



**EAGLE MOUNTAIN
SAGINAW ISD**

Fostering a Culture of Excellence

EMS ISD Dual Credit Policies, Procedures, & Resources

Updated: November 2019

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Disclaimer

This handbook serves as a resource guide for parents and their students interested in taking dual credit course work. ***Any information included in this handbook is subject to change due to new mandates by TCC or EMS ISD.**

Contact Information

The College & Career Readiness Specialists (CCRS) are the campus coordinators for dual credit. The CCRS works with high school counselors and TCC to ensure correct enrollment in both courses at TCC and EMS ISD. The campus CCRS is an advocate for students. Please let your campus CCRS know of any concerns during the enrollment process, or through the duration of course work. The CCRS can provide communication to TCC to work to resolve any areas of concern. The CCRS does not have access to TCC information or TCC systems. Please allow adequate time for communication to occur between the CCRS and the TCC representatives.

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The following chart lists important TCC offices and contact information. Please note that you may or may not need to contact these offices. This handbook provides information about the purpose of these resources.

Tarrant County College – Northwest Campus 4801 Marine Creek Parkway, Fort Worth, TX 76179 www.tccd.edu	
Contact Information	
NW Campus Dual Credit Office WCTS 1216 Coordinators of Dual Credit: Ebony Howard & Babita Daware	nw-dualcredit@tccd.edu 817-515-7223
NW Campus Registrar WADM 1204A	northwest.registrar@tccd.edu 817-515-7958
NW Campus Business Services WADM 1202A	817-515-4729
NW Campus Financial Aid WADM 1201A	817-515-4243 Fax: 817-515-0575
NW Campus Testing Center WCTS 1132	817-515-7444
NW Campus Student Accessibility Resources WCTS1133A	817-515-7733 Fax: 817-515-0788
Tech 24/7 WebAdvisor/MyTCC/Blackboard System Support	817-515-8324
NW Campus Veterans Services WSTU 2814	817-515-7307

Dual Credit

EMS ISD and TCC work together to provide students with the opportunity to participate in dual credit courses. The TCC Dual Credit Program allows students to earn college credit while attending high school. Dual credit students take college-level courses taught by fully credentialed TCC faculty. These courses satisfy high school graduation requirements and provide college credit at the same time.

- EMS ISD will award high school academic credit for approved courses.
- TCC will award college-level academic credit.

When dual credit students graduate from high school, they may have already completed transferable college credits. (Source: TCC)

Dual Credit Benefits

Participating in dual credit provides the following benefits to students:

- Receive high school **and** college credit for courses in which they earn a “C” or better
- Satisfy Advanced Measures requirements
- Graduate from their high schools with transferable college credits
- Fast-track their undergraduate or vocational degrees
- Save on tuition and fees by accelerating time to complete a degree
- Have access to the full range of TCC services
- Experience college culture
- Gain confidence to succeed in college

Expectations of a Dual Credit Course

A dual credit course requires students to take responsibility for their learning and success. The following list illustrates the expectations of a student in a dual credit course. (Source: TCC)

- Students are responsible for completing assignments and taking tests on time as outlined in the syllabus.
- Students determine what they need to learn.
- Students take notes and prepare their own outlines and study guides.
- Students monitor their own progress and calculate their own grades.
- Students must have prerequisite knowledge and skills before starting the class.
- Students are expected to generate questions and initiate discussion.
- Students are responsible for learning all material whether or not it is presented in class.
- Students take fewer tests over larger amounts of material and are not necessarily allowed to make-up or retake tests.
- Student grades are based on a small number of assessments.
- Due to Family Educational Rights and Privacy Act (FERPA), communication is between only the student and the professor.
- College courses sometimes deal with controversial issues or subject matter.

Cost of a Dual Credit Course

- Tuition is currently \$64 per credit hour. A 3-credit hour course will cost \$192.00. Remember, most courses have a fall and spring class to complete high school requirements. If you plan on taking one course like English III, the cost will be \$384.00 (ENGL 1301 + ENGL 1302). Other expenses will include, but may not be limited to textbooks. ***Tuition prices are subject to change if TCC changes their tuition rate.**

Side-by-Side Comparison of Dual Credit and Advanced Placement (AP)

	Advanced Placement (AP)	Dual Credit (DC)
Description	Allows students to take college-level courses and exams to earn college credit or placement while still in high school	Allows high school students to simultaneously earn high school credit
College Credit	Must pass College Board AP exam with a score of 3 or higher for college credit	TCC college credit earned upon successful completion of course(s)
Instructors	Taught by the high school teachers trained by the College Board	Taught by college instructors or high school teachers who serve as adjunct professors
College/University Acceptance	Accepted throughout the nation (check the policy at each college or university)	Accepted at <u>public</u> colleges and universities in Texas as well as many other colleges and universities across the nation (check the policy at each college or university)
Location	Taught at the high school	Taught at the high school, online, or at a TCC campus
Eligibility	Open to any student grades 9-12	*Available for students in 11 th & 12 th grade with limited options for 9 th & 10 th grade students *Must have high school approval and complete registration requirements *Must meet TSI eligibility requirements for college-level course work
Cost	Free to take the course (\$94 test fee if elect to take the test; reductions may be available for eligible students)	\$64 per credit hour (classes are usually 3 hours each for a \$192 total cost per class—grant funds may be available)

Dual Credit Eligibility

Dual credit through TCC is available for qualifying students. To take a course for dual credit, the course must be an EMS ISD approved course to receive high school credit. Most options currently available are for students in grades 11 and 12. While some students may be prepared to move into a dual credit course in the 9th or 10th grade, there are additional TCC requirements for these students, and limited course options. Please see your high school counselor for advisement if you are a 9th or 10th grade student that is considering a dual credit course.

Dual Credit students:

- Must **meet TSI eligibility requirements** for college-level coursework or be exempt based on SAT or ACT scores
- May **not be enrolled in more than two dual credit courses** per term (6 credit hours per semester)
- Are **not eligible** to enroll in **developmental courses** for dual credit
- Must earn a **“C” or higher** in each course attempted to **remain eligible** for dual credit coursework. If a student receives a **“D” or “F”** they are no longer eligible for dual credit courses within the subject area of failure throughout high school. (*Example: A student earns a “D” in ENGL 1301. They are no longer eligible to enroll in English courses for dual credit throughout high school, however, students can still enroll in dual credit courses in a subject area other than English.*)
- Must follow TCC’s Academic Standing and all other policies and regulations outlined in the TCC Catalog - <http://catalog.tccd.edu/content.php?catoid=4&navoid=210>

Dual Credit Course Offerings & Course Availability

Classes will only be offered at the location and time as posted if there is enough enrollment to support the class. For a course to be held, 15 students must complete the enrollment process AND pay for the course.

TCC can cancel classes due to low enrollment. Every effort will be made to accommodate students completing the enrollment and payment process. The following options may be considered if a class does not meet the enrollment requirements.

Option #1: Course will be combined with other EMS ISD high schools and meet centrally at one EMS ISD campus. Transportation must be provided by the student.

Option #2: The course will be converted from a face-to-face course to a blended course, or online course. Blended courses require online access and the ability of the student to meet face-to-face for the course (50% online - 50% face-to-face).

Option #3: The class will be cancelled. Students will need to select the on-level or AP alternative to the course. ****Any one of these options may be considered. Options #1 and #2 are not a guaranteed option. TCC decides the outcome of a low enrollment courses.**

Academic Core Course Options

The following dual credit classes will be offered at Boswell HS, Chisholm Trail HS, and Saginaw HS. Classes will be held on high school campuses and taught by TCC faculty.

