

# Dual Credit 2023-2024

## What dual credit classes are available at Westside?

- ENGL 1301/1302
  - English 4
  - 12<sup>th</sup> grade
- HIST 1301/1302
  - U. S. History
  - 11<sup>th</sup>
- ARTS 1301/1303
  - Art History and Art Appreciation
  - 10<sup>th</sup>, 11<sup>th</sup>, 12<sup>th</sup>
  - Can count as your fine arts requirement or as an elective
- MATH 1314/1316
  - College Algebra and Trig
  - After you take WHS PreCal
  - CANNOT count as your 4<sup>th</sup> year of required math
- **\*\*\*NEW FOR 2023\*\*\*** GEOL 1305
  - Environmental Science
  - One Semester
  - .5 science or elective credit

## What do I need to do to take a dual credit course?

### Step 1: Do I qualify for Dual Credit Courses?

- Option 1 – Qualifying Test Scores
  - English, U. S. History, Art History/Appreciation, Geology: must meet one of the following
    - STAAR English 2 score: 4000+
    - PSAT: Evidence Based Reading and Writing Score: 460+
    - SAT: Evidence Based Reading and Writing Score: 480+
    - ACT: English 19+ and Composite 23+ (must have both)
  - Math: must meet one of the following
    - STAAR Algebra 1 score: 4000+
    - PSAT: Math: 510+
    - SAT: 530+
    - ACT: Math 19+ and Composite 23+ (must have both)
  - Not sure if you qualify? Reach out to Mrs. Matlock
- Option 2 – TSIA Testing
  - Meet with Mrs. Matlock in South 2 for testing authorization
  - Complete the Pre-Assessment Activity and print the Completion Verification Form available on [www.hccs.edu/tsi](http://www.hccs.edu/tsi)
  - An HCC ID number and photo ID is required to test at HCC.
  - TSIA Assessment is available at the following locations, Mon-Thur 8am-5pm and Fri 8am-3pm.
    - Katy Campus
    - Spring Branch Campus

➤ Alief Hayes Campus

- You must take the TSIA Assessment and necessary retesting before June 15<sup>th</sup> for Fall.
- You must take the TSIA Assessment and necessary retesting before November 15<sup>th</sup> Spring.

**Step 2: HCC Application - Only complete Step 2 if you are a new dual credit student and do not have an HCC ID number.**

- Complete and Submit application on Apply Texas (allow sufficient time for deadline): [ApplyTexas - Applicant Home Page \(goapplytexas.org\)](https://goapplytexas.org)
  - Create an account – then, sign back in using that account information. You will have to verify your email
  - After selecting two-year community/junior college and adding Houston Community College as the institution, make sure to select the application type **Dual Credit** to start the application.

The image shows a screenshot of the ApplyTexas application form. On the left, there is a dark blue box with the text "Dual Credit is distinct app type" and a red star icon. On the right, the form asks "Would you like to apply to a two-year or four-year college/university?" with radio buttons for "Two-year community/junior college" (selected) and "Four-year college/university". Below this, it asks "Select the institution to which you would like to apply" with a dropdown menu showing "Houston Community College (Houston)". Then, it asks "Select your application type" with a dropdown menu showing "Two Year" and "Dual Credit" (highlighted in blue). At the bottom, there is a button that says "Select choices and start application".

- Complete the application. Be SURE TO CLICK SUBMIT at the end
- Your Welcome Email and HCC ID number will be emailed to you within 2 days.
- Complete the New Student Orientation on the HCC site and print/save/take a picture of the confirmation slide that indicates you have completed it.  
<https://myeagle.hccs.edu/> , click *Student Sign-In* ➡ click *Checklists* ➡ click *Onboarding Checklist*
- Add your nine (9) digit HCC ID to the paperwork you will submit to Mrs. Matlock in South 2 or via email.

**Step 3: Submit Paperwork to Mrs. Matlock for Approval by May 19, 2023. You may submit via email ([smatlock@houstonisd.org](mailto:smatlock@houstonisd.org)) or in South 2.**

- Dual Credit Transcript Request Form
- Dual Credit Waiver Approval Form
- Dual Credit Residency Change Form



- New Student Orientation (you took a picture or printed the last slide for your records – print or save and submit a copy of this)

#### **Step 4: Enrollment for Dual Credit students (courses requested by your high school offered at an HCC or HS facility)**

- Houston Community College will enroll students based on the high school roster. These will be submitted to HCC in August.
- When you return to school, on your first day of class, verify that you are listed on both the high school roster and HCC roster.

