



# Jordan High School Dual Credit

A COOPERATIVE EFFORT  
BETWEEN KATY ISD AND  
HOUSTON COMMUNITY COLLEGE



# What is Dual Credit?

- Dual Credit is a process by which a high school student enrolls in a college course and receives academic or workforce credit for the course from both the college and the high school at the same time.

# Disclaimer

- Dual Credit courses, which are optional courses offered as part of our dual credit program, involve college-level content that may explore topics beyond the scope of typical high school courses. It is important for students and parents/guardians to be aware that some of the material covered in these courses may not align with the policies and guidelines set by the school district.

# What's the difference?

Dual Credit	Advanced Placement (AP)
Curriculum designed by HCC, Course may be taught by a Katy ISD teacher or HCC professor	Curriculum designed by College Board, Course taught by a Katy ISD teacher
College credit dependent upon a passing grade in the course	College credit depending upon passing the AP exam*
GPA on 4.5 scale	GPA on 5.0 scale
Generally transferable to colleges/universities in Texas	Credit policy varies by college/university <a href="#">AP Credit Policy</a>
Cost: \$65 plus books, other materials <b><i>HCC reserves the right to change the cost of a course.</i></b>	Cost: Exam fee \$102**

# Dual Credit Core Courses

Are taught by college faculty or college-approved high school instructors meeting the same standards and requirements of regularly employed college faculty.

Meet Texas Common Core requirements and are transferable to any public college or university in the state of Texas.



# Benefits of Dual Credit



**SAVE MONEY ON  
COLLEGE TUITION**



**ACCELERATE TIME TO  
DEGREE COMPLETION**



**BUILD CONFIDENCE**



**ACCESS TO  
POSTSECONDARY  
RESOURCES**



**EARN  
TRANSFERRABLE  
COLLEGE CREDITS -**

# FERPA

FERPA affords students in “attendance” at Houston Community College certain rights with respect to their education records.

[FERPA Waiver Form](#)

**FERPA is a federal law that governs privacy of and access to personally identifiable student records. Instructors will only communicate with the student about their grade status and not the parent. Parents should communicate with their student about academic progress.**

**Students must communicate with the instructor**

**College Faculty will NOT communicate with parents about the college grade**

**If a parent has a concern, they can reach out to their high school administration who will facilitate communication with the college**

# Dual Credit Costs

<b>Credit Hours</b>	<b>HCC Dual Credit: Out of District</b>	<b>HCC College Credit Only: Out of District</b>
<b>3</b>	<b>\$65 (does not include books)</b>	<b>\$547.50</b>
<b>6</b>	<b>\$130 (does not include books)</b>	<b>\$1,089</b>

# Student Expectations



*In all matters related to the dual credit course, students are held to the standards, expectations and regulations of HCC.*

1. Academic standards
2. Attendance requirements
3. Grading procedures
4. Discipline procedures (including appeals)

# Attendance Requirements

**HCC does not differentiate between unexcused and excused absences.**

- 1. KISD field trips count as absences.**
- 2. Student can be dropped for excessive absences (more than 6).**
- 3. Student is responsible for make-up work.**
- 4. Specific Meetings times and days vary by campus.**

# Grading Policies



- Progress reports and report card grades are NOT issued during the semester.
- Instructors will ONLY communicate with the student (not the parent/guardian) about his/her course grades.
- Dual credit courses are exempt from UIL eligibility rules.
- Dual credit courses receive a weighted grade point of 4.5 for determining high school GPA.
- KISD final exam exemptions are not available for HCC dual credit courses.

