



**CENTRAL  
TEXAS  
COLLEGE**

## **Dual Credit/Early Admissions**

### **New Student Checklist**

**Dual Credit and Early Admissions provides high school students the opportunity to earn college credit while in high school. Steps to complete prior to enrollment:**

1. \_\_\_ Meet with your High School Counselor to determine eligibility for dual credit.
2. \_\_\_ Complete any ISD required forms and submit to counselor, if applicable.
3. \_\_\_ The online CTC application for admission must be submitted. Please use the attached instructions. Please provide your CTC ID number on all additional documentation.
4. \_\_\_ Submit required residency documentation, if required.
5. \_\_\_ Complete the CTC Class Registration form (attached).
6. \_\_\_ Complete the CTC Dual Credit/ Early Admissions Approval/ Advising Plan (attached).
7. \_\_\_ Official copies of your high school transcript and test scores must be attached.
8. \_\_\_ Complete the CTC Dual Credit Release of Information form (attached).
9. \_\_\_ Turn in all forms to your high school Counselor or the nearest CTC Representative.
10. \_\_\_ My signature below acknowledges all required documents are attached.

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Student Signature

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Date

9/19/18

## **CTC Dual Credit Online Admissions Application Instructions**

- Begin at [www.ctcd.edu](http://www.ctcd.edu). Click on “Apply Now”.
- Click on “online application” hyperlink.
- Click on Sign Up to create an account.
- Enter your First Name, Last Name, Email Address (enter an email you have access to), and then click SUBMIT. You will receive an email from CTC Admission with a link to the email you provided.
- Access the email account you provided to view the email from CTC Admission with your username. Click on the link to create and confirm your password. (Please save your username (your email) and password for future reference).
- Click START A NEW APPLICATION to continue. \*Corrections can be made by selecting from the menu on the left.

### **Enrollment Information**

- **Indicate on what basis you are seeking admission:** Please select High School Dual Credit/Early Admission
- **Option most appropriate for attending Central Texas College:** Classes for Dual Credit/Early Admission or Early College High School
- **Term: Choose the semester you plan to take dual credit courses.** If the term is not listed, choose the term that is closest to it.
- **Click on START APPLICATION**

### **Personal information**

- Fill in all applicable sections completely.
- **Do you have a Social Security Number?**
  - If you know your Social Security Number, select “Yes” and enter it.
  - If you do not know your Social Security Number, or do not have one, select “No.” If you have an Individual Taxpayer Identification Number (ITIN), enter it.
- **Previous names on your academic record** – Other names only include other legal names, not nicknames.
- Click CONTINUE to move on to Contact Information.

### **Contact Information**

- Fill in all applicable sections completely.
- Click CONTINUE to move on to Application Information.

### **Application Information**

- **Area of Focus** – Interdisciplinary Studies
- **Which campus do you plan to attend** – **ONLY CHOOSE Dual Credit on High School Campus OR Texas Central Campus-Killeen**
  - **If you choose Dual Credit on High School Campus** – Select your high school.
  - **If you choose Texas Central Campus-Killeen** – Select the option that identifies you:
    - **KISD Dual Credit/Early Enrollment** – For KISD students.
    - **CCISD Dual Credit/Early Enrollment** – For CCISD and CCISD ECP students.
- **Method of instruction** – Both (Online and Face to Face).
- **Education Level** – Freshman, less than 30 semester hours.
- **Select the primary reason for attending classes at Central Texas College** – Dual Credit, Early Admission or Early College High School.
- Click CONTINUE to move on to High School/GED Information.

### **High School/GED Information**

- **Did you complete a GED** – Click “No.”
- **What type of High School did you attend?** – Select High School in Texas
- **High School look up** – Select your home campus.
- **Start Date** – Enter the date you started as a freshman in high school, even if it was at another school.
- **Are you currently enrolled as a high school student?** – Click “Yes.”
- **Graduation date, if graduated** – Leave blank since you have not graduated from high school.
- Click CONTINUE to move on to Previous College Experience.

### Previous College Experience

- Select “No” if you do not have previous college experience. Click Continue to move on to Residency Information.
- Select “Yes” if you do have previous college experience and enter any colleges you have already attended for dual credit. You will need to request official transcripts from the other college(s). Click Continue to move on the Residency Information.
- Click CONTINUE to move on to Residency Information.

