



Dual Credit Enrollment Checklist

- 1 Visit with your high school counselor to determine if you are eligible.
- 2 Complete and submit an online dual credit application for admissions at www.applytexas.org or see your high school counselor for an application.
- 3 Submit a copy of immunization records showing that the student has received the Bacterial Meningitis vaccine within the last 5 years. Required for all students taking courses at the West Texas Training Center (WTTC).
- 4 Determine your TSI status.

To be able to enroll in dual credit courses, all students who do not meet the exempt requirements must take the TSI Assessment test in Math and/ or Reading and Writing. See requirements listed below.

Dual Credit TSI Eligibility

TEST	English Language Arts & Reading (ELAR)	Math
ACT	Composite Score of 23 with at least a 19 on the English and the Math.	
New SAT Effective Aug. 23, 2017	Evidence-Based Reading and Writing Score of 480 or higher.	Minimum Score of 530 on the Math
STAAR	English II EOC of 4000 or higher	Algebra 1 EOC of 4000 or higher (Taken and Passed Algebra II Course)
New TSIA2 Effective Jan. 11, 2021	CRC \geq 945 and Essay = 5-8: College Ready CRC < 945 and DT = 5-6 and Essay = 5-8: College Ready *College Readiness Classification Test (CRC) *Diagnostic Test (DT)	CRC \geq 950; College Ready CRC < 950 and DT = 6: College Ready *College Readiness Classification Test (CRC) *Diagnostic Test (DT)
Old TSI	Reading – 351 or higher Writing – 5-8 Essay (including ABE 5-6) OR 340 or higher and 4 on Essay	350 or higher

- All college-level Academic Reading and/or Writing courses require passing TSI scores in ELAR.
- All college-level Math courses (and some Sciences) require passing TSI scores in Math.

- 5 Complete and submit the Student/Parent Agreement form, may be given to your high school counselor.
- 6 Request high school transcript and all testing scores to be sent to Howard College. Contact your high school counselor.
- 7 Complete and submit the Schedule Card with list of courses planned to attend for the semester. Contact your high school counselor.
- 8 Pay for courses. Contact your high school Counselor or Howard College representative.



Dual Credit/Early Admission Application for Admission

Instructions: Please print or type a response to each question. All documents submitted to the college become part of the official files and cannot be returned. **(Use Black Ink)**

Semester for which you are applying: Fall Spring Summer I Summer II

Location of Campus/Year: San Angelo Big Spring Lamesa Year: _____

PART A. STUDENT BACKGROUND

HC ID #

1. Name (Last, First, Middle Initial)		2. Date of Birth	3. Social Security Number	4. <input type="checkbox"/> Male <input type="checkbox"/> Female
5. Mailing Address (Street or P.O. Box)		City	State	Zip Code
7. E-mail Address		8. Home Phone Number		9. Cell Phone Number
10. Ethnic Data (These items are used to satisfy State/Federal reporting requirements and in no way affect the admission decision.) <input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> Hispanic <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> Other (Foreign Students Only)				

11. Education Background: High School last attended: _____ City/State: _____

12. Degree you are seeking: Associate Level Degree Certificate

13. What is your Major? _____

14. List **ALL** colleges/universities that you have previously attended. (An official transcript must be submitted)

Name	City	State	from _____ to _____
_____	_____	_____	_____ from _____ to _____

TSI STATUS

- I have not taken any placement test.
- I took the following test or I am exempt from the TSI test. (Check one)
 - ACT SAT STAAR

I authorize Howard College to obtain my Texas State Initiative scores from any schools previously attended.

PART B. RESIDENCY ISSUES

15. Are you a U.S. citizen? YES NO Are you a Texas resident? YES NO

If NO, do you hold a Permanent Resident Card for the U.S.? YES NO

If YES, date Permanent Resident Card issued: _____ Number: _____ Country of Citizenship: _____
(copy of Permanent Resident Card must be included with application.)

16. Select whom you are basing your claim of residence status? PARENT LEGAL GUARDIAN
(copy of Legal Guardianship must be provided.)

- a. Name of person upon whom claim is based: _____ Address: _____
- b. Is this person a U.S. citizen? YES NO
If NO, does this person hold a Permanent Resident Card for the U.S.? YES NO
(copy of Permanent Resident Card must be included with application.)
- c. Is this person Military on active duty? YES NO Home of record (State of legal residency) _____
(Military Certification must be submitted)
- d. How long has this person lived in Texas? _____ Years _____ Months
- e. Previous state or country of residence, if applicable: _____
- f. If this person came here within the past 5 years, why did this person move to Texas? _____
- g. Has this person lived in Howard County for the last six months? YES NO
If NO, date moved to Howard County, if applicable: _____
- h. Has a parent or legal guardian claimed you as a dependent on their last U.S. Federal Income tax before your registration? YES NO
- i. Will this person claim you on their current U.S. Federal Income tax year? YES NO

PART C. OATH OF RESIDENCY

I authorize that information submitted herein will be ruled upon by college officials to determine my status for admission and residency eligibility. I authorize the college to verify the information I provided. I agree to notify the proper officials of the institution of any changes in the information provided. I certify that the information of this application is complete and correct and understand that the submission of false information is grounds for reelection of my application, withdrawal of any offer of acceptance, cancellation of enrollment, or appropriate disciplinary action.