High School Course Equivalent	High School Credit Awarded	College Course Name	College Credit Hours
English III	0.5 (Semester 1)	ENGL 1301	3
	0.5 (Semester 2)	ENGL 1302	3
English IV <i>(For students who have NOT completed ENGL 1301 & 1302)</i>	0.5 (Semester 1)	ENGL 1301	3
	0.5 (Semester 2)	ENGL 1302	3
English IV <i>(For students who have completed ENGL 1301 & 1302)</i>	0.5 (Semester 1)	ENGL 2323	3
	0.5 (Semester 2)	ENGL 2327	3
US History	0.5 (Semester 1)	HIST 1301	3
	0.5 (Semester 2)	HIST 1302	3
US Government	0.5	GOVT 2305	3
Economics	0.5	ECON 2301	3

Concurrent Enrollment Course Offerings

The following courses are offered as concurrent enrollment. These courses must be taken at a time that does not conflict with the student's regular school day. An official transcript from the college/university is required to be submitted for high school credit to be awarded. These courses are not taught at the high school campus.

Concurrent Enrollment Course Options

High School Course Equivalent	High School Credit Awarded	College Course Name	College Credit Hours
Communication Applications	0.5	SPCH 1311- Introduction to Speech Communication	3
Algebra II	1	MATH 1314- College Algebra	3
Independent Study in Math (4 th year advanced math credit)	1	MATH 1324- Mathematics Business and Soc. Sci.	3
Psychology	0.5	PSYC 2301- General Psychology	3
Sociology	0.5	SOCI 1301- Introduction To Sociology	3
American Sign Language I	1	SGNL 1401- American Sign Language I	4
American Sign Language II	1	SGNL 1402- American Sign Language II	4
Spanish III	1	SPAN 2311- Intermediate Spanish I	3
Art I	1	ARTS 1316- Drawing I	3

Career and Technical (CTE) Course Options

The following dual credit classes will be offered as career and technical dual credit course options.

CTE Dual Credit Options – Courses Only Offered on a TCC Campus

The following dual credit classes will be held on TCC campus and taught by TCC faculty. Transportation is not provided to TCC campuses. Courses located on a TCC campus follow the same tuition guidelines as the academic core dual credit options.

High School Course Equivalent	High School Credit Awarded	College Course Name	College Credit Hours
Advanced Aircraft Technology (Alliance Campus)	1 (Semester 1)	AERM 1310 & 1314	6
	1 (Semester 2)	AERM 1303 & 1315	6
Advanced Aircraft Technology II (Alliance Campus)	1 (Semester 1)	AERM TBD by TCC	6
	1 (Semester 2)	AERM TBD by TCC	6
Fire Fighter I (NW Campus)	1 (Semester 1)	FIRT TBD by TCC	6
	1 (Semester 2)	FIRT TBD by TCC	6
Fire Fighter II (NW Campus)	1 (Semester 1)	FIRT TBD by TCC	6
	1 (Semester 2)	FIRT TBD by TCC	6
Greenhouse Operations & Lab (NW Campus)	2 (Semester 1 & 2 must be completed to earn credit)	TBD by TCC	3 (Semester 1 - Fall)
		TBD by TCC	4 (Semester 2 - Spring)
Horticultural Science & Advanced Plant and Soil Science	1 (Semester 1)	TBD by TCC	3
	1 (Semester 2)	TBD by TCC	3

CTE Dual Credit Options- Courses Offered at HCTC

The following dual credit classes will be held at Hollenstein Career and Technology Center (HCTC) and taught by HCTC instructors that are fully credentialed through TCC. Students taking a course on the HCTC campus will not pay tuition for the course. Upon successful completion of the course, students will receive college credit through TCC and high school credit through EMS ISD.

High School Course Equivalent	High School Credit Awarded	College Course Name	College Credit Hours
Automotive Technology 1	1 (Semester 1)	AUMT 1405	4
	1 (Semester 2)	AUMT 1407	4
Automotive Technology 2	1 (Semester 1)	AUMT 1410	4
	1 (Semester 2)	AUMT 2417	4
Culinary Arts	1 (Semester 1)	CHEF 1301	3
	1 (Semester 2)	CHEF 1305	3
Advanced Culinary Arts	1 (Semester 1)	HAMG 2301	3
	1 (Semester 2)	HS Credit Only	HS Credit Only
Computer Maintenance & Lab	1 (Semester 1)	ITSC 1425	4
	1 (Semester 2)	ITSC 1305	3
Networking & Security & Lab	1 (Semester 1)	ITNW 1425	4
	1 (Semester 2)	ITSY 1300	3
Digital Audio Tech 1&2	1 (Semester 1)	RTVB 1302	3
	1 (Semester 2)	RTVB 1355	3
Practicum of Audio Production	1 (Semester 1)	RTVB 1309	3
	1 (Semester 2)	RTVB 1347	3
Video Production 1 & Lab	1 (Semester 1)	RTVB 1302	3
	1 (Semester 2)	RTVB 1325	3
Video Production 2 & Lab	1 (Semester 1)	RTVB 1321	3
	1 (Semester 2)	RTVB 1309	3
Welding 1	1 (Semester 1)	WLDG 1428	4
	1 (Semester 2)	WLDG 1430	4
Welding 2	1 (Semester 1)	WLDG 1312	3
	1 (Semester 2)	WLDG 1434	4

Course Times and Location

Summer Courses

Summer courses can be taken online or face-to-face on a TCC campus.

***Special Note:** Select courses wisely. Students taking the AP English Language (AP English 3) exam in May could be awarded ENGL 1301 credit through TCC for scoring a 3 or 4 on the exam, or be awarded ENGL 1301 and ENGL 1302 credit through TCC for scoring a 5. Scores for AP exams are not released until July.

Course Dates	Course Name	Location
Summer I Session (Semester 1-HS Credit) June 2 to July 2, 2020	ENGL 1301	Online
	ENGL 2323	
	HIST 1301	
	GOVT 2305	
Summer II Session (Semester 2-HS Credit) July 7 to August 6, 2020	ENGL 1302	Online
	ENGL 2327	
	HIST 1302	
	ECON 2301	
Summer I Session (Semester 1 – HS Credit) M,T,W,TH June 2 to July 2, 2020	<i>*The courses listed above can be taken face-to-face on the TCC campus. Offerings and times are determined by TCC. Instructions for viewing options can be found in the Appendix section of this handbook.</i>	TCC Campus
Summer II Session (Semester 2 – HS Credit) M,T,W,TH July 7 to August 6, 2020		

Fall /Spring School Year Courses

Academic Core Courses

Course Dates	Course Name	Course Time	Courses meet 2 days per week with course subjects meeting on alternating days. It is possible for a student to take 2 courses during the same time option.	Location
Fall (Semester 1)	ENGL 1301	AM Class Option 8:35 am – 9:55 am	<i>No courses are held on Fridays.</i>	Student Home Campus BHS CTHS or SHS
	ENGL 2323			
	HIST 1301	PM Class Option 3:30 pm – 4:50 pm		
	GOVT 2305			
Spring (Semester 2)	ENGL 1302	AM Class Option 8:35 am – 9:55 am	<i>No courses are held on Fridays.</i>	Student Home Campus BHS CTHS or SHS
	ENGL 2327			
	HIST 1302	PM Class Option 3:30 pm – 4:50 pm		
	ECON 2301			

Career and Technical Courses

Career and Technical courses offered for dual credit (Aircraft, Firefighter, and Horticulture) will take place within a student's regular school day on a TCC campus. For courses to be held, at least 15 students must request and complete TCC enrollment requirements. The Aircraft course will be held at TCC Alliance. Firefighter & Horticulture will be held at TCC NW Campus. Transportation will not be provided to TCC facilities.

