



**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:**

STEM      Early College High School      Dual Credit      Copperas Cove Early College Program

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.
4.    \_\_\_ Complete the CTC Dual Credit/ Early Admissions Approval/ Advising Plan.
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

\_\_\_\_\_  
Print Name

# 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:**

- Dual Credit
- Early College Program (CCISD)
- Early Admissions (Student taking courses for college credit only)

**Please fill out this form with blue or black ink.**

- Early College High School (KISD)
- STEM (KISD)

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	TSIA2 Complete	ENVR 1401	ENGL 1301	MATH 1332, 1342, 1314, 1316, 1324, 1414 BIOL 1406, 1407	GOVT, HIST, ECON, PSYC, SOCI & FOREIGN LANG	Student's Score (please record & attach copies if new)
<b>TSIA2 ELAR</b>	945+/5+ essay or 910+/ 5+ diag/ 5+ essay	945+/5+ essay or 910+/ 5+ diag/ 5+ essay	945+/5+ essay or 910+/ 5+ diag/ 5+ essay		945+/5+ essay or 910+/ 5+ diag/ 5+ essay	
<b>TSIA2 Math</b>	950+ or diag 6	950+ or diag 6		950+ or diag 6		
<b>TSIA Writing &amp; Essay (prior to 1/11/21)</b>	340+/4+ or <340 & 4 ABE & 5 essay	340+/4+ or <340 & 4 ABE & 5 essay	340+/4+ or <340 & 4 ABE & 5 essay			
<b>TSIA Reading (prior to 1/11/21)</b>	351+	351+	351+		351+	
<b>TSIA Math (prior to 1/11/21)</b>	350+	350+		350+		
<b>SAT Evidence Based Reading &amp; Writing</b>	480+	480+	480+		480+	
<b>SAT Math</b>	530+	530+		530+		
<b>ACT Math (composite score of 23 required)</b>	19+	19+		19+		
<b>ACT English (composite score of 23 required)</b>	19+	19+	19+		19+	
<b>STAAR English II EOC</b>	Level 2	Level 2	Level 2		Level 2	
<b>STAAR Algebra I &amp; passing grade in Algebra II</b>	Level 2/C+	Level 2/C+		Level 2/C+		

**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: Please reference the CTC course catalog for course prerequisite information.**

**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.

A new DC/EA Plan is required each semester or to add courses not previously approved

---

**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**

Courses are subject to change depending on eligibility and availability.

---

**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

## 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.**
- Dual Credit  Early College High School (KISD)
- Early College Program (CCISD)  STEM (KISD)
- 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	TSIA2 Complete	ENVR 1401	ENGL 1301	MATH 1332, 1342, 1314, 1316, 1324, 1414 BIOL 1406, 1407	GOVT, HIST, ECON, PSYC, SOCI & FOREIGN LANG	Student's Score (please record & attach copies if new)
<b>TSIA2 ELAR</b>	945+/5+ essay or 910+/ 5+ diag/ 5+ essay	945+/5+ essay or 910+/ 5+ diag/ 5+ essay	945+/5+ essay or 910+/ 5+ diag/ 5+ essay		945+/5+ essay or 910+/ 5+ diag/ 5+ essay	
<b>TSIA2 Math</b>	950+ or diag 6	950+ or diag 6		950+ or diag 6		
<b>TSIA Writing &amp; Essay (prior to 1/11/21)</b>	340+/4+ or <340 & 4 ABE & 5 essay	340+/4+ or <340 & 4 ABE & 5 essay	340+/4+ or <340 & 4 ABE & 5 essay			
<b>TSIA Reading (prior to 1/11/21)</b>	351+	351+	351+		351+	
<b>TSIA Math (prior to 1/11/21)</b>	350+	350+		350+		
<b>SAT Evidence Based Reading &amp; Writing</b>	480+	480+	480+		480+	
<b>SAT Math</b>	530+	530+		530+		
<b>ACT Math (composite score of 23 required)</b>	19+	19+		19+		
<b>ACT English (composite score of 23 required)</b>	19+	19+	19+		19+	
<b>STAAR English II EOC</b>	Level 2	Level 2	Level 2		Level 2	
<b>STAAR Algebra I &amp; passing grade in Algebra II</b>	Level 2/C+	Level 2/C+		Level 2/C+		

**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: Please reference the CTC course catalog for course prerequisite information.**

**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.

A new DC/EA Plan is required each semester or to add courses not previously approved

\_\_\_\_\_  
**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**

Courses are subject to change depending on eligibility and availability.

\_\_\_\_\_  
**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.