**There are no final exam exemptions for dual credit.  
All students must take the final.**



# Grade Scale Conversion

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Course Average	HCC Grade	KISD Conversion
90-100	A	95
80-89	B	85
70-79	C	77
60-69	D	72
0-59	F	65



## Grade Point Average System (GPA)

The calculation of a student's Grade Point Average (GPA) is based on points assigned to grades as follows:

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Graduating Classes of 2023 and Thereafter				
	(90-100) A	(80-89) B	(70-79) C	(69-Below) F
KAP/AP Courses *	5	4	3	0
Academic Core and Elective Courses	4	3	2	0
Dual-Credit Courses	4.5	3.5	2.5	0
Fundamental/Applied Courses	3	2	1	0

## Discipline Policies

KISD disciplinary infractions may impact dual credit attendance.

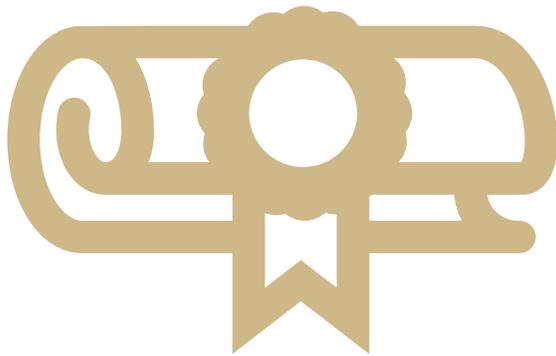
Students may be administratively withdrawn for inappropriate behavior and attendance.

# Scholastic Dishonesty

*Includes but is not limited to cheating on a test, plagiarism, and collusion on an assignment.*

- Possible consequences may include:
  - Receiving a grade of “0” or “F” on the assignment.
  - Failure in the course and/or recommendation for probation or dismissal from HCC.
- 30-day appeal window
- Katy ISD will honor the decision of the HCC appeals committee.

# Participation Requirements 2024-25



- ✓ Meet KISD prerequisites, including grade level
- ✓ Meet HCC course specific requirements
- ✓ Complete admission and enrollment process
- ✓ Purchase textbooks for the course
- ✓ Pay associated fees-\$65 per course, per semester (approved classes only)

# Students with Disabilities

- Students with a documented disability **MUST** meet with the HCC ADA counselor **PRIOR** to enrollment.

Dr. LaRonda Ashford, ADA Counselor (Katy Campus)

Email: [laronda.ashford@hccs.edu](mailto:laronda.ashford@hccs.edu)

Phone: 713/718-5408

- Academic accommodations will be provided **ONLY AFTER** students have properly registered for services with the appropriate consultation and documentation through a designated services counselor.

# DUAL CREDIT COURSES LISTED IN SCHOOLINKS

Jordan currently offers the courses that are in **GOLD**

Course		Description	Course		Description
0062		LEARNING FRAMEWORK (DUAL CR) 22			
0120		ENG 4 (DUAL CR 1301/1302)	8006V		FILM 1 ADVANCED A/V PRODUCTION (DUAL CR)22
0173		ENG 3 (DUAL CR 1301/1302)			FILM 2 PRACTICUM A/V PRODUCTION (DUAL CR)22
0175		ENG 4 (DUAL CR 2322/2323)	8007V		
0274		COLLEGE ALGEBRA (DUAL CREDIT) (fall)			DIGITAL AUDIO TECHNOLOGY 1 (DUAL CR) 22
0275		ELEMENTS OF CALCULUS w/ APPLICATIONS (DUAL CREDIT) (spring)	8017V		
0276		PLANE TRIGONOMETRY (DUAL CREDIT) (spring)	8019V		DIGITAL AUDIO TECHNOLOGY 2 (DUAL CR) 22
0316		US HIST (DUAL CR) 22	8080		MEDICAL TERMIMOLOGY (DUAL CR)
0320		US GOVT (DUAL CR) 22	8571		ACCOUNTING 1 (DUAL CR)
0330		ECONOMICS (DUAL CR) 22	8581		ACCOUNTING 2 (DUAL CR)
0360		PSYCHOLOGY (DUAL CREDIT)			BUSINESS INFORMATION MANAGEMENT 1 (DUAL CR)
0409		ANATOMY AND PHYSIOLOGY (DUAL CREDIT)	8600		
1514		PROFESSIONAL COMMUNICATIONS (DUAL CR) 22			AUTOMOTIVE TECHNOLOGY 1 (DUAL CR)
1539		SPEECH (DUAL CREDIT)	8701V		
2016		COMPUTER SCIENCE 2 (DUAL CR)	8702V		AUTOMOTIVE BASICS (DUAL CR)
6356		SPANISH 4 (DUAL CR)(CLASS 2022)			INST PRAC EDUCATION AND TRAINING (DUAL CR)
7501		ART HISTORY (DUAL CR)	8996V		

