



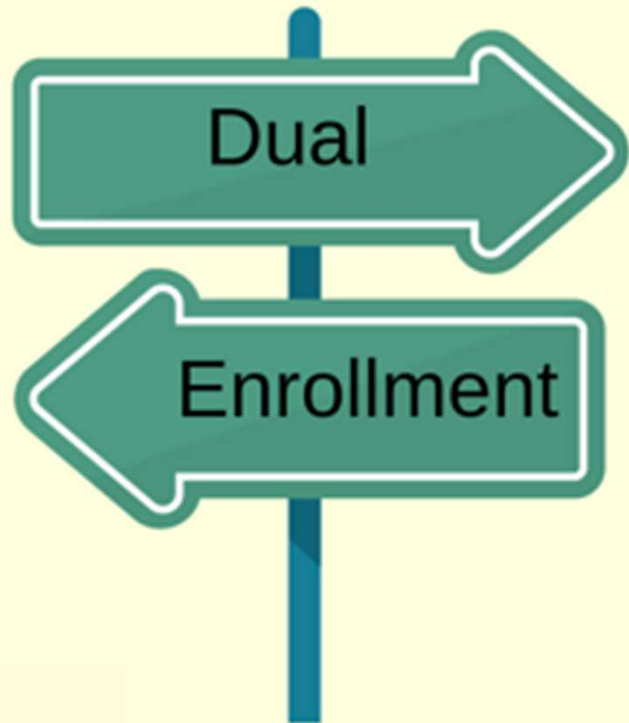
# Dual Enrollment



Presented by

**Timberly Lewis**

College & Career Counselor  
Plano ISD Academy High School



## What is Dual Enrollment?

Courses give you an opportunity to earn college credit at your high school.





# Benefits of Being a Collin College Dual Enrollment Student

- Small class sizes
- Educational support from Collin College instructors
- Begin a college transcript
- Experience the college environment and rigor of college courses

# How Much You Will Save!

University of Texas at Dallas

\$2,637 for a 3 credit hour course\*

University of North Texas

\$1,499 for a 3 credit hour course\*

\*Based on Fall 2019 tuition rates

**Collin College**

is **\$164**

**3 credit hour course**  
(for in-county residents)





# Dual Enrollment Courses are Transferable to Most Public Four-Year Colleges and Universities in Texas.

\*Students are responsible for determining if transfer institution will accept their credits\*



# All About Dual Enrollment



# Is Dual Enrollment Right for You...

The importance of attendance and  
time management

Student code of conduct

Drop/Withdraw  
deadlines



Maturity for subject  
matter and college  
classroom environment

Get to know your  
course syllabus and  
instructor



**FERPA**  
Family Educational  
Rights and Privacy Act



- Similar to HIPAA law
- Federal law that ensures privacy of student educational records
  - (begins when student starts college regardless of age)
- Collin College cannot share grades, course schedules, test scores, etc. with parents
- A great opportunity for students to learn the college process and take on new responsibilities





# Dual Enrollment Eligibility

- Learners complete the entire Collin College admissions process
- Available with permission from your high school each semester for every course
- Must meet college readiness standards as defined by Texas Success Initiative (TSI)
- Learners must meet both high school and Collin College academic requirements to continue in the dual enrollment program

# Spring 2021 Core Course Offerings

Course ID	Course Title
ECON 2302	Principles of Microeconomics
ENGL 1301	Composition I
ENGL 1302*	Composition II
MATH 1342	Elementary Statistical Methods

- Courses held at Plano Academy High School
- Academic courses satisfy Texas Core Curriculum
- Transferable to most public four year colleges/universities in Texas
  - Please check with private and out-of-state institutions

\*Courses requiring a minimum AP score or previous college credit prior to registration

## Dual Enrollment Process

- 1) Meet with your high school counselor, if you have questions
- 2) APPLY for admission ([apply.collin.edu](http://apply.collin.edu))
- 3) Remove all holds
- 4) Register for your classes
- 5) Pay for your classes





1. Start with your high school counselor

# Approval from Lead Counselor

- Mrs. Conner must approve ALL classes.
- You must have written approval from Mrs. Conner to make changes to dual enrollment classes.
- Mrs. Conner may change student schedules as necessary to meet Collin's requirements and ensure student success.



## 2. Application for Admission

You may apply online NOW for Spring 2021!

