

OTHS Dual Credit Important Links

- 1. After completing the needed packet, upload all parts of the packet to the link below:**

Link: <https://forms.gle/ECuPZFGYs5Ct9HkY6>

Note: Upload must be a PDF. Students do not need to add a transcript.

Summer 2021 Deadline: March 1, 2021

Fall 2021 Deadline: April 1, 2021

OR

- 2. Bring all parts of the completed packet to the Main Campus Counseling office.**

Note: Students do not need to add a transcript.

Summer 2021 Deadline: March 1, 2021

Fall 2021 Deadline: April 1, 2021

TSI Test Requirement

If a TSI test is required, please register using the link below:

<https://forms.gle/ggLMN1i1cfJKV6CB8>

Students will be contacted regarding test dates and requirements.

2021-2022 Course Catalog:

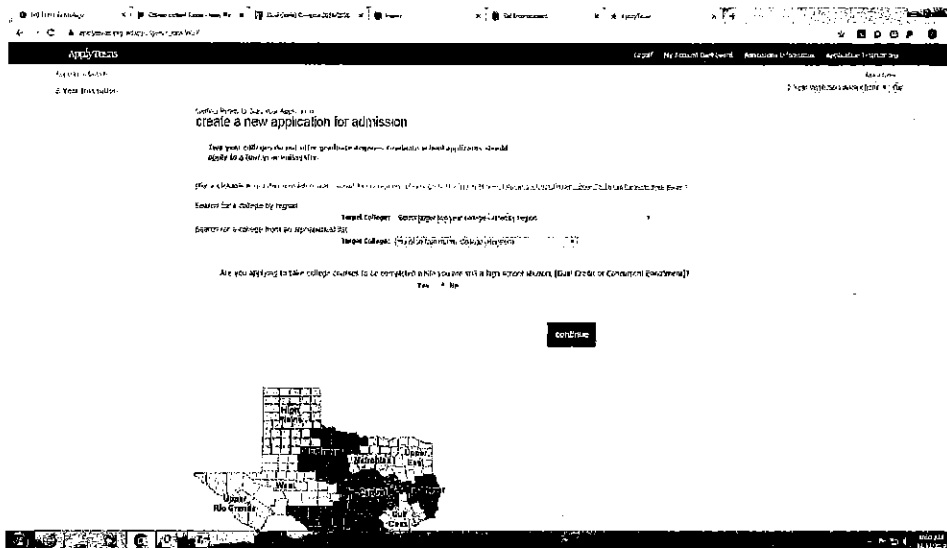
https://www.katyisd.org/dept/campusadmin/Documents/Course_Catalog_2021-2022.pdf

**Dual Credit Student
 On-Boarding Checklist
 Summer 2021**

**Deadline
 March 1, 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/adappc/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.
- Complete the New Student Orientation and print email confirmation email.
<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 Paperwork 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
- Student Commitment Statement
- New Student Orientation completion confirmation email (may be needed by counselor)
- Valid Meningitis vaccination records (required for online classes or 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, 2020 for Fall.
- You must take the TSIA Assessment and necessary retesting before November 15th, 2020 for Spring.

COVID-19 UPDATE: Remote and in person TSI testing is available. (Location and time subject to change)

Step 4:

Enrollment (Dual Credit courses offered at your high school)

- 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 (Students wanting to take a Dual Credit course offered at an HCC campus)

This is only available once open enrollment has begun.

- 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"** from the left pane:



- 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**”.

Your Shopping Cart			
Selected	Availability	Class	Description
<input checked="" type="checkbox"/>	Open	1100011001 Learning Framework	1100011001 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		What I Owe	
Student Account by Term	Spring 2020	Total Due	0.00
Account Balance	0.00	Due Date	03/15/2020
Account Balance	0.00	Total	0.00

- Confirm your schedule is accurate

Note:

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

Dual Credit Transcript Request Form

SUMMER 2021

PAPERWORK DEADLINE: Submit to High School Counselor for approval by the designated date set by your high school. Incomplete paperwork will result in students being prohibited from enrollment