# How to qualify..

<b><u>TYPE OF ASSESSMENT</u></b>	<b><u>Minimum</u></b> scores for Reading & Writing based classes eg, English/History/Government	<b><u>Minimum</u></b> scores for Reading, Writing and Math based classes eg, Economics	<b><u>Minimum</u></b> scores for Math based classes eg, College Algebra
<b>ACT</b> (TSI Exemption)	English 19+ AND Composite 23+ (both)	English 19+, Math 19+, <b>AND</b> Composite 23 (all three)	Math 19+ AND Composite 23+ (both)
<b>SAT</b> (after 3/2016) (TSI Exemption)	Evidence-Based Reading & Writing 480+	Evidence-Based Reading & Writing 480+ <b>AND</b> Math Section Score 530+ (both)	Math Section Score 530+
<b>STAAR EOC</b> (TSI Exemption)	English III 4000+	Combined English III 4000+ <b>AND</b> Algebra II 4000+ (both)	Algebra II 4000+
<b>PSAT</b> (TSI Waiver <i>only while in high school</i> )	Evidence Based Reading & Writing 460+	Evidence Based Reading & Writing 460+ <b>AND</b> Math Section Score 510+	Math Section Score 510+
<b>STAAR EOC</b> (TSI Waiver <i>only while in high school</i> )	English II 4000+	Combined English II 4000+ <b>AND</b> 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)

## Dual Credit Placement Scores

- Qualifying TSIA2 Assessment Scores
- ELAR: Score of 945+ or <945 and 5 (diagnostic)
- Essay: Minimum score of 5
- Math: score of 950+ or <950 and 6 (diagnostic)

Test	Minimum English Score	Minimum Math Score
ACT	19 or higher w/composite of 23	19 or higher w/composite
PSAT	460 or higher	510 or higher
SAT	480 or higher	530 or higher

