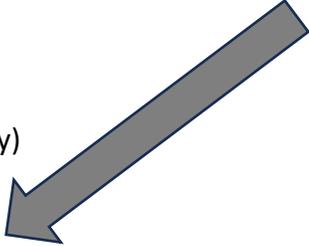


Houston Community College - Dual Credit 2024-2025

What HCC dual credit classes are available at Westside?

- ENGL 1301/1302
 - English 4
 - 12th grade
 - HIST 1301/1302
 - U. S. History
 - 11th
 - MATH 1314/1316
 - College Algebra and Trig
 - After you take WHS PreCal
 - CANNOT count as your 4th year of required math
 - GEOL 1301 (Earth Science) and GEOL 1345 (Intro to Oceanography)
 - 11th or 12th grade
 - Science or elective credit
 - We are in the process of adding more courses for the 2024-2025 school year! More details to follow.
 - Potential courses include American Sign Language, Economics, Business Law
- 

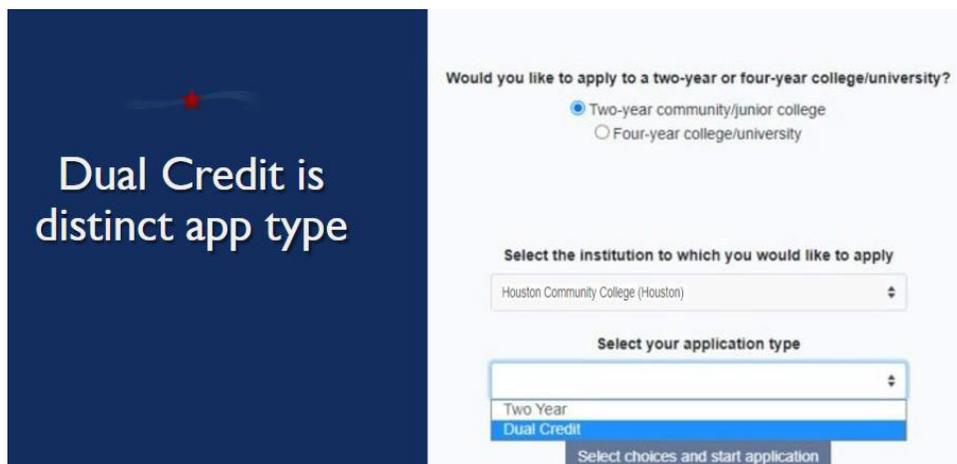
What do I need to do to take a dual credit course?

Step 1: Do I qualify for Dual Credit Courses?

- Option 1 – Qualifying Test Scores
 - English Based Courses: (English, U. S. History, 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 based courses: 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 your Dean or Mrs. Matlock in the Library
- Option 2 – TSIA Testing
 - Meet with Mrs. Matlock in the Library for testing authorization
 - Complete the Pre-Assessment Activity and print the Completion Verification Form available on www.hccs.edu/tsi
 - An HCC ID number and photo ID are 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 15th for Fall.

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):
 - 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
- 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 the Library or via email at smatlock@houstonisd.org.

Step 3: Submit paperwork to Mrs. Matlock for Approval by May 17, 2024.

- 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)

**BOTH HCC 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 17, 2024
YOU MAY SUBMIT PAPERWORK IN THE LIBRARY OR VIA EMAIL AT SMATLOCK@HOUSTONISD.ORG.**

**Questions? Need help?
Reach out via Teams or via email to Mrs. Matlock
You may also stop by the Library during lunch for help**



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 qualification and submitted High School Rosters.

Beginning Semester		Ending Semester		Academic Program		Academic Degree	
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The Academic Program is subject to change based on course availability, student academic progression and interest. If a student decides to change their Academic Program, they must submit a new Dual Credit Waiver Approval Form.

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 TO YOUR HIGH SCHOOL COUNSELOR/LIASION

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: _____	High School: _____
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	