THS/HCC Dual Credit
Fall 2022/Spring 2023 Enrollment Instructions
Deadline is Wednesday, 4/14/2022, BY 3PM

IMPORTANT If you request dual credit courses on your course selections, you still must apply to HCC and complete the paperwork. **You will not be enrolled if you do not register through "Apply Texas" to HCC and turn in the paperwork by the deadline above. NO EXCEPTIONS**

"Apply Texas" – <mark>**COMPLETE THIS STEP 1ST!!**</mark>
<mark>**Do not wait !**</mark> It will take **at least 2-3 days** for "Apply Texas" to send your acceptance letter with your 9-digit HCC ID# (beginning with a W") https://goapplytexas.org/

"Paperwork"
Once you have successfully **"SUBMITTED"** <u>your application through "Apply Texas"</u> and received the email confirmation with the HCC ID# will complete these 5 forms below.
1. Dual Credit Transcript Form – (Mrs. Howard will attach your transcript)
2. Dual Credit Waiver Approval Form
3. Dual Credit Residency Change
4. Student Commitment Statement
5. New Student Orientation completion page, please print or email screenshot OR print/email shot of "Checklist" showing it was completed to me at katherinemhoward@katyisd.org .

"Bacterial Meningitis Verification Form" and documentation or vaccination.
Required for classes at HCC & HCC online classes **but not required for taking courses, "face to face", at THS**
Should you decide to send the form, **email completed form directly to HCC via email on form.**

TSI or Texas Success Initiative testing
If you think you need to take the TSI or you are not sure if you need to please email Ms. Mitchell or Mrs. Howard and we can help you confirm that information. tiffanyymitchell@katyisd.org or katherinemhoward@katyisd.org

Submitting paperwork – Complete FORMS 1-5 above & TSIA Pre-Assessment Completion Verification (if applicable) & EMAIL to Ms. Howard at katherinemhoward@katyisd.org **or DROP OFF** at "Counselors' Office".

Upon completion of dual credit course/s and grade transcription:
Courses taken @THS or @Miller Career - grades will be entered on THS transcript, automatically, when received from HCC
Courses taken "After School Hours" - STUDENTS are required to request an "Official" HCC transcript & have it emailed directly to Mirian Romero at mirianjromero@katyisd.org so that grades can be placed on THS transcript.

HCC Dual Credit Courses <mark>offered @ THS</mark> & course numbers for "Dual Credit Waiver Form"
Class of 2023 & 2024
Fall 2022 - English- HCC Course # ENGL 1301 & **Spring 2023** – English-HCC Course # ENGL 1302
Class of 2024 Only
Fall 2022 – US History – Course # USHIST 1301 & **Spring 2023** – US History HCC Course # USHIST 1302
Class of 2023 Only
Fall 2022 OR Spring 2023

Fall or Spring - Government – Course #2305

Fall or Spring - Economics – Course #2301
For other HCC dual credit courses & course numbers at Miller Career & "Additional Courses", refer to the HCC Power Point Presentation available on **THS Counselors Web Page**
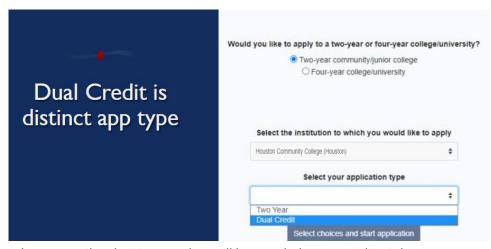
Revised 2/24/2022 8:07pm kh

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)**

  - • 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 Paperwork to Your High School Counselor for Approval by the designated date set by your high school.

- #1 Dual Credit Transcript Form
- ○#2 Dual Credit Waiver Approval Form
- ○#3 Dual Credit Residency Change Form (varies per ISD)
- ○#4 Student Commitment Statement
- ○#5 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)
  EMAIL DIRECTLY TO HCC

- o Official high school TERM transcript with qualifying test scores. Continue with Step 4.
  Ms. Howard will provide & upload transcript with paperwork.
  (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)

- o Meet with your high school counselor for testing authorization. Email or see Ms. Howard
  katherinemhoward@katyisd.org
  - • Complete the Pre-Assessment Activity and print the Completion Verification Form available on
    www.hccs.edu/tsi Must email copy to katherinemhoward@katyisd.org with name & HCC ID#
- 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 for Fall.
- o You must take the TSIA Assessment and necessary retesting before November 15th Spring.

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

Step 4:

Enrollment for Dual Credit students (courses requested by your high school offered at an HCC or HS facility)
For Students who take courses @THS or Miller Career Center
- o Houston Community College will enroll students based on the high school roster.
- 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. This will be on your THS schedule upon arrival at the start of each semester.

Enrollment for embedded Dual Credit students (course offered by HCC)
For students who take courses "After School Hours"

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

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

- o 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).
- o From the Student Homepage, click on the **"Manage Classes"** tile:

  - o Select **"Class Search and Enroll"** from the left pane:

  - o 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.
  - o 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)
  - o 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"**.
  - o Review the **"Shopping Cart"** and select the appropriate box to **"Enroll"**.

Your Shopping Cart			
Select	Availability	Class	Description
☑	Open	Class No. 13935 -Component LEC	EDUC 1300 Learning Framework

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

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"**.

Account Balance		
You owe 663.00		
Currency used is US Dollar	What I Owe	
Student Account by Term	Term	
	Spring 2020	
Make a Pymnt/Set up Pymnt Plan	Total	

Total Due	Due Date
663.00	10/22/2019
663.00	

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

Upon completion of Fall/Spring **courses taken @THS or @Miller Career**, students grades will be received from HCC and posted to their THS transcript.

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Completion of course/s taken "After School Hours" only: Transcript is needed to post grades to your THS Transcript
Students are required to submit to THS Registrar, Mirian Romero, a copy of your HCC Dual Credit Transcript to her email mirianjromero@katyisd.org. Make sure your grades are posted before your request.

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

Dual Credit Transcript Request Form
FALL 2022 & SPRING 2023
(NEW PAPERWORK IS REQUIRED FOR SUMMER)

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:			

Example HCC ID: W209333999

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

Form #

#1 ☐ Dual Credit Transcript Request Form

☐ Bacterial Meningitis vaccination verification form and valid Meningitis vaccination record (Required for online classes or at an HCC campus)**NOT REQUIRED FOR DC CLASSES @THS or DC CLASSES AT MILLER CAREER**

#2 ☐ Dual Credit Waiver Approval Form

#3 ☐ Office of Student Records Dual Credit Residency Change Form

#4 ☐ Student Commitment Statement

#5 ☐ Complete online New Student Orientation and attach confirmation email

☐ Official High School TERM Transcript with Qualifying Test Scores **(High School Representative to attach)**

☐ Student does not meet requirements and needs TSI testing **(High School Representative will inform student)**

Student Signature / Date	Parent Signature / Date

High School Personnel: **All items listed above must be uploaded using Smartsheet.**

FORM #2

HOUSTON COMMUNITY COLLEGE

DUAL CREDIT WAIVER APPROVAL FORM

Date:

Student:

Example HCC ID: W123456789

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

12/2020

FORM #3

HCC
HOUSTON COMMUNITY COLLEGE
Northwest

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

Example HCC ID: W123456789

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

HCC
Your College Career Starts Now.
DUAL CREDIT
PROGRAM

PRINT FORM

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 _____

Example HCC ID #W123456789

12/11/2020

HCC
HOUSTON COMMUNITY COLLEGE

Bacterial Meningitis Vaccination Verification Form

Example HCC ID: W123456789

_____	_____	_____
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**