# Deadlines

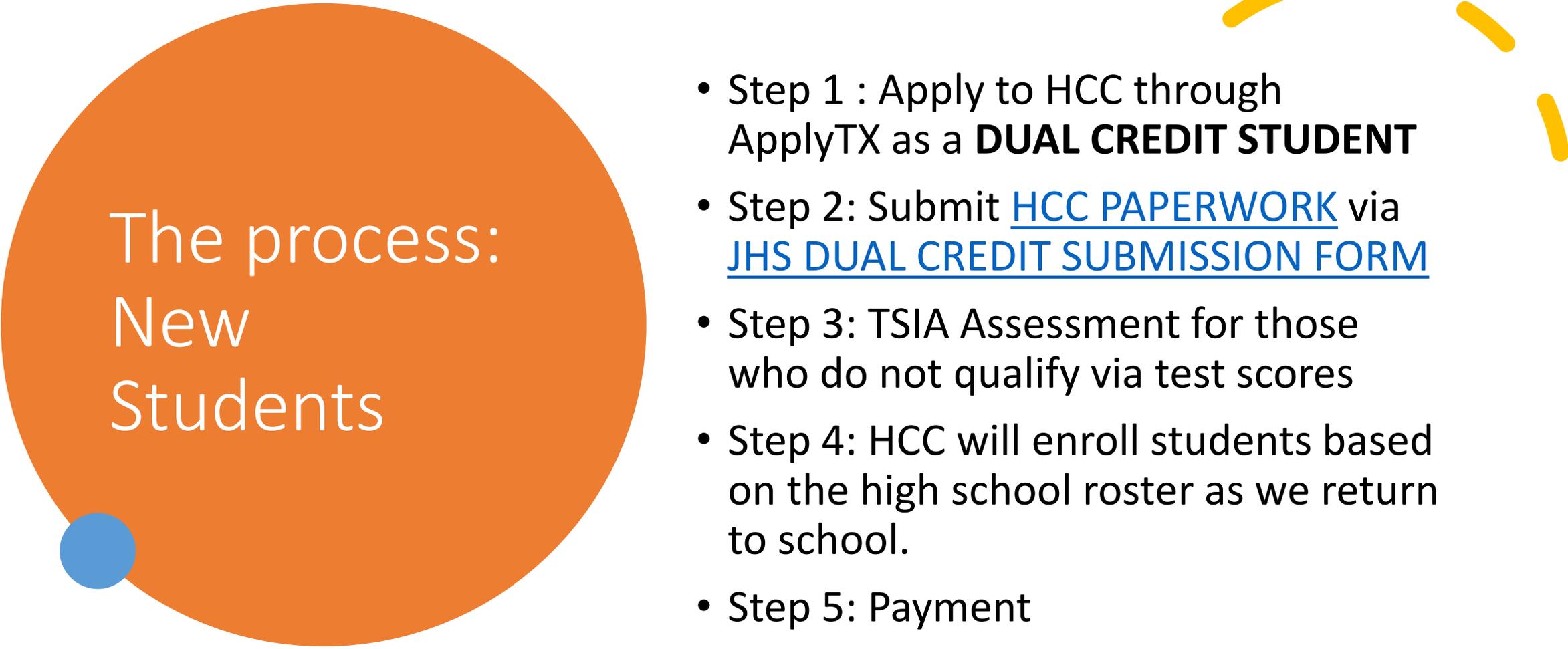
**Summer = March 1<sup>st</sup> at  
3pm**

**Fall/Spring = March 22<sup>nd</sup>  
at 3pm**



## The process: Returning Students

- Step 1 : Fill out Jordans Dual Credit Form and ensure you have met the requirements to take the course.
- Step 2: If needed, take the TSIA
- Step 3: HCC will enroll students based on the high school roster as we return to school.
- Step 4: Payment

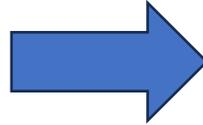


## The process: New Students

- Step 1 : Apply to HCC through ApplyTX as a **DUAL CREDIT STUDENT**
- Step 2: Submit [HCC PAPERWORK](#) via [JHS DUAL CREDIT SUBMISSION FORM](#)
- Step 3: TSIA Assessment for those who do not qualify via test scores
- Step 4: HCC will enroll students based on the high school roster as we return to school.
- Step 5: Payment

ApplyTX

Make sure you  
apply for FALL  
2024!



Houston Community College

Fall 2023

Dual Credit (Associate of Arts in Business )

Application ID: 2301837390

Status: Saved, in progress ()

Deadline: 11/20/2023 (Regular Deadline)

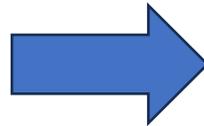
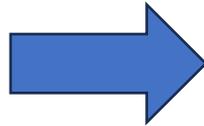
Admissions application

! Dual Credit questions (Page 1 of 4)

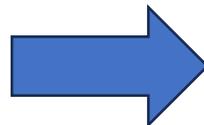
! Questions specific to Houston Community  
College (Page 1 of 2)

The deadline has passed for this application

Needs to be a  
check mark to  
show complete!



This will say "Ready to  
Submit". Once you  
submit, you will get  
confetti!