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

<p>DUAL CREDIT PAPERWORK CHECK LIST</p> <p>STUDENTS WILL NOT BE ABLE TO ENROLL IN CLASSES WITHOUT THE FOLLOWING COMPLETED DOCUMENTS</p> <ul style="list-style-type: none"> <input type="checkbox"/> Dual Credit Transcript Request Form <input type="checkbox"/> Bacterial Meningitis vaccination verification form and valid Meningitis vaccination record (Required for <u>online classes or at an HCC campus</u>) <input type="checkbox"/> Dual Credit Waiver Approval Form <input type="checkbox"/> Office of Student Records Dual Credit Residency Change Form <input type="checkbox"/> Student Commitment Statement <input type="checkbox"/> Complete online New Student Orientation and attach confirmation email <input type="checkbox"/> Official High School TERM Transcript with Qualifying Test Scores (High School Representative to attach) <input type="checkbox"/> Student does not meet requirements and needs TSI testing (High School Representative will inform student)

Student Signature / Date	Parent Signature / Date
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High School Personnel: All items listed above must be uploaded using Smartsheet.



DUAL CREDIT WAIVER APPROVAL FORM

Date:

Student:

HCC ID:

High School Graduation Year:

Name of High School/District:

is to be enrolled in the following course(s):

Semester Ex. Fall/Spring/Summer	HCC Course Ex. English 1301	High School Course Ex. English 1B	Location Ex. High School/HCC/Online

Student Signature:

Parent/Guardian Signature:

Consent by High School Official Signature/Date:

Approved by College P-16 Director Signature/Date:

Note: 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

Date Waiver Applied:

Waiver Code:

High School Code:

Upload of documents in platform by Dual Credit Coordinator indicates approval by P-16 Initiatives office



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)

Houston & Katy ISD, Private/Charter Schools HCC- Katy Campus 1550 Foxlake Dr., Room 150 Katy, TX 77084 Ph.: (713) 718-5808 Fax: (713) 718-5446	Spring Branch ISD HCC- Spring Branch 1010 W. Sam Houston Pkwy N. Houston, TX 77043 Ph.: (713) 718-5710 Fax: (713) 718-5630	Alief ISD HCC- Alief 2811 Hayes Rd. Houston, Texas 77082 Ph.: (713) 718-6918 Fax: (713) 718-8804
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Student's Name: _____	HCC ID: _____
Home Address: _____	
(School Seal/Stamp)	
School District: _____	High School: _____
High School Representative signature REQUIRED : _____	

Home Phone: _____	E-Mail: _____
Cellular Phone: _____	
Course Names & Numbers: _____	
Course Names & Numbers: _____	
Parent Printed Name: _____	
Parent Signature: _____	Date: _____
Student Printed Name: _____	
Student Signature: _____	Date: _____

This Section is to be completed by HCC Enrollment Services Staff:

DATE ENTERED	EFFECTIVE TERMS	INITIALS

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. This includes all modes of instruction; online, face-to-face and hybrid.
 - I understand that I must follow the academic calendar specified by the college. This includes the start and end dates of the semester, holidays and exam dates.
- To **participate**:
 - I commit to actively participate in class as this is very important to my learning experience and to my classmates.
 - 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 syllabus, 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 (<https://www.hccs.edu/support-services>) to support my studies.
 - I understand that plagiarism and cheating are unethical and will submit work that is properly documented and solely mine. I will follow Student Code of Conduct guidelines.
- 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.

Please print this form for your records.

Name (print) _____ Signature _____

HCC ID _____ Date _____



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) and Course Placement Requirements For Dual Credit (rev. 1/5/2021)

