:

****Out of district fees are assessed based on a student's home address. Students may be required to pay the fee or the school district may assume responsibility.****

FOR DUAL CREDIT OFFICE USE ONLY

Waiver Code __________________________  Date Waiver Applied __________________________

High School Location Code __________________________
# Dual Credit Residency Change

**Office of Student Records**

Please submit this form, copy of your current high school ID to the Admissions Office for your ISD.

*(Please complete with black or blue ink)*

<table>
<thead>
<tr>
<th>Houston &amp; Katy ISD, Private/Charter Schools</th>
<th>Spring Branch ISD</th>
<th>Alief ISD</th>
</tr>
</thead>
<tbody>
<tr>
<td>HCC- Katy Campus</td>
<td>HCC- Spring Branch</td>
<td>HCC- Alief</td>
</tr>
<tr>
<td>1550 Foxlake Dr., Room 150</td>
<td>1010 W. Sam Houston Pkwy N.</td>
<td>2811 Hayes Rd.</td>
</tr>
<tr>
<td>Katy, TX 77084</td>
<td>Houston, TX 77043</td>
<td>Houston, Texas 77082</td>
</tr>
<tr>
<td>Ph.: (713) 718-5808</td>
<td>Ph.: (713) 718-5710</td>
<td>Ph.: (713) 718-6918</td>
</tr>
<tr>
<td>Fax: (713) 718-5445</td>
<td>Fax: (713) 718-5630</td>
<td>Fax: (713) 718-8804</td>
</tr>
</tbody>
</table>

**This Section is to be completed by an Authorized High School Representative:**

<table>
<thead>
<tr>
<th>Student's Name:</th>
<th>HCC ID:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home Address:</td>
<td>(School Seal/Stamp)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>School District:</th>
<th>High School:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>School Representatives Signature:</th>
</tr>
</thead>
</table>

**This Section is to be completed by the Student & Parent/Guardian:**

<table>
<thead>
<tr>
<th>Home Phone:</th>
<th>E-Mail:</th>
</tr>
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<tbody>
<tr>
<td>Cellular Phone:</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Course Names &amp; Numbers:</th>
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<table>
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<tr>
<th>Parent Printed Name:</th>
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<tr>
<th>Parent Signature:</th>
<th>Date:</th>
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<table>
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<tr>
<th>Student Printed Name:</th>
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</thead>
</table>

<table>
<thead>
<tr>
<th>Student Signature:</th>
<th>Date:</th>
</tr>
</thead>
</table>

**This Section is to be completed by HCC Enrollment Services Staff:**
Student Commitment Statement

I will make a commitment to my academic success and myself:

- **To attend class:**
  - I understand the importance of attending classes regularly, to be on time and stay until the end of class.
  - I understand that I must attend the required class time specified by the college.

- **To participate:**
  - I commit to actively participate in class as this is very important to my learning experience and to my classmates.
  - As part of this commitment I understand that I must respect others and avoid cellphone use or other disruptive behaviors.
  - I will actively use my HCC email and Canvas account regularly to communicate with college personnel.

- **To prepare for class and study:**
  - I will ensure that I read the course syllabi, I am prepared with all study materials and study independently to get ready for each class as required for the class.
  - I will complete all assignments on time, demonstrate organization, time management, a strong work ethic and a willingness to learn.
  - I also understand that my classes may require several hours of independent studying per week.

- **To be successful:**
  - I will go to the instructor with any questions or concerns about the class to ensure my success in class and to follow college policy.
  - I will use other campus resources, such as Tutoring, Library and Center for Learning Resources to support my studies.
  - I understand that plagiarism and cheating are unethical and will submit work that is properly documented and solely mine.
  - I want to be proud of the work I do and the college credit I earn.

- **To be positive:**
  - I understand that I will be in a college environment where the class rigor may challenge me, I will remain positive and understand that this is a necessary part of learning.
  - I commit to strive to embrace difficulty with optimism.

I understand that I can only succeed through hard work and will take the initiative in my education. Because I want to succeed in this program, I will apply the above commitment, as the support to my success. I understand that the ultimate responsibility for succeeding is in my control. I 100% commit.

