

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. Apply to Howard College.
- 3 Submit a copy of immunization records showing that the student has received the Bacterial Meningitis vaccine within the last 5 years. Required students taking courses at any Howard College Campus (not required if online or at a high school campus.)
- 4 Determine your TSI status.

To be able to enroll in Academic dual credit courses, all students who do not meet the exempt requirements must take the TSI Assessment test in Reading and Writing (Math TSI required for Math and some Science courses.) See requirements listed below.

Dual Credit TSI Eligibility

TEST	Reading Score Required*	Writing Score Required*	Math Score Required**
ACT	Composite Score of 23 with at least a 19 on the English and the Math		
Old SAT	Combined Reading and Math Score of 1070 with a minimum of 500 on the Reading and Math.		
New SAT Effective Aug. 23, 2017	Evidenced-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 I EOC of 4000 or higher (Taken and Passed Algebra II course)
TSI Assessment	351 or higher	340 with Essay of 4 or Essay Score of 5	350 or higher

*All college-level Academic Reading and/or Writing courses require passing TSI scores in Reading and/or Writing.

**All college-level Math courses (and some Science) 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 and Early Admission Student/Parent Agreement Form

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

Student Information
(Please Use Blue or Black Ink to Fill Out This Form.)

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 (including the Howard College Student Handbook, located on the Howard College web site) 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 no later than the week before classes start. 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 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, rules and to follow and abide by the Howard College Student Handbook (located on the Howard College web site.) *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 and as mentioned in the Howard College Student Handbook. 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. I understand my student is taking college classes that may contain college level subject matter. *I understand that this form is valid for the duration of my 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:
<p>Meningitis TSI Status</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> ACT <input type="checkbox"/> SAT <input type="checkbox"/> STAAR <input type="checkbox"/> TSI <input type="checkbox"/> CP <input type="checkbox"/></p> <p>Test Date: _____ Read: _____ Math: _____ Write: _____ Essay: _____</p> <p>Semester: 1 Fall <input type="checkbox"/> 2 Spring <input type="checkbox"/> 3 Summer I <input type="checkbox"/> 4 Summer II <input type="checkbox"/> Year: _____</p> <p>Degree: AS <input type="checkbox"/> CP (Certificate) <input type="checkbox"/></p> <p>Major: _____ Advisor: _____</p>		

COURSE ID	SECTION	TERM CODE / TYPE <small>Online, VCT, Mini, Flx1, Flx2</small>	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 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: _____