



Dual Credit/Early Admissions

Dual Credit and Early Admissions provides students the opportunity to earn college credit while in high school.

New Student Checklist	Returning Student Checklist
<div><input type="checkbox"/></div> <ul style="list-style-type: none">✓ Meet with your high school counselor to determine eligibility.✓ Visit www.ctcd.edu and select Apply Now to complete and submit the online admission application.✓ Submit required residency documentation if applicable.✓ Provide verification of Bacterial Meningitis immunization if taking courses at CTC campus.✓ Complete the CTC Dual Credit/Early Admissions Advising and Registration Form.✓ Attach official copies of high school transcript and TSI or SAT scores.✓ Submit all documents to your high school counselor or the nearest CTC representative.	<div><input type="checkbox"/></div> <ul style="list-style-type: none">✓ Meet with your high school counselor to determine eligibility.✓ Complete the CTC Dual Credit/Early Admissions Advising and Registration Form.✓ Attach official copies of SAT or TSI scores.✓ Provide verification of Bacterial Meningitis immunization if taking courses at CTC campus.✓ Submit all documents to your high school counselor or the nearest CTC representative.

- ☐ Dual Credit
- ☐ Early College High School (KISD)
- ☐ Early College Program (CCISD)
- ☐ STEM Program (KISD)

Print Name

Date



**Dual Credit/Early Admissions
Advising and Registration Form**

Student Name: _____ **CTC ID:** _____ **Semester:** FAL ☐ SPR ☐ SUM ☐ **Year:** 20____

High School: _____ **Grade Level** (during DC courses): FR ☐ SO ☐ JR ☐ SR ☐

Texas Student Data System (TSDS) Unique ID: _____

Part I. Program Categories:

- ☐ Dual Credit
- ☐ Early Admissions (Student taking courses for college credit only)
- ☐ Early College Program (CCISD) ☐ Early College High School (KISD)
- ☐ STEM Program (KISD) AM Hours ☐ STEM Program (KISD) PM Hours

Part II. Program Requirements:

- ☐ I am a high school student and have obtained requisite approval (see part V below).
- ☐ I meet TSI requirements and individual course prerequisites (if any) relevant to the academic course(s) requested. NOTE: A student who is seeking a Level I certificate is waived from the TSI Assessment.
- ☐ I have completed and submitted the CTC Application for Admission. Requisite enrollment paperwork (i.e., official transcript, test scores, required admissions documents) were submitted to the High School and/or CTC representative.

Part III. Guidelines:

- Good academic standing requires students to maintain a CTC cumulative GPA ≥ 2.0 . If the cumulative CTC GPA falls below 2.0, student will be subject to the CTC Academic Probation, Suspension, and Dismissal policy per the CTC course catalog.
- A new Dual Credit/Early Admissions Advising and Registration form is required each semester OR to add courses not previously approved.
- CTC assumes no responsibility for loss of Interscholastic League eligibility of high school students enrolled under this program. The high school determines whether CTC courses will be used for high school credit.
- Late registration is discouraged. Late registration does not guarantee student will be able to make up or extend the due date for missed assignments.

Part IV. Acknowledgements:

- I have read and understand the eligibility requirements and guidelines for the Dual Credit/Early Admissions Program.
- If at any time I do not meet the minimum requirements to be placed in a course, I will be removed and placed in a different class as selected by the high school counselor.
- I agree to adhere to the CTC policies and procedures outlined in the CTC student handbook.
<https://www.ctcd.edu/sites/ctcd/assets/File/Student%20Life/studenthandbook.pdf>
- I understand that my records are protected by the Family Educational Rights and Privacy Act of 1974 as amended (FERPA) and that these records will be kept strictly confidential by all parties to whom access is granted.

Part V. Signatures:

Student Signature

As indicated by my signature, I authorize the release of all information regarding my courses between CTC and High School officials to participate in a dual credit program. I confirm that I have viewed a copy of the program handbook.
<https://www.ctcd.edu/students/current-high-school-students/>

Date

Parent / Guardian Signature

As indicated by my signature, I acknowledge that courses are subject to change based on availability and I confirm that I have viewed a copy of the program handbook.
<https://www.ctcd.edu/students/current-high-school-students/>

Date

High School Principal or Designee

Date

CTC Counselor/Site Representative

Date

As indicated by my signature, I confirm that the student meets the requirements to participate in the listed courses.



**Dual Credit/Early Admissions
Advising and Registration Form**

Student Name: _____ CTC ID: _____ TSDS Unique ID: _____

Student Schedule

Student's Location: _____ Term: _____ Year: _____ CTC GPA: _____ HS GPA: _____

HS Course Code	Course Name	Course					# of Weeks	Credit Hours
		Course Number	Section Number	Course Synonym	Start	End		
						Total Hours		

↓ **Official Use ONLY** ↓

Course Prerequisites

*** Copy of official / unofficial college transcripts required**

Course Requested	Pre-requisite course completed	Name of College / University where completed	Grade

Note: Please reference the CTC course catalog for course prerequisite information.

Testing Prerequisites

*** Approved Test / Qualifying Scores**

Approved Tests	Qualifying Scores	ENGL 1301	Math 1332, 1342, 1314, 1324, 1414 BIOL 1406, 1407 ENVR 1401	GOVT, HIST, ECON, PSYC, SOCI	Student's Score (If needed, Attach new score records)
TSIA 2 ELAR	945+ / 5+ Essay or 910+ / 5+ Diag / 5+ Essay	✓		✓	
TSIA 2 MATH	950+ or 910 – 949 / Diag 6		✓		
SAT EBRW	480+	✓		✓	
SAT MATH	530+		✓		