Applicant's Signature: _____ Date: _____



Dual Credit and Early Admission Student/Parent Agreement Form

Semester for which you are applying: Fall Spring Summer I Summer II Year: _____

Student Information

Last Name: _____ First Name: _____ Middle Name: _____

SSN: _____ Date of Birth: _____

Email Address: _____ Phone #: _____

High School: _____ Graduation Date: _____

Parent/Legal Guardian Information

Last Name: _____ First Name: _____

Email Address: _____ Phone Number(s): _____

Home Address: _____

State _____ Zip Code _____ Street _____ City _____

Dual Credit and Early Admission Enrollment Agreement

As a dual credit/early admission student (or as a parent/legal guardian of the student), I understand and agree to the following:

1. **This form is valid for the duration of a student's participation in the dual credit/early admission program.**
2. In order to enroll and receive college credit for dual credit/early admission courses, a student must meet guidelines of the high school and the college and be approved to take dual credit/early admission courses.
3. A student must follow all policies of Howard College and the school district.
4. The SSN provided above may be used to update my Howard College records, if not previously provided.
5. All forms and documentation, including: Howard College Application for Admission, Student/Parent Agreement, and test scores (TSI, STAAR EOC, PSAT/NMSQT, PLAN or ACT/SAT) must be submitted before enrollment/registration.
6. Requirements of the Texas Success Initiative (TSI) must be met for the subject area(s) that correspond to the courses I wish to take.
7. A student must remain enrolled in high school.
8. A student is not officially enrolled until all required registration documents and payment have been submitted to the college. Payment is due at the time of enrollment. If payment is not made at that time, a student may be dropped for non-payment.
9. Dual credit/early admission courses are college-level. **College level courses may include controversial, sensitive and/or adult material.** Students are expected to have readiness for college level rigor and content.
10. A student must notify Howard College by completing the withdrawal process by the last date to withdraw (see college calendar) if they decide to drop or withdraw from courses.
11. A student may be enrolled in interactive videoconference classes that are transmitted from the college to the high school if scheduled by the high school. These classes may be recorded and uploaded to a password-protected website link.



- 12. Proctoring may be required for students enrolled in online courses.
- 13. Grades earned in dual credit courses become part of a student’s permanent academic record and will be reflected on the college transcript.
- 14. A student will not receive an official Howard College transcript until an official transcript from the high school is submitted to the college that includes a graduation date.
- 15. A student’s signature below gives the high school permission to send to Howard College all required test scores, enrollment documentation, as well as a final transcript upon graduation.
- 16. Under Federal Legislation, namely the Family Educational Rights and Privacy Act of 1974 (FERPA), I understand that my educational records cannot be released without written consent. Therefore, I hereby voluntarily authorize Howard College officials to disclose the following information and records at Howard College:

<input type="checkbox"/> All College Records	<input type="checkbox"/> Grades and Transcripts
<input type="checkbox"/> Financial Records (including financial aid)	<input type="checkbox"/> Academic Records
<input type="checkbox"/> Disciplinary	<input type="checkbox"/> Photos
<input type="checkbox"/> Honors	
<input type="checkbox"/> Other (please specify) _____	

This information may be released to:

Parent(s)/Legal Guardian(s) as listed above on this form

Additional parties (please specify) _____

Student Permission

I (the above mentioned student) am stating that I have read and agree with all conditions and requirements of enrollment and registration outlined above. I agree to abide by all applicable college policies and rules. I understand that this form is valid for the duration of my participation in the dual credit/early admission program.

Student Signature: _____ Date: _____

Parent/Guardian Permission

I, as a parent/guardian for the above mentioned student, am stating that I have read and agree with all conditions and requirements of enrollment and registration outlined above. I give permission for the above mentioned student to enroll in Howard College’s dual credit/early admission program.

I understand that once my student is admitted to Howard College they are subject to the federal law titled the Family Educational Rights and Privacy Act of 1974 (FERPA). This means that I may not have access to my student’s records unless the student has provided Howard College with written consent (see item 16 above). I understand that this form is valid for the duration of the student’s participation in the dual credit/early admission program.

Parent/Legal Guardian Signature: _____ Date: _____



Dual Credit and Early Admission Schedule Card

SSN#:	HC ID#:	Birth Date:
Last Name:	First Name:	Middle Initial:
Meningitis Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>		
TSI Status ACT <input type="checkbox"/> SAT <input type="checkbox"/> STAAR <input type="checkbox"/> TSI <input type="checkbox"/> CP <input type="checkbox"/>		
Test Date: _____ Read: _____ Math: _____ Write: _____ Essay: _____		
Semester: 1 Fall <input type="checkbox"/> 2 Spring <input type="checkbox"/> 3 Summer I <input type="checkbox"/> 4 Summer II <input type="checkbox"/> Year: _____		
Degree: AS <input type="checkbox"/> CP (Certificate) <input type="checkbox"/>		
Major: _____ Advisor: _____		

COURSE ID	SECTION	TERMCODE / TYPE Online, VCT, Mini, Flx1, Flx2	DAYS	TIME	INSTRUCTOR LAST NAME
			M <input type="checkbox"/> W <input type="checkbox"/> T <input type="checkbox"/> R <input type="checkbox"/>		
			M <input type="checkbox"/> W <input type="checkbox"/> T <input type="checkbox"/> R <input type="checkbox"/>		
			M <input type="checkbox"/> W <input type="checkbox"/> T <input type="checkbox"/> R <input type="checkbox"/>		
			M <input type="checkbox"/> W <input type="checkbox"/> T <input type="checkbox"/> R <input type="checkbox"/>		
			M <input type="checkbox"/> W <input type="checkbox"/> T <input type="checkbox"/> R <input type="checkbox"/>		
			M <input type="checkbox"/> W <input type="checkbox"/> T <input type="checkbox"/> R <input type="checkbox"/>		

I recognize that I am solely responsible for obtaining class materials (textbooks, lab kits, etc.). Howard College is not responsible for providing course materials regardless of when I register. I also authorize Howard College to obtain and/or release my TSI scores.

Student Signature: _____ DATE: _____

Total Hours: _____ High School Counselor Signature: _____ DATE: _____