



Tarrant County College®
Success Within Reach.

Dual Enrollment Manual

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Directory of Educational Partnerships Offices

Administrative Offices - Trinity River Campus
300 Trinity Campus Circle
Fort Worth, Texas 76102
dual.credit@tccd.edu

South Campus
5301 Campus Drive
Fort Worth, Texas 76119
SO.dualcredit@tccd.edu

Northeast Campus
828 W. Harwood Road
Hurst, Texas 76054
NE.dualcredit@tccd.edu

Northwest Campus
4801 Marine Creek Parkway
Fort Worth, Texas 76179
NW.dualcredit@tccd.edu

Southeast Campus
2100 Southeast Parkway
Arlington, Texas 76018
SE.dualcredit@tccd.edu

Trinity River Campus
300 Trinity River Campus Circle
Fort Worth, Texas 76102
TR.dualcredit@tccd.edu

Connect Campus
300 Trinity River Campus Circle
Fort Worth, Texas 76102
CN.dualcredit@tccd.edu

What is Dual Enrollment?

The purpose of dual enrollment is to allow eligible high school students to enroll in college courses while in high school in order to receive both high school and college credit. Dual enrollment includes traditional dual credit, Early College High School (ECHS), and Pathways in Technology Early College High Schools (P-TECH). Students can experience college-level courses at either the student's high school, a Tarrant County College campus, or online while continuing with their regular schedule. Participation in the dual enrollment program allows students to gain insight into the college academic experience and possibly shorten the time required to complete an associate or baccalaureate degree.

For more information, please visit the [TCC Dual Enrollment Page](#).

Benefits of Dual Enrollment

- ***Save money!*** With the passing of [House Bill 8](#), tuition is waived for all dual enrollment students at TCC as long as the high schools the students attend have partnership agreements with TCC.
- ***Save time.*** Dual enrollment students can have up to a sophomore/junior standing in college by the time they graduate high school depending on the college credit hours earned. This means students *could* finish college faster. Taking a dual enrollment class gives students both high school and college credit.
- ***Be better prepared for success in college.*** Dual enrollment instructors are college instructors, and their courses will be just as challenging as it is for typical college students. The difference is that dual enrollment instructors are prepared to help students transition into college-level work, expectations, and responsibility.
- ***Have an academic edge and be more desirable to universities.*** Once other colleges and universities see the Tarrant County College transcript, they will know that dual enrollment students are academically capable as well as responsible students who accept challenges.
- ***Gain familiarity with college expectations.*** Dual enrollment students will be able to check tuition, online gradebooks, registration systems, attendance, and academic policies.
- ***Utilize college facilities and resources.*** As a college student, dual enrollment students have full access to TCC's resources such as borrowing books from TCC libraries, exercise in the gym, or use the computer labs.

Who Can Participate?

Students enrolled in high schools, whether they are public, private, charter, or home schools, who are ready to earn college credit can participate. Students are subject to state and TCC enrollment requirements prior to registration in dual enrollment classes.

Dual Enrollment Program Considerations

- Parents and students should consider goals, maturity, responsibility, and academic ability levels prior to enrolling in the dual enrollment program.
- Non-citizen and undocumented students *can and do* take dual enrollment classes. Additional documentation will be required. See your Coordinator of Educational Partnerships for details.
- Grades and GPA earned in dual enrollment courses are part of your permanent college transcript and are subject to TCC's academic policies as outlined in the [student catalog](#).
- Students must have permission from their counselor, academic coordinator, or principal to enroll in dual enrollment.
- Dual enrollment students must adhere to all established *TCC deadlines* and to the dates set by their schools for admission, class registration, and payment, if applicable.
- Attendance and participation in the college course is required and should not be interrupted due to high school extracurricular activities.
- College courses offered on high school campuses are taught at the college level by college-credentialed faculty.

Students May Decide Not to Participate:

Students may decide not to participate if they:

- Are struggling with high school classes.
- Feel overwhelmed with their current course load and extra-curricular activities.
- Are not ready to take on college-level coursework and the responsibilities of a college student.