*Dual credit courses offered at HCTC will be held daily throughout the semester during the student's regular school day. These courses follow the EMS ISD schedule.

Dual Credit Timeline- 2020-21 School Year

Date	Action
December 5, 2019	SHS Dual Credit Parent Meeting
January 13, 2020	CTHS Dual Credit Parent Meeting
January 23, 2020	BHS Dual Credit Parent Meeting
Dec 2, 2019-Feb 21, 2020	Students will select desired dual credit courses with school counselor when registering for 2020-21 courses.
January 31, 2020	EMS ISD Dual Credit Registration Packet with completed steps due to the campus CCRS.
February 19-March 6, 2020	TSI testing at home campus during the school day.
March 30, 2020	ALL STEPS OF THE DUAL CREDIT PROCESS MUST BE COMPLETE, INCLUDING TSI TESTING, for SUMMER COURSES.
March 30, 2020	Self-registration begins for summer dual credit courses. Payments can be made immediately after completing registration. Refer to the schedule and fee statement in your WebAdvisor account for specific tuition amount and payment deadline.
April 3, 2020	ALL STEPS OF THE DUAL CREDIT PROCESS MUST BE COMPLETE, INCLUDING TSI TESTING, for SCHOOL YEAR COURSES.
April TBD	Personalized Course Selection Window for Juniors- Students will arrange their course schedule in Skyward. Students eligible for dual credit based on completion of the dual credit enrollment steps and TSI qualification will be able to see their dual credit course in their school day.
April TBD	Personalized Course Selection Window for Sophomores- Students will arrange their course schedule in Skyward. Students eligible for dual credit based on completion of the dual credit enrollment steps and TSI qualification will be able to see their dual credit course in their school day.
April 20, 2020	Self-registration begins for fall dual credit classes. Payments can be made immediately after registration.
August TBD	Payments due for fall dual credit courses taken on an EMS ISD campus. Payment confirmation must be emailed to your campus CCRS.
August TBD	Fall 2020 dual credit courses begin.
October 2020	Self-registration begins for Spring 2021 dual credit classes. Payments can be made immediately after registration. Refer to the schedule and fee statement in your WebAdvisor account for specific tuition amount and payment deadline.
December 2020	Fall 2020 dual credit courses end.
January 2021	Payments due for Spring 2021 dual credit courses. Payment confirmation must be emailed to your campus CCRS.
January 2021	Spring 2021 dual credit courses begin
May 2021	Spring 2021 dual credit courses end

**June 16, 2020 to August 3, 2020 the campus CCRS will be off campus, please be aware communication maybe slowed during this time.*

Dual Credit Enrollment Process

The dual credit enrollment process is very important in ensuring that students meet qualifications and are enrolled in the dual credit courses of their preference. Each portion of the dual credit enrollment process is explained in detail in the chart below.

Step 1*	Request desired dual credit courses in Skyward when completing course registration (with high school counselors) for the upcoming year. Other steps can be completed prior to submitting course requests. Dual credit registration packets must be submitted by the advertised deadline, even if the student had not requested courses with a counselor.
Step 2*	<u>Complete the EMS ISD Dual Credit Student Information Online Form.</u> The form is a way for the campus CCRS to collect needed information for TCC paper work. The online form link can be found on the dual credit registration packet and on the campus college and career readiness web site under the dual credit tab.
Step 3	<u>Complete the online application to TCC.</u> Apply TCC is the system students use to complete their application to TCC. Instructions can be found in the Appendix of this handbook. ApplyTCC: https://tccd.elluciancrmrecruit.com/Apply/Account/Login
Step 4	<u>Login to your TCC online account (WebAdvisor).</u> Students will receive an email from DONOTREPLY@TCCD.EDU 2-5 business days after completing the Apply TCC application. This email contains the student 7-digit TCC Colleague ID Number and TCC WebAdvisor username. Follow the instructions in your welcome email, or in the Appendix of this handbook to login to your online account to complete the remainder of the enrollment steps.
Step 5	<u>View the Pre-Assessment Activity (PAA) to prepare for TSI testing.</u> After receiving the TCC welcome email, students must login to their TCC WebAdvisor account and view the Pre-Assessment Activity (PAA) video. Students MUST complete this requirement to be eligible for TSI testing. Instructions for logging into WebAdvisor and accessing the PAA can be found in the Appendix of this handbook.
Step 6	<u>Complete the TCC #NotAnymore requirement.</u> Texas S.B. No. 968 requires that students successfully complete the #NotAnymore program before their 1 st semester at TCC. New students who fail to complete the #NotAnymore program will be blocked from registration. Not Anymore is an interactive online program designed to help students better understand consent, bystander intervention, sexual assault, dating and domestic violence and stalking. Students must login to their WebAdvisor/MyTCC account to view and take an exam. Instructions for completing this step can be found in the Appendix of this handbook.
Step 7	<u>Complete the TCC Online Readiness Assessment.</u> TCC now requires all students to complete the Online Readiness Assessment to speed the registration process. Online Readiness is an online test that can be accessed at: https://www.tccd.edu/academics/courses-and-programs/elearning/about-our-courses/registration-requirement/ . Students must use their TCC WebAdvisor login information to access the assessment. Students must successfully pass the Online Readiness Assessment 24 hours prior to course registration at TCC. Students can re-take the assessment as many times as needed, but must wait 24 hours between each attempt. Please call TCC at 817-515-8000 for help or other information concerning Online Readiness.
Step 8*	<u>Complete and return the EMS ISD Dual Credit Registration Packet to the campus CCRS by the deadline.</u> Packets include registration documents and a course preference sheet. Students must complete steps 2-7 listed on this chart, and include a printout or email of their STUDENT SUMMARY from TCC WebAdvisor account in order to turn in their packet.

Step 9	<p><u>Complete the TSI Assessment and meet the minimum scores for your desired course by the deadline.</u></p> <p>Students that complete steps 2-8 of this chart will complete the TSI on the high school campus. Students must meet the TSI requirement to enroll in dual credit courses. See the Appendix of this handbook for more information concerning the TSI.</p>
Step 10*	<p><u>Submit the FERPA Form to TCC.</u> (Recommended, but not required.)</p> <p>The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Dual Credit students must submit the <u>Waiver of Academic Privacy</u> before the College will release the student's academic record to any third-party, including parents. To submit the Waiver of Academic Privacy to TCC, students must:</p> <ol style="list-style-type: none"> 1. Download the form from the following address. <ol style="list-style-type: none"> a. https://www.tccd.edu/documents/services/student-records/ferpa/ferpa-waiver.pdf 2. Complete the form with TCC information and student signature. 3. Email nw-dualcredit@tccd.edu a scanned attachment of your completed form via your TCC email account.
Step 11*	<p><u>Submit Meningitis Vaccination Record & Minor Consent Form</u> (Only required for courses located on the TCC Campus.)</p> <p>Meningitis Vaccination Record</p> <ol style="list-style-type: none"> 1. Records can be uploaded via your WebAdvisor account. Login, click the STUDENT MENU, and search for meningitis vaccination. 2. Records can be submitted to the TCC NW Campus Registrar's Office in person. <p>You will not be able to register for a course held on a TCC campus until your vaccination record is submitted.</p> <p>Minor Consent Form</p> <ol style="list-style-type: none"> 1. Login to your TCC WebAdvisor Account. From the STUDENT MENU, click the Health Services or Minor Consent Form Link and complete the form online.
Step 12*	<p><u>Ensure the dual credit course and course time you selected is reflected in your EMS ISD class schedule during the Personalized Course Selection process.</u></p>
Step 13*	<p><u>Complete TCC online registration through your TCC WebAdvisor account for your desired course.</u> Registration instructions can be found in the Appendix of this handbook.</p>
Step 14*	<p><u>Make payment for your course to TCC.</u></p> <p>Payment completes registration. Students will be removed from dual credit courses and placed in on-level or AP courses on the home campus if payment is not made by the deadline. Payments are made to TCC once students have completed online registration for classes. Students can pay online through TCC WebAdvisor, or pay in person at the TCC Business Services office. Payment plans can be created if you pay online.</p> <p><i>TCC has a grant fund available for eligible students. Eligible students must complete the FAFSA, a TCC Dual Credit Enrollment Grant Application and work with the TCC Financial Aid office to secure payment. Instructions can be found in the Appendix section of this handbook.</i></p>

