

Houston Community College

Westside Dual Credit 2025-2026

What HCC dual credit classes are available at Westside?

- **ENGL 1301/1302**
 - English 4
 - 12th grade
- **HIST 1301/1302**
 - U.S. History
 - 11th grade
- **GEOL 1301** (Earth Science) and **GEOL 1345** (Intro to Oceanography)
 - 11th or 12th grade
 - Science or elective credit
- **ECON 2301**
 - 12th grade
 - One semester economics credit

How do I enroll in a dual credit course?

Step 1: Do I qualify for Dual Credit Courses?

- **Qualifying Test Scores – it is suggested that you have the following**
 - English Based Courses: (English, U.S. History, Geology) should 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+ (should have both)
 - Math based courses (ECON): should meet one of the following:
 - STAAR Algebra 1 score: 4000+
 - PSAT: Math: 510+
 - SAT: 530+
 - ACT: Math 19+ and Composite 23+ (should have both)

Step 2: HCC Application – *ONLY NEW DUAL CREDIT STUDENTS NEED TO DO THIS STEP*

- Complete and Submit application on Apply Texas (do not wait until the last minute on this! It can take several days to receive your HCC ID#)
 - www.applytexas.org
 - Create an account (You will have to verify your email)
 - Then, sign in using that account information.
 - 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.
 - Complete the application. Be SURE TO CLICK SUBMIT at the end
 - Choose Liberal Arts and Humanities as your major

- Once you submit, you will receive an email like this – this is NOT your HCC ID#

Submitted Application #
 [REDACTED] **to Houston**
Community College

THIS IS AN AUTOMATED
 MESSAGE. REPLIES TO THIS
 ADDRESS ARE NOT MONITORED
 AND WILL NOT BE READ.

Stephanie Matlock,

Thank you for applying for for
 Summer 2025 to Houston
 Community College.

Congratulations on submitting
 your application!

- Your Acceptance Email and HCC ID number will then be emailed to you within a few days

Acceptance to Houston
Community College

Office of the Chancellor
 Office: 713.818.7000

Subject: Acceptance to Houston Community College

HCC Student ID: W00 [REDACTED] Social Security/
 Assigned Number: XXX-XXX [REDACTED]

Dear Stephanie Matlock,

Congratulations on your acceptance to Houston
 Community College (HCC). You are now part of the
 HCC family and we are committed to your educational
 success.

Your HCC ID# is included in the ACCEPTANCE email.
 It starts with a W
 This number **MUST** be included on the forms in STEP 3
The forms cannot be submitted to HCC without the ID#.

- Complete the New Student Orientation on the HCC site

Step 3: Submit paperwork for approval by May 9, 2025 – ALL STUDENTS MUST COMPLETE THIS STEP – New and Returning Dual Credit Students

- Dual Credit Waiver Approval Form**

- This form **MUST** be submitted online using this QR code or at <https://formsportal.hccs.edu/Forms/StudentSignature11>



In online form:

HS Counselor/Dual Credit Staff Liaison Email: Use this email address:

westsidedualcredit@houstonisd.org

Beginning Semester – Fall 2025

Ending Semester – Spring of your graduation year

Academic Program – Liberal Arts and Humanities

Academic Degree – 0-14 credit hours

- Dual Credit Residency Change Form**

- This form is only available on paper – forms are available in the Library
- Submit form in person to Mrs. Matlock in the Library or scan and send to westsidedualcredit@houstonisd.org

- BOTH HCC FORMS (online submission and the paper residency form) MUST BE COMPLETED AND**

SUBMITTED TO MRS. MATLOCK NO LATER THAN MAY 9, 2025

Step 4: Meet with your Dean to determine which courses are appropriate for your four-year graduation plan

Questions? Need help?

- Reach out via Teams or via email to Mrs. Matlock at smatlock@houstonisd.org
- You may also stop by the library for help during the second part of lunch



Dual Credit Residency Change Office of Student Records

Westside Dean: _____
 Date of Birth: _____
 Check one:
 New Dual Credit Student
 Returning Dual Credit Student

For more information about residency. Visit a campus or visit the website <https://www.hccs.edu/applying-and-paying/residency-information/>

HCC- Katy Campus 22910 Colonial Pkwy Katy, TX 77449 Ph.: (713) 718-5808 Fax: (713) 718-5446	HCC- Spring Branch Campus 1010 W. Sam Houston Pkwy N. Houston, TX 77043 Ph.: (713) 718-5710 Fax: (713) 718-5630	HCC- Alief Campus 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: <u>Houston ISD</u>	High School: <u>Westside High School</u>
High School Representative signature REQUIRED:	

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	