# 2021-2022 EMS ISD Dual Credit Registration Packet for <u>Beginning</u> Dual Credit Students

*To meet the enrollment criteria…*
- *Steps 1-8 are required prior to TCC course registration.*
- *Instructions for completing steps can be found in this packet.*

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☐ **Step #1 -- Complete the application to TCC.**
Apply to TCC through *ApplyTCC*. Instructions for completing the application are attached to this packet. The link to *ApplyTCC* can be found by <u>clicking this link</u>.

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☐ **Step #2 – Complete the EMS ISD Dual Credit Online Registration Form.**
Complete the Dual Credit Online Registration Form. This is a way for the campus CCRS to collect needed information for TCC paperwork. <u>Click this link to access the form</u>.
To complete the form, you will need your TCC ID from the welcome email you should receive after completing the *ApplyTCC* application. This email will be from <u>DONOTREPLY@TCCD.EDU</u> and usually takes 2-5 business days to receive. Look at pages 2 and 3 of this packet to see list of dual credit course possibilities.

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☐ **Step #3 -- Login to your TCC online account (WebAdvisor).**
You will receive an email from <u>DONOTREPLY@TCCD.EDU</u> 2-5 business days after completing your *ApplyTCC* application to TCC. This email contains your 7-digit TCC Colleague ID Number and TCC WebAdvisor username. You will need to access your online account to complete Steps 4-7 of this packet.

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☐ **Step #4 -- View the Pre-Assessment Activity (PAA) to prepare for TSI testing.**
Login to your TCC WebAdvisor account (instructions attached) and view the Pre-Assessment Activity (PAA) video. Students MUST complete this requirement to be eligible for TSI testing.

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☐ **Step #5 -- Complete the TCC #NotAnymore requirement.**
Texas SB No. 968 requires students to successfully compete the #NotAnymore program before their 1st semester at TCC. New students who fail to complete this step WILL NOT be able to register for classes. The #NotAnymore video and assessment can be found in your TCC WebAdvisor. Instructions to access and complete this step are attached.

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☐ **Step #6 -- Complete the TCC Online Readiness Assessment.**
Instructions for accessing the assessment are attached to this packet. <u>Click this link</u> to access the Online Readiness Assessment.

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☐ **Step #7 -- SAVE the STUDENT SUMMARY and EMAIL to the Campus CCRS**
After you have completed Steps 1-6 listed above, log into your TCC WebAdvisor and save the STUDENT SUMMARY to email the campus CCRS, Mrs. Bradshaw at cbradshaw@ems-isd.net. (Instructions are attached for saving the STUDENT SUMMARY as a PDF to email are attached.) You must complete the EMS ISD online registration form AND email the STUDENT SUMMARY to complete the dual credit application process.

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☐ **Step #8 -- Complete TSIA 2 Testing.**
Only students that complete steps 1-7 on this registration packet will be eligible for TSIA 2 testing on the high school campus. **Testing will be held on Saturday, February 27, 2021**. Students must meet minimum score standards to participate in dual credit. If a student does not meet the minimum score, TCC will not allow the student to register for classes. Both the Reading and Writing tests will be taken. The Math test will be required if a student is planning to take a college math course.

★
☐ **Optional TCC form requirements**
- FERPA
- Meningitis Vaccination & Minor Consent Form

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☐ **Submit the FERPA Form to TCC.** (Recommended, but not required.)
Submit a completed copy of your FERPA Form to the dual credit office (nw-dualcredit@tccd.edu) at TCC using your TCC email account. FERPA Forms will not be accepted from the high school. Click this link to complete the FERPA form. Once completed, save and email to TCC.