Complete an application at [apply.collin.edu](https://apply.collin.edu)

*\*Your application must be PROCESSED before your next steps\**



# Application Tips

- Create an account (*please do NOT use your ISD email*)
- List your SSN
- Under “Intended Academic Goal”, select “YES” for Dual Credit
- Select any Major\*\*
- Residency/tuition is decided based on your answers on the application and the documentation you provide, if requested
- Student will receive his/her Collin ID number (CWID), email address, CougarWeb username and password in 3-5 business days

## Intended Academic Goal

### Dual-Credit Student

\*Will you be a high school dual-credit student for the term you are applying?

Yes  No

*Questions? Please contact our Admissions office.*

# What is CougarWeb?

Learners will receive a CougarWeb login 3-5 business days AFTER applications are submitted.

**CougarWeb** is an **online portal** that includes all of the information and access to services that learners need while attending Collin College.

**COLLIN COLLEGE**

Secure Login

Username:

[Login Assistance](#)

Password:

[Students - Reset your CougarWeb Password](#)

**LOGIN**

This login grants access to CougarWeb, Blackboard Learn, CougarMail, OrgSync and CE Registration.

For added security, close all browsers when you are done.

**Need Assistance?** 24x7 Student Support Center: 972-377-1777

**Server Maintenance** [Monthly Schedule](#)

By logging in, you agree to adhere to the Collin College policies on [Electronic Communication](#)

- Add/Drop classes
- Online training
- Collin Email
- Pay your tuition
- Access online courses (Canvas)
- Check Collin College class schedule
- Grades
- And MUCH MORE...



# 3. Remove All Holds

[Holds Resolution Guide](#)





# What is a HOLD?


- Each admissions step is listed as a hold, so all steps must be completed prior to registration.
- A hold prevents registration.



# High School Permission Form

(Front Page)

You have to complete the online application and obtain your CWID **BEFORE** you can return this form to your counselor.

 **Dual/Concurrent Credit High School Registration Permission Form**

Term: Fall  Spring  Summer  Year: 2020 New Dual Credit Student  Returning Dual Credit Student

Name of Student: Smith, Jasmine CWID# 100555555 DOB: 01 /01 /2004  
Current School: Plano Academy Current Grade Level: 11 HS Graduation Date (MM/YYYY): 06 / 2021

I understand that if I am admitted under this program, I will abide by the rules and regulations of Collin College, including official registration and withdrawal procedures. I also understand that academic information such as test scores and college transcripts will be provided by Collin College upon request to my corresponding high school.

I understand that I will be registering in a college credit course(s) and will receive a performance (letter) grade which will be recorded on my permanent record at Collin College. Tuition must be paid by posted payment deadline. Courses follow the Collin College calendar as outlined in the student Registration Guide. **I acknowledge that turning in this form only grants me permission to take courses and that I must register online through my CougarWeb account.**

Continued participation in this program requires: 1] satisfactory academic performance as it relates to Collin College's Academic Standards defined in the College Catalog 2] parental (if under 18) and school approval for each subsequent semester of enrollment.

Official high school transcripts are not required to participate in the Collin College Dual Credit Program. However, one may be required to demonstrate college readiness and to confirm academic information such as test scores, grade classification, vaccination, and other pertinent information.

I certify that I intend to enroll for the above term in a dual credit course that will be taught online or at a public or private K-12 facility, not located on a Collin College campus. I understand that if I enroll in course(s) that will be taught at a Collin College campus that I will be required to provide proof of a valid vaccination at least 10 days prior to the first day of the first semester or the course(s) will be dropped from my schedule.

Student Signature xx/xx/xxxx  
Student Signature Date


**To be Completed by Parent or Legal Guardian**

I agree to these provisions of admission and enrollments hereby listed for consideration of the student's acceptance and understand he/she must abide by the rules and regulations of Collin College. I understand the student will be responsible for any charges remaining on his/her account not covered by any applicable waivers and is subject to Collin College's Student Financial Responsibility Agreement.

I agree to these provisions of admission and enrollments hereby listed for consideration of the student's acceptance and understand he/she must abide by the rules and regulations of Collin College. I understand the student may be exposed to adult material in the classroom and open laboratories, including libraries, learning centers and computer labs. I understand that once the student is registered in a college course he/she is under the rules of the Family Educational Rights and Privacy Act (FERPA), and I may not have access to my student's records without his/her written permission on the FERPA release form.