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## **How to complete the forms:**

### **Dual Credit Transcript Request Form**

- Complete all requested information
- You and a parent/guardian must sign the form

### **Dual Credit Waiver Approval Form**

- Complete ALL portions of the form
- High School Graduation Date
  - Current 9<sup>th</sup> grade students – 06/2026
  - Current 10<sup>th</sup> grade students – 06/2025
  - Current 11<sup>th</sup> grade students – 06/2024
- Beginning semester – Fall 2023
- Ending semester
  - Current 9<sup>th</sup> grade students – Spring 2026
  - Current 10<sup>th</sup> grade students – Spring 2025
  - Current 11<sup>th</sup> grade students – Spring 2024
- Academic Program
  - Choose your major – if you were to attend HCC full time
  - If you are completing the PDF version, this is a drop-down menu
  - If you are completing the paper forms, here are the choices
    - Agri, Food, Natural Resources
    - Building, Design, Construction
    - Business
    - Communication & Media Arts
    - Education and Schools
    - Engineering and Technology
    - Government and Public Services
    - Health and Medical Sciences
    - Hospitality and Tourism
    - Liberal Arts and Humanities
    - Manufacturing
    - Math, Earth, Natural Science
    - Social Science, Human Services
    - Transportation and Distribution
    - Visual and Performing Arts
- Degree
  - If you are completing the PDF version, this is a drop-down menu
  - If you are completing the paper forms, here are the choices
    - Associates in Arts
    - Associates in Sciences

- Associates in Applied Science
- You and a parent/guardian must sign the form
- Mrs. Matlock will sign as the High School Official once the form is submitted

**Office of Student Records Dual Credit Residency Change Form**

- Complete top box
  - School District: Houston ISD
  - High School: Westside High School
- Complete and sign bottom box
  - be sure to indicate what courses you wish to take
- You and a parent/guardian must sign the form
- Mrs. Matlock will sign as the High School Representative once the form is submitted

**ALL THREE FORMS AND THE PICTURE OF THE COMPLETION SCREEN FOR THE NEW STUDENT ORIENTATION MUST BE COMPLETED AND SUBMITTED TO MRS. MATLOCK NO LATER THAN MAY 19, 2023**

**YOU MAY SUBMIT PAPERWORK IN SOUTH 2 OR VIA EMAIL AT [SMATLOCK@HOUSTONISD.ORG](mailto:SMATLOCK@HOUSTONISD.ORG).**

**Questions? Need help?**

**Reach out via Teams or via email to Mrs. Matlock**

**You may also stop by the South 2 office during lunch for help**

# Dual Credit Transcript Request Form

## FALL 2023 & SPRING 2024

(NEW PAPERWORK IS REQUIRED FOR NEW DC STUDENTS  
ENROLLING FOR THE SUMMER )

**PAPERWORK DEADLINE:** Submit to High School Counselor/Dual Credit Liaison for approval by the designated date set by your high school. Incomplete paperwork will result in students being prohibited from enrollment

### PLEASE PRINT

Name: Last		First		Middle	Current Grade Level:
Mailing Address: Number		Street	City	State	Zip Code
Graduation Year:					
Home Telephone	Cell Phone	Birthdate	High School ID No	Social Security No	
Email Address: (PLEASE PRINT CLEARLY)		Name of High School:			

HCC ID number:
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IS THIS YOUR FIRST TIME TAKING A DUAL CREDIT CLASS? _____YES _____NO
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### DUAL CREDIT PAPERWORK CHECK LIST

STUDENTS WILL NOT BE ABLE TO ENROLL IN CLASSES WITHOUT THE FOLLOWING COMPLETED DOCUMENTS

- ☐ Dual Credit Transcript Request Form
- ☐ Bacterial Meningitis vaccination verification form and valid Meningitis vaccination record  
(Required ONLY for classes at an HCC campus)
- ☐ Dual Credit Waiver Approval Form & Student Commitment
- ☐ Office of Student Records Dual Credit Residency Change Form
- ☐ Picture of final screen of New Student Orientation (only if a new HCC student)