### Residency Information

- **During the 12 months prior to the term for which you are applying, did you attend a public college or university *in Texas* (excluding Central Texas College)?**
  - If you did attend, select “Yes.” Enter the name of the Texas Public Institution you attended, the term you were enrolled, the year you were enrolled, and the type of tuition you paid.
  - If you did not attend, select “No.”
- **Are you a resident of Texas?**
  - If you are a resident, select “Yes.”
    - **Prior to the term for which you are applying have you graduated or will you graduate from a Texas high school, or completed a GED in Texas?** Select “No.”
    - **Did you live or will you have lived in TX the 36 months leading up to high school graduation or completion of the GED?** Select the appropriate answer.
    - **When you begin the semester for which you are applying, will you have lived in Texas for the previous 12 months?** Select the appropriate answer.
  - If you are not a resident of Texas, select “No,” and select the U.S. state or country you are a resident of.
- **Are you a U.S. Citizen or Permanent Resident?** Select the appropriate answer.
- **Do you file your own federal income tax as an independent tax payer? An independent tax payer should not be claimed as a dependent for tax purposes by another person. If you file a joint return with your spouse, answer "yes." Select the appropriate answer.**
- **Are you claimed as a dependent or are you eligible to be claimed as a dependent by a parent or court-appointed legal guardian? (To be eligible to be claimed as a dependent, your parent or legal guardian must provide at least one-half of your support. A step-parent does not qualify as a parent if he/she has not adopted the student.) Select the appropriate answer.**
- **Is the parent or legal guardian upon whom you base your claim of residency a U.S. citizen?** Select the appropriate answer.
- **Is the parent or legal guardian upon whom you based your claim of residency a Permanent Resident?**
  - If your parent is a US citizen, you will select “No.”
  - If your parent is a Permanent Resident, select “Yes.”
  - If your parent is not a Permanent Resident, select “No.”
    - **Is this parent or legal guardian a foreign national whose application for Permanent Resident Status has been preliminarily reviewed? (He or she should have received a fee/filing receipt or Notice of Action (I-797) from USCIS showing his or her I-485 has been reviewed and has not been rejected).**
      - If it has not been preliminarily reviewed, select “No.”
      - If it has been preliminarily reviewed, select “Yes.”
    - **Is this parent or legal guardian a foreign national here with a visa?**
      - If you select “Yes,” choose the appropriate option.
        - **Is this parent or legal guardian a foreign national here with a Refugee, Asylee, Parolee or here under Temporary Protective Status?**
      - If you select “Yes,” choose the appropriate option.
- **Does this parent or legal guardian currently live in Texas?**
  - If you select “Yes,” choose how long he or she has been living here.
    - **What is his or her purpose for being in the state?** Establish/Maintain a home.
  - If they do not live in Texas, select “No.”

- **If he or she is out of the state due to a temporary assignment by his or her employer or another temporary purpose, provide an explanation.**
- **If he or she is a member of U.S. military, is Texas his or her Home of Record?**
  - If Texas is not his or her home of record, select “No” and enter the state listed as his or her military legal residence for tax purposes on his or her Leave and Earnings Statement for the 12 months prior to enrollment.
  - If there is no military affiliation, select He or She has no military affiliation.
- **Does your parent or legal guardian hold the title (Warranty Deed, Deed of Trust, or other similar instrument that is effective to hold title) to residential real property in Texas?** Does your parent or legal guardian own a home in Texas? If you select “Yes,” enter the date property was acquired.
- **Do they have ownership interest and customarily manage a business in Texas without the intention of liquidation in the foreseeable future?** If you select “Yes,” enter the date property was acquired.
- **While living in Texas, has your parent or legal guardian been gainfully employed for a period of at least 12 consecutive months? (Gainful employment requires an average employment of at least 20 hours per week for one year or earnings equal to at least half tuition and living expenses for one 9-month academic year. Employment conditioned on student status such as work-study, the receipt of stipends, fellowships or research or teaching assistanceships does not constitute gainful employment.)** Select the appropriate answer.
- **While living in Texas, has your parent or legal guardian received primary support through services from a social service agency for a period of at least 12 consecutive months? Note: the dollar value of social services received may be combined with earnings to total at least one-half of tuition and living expenses for one 9-month academic year.** Select the appropriate answer.
- **If parent or legal guardian is married to a person who has been classified as a Texas resident by a Texas public institution or who could answer "yes" to one of the statements below, check all that apply:** Select the appropriate answer.
- **If yes, how long has your parent or legal guardian been married to the Texas resident prior to enrollment?** Select the appropriate answer.
- Click CONTINUE to move on to Military Information.