*Students that have previously taken dual credit courses will not have to complete each step. Steps are marked with an * if they are REQUIRED for returning students.

Calendar

Dual credit classes follow the TCC calendar. Semesters usually start and finish at different times than the semesters at EMS ISD.

When do I need to be on campus?

When dual credit classes begin, students will need to report to their dual credit class at the designated time and location. If your class is not scheduled to meet that day, you will not be in that class. (*Example: If you have a 1st or 8th period dual credit class, you will have late arrival or early release on the days your class is not scheduled to meet.*) The classroom where your class meets will be locked on days when class is not in session and you will need to be off campus.

Exception: HCTC CTE Dual Credit Courses – Students in these courses follow the EMS ISD calendar. Students will attend class Monday through Friday during their scheduled class period.

What do I do if I ride the bus to school, or have transportation problems and will have to be on campus when my dual credit class is not meeting?

There is not a designated place on campus for you to meet when your dual credit class is not in session. To participate in the course, you will need to be off campus when your class is not in session. You will need to find alternate transportation for days your class does not meet.

What do I do in inclement weather?

In the case of bad weather, students need to monitor and follow EMS ISD delay and closures.

Transportation Policy

EMS ISD does NOT provide transportation for students enrolled in dual credit classes. Students taking HCTC CTE dual credit courses will be able to utilize district transportation as the classes will coincide with the regular HCTC schedule.

Attendance Policy

Regular and punctual class attendance is expected at Tarrant County College. Student absences will be recorded from the first day the class meets. In case of absence, it is the student's responsibility to contact the instructor. Students who stop attending class for any reason should contact the instructor and the campus CCRS to officially withdraw from the class. Failure to officially withdraw may result in a failing grade for the course. Attendance is not reported in the EMS ISD Skyward system. Class attendance and participation are essential to student success. Effective with the Spring 2012 term, the following attendance guidelines will apply:

- A student in an on-campus course missing a cumulative of 15 percent of the class meetings **and** not keeping up with the course assignments may be dropped **at the discretion of the instructor**. (source TCC)
- For online courses, assignment due dates are used to calculate attendance. Missing an assignment is equivalent to missing a class.

Grade Reporting

TCC professors are responsible for grading. The grading policies for a dual credit class are determined by TCC. Professors will NOT communicate with parents regarding course progress. Students will not receive any grade on their report card in the duration of their dual credit class (no progress report grades or six week grades will be available in Skyward). Students will need to check their grades via their MyTCC account. Grades should be updated throughout the semester.

*Any student that is suspected of Academic Dishonesty will be disciplined by TCC, according to TCC policy and procedure. TCC supervises faculty professors. Visit the TCC website for information regarding policies and procedures: <https://www.tccd.edu/services/student-life/rights-and-responsibilities/> .

*For CTE dual credit courses located on the HCTC campus, instructors follow TCC procedures. No grades will be available in Skyward.

Grade Equivalencies & Weight

Dual Credit Classes at EMS ISD

The exact **numeric** course grade the district receives from the student's professor is used to determine the grade posted on the student's high school transcript. Dual credit courses are weighted courses. Five points will be added to the final numeric grade when calculating a student's academic GPA. Students will not be required to submit an official TCC transcript to the school for dual credit courses taken on a EMS ISD campus. **Students must score a 70 or higher in their dual credit course to receive high school credit.** **Please note that a letter grade will appear on a student's official TCC transcript. Students must obtain a "C" (score a numeric grade of at least a 70) in the course in order for the course to be transferrable to other colleges and receive high school credit.*

Dual Credit Classes taken on your own time at TCC (Concurrent Enrollment)

Students must provide an official transcript from TCC to the home campus at the conclusion of their course. If a numeric grade is not received by the district on the official transcript, the letter grade received on the transcript will be converted to a numeric grade as illustrated in the chart below. Please note that five additional points will be added to the numeric grade when calculating the student's academic GPA.

The following is the conversion from TCC to EMS ISD Grades, if no numeric grade is provided on the official TCC transcript:

Final Grade on TCC Transcript	EMS- ISD Numeric Grade on High School Transcript	Numeric Grade used to Calculate GPA
A	95	100
B	85	90
C	75	80
*D	*65	70
*F	*65	70

**A student receiving a D/F does not receive high school credit for the course.*

If no transcript is sent to the high school by the student, the high school will request the grade from TCC. If TCC is able to provide a letter grade, the appropriate numeric grade conversion will be placed on the student's high school transcript.

How do I get my grade on my High School Transcript?

Dual Credit Classes at EMS ISD

No action is needed from the student. TCC professors will contact district/campus officials with the student's numeric grade received in the course. Numeric course grades will be added to the student's high school transcripts.

Dual Credit Classes taken on your own time at TCC (Concurrent Enrollment)

To get high school credit for your Dual Credit course taken on the TCC campus, you must request an official transcript to be sent to your high school from TCC. Follow the instructions below.

Online:

1. Login to WebAdvisor
2. Select "Students"
3. Select "Request Official Transcript" under Academic Links
4. Have your transcript be sent to your campus CCRS.

In Person:

1. Go to the Registrar's Office at the TCC NW Campus and request a copy of your official transcript.
2. Bring your transcript to your campus CCRS.

Dropping a Course

Students may drop a dual credit course if needed during the semester. Drops must occur by the deadlines set by TCC. Be aware that partial or no refunds may be available for the course, depending on the time the student drops. Drop dates can be found on the TCC website. Students must drop the course online through their TCC WebAdvisor account. Student's must also notify the campus CCRS and their campus counselor.

- If a student drops a course within the first six weeks of a semester, the student will be placed in the corresponding on-level course to obtain their high school credit.
- If a student drops a dual credit course after the end of the first six weeks, the student will be placed in the corresponding on-level course through the credit recovery online system. Students must complete all lessons in the system (not CRX). Students will be placed in the on-level class for the second semester of the course.
- For CTE dual credit courses at HCTC, students will be dropped from the college course, but will remain in the high school course for high school credit only.

Failing a Course

If a student receives a numeric grade below a 70, or a letter grade of "D" or "F", they will NOT receive high school credit for a course. Semester grades in dual credit courses shall not be averaged to achieve a passing grade. If a student fails a course, they will have to make up the high school credit. Students will work with their campus counselor to develop a plan for regaining credit.