My signature below acknowledges that I have read and understand the policies above.

Parent/Guardian Signature xx/xx/xxxx  
Parent / Legal Guardian Signature Date



# High School Permission Form (Bottom of Page - HS Staff **ONLY**)

It will need to be completed and signed by your high school counselor.

This form must be completed each semester before the student will be allowed to register.

A form is required for all dual/non-dual enrollment courses.



Name of Student: Smith, Jasmine CWID# 100555555 DOB: 01 / 01 2004

To be Completed by High School Counselor or Official

Course Name and Number (ENGL 1301, GOVT 2305, etc.)	CRN	Dual Credit	Concurrent Credit
<b>ENGL 1301</b>	<b>#####</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>ECON 2301</b>	<b>#####</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>MATH 1342</b>	<b>#####</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>

Eligible for TSI waiver based upon:  Not eligible for TSI waiver

PSAT/NMSQT:

EBRW: \_\_\_\_\_ / \_\_\_\_\_  
(400 or higher) Test date (mm/dd/yyyy)

Math: \_\_\_\_\_ / \_\_\_\_\_  
(510 or higher) Test date (mm/dd/yyyy)

STAAR:

English II: **4000** / **04/14/2019**  
(4000 or higher) Test date (mm/dd/yyyy)

Algebra I: **4000** / **04/14/2017**  
(4000 or higher) Test date (mm/dd/yyyy)

Final Numeric Grade in Algebra 2 course: \_\_\_\_\_  
(Grade of 70% or higher)

ACT Aspire:

English: \_\_\_\_\_ / \_\_\_\_\_  
(435 or higher) Test date (mm/dd/yyyy)

Math: \_\_\_\_\_ / \_\_\_\_\_  
(431 or higher) Test date (mm/dd/yyyy)

The above name student is eligible for the National School Lunch Program (NSLP), also known as free/reduced lunch program, for the specified term as listed on this form.

Yes, eligible  No, not eligible

My signature certifies that the above information on this form is true and correct.

*HS Counselor Signature* \_\_\_\_\_ xx/xx/xxxx \_\_\_\_\_  
High School Counselor or Official Signature Date

# High School Permission Form



## Dual/Concurrent Credit High School Registration Permission Form

Term: Fall  Spring  Summer  Year: 20 20 New Dual Credit Student  Returning Dual Credit Student

Name of Student: Smith, Jasmine CWID# 100555555 DOB: 04-04-2004

Current School: YOUR HS HERE Current Grade Level: 11 HS Graduation Date (MM/YYYY): 06/2021

I understand that if I am admitted under this program, I will abide by the rules and regulations of Collin College and official registration and withdrawal procedures. I also understand that academic information such as scores on tests and assignments will be provided by Collin College upon request to my corresponding high school.

I understand that I will be registering in a college credit course(s) and will receive credit for the course(s) recorded on my permanent record at Collin College. Tuition must be paid by post office check or money order payable to the Collin College calendar, as outlined in the student Registration Guide. I understand that this form only grants me permission to take courses and that I must also complete my high school registration.

Continued participation in this program requires satisfactory academic performance as it relates to Collin College's Academic Standards defined in the Collin College Catalog (if under 18) and school approval for each subsequent semester of enrollment.

High school transcripts are not required to participate in the Collin College Dual Credit Program. However, one may be required to demonstrate readiness and to confirm academic information such as test scores, course classification, graduation, and enrollment information.

I declare that I intend to enroll for the above term in a dual credit course that will be taught online, at a public or private facility, not located on a Collin College campus. I understand that if I enroll in course(s) that will be taught at a public or private facility that I will be required to provide proof of COVID-19 vaccination at least 10 days prior to the first day of the semester or the course(s) will be dropped from my schedule.

*Student Signature*

xx/xx/xxxx

Student Signature

Date

To be Completed by Parent or Legal Guardian

I agree to these provisions of admission and enrollments hereby listed for consideration of the student's acceptance and understand he/she must abide by the rules and regulations of Collin College. I understand the student will be responsible for any charges remaining on his/her account not covered by any applicable waivers and is subject to Collin College's Student Financial Responsibility Agreement.

I agree to these provisions of admission and enrollments hereby listed for consideration of the student's acceptance and understand he/she must abide by the rules and regulations of Collin College. I understand the student may be exposed to audio material in the classroom and open laboratories, including libraries, learning centers and computer labs. I understand that once the student is registered in a college course he/she is under the rules of the Family Educational Rights and Privacy Act (FERPA), and I may not have access to my student's records without his/her written permission on the FERPA release form.