#### **Military Information**

- Do you have U.S. military affiliation based on yourself or on a family member?
  - If you do not have U.S. military affiliation, select “No.”
  - If you do have U.S. military affiliation, select “Yes” and enter all applicable information.
- Click CONTINUE to move on to Emergency Contact Information.

#### **Emergency Contact information**

- For your emergency contact, please enter parent or guardian information.
- Click CONTINUE to move on to Additional Information.

#### **Additional Information**

- Select the appropriate answer to the remaining questions.
- Click REVIEW APPLICATION.

Please review your application for accuracy before submitting. Congratulations!

# CENTRAL TEXAS COLLEGE

## Texas Registration Form

1. **Legal Name:** \_\_\_\_\_  
(Last) (First) (MI) (Suffix)

2. **Student ID** \_\_\_\_\_ 3. **Daytime Phone:** (\_\_\_\_) \_\_\_\_\_

Social Security Disclosure

Disclosure of your social security number (SSN) is requested from you in order for Central Texas College to identify your records. No statute or other authority requires that you disclose your SSN for that purpose. Failure to provide your SSN, however, may result in records being delayed or misplaced. Further disclosure of your SSN is governed by the applicable law.

4. **Primary Email Address:** \_\_\_\_\_

**Change of Address:**     Yes     No                      **Local/Mailing:**     **Permanent:**

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Street/PO BOX                                      City                                      County                                      State                                      Zip Code

5. **Residency:** I consider myself to be a resident of \_\_\_\_\_ State. (If Military, LES state of residence)

*"I understand the requirements for classification as a resident of Texas for tuition purposes and I affirm by my signature below that I will notify the proper officials of this institution if circumstances change so as to disqualify me for this classification. I understand that violation of this oath of residency will result in disciplinary action."*

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
MM / DD / YY

### STUDENT SCHEDULE

**Student's Location:** \_\_\_\_\_ **Term:** \_\_\_\_\_ **Year:** \_\_\_\_\_

Location Code	Course Synonym Number	Course			Class Date		# of Weeks	Credit Hours
		Name	Number	Section #	Start	End		

**Advisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Total Hours:** \_\_\_\_\_  
MM / DD / YY



**Dual Credit/Early Admissions Approval/Advising Plan**

Name: \_\_\_\_\_ CTC ID: \_\_\_\_\_ Semester:  FAL  SPR  SUM Year: 20\_\_\_\_\_

High School: \_\_\_\_\_ Grade Level (during DC courses):  FR  SO  JR  SR

**Part I. Please select all categories that apply: Please fill out this form with blue or black ink.**

- First-time Dual Credit Student** (Student receiving both high school and college credit)
- Continuing Dual Credit** (a new DC/EA Plan is required each semester or to add courses not previously approved)
- Early Admissions** (Student taking courses for college credit only)

HS Course Code/s:	CTC Course/s Equivalent:	Course Start Date
1.	1.	
2.	2.	
3.	3.	
4.	4.	
5.	5.	

