



**CENTRAL
TEXAS
COLLEGE**

Dual Credit/Early Admissions

Returning 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. ___ Complete the CTC Class Registration form (attached).
4. ___ Complete the CTC Dual Credit/ Early Admissions Approval/ Advising Plan (attached).
5. ___ Official copies of test scores must be attached, if they are new.
6. ___ Turn in all forms to your high school Counselor or the nearest CTC Representative.
7. ___ My signature below acknowledges all required documents are attached.

Student Signature

Date

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:**

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.

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.