My signature below acknowledges that I have read and understand the policies above.

*Parent/Guardian Signature (if under 18)*

xx/xx/xxxx

Parent / Legal Guardian Signature

Date

**This Form Does Not Register You For Class!**



# Texas Success Initiative (TSI)



- The TSI is designed to measure college readiness in reading, writing, and mathematics.
- It is used for course placement purposes.
- Learners must be at college level in reading and writing for the majority of courses.
- See the college catalog for placement and prerequisite information:  
[www.collin.edu/academics/catalog.html](http://www.collin.edu/academics/catalog.html)

# TSI Exemptions

Exemption Scores (minimum scores listed)			
Test	Combined/Composite Requirement	Exempts TSI Reading & Writing	Exempts TSI Math
<b>SAT</b> (Before 3/2016)	Combined Reading and Math: <b>1070</b>	Reading: <b>500</b>	Math: <b>500</b>
<b>SAT</b> (3/2016 and After)	<b>NO</b> Combined/Composite Score Needed	Evidence Based Reading/Writing <b>480</b>	Math: <b>530</b>
<b>ACT</b>	Composite: <b>23</b>	English: <b>19</b>	Math: <b>19</b>

Partial exemptions allowed provided that the required combined/composite score is met.

For more information on exemptions, please review the Collin College New Student Checklist or visit [www.collin.edu/express/dualcredit](http://www.collin.edu/express/dualcredit).

# Official Scores Needed

Contact the College Board or ACT student website and have them send your official score report directly to Collin College.

It takes approximately 11-12 business days for Collin College to receive and process them.



ACT Collin Code: 4046

SAT Collin Code: 1951

# TSI Waivers

Temporary Waivers for Dual Enrollment Students (minimum scores listed)			
Test	Combined/Composite Requirement	Waives TSI Reading and Writing	Waives TSI Math
ACT Aspire	N/A	English: <b>435</b>	Math: <b>431</b>
PSAT (Before Oct. 2015)	Combined Reading and Math: <b>107</b>	Reading: <b>50</b>	Math: <b>50</b>
PSAT (After Oct. 2015)	N/A	Evidenced Based Reading/Writing: <b>460</b>	Math: <b>510</b>
STAAR	N/A	English II: <b>4000</b>	Algebra I: <b>4000</b> <u>and</u> at least a final grade of <b>70%</b> in Algebra 2



# TSI Waivers

Scores must be reported on the HS permission form by the high school counselor.

For more information on waivers, please review the Collin College New Student Checklist or visit [www.collin.edu/express/dualcredit](http://www.collin.edu/express/dualcredit).

# TSI: What Will I Need to Do?

- Complete **Pre-Assessment Activity (PAA)** and print the certificate of completion.
- Review email from [assessments@Collin.edu](mailto:assessments@Collin.edu) regarding testing procedures.
- Pay at the cashier's office or online. The cost is **\$29**.
- Walk-in to test at any campus Testing Center during testing hours. Bring your **receipt**, your **photo ID**, and **PAA certificate of completion**. You will not need to bring a calculator.
- See an Academic Advisor to review your results.

# Bacterial Meningitis Vaccination

**Dual Enrollment students taking classes at any Collin campus** MUST provide proof of vaccination within 5 years or documentation of an exemption if they are under the age of 22. *The vaccination must be administered at least **10** days prior to start of the student's entering term.*

Dual Enrollment students taking classes at their high school campus are eligible for an exemption by completing and signing the HS permission form.

For more information, please visit [www.collin.edu/meningitis](http://www.collin.edu/meningitis).



# Mandatory Campus Safety Training

Learners will be required to complete training prior to registration via CougarWeb.

