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

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

- 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

1. Name (Last, First, Middle Initial) __________________________
   City/State: __________________________

2. Date of Birth ________________

3. Social Security Number __________________

4. ☐ Male ☐ Female

5. Mailing Address (Street or P.O. Box) __________________________
   City __________________________
   State __________________________
   Zip Code __________________________

6. County __________________________

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.)
   ☐ White ☐ Black ☐ Hispanic ☐ Asian/Pacific Islander ☐ American Indian/Alaskan Native ☐ Other (Foreign Students Only)
   (copy of Permanent Resident Card must be included with application.)

11. Education Background: High School last attended: __________________________

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: __________________________

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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:_________________________________________________________________________________

Street  City  State  Zip Code

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.

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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:

___All College Records
___Grades and Transcripts
___Financial Records (including financial aid)
___Academic Records
___Disciplinary
___Honors
___Other (please specify)________________________________________________________

This information may be released to:

___Parent(s)/Legal Guardian(s) as listed above on this form
___Additional parties (please specify)________________________________________________

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**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: __________________________

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**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: __________________________

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# Dual Credit and Early Admission Schedule Card

<table>
<thead>
<tr>
<th>SSN#</th>
<th>HC ID#</th>
<th>Birth Date</th>
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<tbody>
<tr>
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<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Initial</th>
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<tbody>
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<table>
<thead>
<tr>
<th>Meningitis</th>
<th>TSI Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes ☐</td>
<td>ACT ☐</td>
</tr>
<tr>
<td>No ☐</td>
<td>SAT ☐</td>
</tr>
<tr>
<td>N/A ☐</td>
<td>STAAR ☐</td>
</tr>
<tr>
<td></td>
<td>TSI ☐</td>
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<tr>
<td></td>
<td>CP ☐</td>
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</tbody>
</table>

Test Date: ___________ Read: ____ Math: ____ Write: ____ Essay: ______

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<tr>
<th>Semester</th>
<th>Degree</th>
<th>Major</th>
<th>Advisor</th>
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</thead>
<tbody>
<tr>
<td>1 Fall</td>
<td>AS ☐</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 Spring</td>
<td>CP (Certificate) ☐</td>
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<tr>
<td>3 Summer I</td>
<td></td>
<td></td>
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<tr>
<td>4 Summer II</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Year: ___________</td>
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</table>

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<thead>
<tr>
<th>COURSE ID</th>
<th>SECTION</th>
<th>TERMCODE / TYPE</th>
<th>DAYS</th>
<th>TIME</th>
<th>INSTRUCTOR LAST NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td>Online, VCT, Mini, Flx1, Flx2</td>
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</tbody>
</table>

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: __________________