<u>TYPE OF ASSESSMENT</u>	<u>Minimum</u> scores for Reading & Writing based classes eg. English/History/Government	<u>Minimum</u> scores for Reading, Writing and Math based classes eg, Economics	<u>Minimum</u> scores for Math based classes eg, College Algebra
ACT (TSI Exemption)	English 19+ AND Composite 23+ (both)	English 19+, Math 19+, AND Composite 23 (all three)	Math 19+ AND Composite 23+ (both)
SAIT (after 3/2016) (TSI Exemption)	Evidence-Based Reading & Writing 480+	Evidence-Based Reading & Writing 480+ AND Math Section Score 530+ (both)	Math Section Score 530+
STAAR EOC (TSI Exemption)	English III 4000+	Combined English III 4000+ AND Algebra II 4000+ (both)	Algebra II 4000+
PSAT (TSI Waiver only while in high school)	Evidence Based Reading & Writing 460+	Evidence Based Reading & Writing 460+ AND Math Section Score 510+	Math Section Score 510+
ASPIRE (TSI Waiver only while in high school)	English 435+	English 435+ AND Math 431+ (both)	Math 431+
STAAR EOC (TSI Waiver only while in high school)	English II 4000+	Combined English II 4000+ AND Algebra I 4000+ plus passing C or higher grade in Algebra II (all three)	Algebra I 4000+ plus passing C or higher grade in Algebra II (both)
College Prep Course (TSI Waiver for up to 2 years after graduation)	English Language Arts College Prep course with grade of C or higher	English Language Arts College Prep course with grade of C or higher AND Mathematics College Prep course with grade of C or higher	Mathematics College Prep course with grade of C or higher

Texas Success Initiative (TSI) and Course Placement Requirements For Dual Credit (rev. 1/5/2021)

TYPE OF ASSESSMENT	Minimum scores for Reading & Writing based classes eg, English/History/Government	Minimum scores for Reading, Writing and Math based classes eg, Economics	Minimum scores for Math based classes eg, College Algebra
TSI Assessment 1	ABEWD 4-6 with WS 5-8 AND Read 351-390 (both) OR WRITE 340-390 with WS 4-8 AND Read 351-390 (both)	WS: 5-8 AND Read 351-390 AND Math 336-347 with IA 4-15 (all three) OR WRITE 363-390 with WS 4-8 AND Read 351-390 AND Math 336-347 with IA 4-15 (all three)	Math: 350-390
TSI Assessment 2	ELAR: 945-990 AND Essay 5-8 (both) OR ELAR: 910-944 AND Diagnostic Level 5-6 AND Essay 5-8 (all three)	(ELAR: 945-990 AND Essay 5-8) OR ELAR: 910-944 AND Diagnostic Level 5-6 AND Essay 5-8) AND (MATH: 950-990) OR MATH: 910-949 AND Diagnostic Level 6)	MATH: 950-990 OR MATH: 910-949 AND Diagnostic Level 6 (both)

Note: Student may qualify for College Level courses meeting two of three criteria in each row below, if no testing is available or student didn't meet TSI criteria:

Reading and Writing Based Courses

STAAR EOC English I Score Range	High School Course Grade (English I & II)	Cumulative GPA (unweighted)	Placement
4000 or higher	B or higher	3.0 or higher	College Ready: ENGL 1301, HIST 1301 and other reading/writing based courses
PSAT English (8/9/10) Score Range	High School Course Grade (English I & II)	Cumulative GPA (unweighted)	Placement
440 or higher	B or higher	3.0 or higher	College Ready: ENGL 1301, HIST 1301 and other reading/writing based courses
ASPIRE English Score Range	High School Course Grade (English I & II)	Cumulative GPA (unweighted)	Placement
426 or higher	B or higher	3.0 or higher	College Ready: ENGL 1301, HIST 1301 and other reading/writing based courses

Texas Success Initiative (TSI) and Course Placement Requirements For Dual Credit (rev. 1/5/2021)

Note: Student may qualify for College Level courses meeting two of three criteria in each row below, if no testing is available or student didn't meet TSI criteria:

Mathematics Based Courses

STAAR EOC Algebra I Score Range	High School Course Grade (Algebra I & Geometry)	Cumulative GPA (unweighted)	Placement
4000 or higher	B or higher	3.0 or higher	College Ready: MATH 1314, 1324, 1332, 1342, and mathematics based courses
PSAT MATH (10/NMSQT) Score Range	High School Course Grade (Algebra I & Geometry)	Cumulative GPA (unweighted)	Placement
490 or higher	B or higher	3.0 or higher	College Ready: MATH 1314, 1324, 1332, 1342, and mathematics based courses
ASPIRE MATH Score Range	High School Course Grade (Algebra I & Geometry)	Cumulative GPA (unweighted)	Placement
428 or higher	B or higher	3.0 or higher	College Ready: MATH 1314, 1324, 1332, 1342, and mathematics based courses