Name (print) ___________________________ Signature ___________________________

HCC ID ___________________________
Bacterial Meningitis Vaccination Verification Form

Last Name                                      First Name                                      HCC Student ID Number

Date of Birth                                  Daytime phone #                                Email address

I am submitting meningitis immunization documentation as required

I am submitting Medical Exemption affidavit or certificate (Signed statement by physician stating that the vaccine poses a significant risk to your health. Unless statement indicates permanent condition, the exemption statement is valid for only one year from the date signed by the physician)

I am submitting an Affidavit for Exemption from Immunization for Bacterial Meningitis for Reasons of Conscience.

VERIFICATION FORM & DOCUMENTATION MAY BE SUBMITTED:

• AT ANY CAMPUS
• BY EMAIL:  Scan your documentation and attach it to an email sent to vaccine@hccs.edu
• BY FAX:  713/718-2882
• BY U.S. MAIL:

  Houston Community College
  Admissions & Records,
  P.O. Box 667517
  Houston, Texas 77266-7517

I have read and understand the Bacterial Meningitis immunization requirement. I certify that the information I have provided is true and correct.

___________________________________________  __________________________
Student Signature                              Date
# Texas Success Initiative (TSI) Requirements For Dual Credit

<table>
<thead>
<tr>
<th>TYPE OF ASSESSMENT</th>
<th>Minimum scores for Reading &amp; Writing based classes eg, English/History/Government</th>
<th>Minimum scores for Reading, Writing and Math based classes eg, Economics</th>
<th>Minimum scores for Math based classes eg, College Algebra</th>
</tr>
</thead>
</table>
| ACT (TSI exemption, must enroll within 5 years of testing) | English 19  
Composite 23 (both) | English 19  
Math 19  
Composite 23 (all three) | Math 19  
Composite 23 (both) |
| PLAN (TSI waiver, good only while in high school) | English 19  
Composite 23 (both) | English 19  
Math 19  
Composite 23 (all three) | Math 19  
Composite 23 (both) |
| SAT (before 3/2016) (TSI exemption, must enroll within 5 years of testing) | Critical Reading 500  
Composite 1070 (add Critical Reading + Math) | Critical Reading 500  
Math 500  
Total (Critical Reading + Math) 1070 | Math 500  
Total (Critical Reading + Math) 1070 |
| SAT (after 3/2016) (TSI exemption, must enroll within 5 years of testing) | Evidence-Based Reading & Writing 480 | Evidence-Based Reading & Writing 480  
Math Section Score 530 (both) | Math Section Score 530 |
| PSAT (TSI waiver taken after 10/15/2015; good only while in high school) | Evidence-Based Reading & Writing 460 | Evidence-Based Reading & Writing 460  
Math Section Score 510 (both) | Math Section Score 510 |
| STAAR EOC (TSI exemption) | PRIOR TO SPRING 2014  
English III reading 2000  
English III writing 2000  
SPRING 2014: Combined English III 4000 | PRIOR TO SPRING 2014  
English III reading 2000  
English III writing 2000  
SPRING 2014: Combined English III 4000 & Algebra II 4000 | Algebra II 4000 |
| STAAR EOC (TSI waiver) | PRIOR TO SPRING 2014 | PRIOR TO SPRING 2014 | Algebra I 4000  
|------------------------|---------------------|---------------------|-------------------
|                        | English II reading  2000 | English II reading  2000 | Algebra 2 A & B (need ALL THREE) |
|                        | English II writing 2000  | English II writing 2000  | |
| **SPRING 2014:**      | Combined English II 4000 | Combined English II 4000  | |
|                       |                      |                      | |
| TSI Assessment         | ABEWD 4-6 & WS 5-8 & Read 351-390 (need ALL THREE) | WS: 5-8 & Read 351-390 & Math 336-347 & IA 4-15 (need ALL FOUR) OR | Math 350-390 |
|                        | OR WRITE 340-390 & WS 4-8 & Read 351-390 (need ALL THREE) | OR WRITE 340-390 & WS 4-8 & Read 351-390 & Math 336-347 & IA 4-15 (need ALL FIVE) OR | |
|                        | OR WRITE 310-339 & ABE 4-6 & WS 5-8 & Read 351-390 (need ALL FOUR) | OR WRITE 310-339 & ABE 4-6 & WS 5-8 & Read 351-390 & Math 336-347 & IA 4-15 (need ALL SIX) | |