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☐ **Meningitis Vaccination & Minor Consent Form**
***(Required for students taking a course on a TCC campus.)***
Upload vaccination record & complete minor consent in your TCC WebAdvisor account or turn record into the TCC Registrar's office if you are taking a course located on the TCC campus. This must be complete prior to TCC course registration. Summer course taken at TCC will be required to have a Meningitis Vaccination on file. Click this link to access the Minor Consent Form
https://tccdforms.tccd.edu/Forms/MinorConsent

**Dual Credit Checklist** (*Required for all classes and cannot register without completion.)

- ApplyTCC complete

- EMS ISD Dual Credit Online Registration Form Complete

  - Completed Course Request page of the online registration form to indicate course selections

- Received email from TCC with Colleague ID Number and TCC WebAdvisor Username/Email

- Logged into TCC WebAdvisor

- Viewed PAA

- Viewed #NotAnymore

- Completed/met minimum scores on the Online Readiness Assessment

- Save the STUDENT SUMMARY from your TCC WebAdvisor as a PDF and email to the campus CCRS, Mrs. Bradshaw at cbradshaw@ems-isd.net.

If all steps in the checklist are complete, you are now ready to TSIA 2 test on February 20, 2020. Ensure correct EMS ISD forms and the TCC student summary have been submitted to the campus CCRS, Mrs. Bradshaw at cbradshaw@ems-isd.net.

# Dual Credit Course Options

The following courses are SUMMER options students can take as dual credit online or at the TCC Northwest Campus.

Due to COVID restrictions, TCC courses may only be available in an online format.

| Course Dates | Course Name | Location |
|---|---|---|
| **Summer I Session** (Semester 1-HS Credit) *Courses meet according to the TCC academic calendar.* | ENGL 1301<br>ENGL 2323<br>HIST 1301<br>GOVT 2305 | Online |
| **Summer II Session** (Semester 2-HS Credit) *Courses meet according to the TCC academic calendar.* | ENGL 1302<br>ENGL 2327<br>HIST 1302<br>ECON 2301 | Online |
| **Summer I Session** (Semester 1 – HS Credit) *Courses meet according to the TCC academic calendar.* | *\*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.* | TCC Campus |

The following courses are **SCHOOL YEAR** options students can take for dual credit on the home campus.

| Course Dates | Course Name | Course Time | | Location |
|---|---|---|---|---|
| **Fall** (Semester 1) | ENGL 1301<br>ENGL 2323<br>HIST 1301<br>GOVT 2305 | **AM Class Option** 8:35 am – 9:55 am -or- **PM Class Option** 3:30 pm – 4:50 pm | *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.* No courses are held on Fridays. | Student Home Campus<br>BHS<br>CTHS<br>SHS |
| **Spring** (Semester 2) | ENGL 1302<br>ENGL 2327<br>HIST 1302<br>ECON 2301 | **AM Class Option** 8:35 am – 9:55 am -or- **PM Class Option** 3:30 pm – 4:50 pm | | Student Home Campus<br>BHS<br>CTHS<br>SHS |

The following **CTE courses are SCHOOL YEAR** options students can take for dual credit **at the Hollenstein Career and Technology Center**.

*The availability of these courses is subject to the instructor's credentials with TCC.*

| 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 |
| 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 |
| 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 |

**Other CTE dual credit options**

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.

# APPLYTCC – APPLICATION HELP SHEET

This is only a guide for completing ApplyTCC. Be sure to read EVERY question carefully.

## GETTING TO THE APPLICATION

- Go to https://www.tccd.edu/
  - Click on the "**Apply for Admissions**" tab on the top of the page
  - Click on the "**Dual Credit**" 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"
  - For "Admit Type" select the appropriate option. Choose DUAL CREDIT
  - For "Entry Term" select the term when you plan to begin classes – summer or fall
  - 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 will need to log back in. Save your email and password on a note in your phone or write it down somewhere safe.
- You should receive an email from TCC to verify your email address. You will need to verify your email then log back into your applications to complete the next steps.