Any student who makes a numeric grade below a 70, or a letter grade of a "D" or "F" may not continue taking courses in the subject area they fail. If students fail the first fall semester of a course, they will be placed in the on-level high school course for the second semester. *For example: A student is taking ENGL 1301 and HIST 1301. The student scores a 93 in ENGL 1301 for the semester, but scores a 68 in HIST 1301. The student will no longer be able to take Social Studies courses for dual credit throughout the remainder of high school. However, the student can continue to take English courses for dual credit if desired.*

Changing School Placement

Transferring Campuses within EMS ISD

- *Prior to Course Start:* Make sure that when you enroll at your new campus, you identify your intention to take dual credit. The campus counselor and CCRS will assist you in enrolling in the correct course section through TCC. Please let the campus CCRS from the school you are transferring from know your intentions.
- *During Course:* Due to TCC policy, it may not be feasible for you to continue taking your dual credit course.

ADC Placement

- *Prior to Course Start:* You will not be able to continue the course due to the course location. You will need to drop the course through your TCC WebAdvisor account. You will need to contact the campus CCRS. You should receive a full refund for the course, if you paid, and dropped before the start of the course.
- *During Course:* You will not be able to continue the course due to the course location. You will need to drop the course through your TCC WebAdvisor account. You will need to contact the campus CCRS. You will not receive a full refund for the course. You may not receive a refund depending on TCC policy regarding drop deadlines.

Transferring Out of District

- *Prior to Course Start:* Contact your campus CCRS. You will need to drop the course through your TCC WebAdvisor account. You should receive a full refund for the course, if you paid, and dropped before the start of the course.
- *During Course:* Contact your campus CCRS. You will need to drop the course through your TCC WebAdvisor account. You may not receive a refund depending on TCC policy regarding drop deadlines.

Special Services - Student Accessibility Resources

Students are eligible to apply for services through the TCC Student Accessibility Resources office. In order for students to receive any accommodations or assistance, they must work with this office at TCC.

Student Accessibility Resources Office- TCC NW Campus
WCTS Building, Rm 1124 F
Phone: 817-515-7733

Words of Wisdom

Take your class work seriously, but have fun learning! You are in a dual credit course, which means you are going to be learning in a new way. You are getting a head start to a college degree, enjoy!

Communicate with your instructor. Approach your professors with questions. Let them help you learn. Building a rapport with this individual shows them your work ethic and that you are taking ownership of your learning.

Attend class. As you know, being in class is an important key to being successful. Your professor will give you their expectation regarding attendance. The more you miss, the lower your grade!

Pay attention to the **syllabus**. Your professor will work with you, but you must demonstrate responsibility as well. You must adhere to due dates, class meeting times, exam schedules, etc. Set reminders in your phones of important due dates or come up with a system that works for you to make sure you make the grade!

Check your email. Check the email you provide on your dual credit enrollment packet to receive important updates from your campus CCRS. Check your TCC email for important information directly from TCC. This is the number one form of communication used, you MUST check your email to receive important information about deadlines.

Appendix

- I. APPLY TCC INSTRUCTIONS**
- II. WEBADVISOR FIRST TIME LOGIN INSTRUCTIONS**
- III. PRE-ASSESSMENT ACTIVITY (PAA) INSTRUCTIONS**
- IV. #NOTANYMORE INSTRUCTIONS**
- V. TCC STUDENT SUMMARY-PRINTING INSTRUCTIONS**
- VI. TSI INFORMATION, REQUIRED SCORES, TESTING CENTER INFORMATION**
- VII. COURSE REGISTRATION INSTRUCTIONS**
- VIII. COURSE PAYMENTS**
- IX. FINANCIAL AID INFORMATION**
- X. MYTCC**
- XI. TCC EMAIL**
- XII. TEXTBOOK INFORMATION**

Apply TCC – Online Application System Instructions

Before you get started, make sure you know the following:

- Email address – make sure it is a valid address you can check
- Social Security Number – not required, but is recommended
- Full Legal Name – To avoid delays in processing your application and other documents, please use your full legal name.

Getting to the Application

- Type in the following URL to your web browser: <https://tccd.elluciancrmrecruit.com/Apply/Account/Login>
- OR navigate through the website with the following steps
 - Open an Internet browser (Mozilla Firefox or Google Chrome work best)
 - Go to <https://www.tccd.edu/>
 - Click on the “Admission” tab on the top of the page
 - Click on “Learn More” in the “Apply for Admission” box
 - Click on the “New-to-College-Student” link
 - Click on the “ApplyTCC” link (located Under Step 1 of: How do I apply to TCC?)

Creating an Account

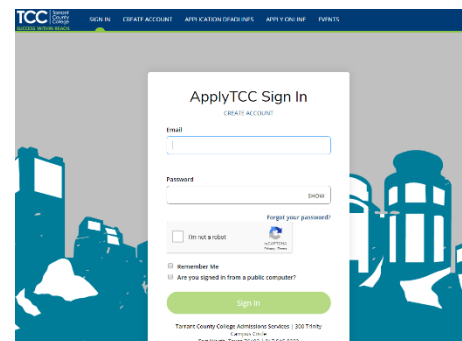
- Click the “CREATE ACCOUNT” link (located under ApplyTCC Sign In)
- The email address you provide will be your username for the Apply TCC account
- Fill in the required information on the remaining fields
- At the “Enrollment Information” section:
 - For Academic Level, select “Undergraduate” if you plan to take classes for college credit
 - “Continuing Education” is for NON-Credit classes. Please do NOT select this if you are planning to earn college credit
 - For “Admit Type”, select the appropriate option.
 - For “Entry Term” select the term when you plan to begin classes
 - For “Academic Program” select the program you are interested in pursuing. If you are undecided or plan to take your basics and transfer, you can leave it blank.
- Be sure to create a strong password that you can remember, as you may need to log back in. Save your email and password that you used to create your account on a note in your phone or write it down somewhere safe.

Starting an Application

Now that you have created your account, it is time to begin your application.

- If you are planning to earn College Credits, click “Start a New Undergraduate Application”
- (Please note that the “Start a New Non-Credit Application” is only for those who are NOT seeking college credit on any level)
- On the next screen under Enrollment Information:
 - For “Academic Level”, select “Undergraduate” if you are seeking to take college credit classes
 - For “Entry Term”, select one of the Undergraduate terms offered
 - Do NOT select any of the Continuing Education Quarters (those are for non-college credit students only)
- Please proceed to fill out the required information on the application
- All fields marked with a red asterisk (*) are Required

After submitting an application, you should receive an email from TCC containing your TCC ID and information to help you login to your TCC WebAdvisor online account. Allow 24-48 hours after completing the application to receive the welcome email.



How to Login to TCC's WebAdvisor Portal

1. Go to TCC's WebAdvisor website: wa.tccd.edu and click log in:



2. Log in with **your TCC email address**, which can be found in your welcome email from TCC, and your **default password**.

Note: Your TCC email address is likely your firstname.lastname@my.tccd.edu. If you have a more common name, your username may include three numbers after your last name.

- Your default password is: **Tcc + your 7-digit TCC student ID number + your 6-digit date of birth**. For example, if your TCC ID # is 1234567 and your birthday is **January 1, 2001**, your TCC default password would be: **Tcc1234567010101**.

- If you can't find the welcome email you received from TCC when you applied with your TCC username, click on **Password Help** at the bottom of the main WebAdvisor screen.
- Click **What's my user name?**
- Enter your last name and EITHER your full social security number OR Colleague (TCC) ID Number. Click Submit.