**OFFICIAL USE ONLY**

**Part II. SCORES needed to qualify students:**

**Part III. CTC GPA: \_\_\_\_\_ HS GPA: \_\_\_\_\_**

Approved Tests	TSI Complete	ENVR 1401	ENGL 1301	MATH 1332, 1342, 1314, 1316, 1324, 1414 BIOL 1406	GOVT, HIST, ECON, PSYC, SOCI & FOREIGN LANG	Student's Score (please record & attach copies if new)
TSIA Writing & Essay	340+/4+ or <340 & 4 ABE & 5 essay	340+/4+ or <340 & 4 ABE & 5 essay	340+/4+ or <340 & 4 ABE & 5 essay			
TSIA Reading	351+	351+	351+		351+	
TSIA Math	350+	350+		350+		
ACT English (composite score of 23 required)	19+	19+	19+		19+	
ACT Math (composite score of 23 required)	19+	19+		19+		
New SAT Evidence Based Reading & Writing (effective 3/5/16)	480+	480+	480+		480+	
New SAT Math (effective 3/5/16)	530+	530+		530+		
SAT Reading (critical reading + math =1070 required) prior to 3/5/16	500+	500+	500+		500+	
SAT Math (critical reading + math =1070 required) prior to 3/5/16	500+	500+		500+		
STAAR English II EOC	Level 2	Level 2	Level 2		Level 2	
STAAR Algebra II EOC	Level 2	Level 2		Level 2		
STAAR Algebra I & passing grade in Algebra II course	Level 2/C+ Algebra 2	Level 2/C+ Algebra 2		Level 2/C+ Algebra 2		

**COURSE PREREQUISITES (if applicable) – Copy of official/unofficial college transcript required:**

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

Note: AUMT 1407, 1410, 2305, BIOL 1407 & 2401, CHEF 1341, ENGL 1302, 2322, 2323, MATH 2412, SPAN 1412 & 2311 all require prerequisites among others per the CTC course catalog.

**Part IV. Please check the boxes that apply. The student must meet the appropriate standards listed.**

**Student will need to meet the following requirements:**

- Is classified as a high school student.
- Has obtained approval from parent/guardian, high school counselor, and HS principal/designee before enrollment.
- Has met TSI requirements and individual course pre-requisites relevant to the course(s) to be attempted in academic coursework. If student is taking only CTE, they are TSI-waived. The student must arrange for testing, if necessary.
- Has completed and submitted a Dual Credit/Early Admission Application, CTC Application for Admission, Release of Information Form, Registration Form, and official transcript(s) to the CTC representative in a timely manner. College admission requirements are the responsibility of the student.
- Continuing dual credit student-** CTC GPA of 2.0 minimum and must follow the GPA rules outlined in the CTC course catalog.

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**Part V. Guidelines:** As a Dual Credit/Early Admissions participant, I understand I must abide by all rules and regulations of CTC and my own school district. \* *Note:* CTC assumes no responsibility for loss of Interscholastic League eligibility of high school students enrolled under this program. The high school determines whether CTC courses will be used for high school credit.

**Acknowledgment:** I have read and understand the eligibility requirements and guidelines for the Dual Credit/Early Admissions Program. If at any time I do not meet the minimum requirements to be placed in a course, even if the course already started, I will be removed from this course and placed in a different course, possibly not dual-credit, as selected by the HS counselor.

I agree to adhere to the CTC policies and procedures as outlined in the CTC student handbook.

<http://www.ctcd.edu/ctcd/assets/File/Student%20Life/studenthandbook.pdf>

If at any time the student's CTC GPA falls below a 2.0, the student will be subject to the CTC probation policy per the CTC course catalog. If the student's CTC term GPA during subsequent semester is not 2.0+, the student will be placed on academic suspension.

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

As indicated by my signature, I authorize CTC to report information regarding my classes to officials at my high school.

\_\_\_\_\_  
**Parent Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**High School Principal or Designee**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**CTC Counselor/Site Representative**

\_\_\_\_\_  
**Date**

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

# CENTRAL TEXAS COLLEGE

## *Dual Credit/Early Admissions*

### *Authorization for Release of Information*

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Last Name (Student's)

First Name

Student ID Number

I authorize the \_\_\_\_\_ Independent School District to release all information necessary, including, but not limited to, high school transcript, financial aid information, test scores and academic records to **Central Texas College (CTC)**. This information will be provided only to CTC and may not be released to any other organization or person without my written approval.

I authorize **Central Texas College** to release all information necessary, including, but not limited to, college transcript, financial aid information, test scores, and academic records to \_\_\_\_\_ Independent School District. This information will be provided only to my school district and may not be released to any other organization or person without my written approval.

I understand that my records are protected by the *Family Educational Rights and Privacy Act of 1974* as amended (FERPA) and that these records will be kept strictly confidential by all parties to whom access is granted. I understand that this requested information is to be used by CTC for student follow up and institutional research purposes.