## COMPLETING AN APPLICATION

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

- Click "**Start a New Undergraduate Application**"
- On the next screen under Enrollment Information:
  - For "Academic Level", select "**Undergraduate**"
  - For "Entry Term", select the **Undergraduate** term offered when you plan to start at TCC
    - Do **NOT** select any of the Continuing Education Quarters (those are for **non**-college credit students only)

*Proceed to fill out the required information on the application tabs - all fields marked with a red asterisk (*) are required – you can leave optional questions blank

  - PERSONAL: most of this information will already be filled out; make sure to double-check your personal info and fill out what is marked with an asterisk as required
  - DEMOGRAPHICS:
    - *Citizenship Information*:
    - Select your citizenship status (this information is for TCC purposes only – it helps determine your tuition rate)
    - All other questions are optional – answer if you choose or leave blank.
  - RESIDENCY:
    - *Are you a Texas Resident?* Select **YES**
    - *Will you have lived in Texas all 12 months preceding the semester for which you are applying?* Select **YES**
    - *Texas Public College Attendance:* Select **NO**
    - *Did or will you graduate from High School or complete a high school equivalency in Texas?* Select **YES**
    - *Residency During High School:* Select **YES**
    - *Do you file your own federal income tax as an independent taxpayer?* Select **NO**
    - *Dependent:* Select **YES**
    - *Is your parent or guardian a U.S. Citizen? Select whichever answer applies to you and following questions if needed.*
  - PROGRAM OF STUDY:
    - *Entry Term:* Select the semester you plan to begin taking classes. Choose summer or fall
    - *Admit Type:* Undergraduate
    - *Academic Program:* Choose your program of study – all of TCC's 2-year programs are listed here. If you are wanting to do your basics at TCC (to then transfer to a 4-year university), select **Associate of Arts**

- *Educational Objective:* Choose your reason for attending TCC. If you are planning to do basics, select **Core Curriculum Only.** If you are doing a specific 2-year degree, select **Earn Associate Degree**.
- *Degree Sought: Skip this question*
- *Preferred Campus:* Select **NORTHWEST**
- *Did you attend a regionally accredited university for the first time before Fall 2007?* Select **NO**
- *Are you applying for admission through the College Access program?* Select **NO**
- *CEE Student:* Select **NO**
- *UTA and TCC:* If you are considering transferring to UT-Arlington after completing courses at TCC, select YES. If you are not interested in UTA, select NO.
- *COLLEGE PLANS: Choose which answers apply to you for these 3 questions*
- *Decision Factors: Skip this question*
- ACADEMIC HISTORY:
    - *High School:* Type in your high school's name, United States, Texas then click SEARCH. Find and select your high school in the search results.
    - *Did or will you graduate from high school?* Select **YES**
    - *Graduation Date:* Select June 1 and your graduation year.
    - *Colleges Attended: Skip this question*
- CONSENT & SUBMIT: Select YES on all 3 questions, complete signature and date, and SUBMIT

## 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](mailto: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 27/7 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.
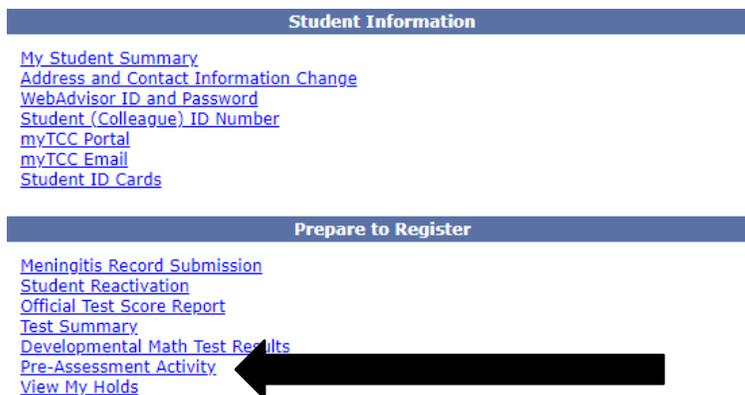


3. You must follow the prompts to view the PAA in its entirety. There is no certificate of completion that can be printed.