- Record your TCC username for future reference.
- Now go back to the main login screen and enter your TCC Username and default password (see the instructions above for your default password).



If you are not able to log in with your TCC username and default password, you will need to contact TCC's 24/7 Technical Support at **817-515-6411**. Let them know that you are a **TCC Northwest student** who needs help resetting your password. You will need your TCC ID Number when you call.

Click here to access instructions for WebAdvisor Help in a PDF format:

<https://www.emsisd.com/cms/lib/TX21000533/Centricity/Domain/2519/How%20to%20Login%20to%20WebAdvisor%20Updated%20Fall%202019.pdf>

If you cannot login to your account, call TCC Tech 24/7 at 817-515-8324.

Pre-Assessment Activity (PAA)

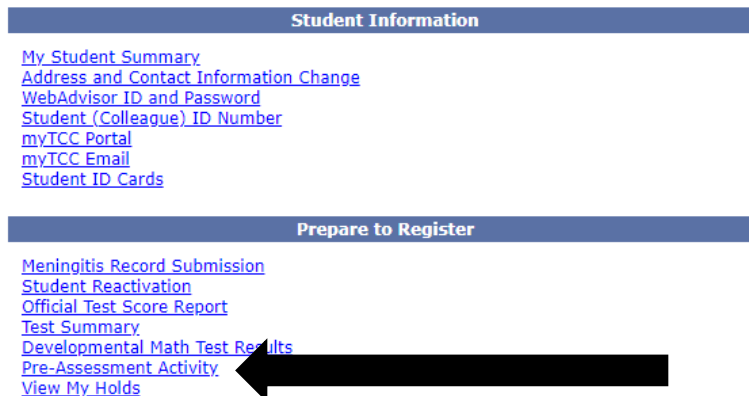
The Pre-Assessment Activity (PAA) is required to be viewed by students prior to completing the TSI assessment. TCC is requiring students view the PAA through their WebAdvisor account. **If you do not complete this step, you will not TSI test on your home campus when offered.**

To view the Pre-Assessment Activity (PAA) follow the steps below.

1. Login to your TCC WebAdvisor account (<https://waj.tccd.edu>) and click the STUDENTS menu.



2. Scroll down the page until you find the tab labeled “Pre-Assessment Activity.” Click the link.



3. You must follow the prompts to view the PAA in its entirety. There is no certificate of completion that can be printed.
4. Place the date you completed the PAA in the designated location on the front page of this Dual Credit Registration Packet. This will be confirmed with TCC.

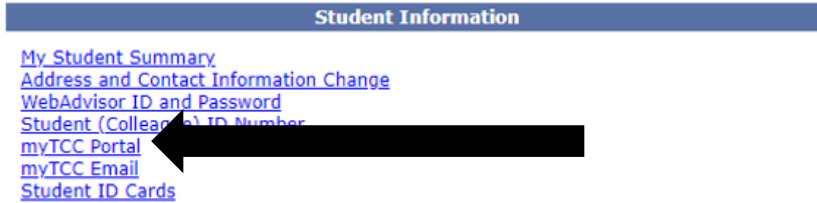
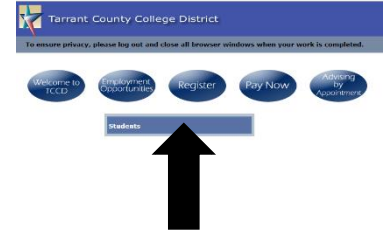
Students that do not complete this requirement cannot take the TSI. You will not be scheduled for the testing that will take place on the high school campus. You will have to test on your own time at the TCC NW Campus Testing Center. You will have to view the PAA in WebAdvisor before testing at TCC.

#NotAnymore – Online Interpersonal Violence Prevention Orientation Program

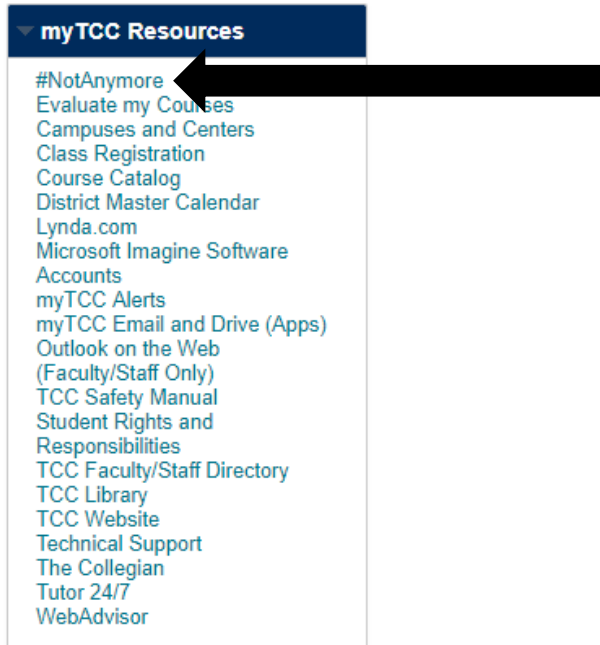
Texas S.B. No. 968 requires that students successfully complete the #NotAnymore program before their 1st semester at TCC. **New students who fail to complete the #NotAnymore program will be blocked from registration.**

To complete the #NotAnymore requirement, follow the instructions below.

1. Login to your TCC WebAdvisor (<https://waj.tccd.edu>) and click Students.
2. Click the MyTCC Portal Link from the menu.



3. On the left side of the MyTCC screen, click the #NotAnymore link.



4. View the series of videos and answer the related questions.
5. Save as a PDF copy and keep a copy for your file to prove completion of this step.



Tarrant County College District - Not Anymore CC

Not Anymore is an interactive online program designed to help you better understand consent, bystander intervention, sexual assault, dating and domestic violence and stalking.



[Click here to download your Certificate of Completion](#)



Final Score: 100%

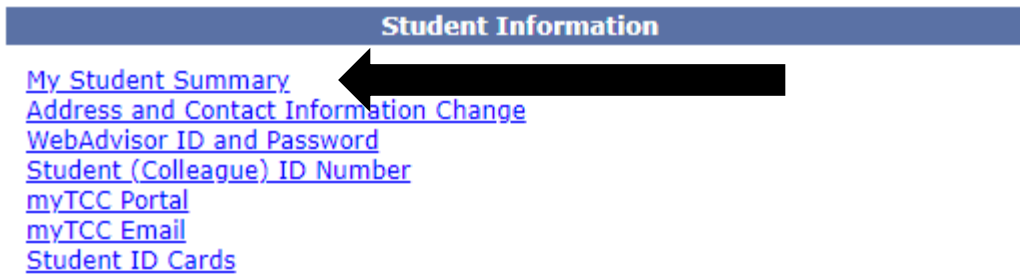
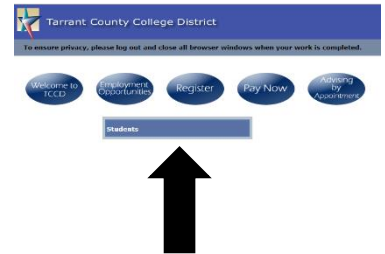
Progress: Complete!

[Click to Review Course](#)

TCC Student Summary – Printing Instructions

The Student Summary must be printed, or emailed as a PDF to your campus CCRS to provide documentation that you completed the required enrollment steps.