# GOING THROUGH THE PAPERWORK *Waiver Approval & Student Commitment form*



## Houston Community College

### DUAL CREDIT WAIVER APPROVAL FORM

Stillinger

Last Name

Jordan high school

Name of High School / District

Demi

First Name

11

Current Grade

000000000

HCC Student ID

05/2025

HS Graduation Date (MM/YYYY)

**Academic program** = the major you selected when you applied to HCC in ApplyTX.

*This form is valid for the duration of the student's participation in the Dual Credit/ECHS/PTECH/Homeschool High School Program. Student enrollment is contingent on qualification and submitted High School Rosters.*

<b>Beginning Semester</b>	Fall 2024	<b>Ending Semester</b>	Spring 2025	<b>Academic Program</b>	Select One	<b>Academic Degree</b>	Select One
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*The Academic Program is subject to change based on course availability and student progression and interest. If a student decides to change their Academic Program, they must submit a new waiver approval form.*

*The P-16 office should be notified immediately of students wishing to change their academic program as the form will no longer be valid. Students transferring to a new school must complete a new waiver approval form.*

*Please refer to the [Houston Community Catalog](#) for the most recent information on program and degree requirements for all students. The catalog will provide guidance and background to help you quickly locate and save details about our undergraduate courses.*

**Students and Parents please read the statements below:**

- Select One
- Select One
- Agri, Food, Natural Resources
- Building, Design, Construction
- Business
- Communication & Media Arts
- Computer Sci. Info Technology
- Education & Schools
- Engineering and Technology
- Government & Public Services
- Health & Medical Sciences
- Hospitality & Tourism
- Liberal Arts & Humanities
- Manufacturing
- Math, Earth, Natural Sciences
- Social Science, Human Services
- Transportation & Distribution

**For Summer:** Beginning Semester would be Summer 2024

# GOING THROUGH THE PAPERWORK

*Waiver Approval & Student Commitment form*



## Houston Community College

### DUAL CREDIT WAIVER APPROVAL FORM

Stillinger

Last Name

Demi

First Name

000000000

HCC Student ID

Jordan high school

Name of High School / District

11

Current Grade

05/2025

HS Graduation Date (MM/YYYY)

**Academic degree** = You can find the information in ApplyTX.

*This form is valid for the duration of the student's participation in the Dual Credit/ECHS/PTECH/Homeschool High School Program. Student enrollment is contingent on qualification and submitted High School Rosters.*

<b>Beginning Semester</b>	Fall 2024	<b>Ending Semester</b>	Spring 2025	<b>Academic Program</b>	Business	<b>Academic Degree</b>	Select One
							Select One Associate of Applied Science Associate of Arts Associate of Science Level I Certificate Level II Certificate

*The Academic Program is subject to change based on course availability, student academic progression and if a student decides to change their Academic Program, they must submit a new Dual Credit Waiver Approval Form.*

*The P-16 office should be notified immediately of students wishing to withdraw from the dual credit program as the form will no longer be valid. Students transferring to a new school must complete a new form.*

Houston Community College

Fall 2023

Dual Credit (Associate of Arts in Business)

# GOING THROUGH THE PAPERWORK

*Residency change form*

Student's Name:	<u>Demi Stillinger</u>	HCC ID:	<u>000000000</u>
Home Address:	<u>27500 Fulshear Bend Dr</u> <u>Fulshear, TX 77441</u>		(School Seal/Stamp)
School District:	<u>Katy ISD</u>	High School:	<u>Jordan High School</u>
High School Representative signature <b>REQUIRED:</b>	<u>Mrs. Stillinger will sign ONCE student uploads!</u>		

Home Phone:	<u>123-45-6789</u>	E-Mail:	<u>demistillinger@katyisd.org</u>
Cellular Phone:	<u></u>		
Course Names & Numbers:	<u>Eng 4 1301/1302 - 0120</u>		
Course Names & Numbers:	<u>Eco 0330 and Gov 0320</u>		
Parent Printed Name:	<u></u>		
Parent Signature:	<u></u>	Date:	<u></u>
Student Printed Name:	<u></u>		
Student Signature:	<u></u>	Date:	<u></u>