**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](https://waj.tccd.edu)) and click Students.

2. Click the MyTCC Portal Link from the menu.
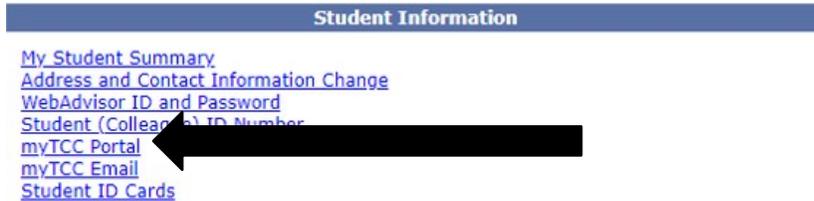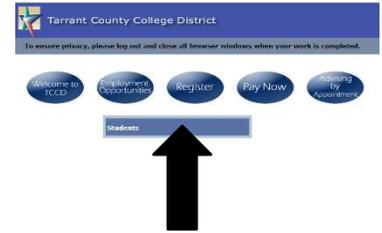
3. On the left side of the MyTCC screen, click the #NotAnymore link.
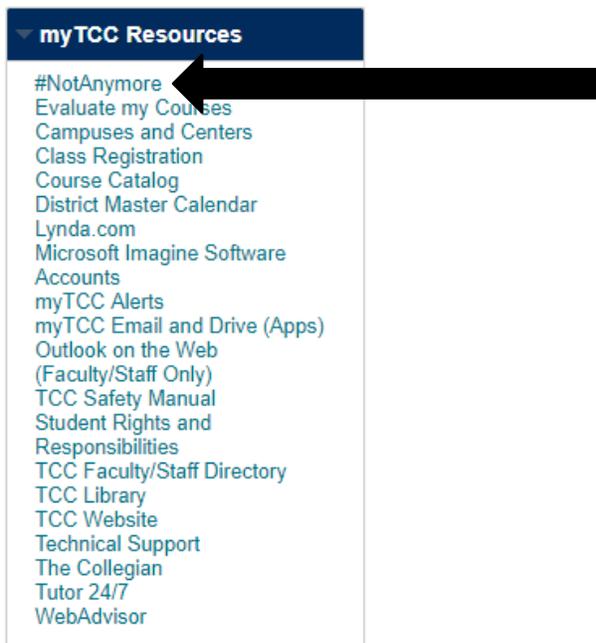
4. View the series of videos and answer the related questions.

5. Save as a PDF copy and keep a copy for your file to prove completion of this step.

# TCC Online Readiness Assessment

TCC now requires all students to complete the Online Readiness Assessment requirement prior to registering for classes. Even if you are not planning to take an online class, this assessment is required.

1. To complete this requirement click this link, or navigate to the website below.
https://www.tccd.edu/academics/courses-and-programs/elearning/about-our-courses/online-readiness/

2. Click the "take Online Readiness" link on the page.

**ONLINE READINESS REGISTRATION REQUIREMENT**

Our Online Readiness assessment helps _____ learn if you have the traits needed to succeed in an Internet course by _____ you questions and having you complete online activities.

You must take Online Readiness before you can register for an online course if:

- You're registering for a class offered by TCC Connect Campus (listed as CN in WebAdvisor), **and**
- You have not taken an online course at TCC **or** if you have taken an online course but did not receive a grade of C or better.

3. Enter your TCC email address and password. Follow the prompts to begin the assessment once you are logged in.
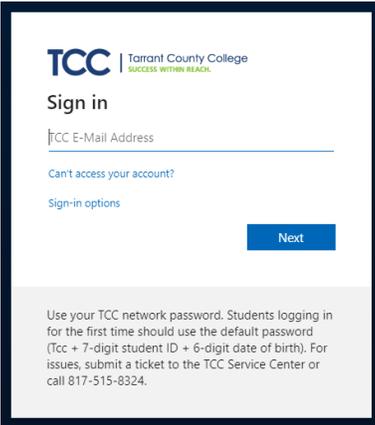
**TCC** | Tarrant County College
SUCCESS WITHIN REACH.

Sign in

TCC E-Mail Address

Can't access your account?

Sign-in options

Next

Use your TCC network password. Students logging in for the first time should use the default password (Tcc + 7-digit student ID + 6-digit date of birth). For issues, submit a ticket to the TCC Service Center or call 817-515-8324.