## How to Access Training

- Log into CougarWeb account
- Go to the *Student Tab*
- Click *Mandatory Campus Safety Training*
- Complete quiz with a 100% score and be sure to click submit at the end



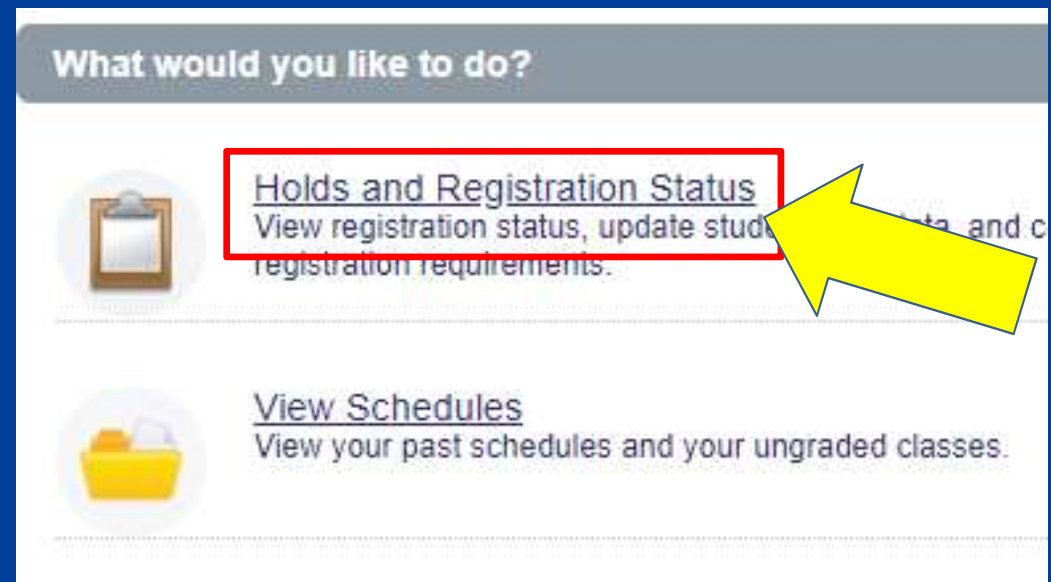
The screenshot shows a web page titled "Mandatory Training & Hold Information". At the top, there is a message: "Chrome is not currently supported for the links, please use a different browser." Below this message is a list of links: "Degree Planning Hold - Survey", "Mandatory Advising", "Mandatory Campus Safety Training", "Mandatory Online Orientation", "Mandatory On-Campus Orientation", "Waive Your Transcript Hold", "View My Holds", and "Hold Information & Resolution Guide". A large yellow arrow points down to the "Mandatory Campus Safety Training" link, which is highlighted with a red rectangular border.



# How Do I Check for HOLDS on My Account?

## Instructions

- Log into your CougarWeb account
- Click on *Registration and Planning* under Registration Tools
- Click on *Holds and Registration Status*
- Select the current Registration Term



# Hold Resolution Guide

## Need Assistance with Holds?

Use our [Hold Resolution Guide](#) to take care of the following holds:

- HS Permission Form
- SSN/ITIN/WS9 Required
- Immunization Proof Required
- Mandatory Advising
- TSI Assessment
- And others!



## Quicklinks

[01 - TSI](#)

[04 - Transcript Required](#)

[09 - Disciplinary](#)

[10 - Unsatisfactory Progress](#)

[MA - Mandatory Advising](#)

[RQ - Harassment Prevention](#)



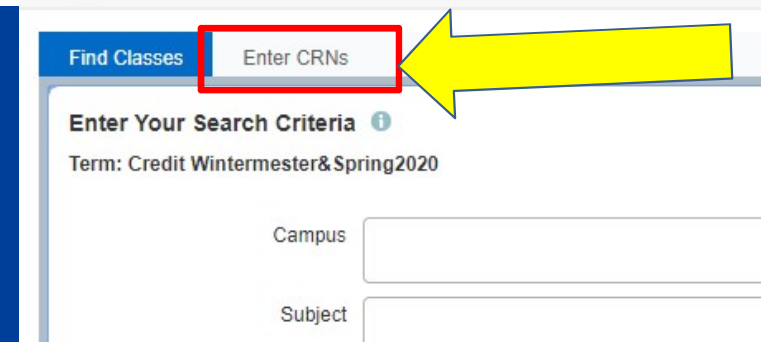
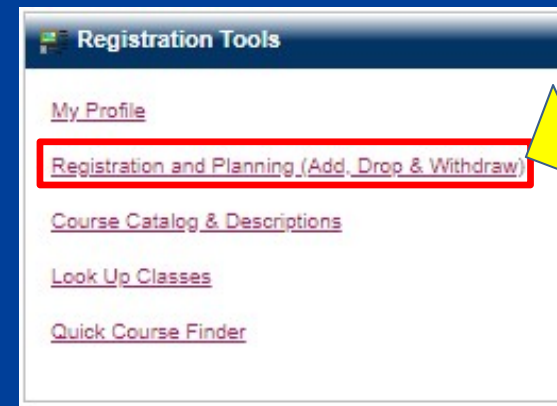
# 4. Ready to Register