I understand that this authorization will remain in effect until I revoke it in writing.

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Signature of Student

Date

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Signature of Parent or Guardian, if necessary

Date

\* Complete the form with the proper signatures. Return this form to your high school Guidance and Counseling Office or directly to Central Texas College, ATTN: Systems Registrar, P. O. Box 1800, Killeen, TX 76540, (254) 526-1663 with the proper signatures.



## Establishing Residency

The state of Texas requires that public institutions of higher education identify and report the residency status of all students attending courses through Central Texas College. Once the student submits the CTC Application for Admissions it is evaluated to determine if we require additional documentation for the student's file to support his or her claim of residency. Below is a list of documents that may be requested of the student for residency purposes. Documentation may be returned to the high school counselor, CTC Mentor on campus at your student's campus, or directly to the Central Texas College Admissions office. You also may email the documents to the counselor or to Shannon Bralley, Director of Admissions and Recruitment at CTC at Shannon.Bralley@ctcd.edu.

### **Military dependents**

Students who are military dependents may be classified one of two ways for tuition purposes: as a Texas resident for tuition purposes or as a non-Texas resident receiving a military waiver to pay the lowest tuition rate. You may provide the following documentation to establish their residency:

***Bon-a-fide Texas Residency-*** Provide one of the following documents;

A twelve month old **and** most recent LES showing Texas as the state listed for tax purposes,

A copy of the sponsor's Army Enlisted Record Brief (ERB),

A copy of the sponsor's previous year's tax statement (W-2),

\*\* And the dependent will need to provide their military ID card for verification to the high school counselor or CTC representative in order to tie the dependent to the sponsor.

You may redact all information from these documents with the exception of the sponsor's name, last four digits of the identification number, and the tax state.

***Military Waiver method-*** If the tax state of the sponsor is NOT Texas, the student may provide the sponsor's PCS orders stationing them to Texas, or showing them as deployed from a Texas location.

\*\*And the dependent will need to provide their military ID card for verification to the high school counselor or CTC representative in order to tie the dependent to the sponsor.

### **Texas Residents- Non-Military, retired/prior Military**

Some students must submit additional documentation in order to establish Texas residency for tuition purposes. Residency is composed of two parts: Residency and Domicile. Residency is proof that you have lived in Texas for the past 12 months or longer. If you have been asked to provide residency documents and you are not military affiliated, you will need to prove Residency and Domicile. Domicile is how you have been supporting yourself in Texas during that time. If you have been asked to provide residency documents and are not military affiliated, you will need to prove Residency and Domicile with documentation listed from the chart below.

<b>Residency</b>	<b>Domicile</b>
Lease with parent listed as tenant or occupant	Paystubs, at least one per month for the past 12 months
Utility bills covering past 12 months	Employment letter on letterhead, stating employment dates
Texas DL/ID obtained 12+ months prior to term	Unemployment documentation for the past 12 months
Texas voter registration	12 months of Social services through Texas – Medicaid, Medicare, WIC, SNAP
Cancelled checks or bank statements with Texas address	Texas Workforce Commission documentation of attempted domicile (multiple visits throughout time in Texas, with or without employment success)
State or local licenses (business or professional)	Ownership of residential property in Texas
	Ownership and management of a business in Texas with no plans to liquidate in the foreseeable future
	DD214 showing Texas as the home of record

In addition to accurately reporting a student's residency status to the Texas Higher Education Coordinating Board as required, establishing a student's residency status may benefit the student after high school graduation as follows:

1. Nonresident Military Family Members who receive a waiver to pay in-state tuition rates may continue to use the waiver as long as they remain continuously in Texas or remain continuously enrolled in the same program of study. This may be beneficial for the student if the military sponsor is reassigned to a duty station outside Texas or the military sponsor retires or separates from the military but the student remains in Texas and remains continuously enrolled at a Texas public institution of higher education.

2. Any student who was enrolled in a Texas public institution of higher education for any part of the state fiscal year (fall or spring semester) and who was classified as a Texas resident is considered a Texas resident at the start of the following fall semester at the transferring Texas institution of higher education. If the institution acquires documentation that a person is a continuing student who was classified as a resident at the previous institution, no additional documentation is required and the student is not required to complete a new set of Core Residency Questions.