

DUAL CREDIT CLASSES

WebDesign Instruction in designing and developing web pages that incorporate text, graphics, and other supporting elements using current technologies and authoring tools. *C. Anderson* Room 332

DI(*Digital Interactive Multimedia*) *R. Wallace* Room 331
Adobe graphic design programs: Photoshop, Illustrator, and InDesign. Second semester is multimedia: sound editing in Audition, videos with Adobe Premiere, animation in Flash, Google SketchUp-3D, and website development using Dreamweaver.

English IV *P. Green* Room 352

BI(*Business Information Management*) *N. Ozuna* Room 333
Business software applications are mastered up to the Advanced level: Word, Excel, Access, and PowerPoint.



Bellaire High School Dual Credit

5 Steps for registration and enrollment in Bellaire HS/ HCC-Southwest Dual Credit class(es). Complete in exact order indicated.

First-time Dual Credit Students

You must complete Steps 1 through 4 in the **EXACT** order given. If steps are not performed in order, you must repeat them again!

Step 1: Apply for admission to Houston Community College (HCC).

Step 2: Bellaire HS dual credit teacher drops off official transcript.

Step 3: Assess your college readiness.

Step 4: Enroll in HCC class. And finally

Step 5: drop off Tuition Payment Voucher form which allows you to take the course(s) free of charge.

Returning HCC Students

You have already completed Steps 1 and 3 below. You are ready for Steps 4 and 5.

Step 4: Enroll in HCC class.

Step 5: drop off Tuition Payment Voucher form which allows you to take the course(s) free of charge.

Step One - Applying for Admission to HCC

1. Go to hccs.edu/application
2. Click on Dual Credit
3. Read questions and fill in answers.
4. You will be asked many questions. Some of the answers are:
 - a. Credit Type is: Semester Credit
 - b. Admit Term: Fall or Spring Term
 - c. Admit Type: High School Concurrent
 - d. Academic Level: Freshman
 - e. Career Cluster: Your choice
 - f. Educational Objective: Degree Seeking
 - g. Campus: West Loop
5. SKIP Step 3 of this process where it starts asking about household income.
6. **Before** you click FINISH and SUBMIT, you **Must** WRITE down your HCC student ID number. You will bring this number to your Bellaire High School Dual Credit teacher.

Step Two – Dual Credit teacher submits Bellaire HS official transcript with your HCC student ID number.

After you provide your Bellaire High School Dual Credit teacher with your HCC student ID, your BHS transcript will be submitted to HCC by a BHS authorized employee.

Bellaire HS Course Name	BHS Teacher, Room #
WebDesign	C. Anderson, 332
DIM(Digital Interactive Multimedia)	R. Wallace, 331
English IV	P. Green, 352
BIM (Business Information Management)	N. Ozuna, 333

Step Three – Assess Your College Readiness

TSI TESTING REQUIREMENTS:

ALL STUDENTS TAKING DUAL CREDIT MUST MEET THE TSI CRITERIA:

1. PSAT: 107; Minimum of 50 in reading and 55 math.
2. ACT: Composite 23
3. SAT reading & math: 1070; score minimum of 500 in each section

OR

4. TSI ASSESSMENT TESTING which is taken at **West Loop Center**, 5601 W. Loop, Houston, TX 77081, Phone: 713-718-7717 For practice materials and information: http://ctle.hccs.edu/gcpass/prep_home.htm . Before you take the TSIA, you must submit a Completion Verification Form verifying your TSIA Pre-Assessment preparation: <http://ctle3.hccs.edu/tsicompleter/> . Give this to the testing center and notify your dual credit teacher who will arrange a test voucher for you to take the test free of charge.

Step Four – Enroll online for Dual Credit Class

1. Go to the Student System Sign In: <https://hccsaweb.hccs.edu:8080/psp/csprd/?cmd=login&languageCd=ENG>
2. **NEW STUDENTS:** Go to “First time Users” and follow directions. (You will need your social security number and date of birth or your USER ID and Password from Step One).
3. **RETURNING STUDENTS:** Enter your “**HCC STUDENT ID**” and “**PASSWORD**” then click on “Sign In.”

If you have forgotten your USER ID and/or PASSWORD, click on “**Forgot My User ID**” or “**Reset My Password.**” “**LEARNER SERVICES**” will appear. Your HCCS Student ID will appear on the bottom of the screen. Please make note of this number, as it is your permanent student identification number for HCC.

For telephone assistance with your user ID or password, call 713.718.8800.
4. Click on “**ACADEMICS.**”
5. Click on “**ENROLL IN A CLASS.**” Select “**ENROLLMENT TERM**” showing **Semester Credit Hour Fall 2014.**
6. “**VIEW MY SCHEDULE**” will appear. Click on “**ADD CLASSES.**”
7. Enter your 5-digit class number (CRN) **provided in second column below.**

Bellaire HS Course Name	HCC Fall CRN #	HCC Course Name	BHS Teacher, Room #
Web Design	TBA	IMED 3015	C. Anderson, 332
DIM(Digital Interactive Multimedia)	TBA	ARTC 1325	R. Wallace, 331
English IV	TBA	ENGL 1301	P. Green, 352
BIM (Business Information Management)	TBA	POFI 1301	N. Ozuna, 333
College Algebra	TBA	TBA	TBA

8. **REVIEW** your request and click “**SUBMIT**” to enroll in the class(es).
9. **For Payment Options:** select **Other:** Voucher as payment
10. Click “**VIEW MY CLASS SCHEDULE**” as a final check to be sure that you are registered correctly..
11. Go to your Bellaire HS dual credit teacher for your tuition waiver voucher.

Step Five – Drop off Tuition Waiver Letter

1. Fill in Tuition Waiver Voucher with your name, your HCC student ID # and HCC course name and CRN#.
2. Within 48 hours of completing Step #4, take Tuition Waiver Voucher to Cashier at HCC Southwest Loop, 5601 West Loop South, Houston, 77081.

WITHDRAWALS: If a student enrolls in an HCC dual credit class, and then wishes to withdraw, the student **MUST** withdraw online from the HCC class before the Last Day for Administrative/Student Withdrawals, in order to not receive an “F” on their HCC transcript.