# Registration Instructions

For Dual Enrollment Classes at High School/College Campus

- Log into CougarWeb
- Go to *Registration and Planning*
- Click on *Add, Drop, or Withdraw*
- Enter *Credit Wintermester and Spring 2021* term
- Click on *Enter CRNs* tab
- Enter *the specific CRN* for your designated course
- Click *Add to Summary*
- Click *Submit*





# 5. Payment



# Tuition

(Effective Fall 2019)

\$54 per credit hour for students residing in Collin County  
= \$164 for a 3 credit hour course

\$100 per credit hour for students residing out-of-county  
= \$302 for a 3 credit hour course

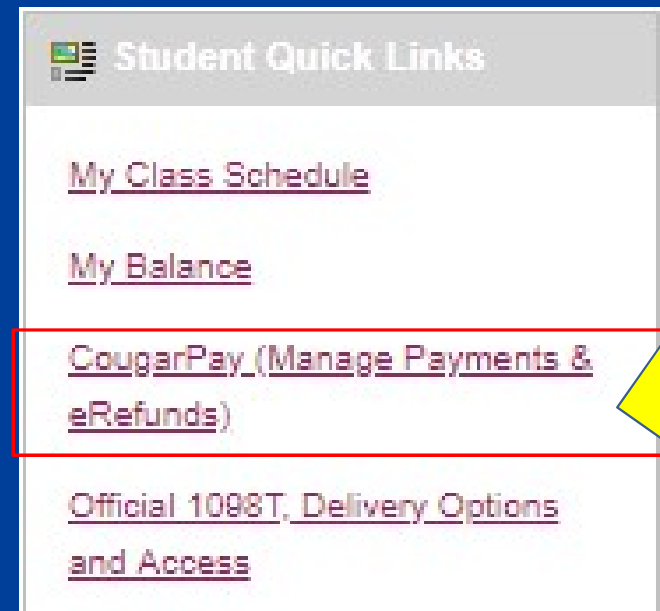
Total cost per 3 credit hour course includes a \$2 per semester student records fee.

\*All fees are subject to change upon approval of the Collin Board of Trustees\*

Tuition is paid per semester. Free & Reduced Lunch students may be eligible for a tuition waiver.

# Payment Instructions

- Log into CougarWeb account
- Under *Student Quick Links*
- Click on *CougarPay*
- Click the *Collin College Account Suite* button
- Then click on *Make a Payment*



# RESOURCES

EDUCATIONAL TRAINING INTELLIGENCE COLLEGE TEACH COMMUNICATION PLANNING STRATEGIC LEARNING COACHING STRATEGY SKILL DISCOVER TEACHER INSTRUCTION INFORMATION MEDIA STUDY SCHOOLING UNIVERSITY SUCCESS ANT CURSES PLAN PROD SCHOOL SUCCESSFUL TRAINING TEACH MEDIA GOALS SOLUTION EDGE



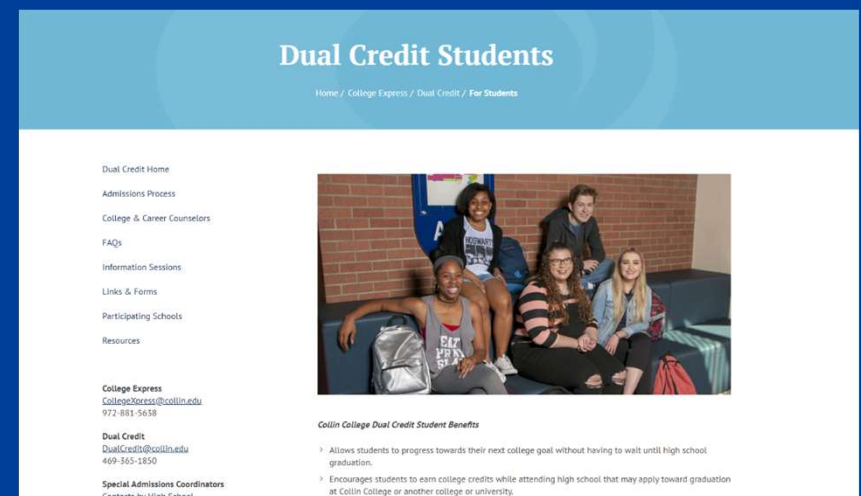
# Dual Credit Website

## Home Page



- Access to forms and FAQs
- Links to dedicated pages for students, parents, and counselors
- Important dates and deadlines

