

Collin College-Plano ISD Fall 2020 Dual Credit

All Dual/Concurrent Credit Enrollment Procedures Must Be Completed by May 1, 2020!

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://apply.collin.edu>.
- Application MUST be completed before any paperwork will be processed.
- Student will receive an email message after application has been processed. CWID# will be noted in that message.
- Bring CWID# to Plano West counselor to get High School Enrollment Permission Form.

2. All new and returning dual credit students must return the following forms to the PWSH counseling office by April 14, 2020:

- Plano ISD/Collin College Dual Enrollment Information Form 2020-2021 (formerly referred to as the dual credit contract)
- 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 high school counselor, the student, and a parent/guardian if the student is under the age of 18.

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 form after April 14, 2020.
- 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 assessmentcollincollege@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/studentresources/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 I.D., 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

Students can register online after holds are cleared and must complete the online registration process no later than 8 p.m. on May 1, 2020.

Students **will register 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 for Dual Credit Courses at PWSH from April 14-May 1:

1. Go to www.collin.edu and login 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 2020**), 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
7. Click **Add to Summary**
8. Click **Submit** (in the bottom right corner of the screen)

5. Complete 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 deadline is **8 p.m. on May 1, 2020**.
- 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 important dates and deadlines.

For questions, email dualcredit@collin.edu.