Student Signature / Date	Parent Signature / Date
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# Houston Community College

## DUAL CREDIT WAIVER APPROVAL FORM

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

\_\_\_\_\_  
HCC Student ID

\_\_\_\_\_  
Name of High School / District

\_\_\_\_\_  
Current Grade

\_\_\_\_\_  
HS Graduation Date (MM/YYYY)

*This form is valid for the duration of the student's participation in the Dual Credit/ECHS/PTECH/Homeschool High School Program. Student enrollment is contingent on qualifications and submitted High School Rosters.*

<b>Beginning Semester</b>		<b>Ending Semester</b>		<b>Academic Program</b>		<b>Degree</b>	
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*The Academic Program is subject to change based on course availability, student academic progression and interest.*

*The P-16 office should be notified immediately of students wishing to withdraw from the dual credit program as the form will no longer be valid. Students transferring to a new school must complete a new form.*

*Please refer to the [Houston Community Catalog](#) for the most recent information about course, program and degree requirements for all students. The catalog will provide guidance and background to all students enrolled at HCC, prospective students, and alumni to quickly locate and save details about our undergraduate courses and programs [credit bearing courses only].*

### **Students and Parents please read the statements below:**

- I acknowledge that the Student is responsible for paying all costs (tuition, fees, textbooks, supplies, or instructional software) associated with taking dual credit course(s) unless otherwise stated by high school.
- I understand that the student must have written permission from the high school counselor before he/she can withdraw from a dual credit course.
- I understand that Academic Freedom allows faculty and students to pursue relevant course content that may be adult in nature.
- I understand that once the student is registered in a college course, he/she controls access to his or her educational records under the Family Educational Rights and Privacy Act (FERPA) and—unless an exception applies—I may not have access to my student's records without his/her written permission or proof that I claimed the student as a dependent on my most recent income tax return.
- I understand that a college level standard of conduct is required. It is my responsibility to comply with the admission policies, student code of conduct, policies, academic standards of HCC, and standards set forth in the course syllabus.
- I acknowledge that I have read the Student Commitment statement and understand that I can only succeed through hard work and will take the initiative in my education.
- I understand that out-of-district fees are assessed based on a student's home address. Students may be required to pay the fee or the school district may assume responsibility.

**My signature below acknowledges that I have read and understand the statements above and give my child permission to enroll in the Dual Credit Program at Houston Community College during the duration of their high school career.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date:

\_\_\_\_\_  
High School Official Signature

\_\_\_\_\_  
Date:



## Dual Credit Residency Change Office of Student Records

PLEASE SUBMIT THIS FORM, COPY OF YOUR CURRENT HIGH SCHOOL ID TO THE ADMISSIONS OFFICE FOR YOUR ISD

*(Please complete with black or blue ink)*

Houston & Katy ISD, Private/Charter Schools <b>HCC- Katy Campus</b> 1550 Foxlake Dr., Room 150 Katy, TX 77084 Ph.: (713) 718-5808 Fax: (713) 718-5446	Spring Branch ISD <b>HCC- Spring Branch</b> 1010 W. Sam Houston Pkwy N. Houston, TX 77043 Ph.: (713) 718-5710 Fax: (713) 718-5630	Alief ISD <b>HCC- Alief</b> 2811 Hayes Rd. Houston, Texas 77082 Ph.: (713) 718-6918 Fax: (713) 718-8804
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Student's Name: _____	HCC ID: _____
Home Address: _____	(School Seal/Stamp)
_____	
_____	
School District: _____	High School: _____
High School Representative signature <b>REQUIRED:</b> _____	

Home Phone: _____	E-Mail: _____
Cellular Phone: _____	
Course Names & Numbers: _____	
Course Names & Numbers: _____	
Parent Printed Name: _____	
Parent Signature: _____	Date: _____
Student Printed Name: _____	
Student Signature: _____	Date: _____

***This Section is to be completed by HCC Enrollment Services Staff:***

DATE ENTERED	EFFECTIVE TERMS	INITIALS