



Partnering Dual/Concurrent Credit Registration Checklist

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

www.collin.edu/dual-credit/

☐ **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)**

☐ **TSIA2**

- ☐ New dual credit students are considered non-degree seeking and are automatically exempt from the TSI until they have earned 15 credit hours and will work with their College & Career Counselor to apply their exemption to their account.
- ☐ DC students who have earned 15 credit hours are considered degree seeking and are required to take the TSIA2 or provide proof of exemption if they have not already taken a college level course in ELAR and/or MATH.
- ☐ More information on the TSIA2 and exemptions can be found on page 2.

☐ **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 (Check with your high school about their payment deadline for classes)**

- ☐ 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.

To locate your Collin College Counselor visit: [Dual Credit College & Career Counselors \(collin.edu\)](http://Dual Credit College & Career Counselors (collin.edu))



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☐ **Get Ready to Start Classes!**

- ☐ Check your Collin email for a message from Barnes & Noble to review your Cougar Book Bundle options.
- ☐ ACCESS/Disability Services
 - ☐ To receive accommodations in your Dual Credit classes, you must apply through the ACCESS Office. More information is available at <https://www.collin.edu/studentresources/disabilityservices/dualcredit>
 - ☐ Get your Collin ID made in any [Student Engagement Office](#)

☐ **Dual Credit Eligible Courses**

- ☐ Dual Credit students must take courses in the [Academic Core](#), a [Workforce Program](#), or a foreign language course (Ex. SPAN, FREN, ARAB)
- ☐ Dual Credit students cannot take developmental level courses, even as a corequisite course.
- ☐ Dual Credit students cannot audit courses.

☐ **Texas Success Initiative (TSIA2)**

- ☐ Dual Credit students that have earned more than 15 credit hours are required to demonstrate college readiness through the TSIA2, an exemption, or prior college course completion.
 - ☐ Additional information and sign up instructions are available online at <https://www.collin.edu/studentresources/testing/availabletesting/tsi>

TSIA2 Minimum Score Requirements - as of January 11, 2021

English Language Arts & Reading (ELAR)	Math
CRC 910-944 w/Diagnostic level 5-6 and Essay 5-8	CRC 910-950 w/Diagnostic level 6
OR	OR
CRC 945-990 and Essay 5-8	CRC 950-990

Qualifying Exemptions

Test	Composite	ELAR	MATH
SAT (last 5 years)	N/A	480	530
ACT (before 2/15/23)	23	19	19
ACT (after 2/14/23)	N/A	40	22
STAAR (last 5 years)	N/A	ENGL 3 Level 2	Algebra 2 Level 2