Collin College-Plano ISD Fall 2021 Dual Credit

All Dual/Concurrent Credit Enrollment Procedures Must Be Completed by May 3, 2021

For more information on program procedures, visit www.collin.edu/express/dualcredit/.

Complete these steps:

1. Apply *(for students new to dual credit)*

- Complete the Collin College application online at
  https://www.collin.edu/gettingstarted/admissions/online_app.html
- Application MUST be completed before any paperwork will be processed.
- Student will receive an email message from Collin College after the application has been processed.
- CWID# will be noted in that email message, then give your CWID # to your PWSH counselor

2. All new and returning dual credit students must complete and email the following forms to their Plano West Counselor by April 20, 2021

- Dual/Concurrent Credit High School Registration Permission Form
  This form is required on file at Collin College for **each semester.** It must be signed by a PWSH counselor, the student, and a parent/guardian if the student is under the age of 18.

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

3. Remove All Holds

- A hold for the Dual/Concurrent Credit High School Registration Permission Form will appear on the student's Cougar Web account until Collin College processes the forms
- If student is not eligible for a TSI exemption or waiver, please take the **Texas Success Initiative** (TSI) **Assessment** at a Collin College campus. **Steps include:**
  - Review email from assessmentscollincollege@collin.edu or go to collin.edu/studentresources/testing/availabletesting/tsi.html
  - Complete the Pre-Assessment Activity (PAA) sent to you electronically and print your certificate of completion.
  - Pay the $29 testing fee online at https://www.collin.edu/studentrseources/testing/availabletesting/tsi.html or at Cashier's Office. A $29 fee will be charged for **retakes.**
  - Take the PAA certificate of completion, a photo ID and payment receipt to the Testing Center during walk-in hours.
  - See an Academic Advisor after testing to discuss your results.

- Complete Mandatory Campus Safety Training located on the STUDENT tab in CougarWeb

4. Complete Online Registration and Payment

Students must register and pay online after holds are cleared by 8PM on May 3, 2021

Students **will register & pay online via CougarWeb.** Use the CRN numbers given to you by your PWSH counselor. Do not share CRN numbers with other students.

Steps for Online Registration & Payment for Dual Credit Courses at PWSH – deadline May 3, 2021

1. Go to **www.collin.edu** and log in to CougarWeb
2. Go to **Registration and Planning** under Registration Tools
3. Click on **Add, Drop or Withdraw**
4. Select the registration term **(Credit Fall 2021),** then click **continue Important:** Registration term must begin with credit and not Cont Ed (Continuing Education)
5. Click on the **Enter CRNs** tab **above** the search boxes and input the **5 digit CRN** for each of your courses
6. Click **Add to Summary**
7. Click **Submit** (in the bottom right corner of the screen)

Complete Registration & Tuition Payment
- Students may pay in person at the Cashier's Office or online via CougarWeb.
- Payment is required each semester.
- Plano ISD dual credit online registration and payment deadlines differ from Collin College's deadlines.
- Plano ISD registration & payment deadline is **8 p.m. on May 3, 2021**
- Plano ISD students on free or reduced lunch do not have to submit tuition payment but **must** complete online registration.

Please visit www.collin.edu/express/dualcredit/   For questions, email dualcredit@collin.edu.