The assessment takes about 35 minutes to complete, you may log out and finish it later if necessary.
To enroll in classes, you must make the minimum score for each of the topics listed below:

- Reading Rate and Recall (minimum score of 60% required)
- Technical Competency (minimum score of 80% required)
- Technical Knowledge (minimum score of 60% required)
- Typing Speed and Accuracy (minimum score of 15 WPM required)

If you do not meet the minimum scores, you can re-take the test 24 hours after your last attempt. You will login as listed above and click the "retake assessment" link.

If you have any questions about Online Readiness, please call 817-515-8000.

# TCC Student Summary – Printing Instructions

The Student Summary must be emailed as a PDF to the campus CCRS, Mrs. Bradshaw at cbradshaw@ems-isd.net to provide documentation that you completed the required enrollment steps.

1. Login to your TCC WebAdvisor (https://waj.tccd.edu) and click Students.
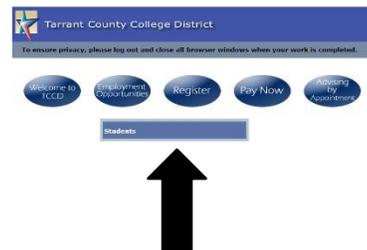
2. Click the MY STUDENT SUMMARY Link from the menu.
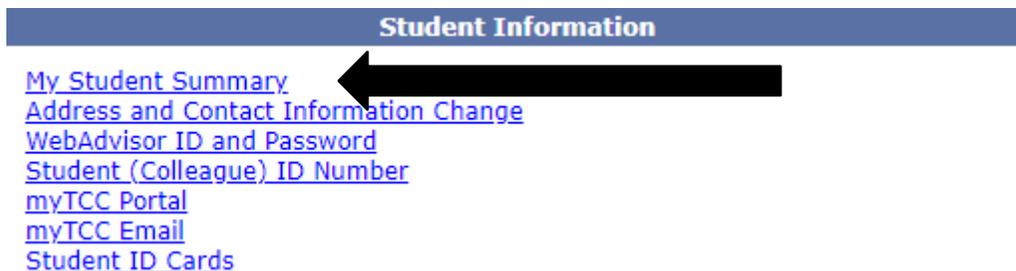
3. Print by right clicking on the page and clicking the print button.

4. Save as a PDF by changing the printer destination to ADOBE PDF. Save to your computer and email the PDF as an attachment to the campus CCRS, Mrs. Bradshaw at cbradshaw@ems-isd.net. You cannot email a link, as your account is password protected.
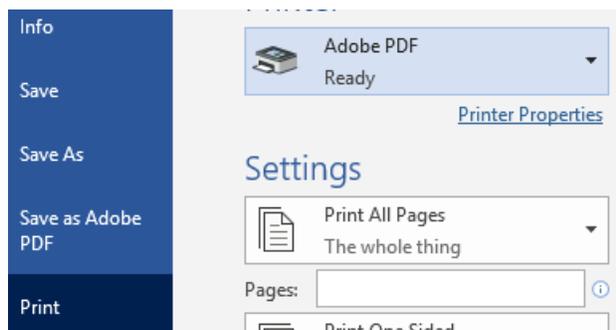
Or, you may have an option such this. Some computers have "Microsoft Print to PDF". Any of these options will allow you to save the STUDENT SUMMARY as a PDF on your desktop that can be attached to your email.
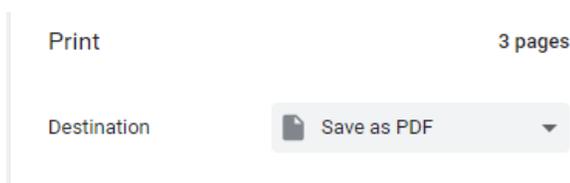
### MyTCC

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.



# Submit the FERPA Form to TCC. (Recommended, but not required.)

Submit a completed copy of your FERPA Form to the dual credit office (nw-dualcredit@tccd.edu) at TCC using your TCC email account. FERPA Forms will not be accepted from the high school. Click this link to complete the FERPA form. Once completed, save and email to TCC.