1. Login to your TCC WebAdvisor (<https://waj.tccd.edu>) and click Students.
2. Click the MY STUDENT SUMMARY Link from the menu.



3. Print by right clicking on the page and clicking the print button.
4. If you don't have access to a printer. Save as a PDF by changing the printer destination to SAVE AS PDF. Save to your computer and email the PDF to your campus CCRS. **You cannot email a link, as your account is password protected.**

Texas Success Initiative (TSI) Assessment

- To be eligible to participate in dual credit, students are required to meet the admissions criteria of Tarrant County College (TCC), which includes completion of the TSI Assessment (reading, writing, & math). Below you will find information pertaining to this assessment and how this assessment is used by TCC.
- *All incoming college students in Texas are required to take the TSI Assessment to determine their readiness for college level work.* Based on how a student performs on the TSI, they may either be enrolled in a college level course or be placed in the appropriate developmental course to improve their skills and prepare them for success in the college level course.
- *Example Scenario*
 - A student receives a score of 351 or higher on the Reading section of the TSI. The student can then enroll in a college level course for college credit, for example, US History (HIST 1301).
 - or-**
 - A student does not receive a minimum score of 351 on the Reading section of the TSI. The student will not be able to enroll in US History (HIST 1301).

TSI Required Scores

Academic Core Course Options

TCC Course	High School Equivalent Course	Required TSI Score
ENGL 1301 ENGL 1302	English III or English IV	Writing Essay Score 5 -or- Essay Score 4 with 340 on Multiple Choice Reading-351
ENGL 2323 ENGL 2327	English IV	Completion of ENGL 1301 & ENGL 1302 with a “C” or higher
HIST 1301 HIST 1302	US History	Reading-351
GOVT 2305	Government	Reading-351
ECON 2301	Economics	Must take the TSI-No Minimum Score

Additional Concurrent Enrollment Course Offerings

TCC Course	High School Equivalent Course	Required TSI Score
SPCH 1311	Communication Applications	Must take the TSI-No Minimum Score
MATH 1314	Algebra II	Math-350
MATH 1324	Independent Study in Math	Math-350
PSYC 2301	Psychology	Reading-351
SOCI 1301	Sociology	Reading-351
SGNL 1401	American Sign Language I	Must take the TSI-No Minimum Score
SGNL 1402	American Sign Language II	Must take the TSI-No Minimum Score
ARTS 1316	Art I	Must take the TSI-No Minimum Score
SPAN 2311	Spanish III	Must take the TSI-No Minimum Score

Career and Technical Course Options – Courses Held at TCC

TCC Course	High School Equivalent Course	Required TSI Score
Firefighter (FIRT) TBA by TCC	Firefighter I	Writing Essay Score 5 -or- Essay Score 4 with 340 on Multiple Choice Reading-351 Math- 350
Firefighter (FIRT) TBA by TCC	Firefighter II	Completion of Firefighter I with a “C” or higher
AERM 1310/1314/1303/1315	Adv. Aircraft Technology	Writing Essay Score 5 -or- Essay Score 4 with 340 on Multiple Choice Reading-351 Math- 350
Horticulture	Horticulture	Must take the TSI-No Minimum Score

Career and Technical Course Options – Courses Held at HCTC

TCC Course	High School Course Equivalent	Required TSI Score
AUMT 1405 AUMT 1407	Automotive Technology 1	Must take the TSI-No Minimum Score
AUMT 1410 AUMT 2417	Automotive Technology 2	Completion of AUMT 1405/1410 with a “C” or higher
CHEF 1301 CHEF 1305	Culinary Arts	Must take the TSI-No Minimum Score
HAMG 2301	Advanced Culinary Arts	Completion of CHEF 1301/1305 with a “C” or higher
ITSC 1425 ITSC 1305	Computer Maintenance & Lab	Must take the TSI-No Minimum Score
ITNW 1425 ITSY 1300	Networking & Security & Lab	Completion of ITSC 1425/1305 with a “C” or higher
RTVB 1302 RTVB 1355	Digital Audio Tech 1&2	Must take the TSI-No Minimum Score
RTVB 1309 RTVB 1347	Practicum of Audio Production	Completion of RTVB 1302/1355 with a “C” or higher
RTVB 1302 RTVB 1325	Video Production 1 & Lab	Must take the TSI-No Minimum Score
RTVB 1321 RTVB 1309	Video Production 2 & Lab	Completion of RTVB 1302/1325 with a “C” or higher
WLDG 1428 WLDG 1430	Welding 1	Must take the TSI-No Minimum Score
WLDG 1312 WLDG 1434	Welding 2	Completion of WLDG 1428/1430 with a “C” or higher

Exemptions from the TSI Assessment

Students can be exempt from TSI with qualifying SAT or ACT scores.

- **SAT Taken ON/AFTER March 5, 2016**

No combined score minimum: Must score at least 530 on Math for an exemption in Math and/or at least a 480 on the Evidence-Based Reading & Writing for an exemption in reading and writing.

- **SAT Taken BEFORE March 2016**

SAT Reading + Math score of 1070: 500 in Reading to be exempt in reading and writing, and a 500 on Math to be exempt in math

- **ACT**

ACT Reading + Math score of 23: 19 in Reading to be exempt in reading and writing, and a 19 on Math to be exempt in math

Students will need to submit a copy of scores with the Dual Credit Registration Packet. For TCC to accept SAT or ACT scores as an exemption, students must officially send their scores to TCC through the College Board or ACT website. Scores must be sent as soon as possible in order to reach TCC by the due date.

TSI Assessment Locations

Testing on Home Campus

Students that have completed all enrollment steps and submitted a complete Dual Credit Registration Packet, and need to take the TSI for the first time will be tested on the home campus.

Testing on the TCC Campus

- If you need to take the TSI and miss the campus testing date, or need to re-take a portion of the TSI, you will need to do so at the TCC NW Campus Testing Center. After successfully completing the assessment, bring a copy of your scores to the campus CCRS for your dual credit file.
- *Cost: Free*
- Students must have applied at TCC and have a TCC ID number to test and viewed the Pre-Assessment Activity (PAA) via the student's WebAdvisor account.
- On testing day bring a valid government issued photo ID or EMS ISD school ID to the testing center, and identify yourself as an EMS ISD dual credit student. If you took the TSI on the home campus and need to re-take a portion of the test, TCC will allow you to take only that section.
- TCC NW Campus Testing Center- **Building:** WCTS **Room:** 1132 **Phone:** 817-515-7444
- TCC NW Campus Testing Center- **Hours:** Mon-Thur 8am-7pm - Friday 8am-5pm
- TCC NW Campus Testing Center- Closed Saturdays and during TCC Spring Break
- **PRIOR TO TESTING:** Students must view a Pre-Assessment Activity (PAA). Students are able to view this presentation by logging in to their TCC WebAdvisor account.

Course Registration Instructions

Personalized Course Selection

- Students will select the dual credit course they want in Skyward (during course registration with counselors).
- Students must complete all dual credit registration requirements and forms and submit to the campus CCRS by the deadline. You will be asked to designate the course and time you would like to take the course.
- During the PCS scheduling window, ensure your dual credit course is scheduled in your school day. If you meet the requirements, your course will be added to your schedule for the time you designated during registration. Changes can only be granted if space is available. ****Course Changes:*** If a student needs to make a change in their registration/schedule, students must email the campus CCRS. Please understand that changes can only be granted if there is space available in the new requested course.
- When registration opens with TCC, students must register for desired courses, online, through their TCC WebAdvisor account.