## Student Page



- Dual Credit benefits
- Eligibility and enrollment tips
- Application and registration resources
- Link to school-specific pages



# Campus Resources

*(No additional cost to students)*



- Career Services
- Fitness Center
- Library
- Math Lab
- Student Center
- Tutoring
- Writing Center
- And More...

# What Does ACCESS Do?



Provides equal access to the educational opportunities and services for students with disabilities through academic accommodations for those who qualify

# To Receive Accommodations



## A student must:

- Self-identify
- Apply separately for services through the Collin College ACCESS office
- Provide documentation of his/her disability
- Request accommodations each semester for each professor

Dual Credit ACCESS Advisor: Mellissa Solomon at [MSolomon@Collin.edu](mailto:MSolomon@Collin.edu)

# College & Career Counselors



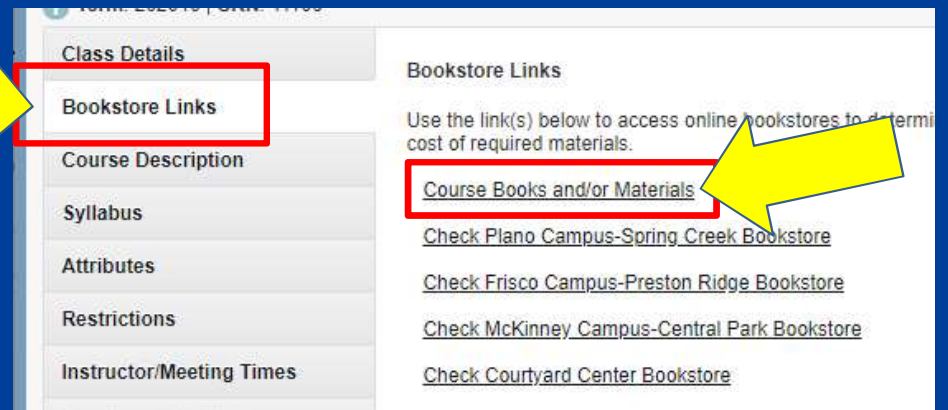
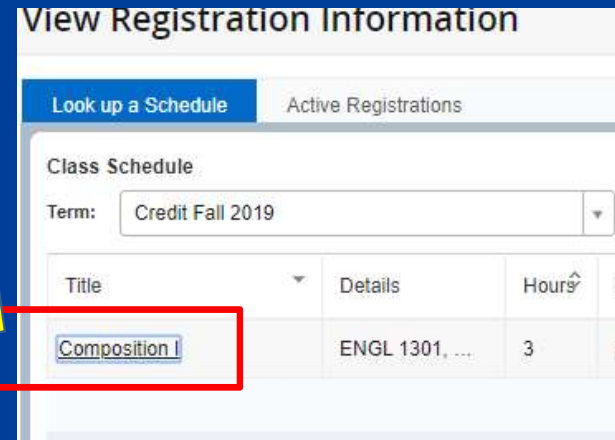
## Dual Enrollment Support

- Review permission forms.
- Assist with resolving student account holds.
- Process individual student dual enrollment course schedule changes.
- Communicate dual enrollment program requirements.

# Get Books

- You have to buy books in college!
- You may purchase or rent books from our campus bookstores.
- There is also a link on your schedule in CougarWeb.

