Complete these steps:

1. **Apply** *(for students new to dual credit)*
   - Complete the Collin College application online at [https://apply.collin.edu](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 assessmentscollincollege@collin.edu or go to [collin.edu/studentresources/testing/availabletesting/tsi.html](https://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](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](http://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
   6. Click **Add to Summary**
   7. 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](http://www.collin.edu/express/dualcredit) for important dates and deadlines.
For questions, email [dualcredit@collin.edu](mailto:dualcredit@collin.edu).