TCC Course Registration Instructions

Registration Instructions for Courses Held on an EMS ISD Campus

Students must register for dual credit courses online through their TCC WebAdvisor account. Students can begin registration according to the date identified in the timeline at the beginning of this handbook. Students must complete online registration by the deadline identified in the timeline. If students do not complete this process, they will not be registered for the course through TCC. Follow the steps below to complete online registration.

1. Type www.tccd.edu in the address bar and scroll to the bottom of the page.
2. Select the “WEBADVISOR” tab.
3. Click LOG IN.
4. Click the STUDENTS button.
5. Select FIND SECTIONS under the FIND CLASSES & BUILD SCHEDULE heading.
Select the appropriate term under the first heading.
“View courses for 2020SU-Summer 2020” or “Fall 2020”
6. Select the subject of the course.
 - a. ENGL (English), HIST (History), GOVT (Government), ECON (Economics)
 - b. Or, appropriate CTE course.
7. Click on the name of the course.
 - a. ENGL 1301 OR ENGL 2323 OR HIST 1301 OR GOVT 2305 OR ECON 2301
 - b. Or, appropriate CTE course.
8. Select the check box to the left of the class to select the appropriate section of the course you would like to take.
 - a. Select the appropriate section.
9. Select PROCEED TO REGISTRATION.
10. Select REGISTER from the dropdown menu and hit SUBMIT.
11. Check registration results.
12. Go to MAIN MENU for the “SCHEDULE and FEE STATEMENT”.
13. Check schedule, residency and fees. Print for your records. **Submit confirmation of registration to your campus CCRS.**

Registration Instructions for Courses Held on a TCC Campus

The week before TCC registration begins each semester, students will need to have reviewed course offerings and have selected a course section they would like to take at TCC. Selected courses must be outside the school day. See instructions below for instructions on viewing TCC course options. To register for a course, you will need to follow the instructions above to register for a course through TCC WebAdvisor. If you are blocked from registration, contact your campus CCRS for further instructions.

Instructions for Viewing TCC Course Offerings (For Classes on the TCC Campus)

1. Go to www.tccd.edu.
2. Click the “WebAdvisor” tab at the bottom of the page.
3. Click “Click here to see our current class offerings”.
4. Select “View courses for 2020SU-Summer 2020” or “Fall 2020”
5. Choose your subject.
6. Select the correct course from the subject list. **Click on the name of the course to view the course offerings.**
7. A screen will appear that shows all TCC courses offered for the term. Please note that this list provides information about course dates, times, instructors, and method of instruction (online, etc.) You can filter your search by campus if you wish.
8. You will need to provide the section number of the course to your campus CCRS for approval.
9. Follow the registration instructions for courses on TCC campus, listed above this section of the handbook.

Campus	Northwest	AM/PM Only	All Sections	Open Seats	All Sections	Spec. Terms	All Sections			
Synonym	Section	Course	Campus	Open Seats	Instructor	Days	Times	Start	End	
0374859	HIST-1301-32356	US History I to 1876	Books LEC	NW	0	Cervantez	F	11:15am - 2:20pm	01-29-16	05-08-16



The section number includes the entire number shown (1301-32356). This number designates the days of the week and times that the class will be held. Based on that information the course will be approved or denied by the campus official.

Course Payments

Students must pay tuition to TCC in order to complete registration for classes. Students must follow TCC’s deadlines for payment. Students can pay online via TCC WebAdvisor. Students can set up payment plans in the system, or pay in full. Students can also make tuition payments at the TCC Business Services Office. Students will be dropped from courses if payment is not made for courses. Payments cannot be accepted at high school campuses. ***CTE dual credit courses held on the HCTC campus are tuition free.**

Tarrant County College Tuition Rate Table, Effective Spring 2019

Total Semester Hour(s)	Total Tuition: Legal Resident of Tarrant County	Total Tuition: Legal Resident of Other Texas County	Total Tuition: Legal Resident of Other State/Non-Resident Alien
1	\$64	\$126	\$305
2	128	252	610
3	192	378	915

Financial Aid

Students may be eligible to receive financial aid for dual credit courses. Students are not eligible for federal financial aid because they are not high school graduates. In order to assist students, TCC has developed a dual credit grant that can be awarded to qualifying students. This assistance could cover tuition and books for desired courses.

FUNDS ARE AWARDED ON A FIRST COME, FIRST SERVE BASIS. PLEASE TAKE CARE OF THESE STEPS EARLY IF YOU WOULD LIKE TO RECEIVE FINANCIAL AID. It is the student's responsibility to complete required steps and communicate with TCC.

Steps to Complete:

Create an FSA-ID-Use the link provided for information-
<https://studentaid.ed.gov/sa/fafsa/filling-out/fsaid>



Complete the FAFSA (Free Application for Federal Student Aid) <https://fafsa.ed.gov>
For Summer 2020 Courses: You must complete the FAFSA for BOTH the 2019-2020 school year and the 2020-2021 school year.
For Fall 2020/Spring 2021 Courses: You need to complete the FAFSA for the 2020-21 school year.
-Be sure to send your FAFSA electronically to Tarrant County College-



Fill out and sign the attached TCC Dual Credit Enrollment Grant Application.
<https://www.tccd.edu/documents/academics/high-school-programs/dual-credit/financial-aid-dual-credit/2019-2020-dual-credit-reimbursement-request-form.pdf>



EACH SEMESTER, take the **TCC Dual Credit Enrollment Grant Application** and directly to the TCC NW Campus Financial Aid Office.

Students will work directly with this office for grant assistance. You must have FAFSA information on file with TCC prior to taking this form to their office. The campus CCRS cannot complete this step for students.

***When you speak with financial aid representatives, please let them know you are a dual credit student seeking the TCC Dual Credit Grant.**

TCC NW Campus Financial Aid
WADM Building 1201A
Phone: 817-515-4243
Fax: 817-515-0575
Hours:
Monday-Thursday: 8 a.m. – 7 p.m.
Friday: 9 a.m.- 5 p.m.

All questions regarding the TCC Dual Credit Grant must be directed to TCC.

TCC will communicate with you via student's TCC email account and WebAdvisor. Please check these two systems regularly.

MyTCC

This program uses the same login information as WebAdvisor, however this system is used more for communication between students and their professor during the course. TCC email also can be accessed from this site.

TCC Email

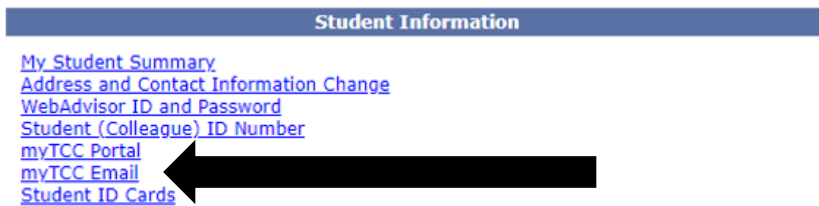
Can be accessed through MyTCC. **Please check your email regularly.** This is the only form of communication between students and TCC.

To access your TCC Email:

1. Login to WebAdvisor (<https://waj.tccd.edu>) and click Students.



2. Click on the MyTCC Email link from the menu.



Textbook Information

Students will be responsible for purchasing textbooks for their courses. Contact information is listed below for TCC. You can order the books online through the TCC Bookstore website. Cost varies. The campus CCRS will post book information on their websites when it becomes available. Please check with your instructor on the first day of class to verify you purchased the correct text.

Student Center TCC NW Campus - 817-515-7755