



Special Admit Dual/Concurrent Credit Registration Checklist

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

www.collin.edu/express/dualcredit/

☐ **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.

☐ **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 always have access to.*
- ☐ 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 Dual Credit Permission Form with your High School Counselor (Every Semester)**

- ☐ Review the [online schedule](#) (once published) and [course descriptions](#) (anytime) for available courses (more information about dual credit eligible courses on page 2)
- ☐ Reach out to a [Special Admissions Coordinator](#) or dualcredit@collin.edu if you need advising
- ☐ Your high school counselor must email or turn the form in directly to the Dual Credit Office

☐ **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 dualcredit@collin.edu 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 <https://www.collin.edu/admissions/meningitis/>

☐ **Registration (Completed by student)**

- ☐ All registration will be done online through Workday
 - ☐ In Workday, go to your "Academics Hub"
 - ☐ On the left side under "Planning and Registration" click on "Find Course Sections"
 - ☐ Use the search features to find courses that work for you, you can register for one course at a time or build a saved schedule and register from your saved schedule
 - ☐ If you have trouble registering for a course, reach out to dualcredit@collin.edu for assistance

☐ **Payment**

- ☐ You may pay online through Workday or in person through the Cashier's Office according to their deadlines and policies. More information about payment methods, policies and installment plans is available online at <https://www.collin.edu/bursar/StudentFinancialServices>



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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/>

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