Partnering Dual/Concurrent Credit Registration Checklist

Please visit our website for more information on program procedures and restrictions

www.collin.edu/express/dualcredit/

- ☐ **Meet with your High School Counselor!**
  - ☐ Discuss what opportunities may be available to you for dual or concurrent credit and find out if they have any specific dates, deadlines, or procedures you need to follow in addition to Collin College's.

- ☐ **Apply** at applytexas.org (*New Students*)
  - ☐ Double check you are applying for the correct term and that you fully submit your application.
  - ☐ Please allow 2-3 business days for your application to be processed.
  - ☐ Your Workday login information will be emailed to your personal email once accepted. Be sure to check your spam folder.
  - ☐ *Do not use your ISD email to apply; ISD emails block outside emails from Apply Texas and Collin College.*

- ☐ **Set up OneLogin** (*New Students*)
  - ☐ You'll receive your OneLogin username and temporary password via helpdesk@collin.edu
  - ☐ *Tip: Set up OneLogin on your phone or on a device that you will have access to at all times.*
  - ☐ Click on the Workday app in the OneLogin portal
  - ☐ Please review your customized list of registration requirements through Workday Tasks.

- ☐ **Complete the Mandatory Campus Safety Training** (*New Students)*
  - ☐ An hour after completing in Workday, the action item should be removed. If it has not been removed from your account, please email admissions@collin.edu with your CWID and a screenshot showing completion of the Campus Safety Training.

- ☐ **Complete your Dual Credit Permission Form with your HS Counselor** *(New Students)*

- ☐ **TSIA** (*Required for Academic Courses*)
  - ☐ Take the TSIA2 or provide proof of exemption (email to TSI_info@collin.edu)
    - ☐ Minimum score requirements for the TSIA exemptions on **next page**
  - ☐ Additional information and sign up instructions are available online at: www.collin.edu/studentresources/testing/availabletesting/tsi.html
  - ☐ Returning students with partial TSI status will need to take the TSI (for the subject without an exemption) or provide an exemption if they are signing up for any academic courses.

- ☐ **Bacterial Meningitis Vaccine** (*Only for students taking courses on a Collin Campus*)
  - ☐ Students taking courses **on a Collin campus** will need to provide a valid bacterial meningitis vaccine record (vaccine administered within 5 years of start of classes) or exemption prior to registration and in accordance with your high school's deadlines.
  - ☐ More information available online at www.collin.edu/meningitis

- ☐ **Registration** *(Completed by Collin College)*
  - ☐ **Dual Credit: Work with your High School Counselor to build your schedule**
  - ☐ *Your high school will provide this information to Collin College for registration*
  - ☐ **College Credit / Concurrent Credit:** Review course schedule in Workday to determine location, days, and times for the course. All courses require high school counselor approval. Registration is completed by Collin College.

- ☐ **Payment**
  - ☐ You may pay online through Workday or in person through the Cashier's Office
  - ☐ More information about payment methods, policies and installment plans is available online at www.collin.edu/bursar/paymentpoliciesandmethods.html
  - ☐ All payment must be completed by your high school's payment deadline if earlier than Collin College's deadlines.

- ☐ **For information visit:** Dual Credit High Schools (collin.edu)
  - ☐ To locate your Collin College Counselor visit Dual Credit College & Career Counselors (collin.edu)

Additional Information for Dual/Concurrent Registration

☐ **Texas Success Initiative (TSI)**

New TSIA2 Minimum Score Requirements—beginning January 11, 2021	
English Language Arts & Reading (ELAR)	**Math**
CRC **910—944** w/Diagnostic level **5-6** and **Essay 5-8** **OR** CRC **945—990** w/Essay **5-8**	CRC **910-950** w/Diagnostic level **6** **OR** CRC **950-990**

Old TSIA Minimum Score Requirements—Prior to January 11, 2021		
Reading	**Writing**	**Math**
351	Essay score of **5** or Essay score of **4** and **multiple choice of 340**	**350**

Exemption Scores (minimum scores listed):			
Test	**Combined/Composite Requirement**	**Exempts TSI Reading & Writing**	**Exempts TSI Math**
SAT (less than 5 years old*)*	N/A	Evidence Based Reading/Writing **480**	Math **530**
ACT (Before 2/15/23)	Composite **23**	English **19**	Math **19**
ACT (After 2/14/23)	N/A	Combined English & Reading **40**	Math **22**
STAAR (less than 5 years old)	N/A	English 3 Level 2 **4000**	Algebra 2 Level 2 **4000**

Send a copy of your score report that shows your full name, scores and date of test. A PDF copy works best if available. You can download a pdf score report from the test website for free.

☐ **Get Ready to Start Classes!**

☐ **Order books/course materials**

☐ collin.bncollege.com/

☐ **ACCESS/Disability Services**

☐ To receive accommodations in your Dual Credit classes, you must apply through the ACCESS Office, more information is available at www.collin.edu/studentresources/disabilityservices/index.html

☐ **Get your Collin ID made in any Student Engagement Office**