# Meningitis Form



## Bacterial Meningitis Vaccination Verification Form

ONLY REQUIRED IF  
TAKING CLASSES **AT HCC**  
CAMPUS. NOT NEEDED  
FOR CLASSES AT  
JORDAN

<input type="text" value="Stillinger"/>	<input type="text" value="Demi"/>	<input type="text"/>
Last Name	First Name	HCC Student ID Number
<input type="text"/>	<input type="text"/>	<input type="text"/>
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](mailto:vaccine@hccs.edu)
- BY FAX: 713/718-2882

# JHS Submission Form

## HCC Dual Credit Paperwork Submission 2024-2025

Hi, Demi. When you submit this form, the owner will see your name and email address.

\* Required

1. First Name \*

Enter your answer

2. Last Name \*

Enter your answer

3. KISD Student ID # \*

Enter your answer

# JHS Submission Form

## 4. HCC ID # \*

One letter and nine numbers

Enter your answer

## 5. English Dual Credit Courses

**Students must qualify as "college ready" to take dual credit courses. Please check the boxes for the courses you plan to take. NOTE: The Subject Name and Catalog# is what will be used in your "Approval" Form for courses. Check all that apply.**

- English III- Catalog#1301/1302 - must be college ready in English
- English IV- Catalog#1301/1302 - must be college ready in English
- English IV(2nd Level DC)- Catalago#2322/2323 (British Lit)- must have completed ENGL1301/1302 & college ready in English

## 6. Social Studies Dual Credit Courses

**Students must qualify as "college ready" to take dual credit courses. Please check the boxes for the courses you plan to take. NOTE: The Subject Name and Catalog# is what will be used in your "Approval" Form for courses. Check all that apply.**

- US History- Catalog#1301/1302 - must be college ready in English

# JHS Submission Form – Returning Students

16. Are you a NEW or Returning Dual Credit Student? \* 

Returning Dual Credit Student

NEW Dual Credit Student

Send me an email receipt of my responses

**Submit**

# JHS Submission Form – New Students

**BEFORE YOU UPLOAD PAPERWORK, PLEASE DOUBLE CHECK YOUR PAPERWORK TO MAKE SURE ITS FILLED OUT CORRECTLY!**

16. Are you a NEW or Returning Dual Credit Student? \* 

Returning Dual Credit Student

NEW Dual Credit Student

17. \*NEW STUDENTS ONLY\* Please upload the dual credit paperwork (Non-anonymous question )



Please include your first and last name as part of the file name.

24-25 Dual Credit Paperwork: <https://drive.google.com/file/d/13wWiihhUVy1o0r5CymGqRVpAjxAHz74R/view?usp=sharing>

 Upload file

File number limit: 1 Single file size limit: 10MB Allowed file types: PDF

Send me an email receipt of my responses

Submit

# Important!

- Students **WILL NOT** be enrolled in a dual credit course until **ALL** paperwork has been uploaded **AND** TSI scores are met, if applicable

# Questions?

Jocelyn Cornish

Dual Credit Success Coach

[Jocelyn.Cornish@hccs.edu](mailto:Jocelyn.Cornish@hccs.edu)



Demi Stillinger

College & Career Facilitator

[demistillinger@katyisd.org](mailto:demistillinger@katyisd.org)



# Deadlines

**Summer = March 1<sup>st</sup> at  
3pm**

**Fall/Spring = March 22<sup>nd</sup>  
at 3pm**

# Important Links

- [NEW STUDENTS - HCC DUAL CREDIT PAPERWORK](#)
  - Please make sure to download the document in order to edit the PDF.
- [24- 25 Step by Step Instructions](#)
- [24-25 JHS Dual Credit Submission Form](#)

# HCC Resources

Tutoring Center: <https://www.hccs.edu/resources-for/current-students/tutoring/>

Library: <https://library.hccs.edu/home>

Laptop/Hotspot Checkout: <https://library.hccs.edu/laptops>

Support Services: <https://www.hccs.edu/support-services/>

[FERPA Waiver Form](#)