1. Log into CougarWeb
2. Click on My Class Schedule under Student Quick Links
3. Adjust Registration Term to Credit Wintermester and Spring 2021 if needed
4. Click the Title of course and select Bookstore Links Tab
5. Select Course Books and/or Materials



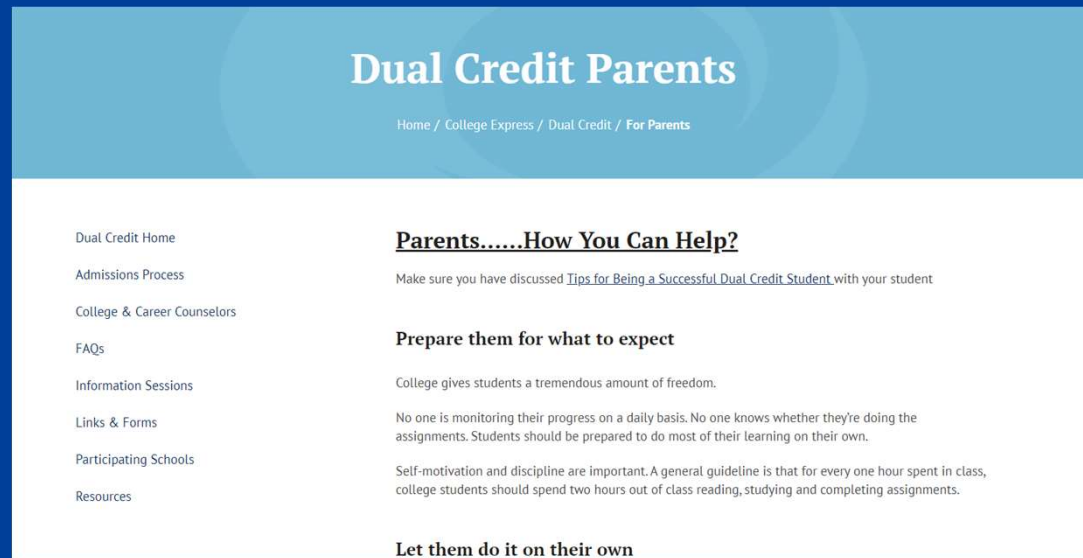


# College ID and Parking Sticker



- Pick them up from a Student Engagement office on any campus
- Both are **FREE!**
- An ID allows you to use campus services
- Do not need for first day of class, please pick one up at your convenience

# Tips for Parents/Guardians



The screenshot shows a website page titled "Dual Credit Parents". The page has a light blue header with the title and a breadcrumb trail: "Home / College Express / Dual Credit / For Parents". On the left side, there is a navigation menu with the following items: "Dual Credit Home", "Admissions Process", "College & Career Counselors", "FAQs", "Information Sessions", "Links & Forms", "Participating Schools", and "Resources". The main content area features a section titled "**Parents.....How You Can Help?**". Below this title, there is a paragraph: "Make sure you have discussed [Tips for Being a Successful Dual Credit Student](#) with your student". This is followed by a sub-section titled "**Prepare them for what to expect**". Under this sub-section, there are two paragraphs: "College gives students a tremendous amount of freedom." and "No one is monitoring their progress on a daily basis. No one knows whether they're doing the assignments. Students should be prepared to do most of their learning on their own." Below these paragraphs, there is another paragraph: "Self-motivation and discipline are important. A general guideline is that for every one hour spent in class, college students should spend two hours out of class reading, studying and completing assignments." At the bottom of the main content area, there is a bolded section titled "**Let them do it on their own**".

Click the image to access the Parent page of our new dual credit website to find dual credit info and tips

# Spring 2021 Important Dates

You can apply online at [apply.collin.edu](https://apply.collin.edu) now.

**Zoom Admissions Presentation Monday, October 19, 2020 during Titan Time**

**Zoom Admissions Assistance Monday, October 26, 2020 during Titan Time**

**Permission Forms Due Thursday, November 5, 2020 by 4pm**

**Zoom Registration Presentation Monday, November 9, 2020 during Titan Time**

**Permission Forms Due Thursday, November 12, 2020 by 4pm**

**Zoom Registration Assistance Monday, November 16, 2020 during Titan Time**

**Registration deadline is Friday, November 20, 2020**

**Collin College Payment deadline is Wednesday, December 2, 2020**



# Dual Enrollment Questions?

[www.collin.edu/express/dualcredit](http://www.collin.edu/express/dualcredit)

469-365-1850

[dualcredit@collin.edu](mailto:dualcredit@collin.edu)

Timberly Lewis

**Dual Credit Counselor**

[TimberlyLewis@Collin.edu](mailto:TimberlyLewis@Collin.edu)

Angelica Iraheta

**Special Admissions Coordinator**

[Airaheta@Collin.edu](mailto:Airaheta@Collin.edu)

Melissa Solomon

**Dual Credit ACCESS Advisor**

[MSolomon@Collin.edu](mailto:MSolomon@Collin.edu)