

2021-2022 EMS ISD Dual Credit Registration Packet for Returning Dual Credit Students

To meet the enrollment criteria...

- Steps 1-2 are required prior to TCC course registration.
- Instructions for completing steps can be found in this packet.

Step #1 – 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. [Click this link to access the form.](#)

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 DONOTREPLY@TCCD.EDU 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.

Step #2 -- SAVE the STUDENT SUMMARY and EMAIL to the Campus CCRS

After you have completed Step 1 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.



Optional TCC form requirements

- FERPA
- Meningitis Vaccination & Minor Consent Form



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.



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.)

- EMS ISD Dual Credit Online Registration Form Complete
 - Completed Course Request page of the online registration form to indicate course selections
- Saved STUDENT SUMMARY from TCC WebAdvisor as a PDF and email to the campus CCRS, Mrs. Bradshaw@ems-isd.net.

If all steps in the checklist are complete, you are now ready to TSIA 2 test on February 27, 2021.

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) <i>Courses meet according to the TCC academic calendar.</i>	ENGL 1301	Online
	ENGL 2323	
	HIST 1301	
	GOVT 2305	
Summer II Session (Semester 2-HS Credit) <i>Courses meet according to the TCC academic calendar.</i>	ENGL 1302	Online
	ENGL 2327	
	HIST 1302	
	ECON 2301	
Summer I Session (Semester 1 – HS Credit) <i>Courses meet according to the TCC academic calendar.</i>	<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

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

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

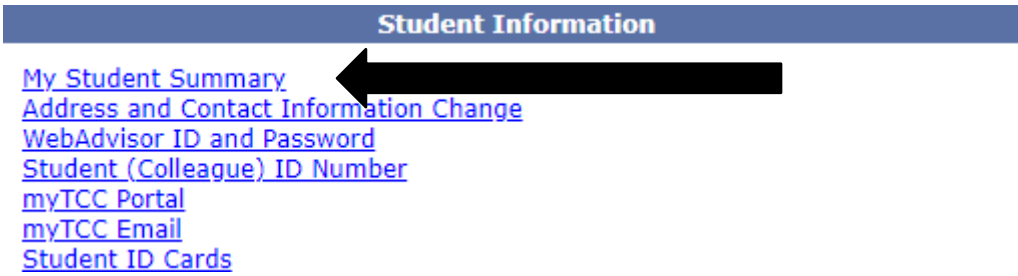
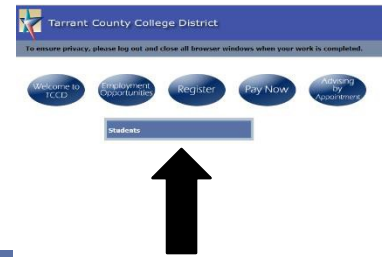
Other CTE dual credit options

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.

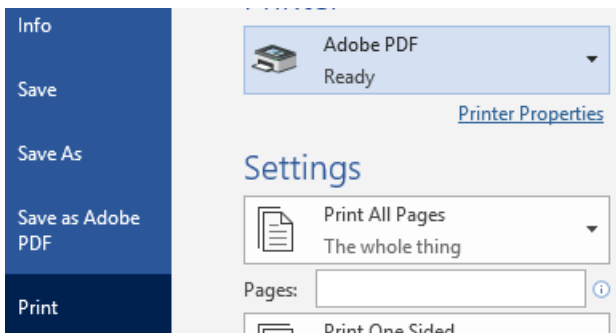
TCC Student Summary – Printing Instructions

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.

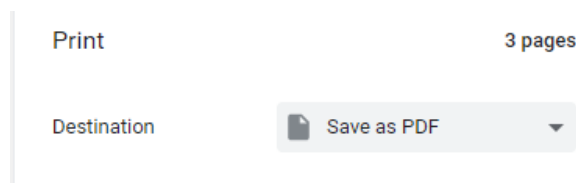
1. Login to your TCC WebAdvisor (<https://waj.tccd.edu>) and click Students.
2. Click the MY STUDENT SUMMARY Link from the menu.



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

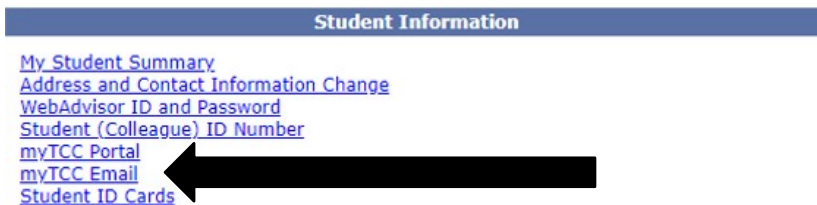
Can be accessed through MyTCC. **Please check your email regularly.** This is the only form of communication between students and TCC.

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.