Enrollment Regulations

The following enrollment regulations are in place to achieve academic success in the dual enrollment program:

- Students in 9th – 12th grades are eligible to participate in dual enrollment.
- It is recommended that dual enrollment students take a maximum of 2 courses in their first semester in the program.
- Students may enroll in a maximum of 15 credit hours per semester; taking courses that apply to a certificate, degree, or the TCC Core Curriculum.
- Students are required to follow [TCC policy on maximum enrollment hours](#) per

semester. Advisors can assist students with course load concerns and may restrict the number of semester hours based on college readiness, course types, or academic performance. Course overloads require approval from a VP of Academic Affairs.

- Students are subject to the “Academic Standing” policy outlined in the TCC catalog.
- After high school graduation, students who wish to enroll at TCC must follow all “first time in college” student processes; they must also submit a final high school transcript, which includes graduation date.

TCCD Core Curriculum

To provide a solid foundation for students’ education and to make transferring between colleges and universities as smooth as possible, each state-supported institution of higher education in Texas has adopted a core curriculum.

Components of the core curriculum can be transferred in a block from Tarrant County College to another Texas public college or university to be substituted for the corresponding core curriculum of the receiving institution.

Visit the TCCD Catalog for more information, [TCCD Core Curriculum](#)

Career and Technical Education (CTE)

Career and Technical Education dual enrollment courses can enhance a student’s education by providing hands-on experience in technical programs, through TCC’s six campuses and multiple industry partnerships, that prepare students for high-wage, high-demand careers. CTE dual enrollment provides opportunities to explore courses outside the core curriculum.

Visit [degrees and certificates](#) for more information.

Procedures and Guidelines

Application Process

Notify your high school counselor of your interest in participating in TCC’s dual enrollment program. All students need to apply for admission to Tarrant County College using [ApplyTCC](#). An application must be completed before anything else can occur at Tarrant County College. Students should apply and submit the required documentation as soon as possible so that they can meet any deadlines set by their high school and/or by TCC. Refer to the TCC website for [registration deadlines](#).

After submitting a complete application, students should watch their email for a message containing their TCC login information. This is important account information that allows students to access TCC systems throughout their time as a student at TCC. Students will not be able to register for courses until all testing and required documentation has been submitted.

Submit Supporting Documents

[Meningitis Vaccination](#) - required for all students under 22 years old, taking in-person courses on a TCC campus.

[Official transcripts](#)- from your high school or any prior colleges if needed.

Test Scores- Your coordinator of educational partnerships or high school counselor can let you know which tests you're required to complete before registering for classes. Common test requirements include, but are not limited to:

- [TSI Assessment](#)
- [Online Readiness Assessment](#)

Setting up Your Hello!TCC Account (Required)

Logging in for the first time:

1. Access Hello!TCC by going to hello.tccd.edu

- Click on Login
- Enter your MyTCC email address for *username*
- Enter your default *password* for first time logging in
 - The default password is Tcc + seven-digit Student ID + six-digit date of birth.
For example, Tcc1234567010191
 - If you do not know your Student ID number, please call 817-515-8223 (TCCD)
 - Update your password. Please review TCC password requirements for assistance when creating a new password
 - Register for Self-Service Password Reset
- Continue with Login

2. MyTCC Email Login Instructions

- Go to www.tccd.edu and click on Current Students at the top right
- Click on Student Email and log in using the same username and password for Hello!TCC
- For log in support, please call TCC Tech support 24/7 at 817-515-8324.

Please note, all email correspondence will be sent using your MyTCC email address.

Mandatory Pre-Assessment Activity Texas Success Initiative (TSI)

The Texas Success Initiative, TSI, is a state mandate that requires all Texas public institutions to determine college readiness for its students. College readiness is assessed with the TSIA-

2 exam. Students must take the TSIA-2 or obtain an exemption or waiver for their TSI status prior to enrolling in classes at TCC for the dual enrollment program.

All students who need to take the TSIA-2 exam must take a pre-assessment activity that includes the following:

- An explanation of the importance of the TSI-Assessment and how the assessment works;
- Practice test questions and feedback;
- An explanation of all your developmental education options, if you do not meet the minimum passing standard (Note: Developmental courses cannot be taken for dual credit)
- Information on resources that will help you succeed as a college student.
- The Pre-Assessment Activity can be completed online through the [College Board website](#).

Testing General Requirements, Exemptions and Waivers

Dual enrollment students can sign up to take the TSIA-2 at TCC. Visit the [TSI Testing](#) web page for more information. Many high schools provide the TSI test. To find out if your school is one of them, reach out to your counselor or principal. The TSIA-2 testing fee is waived for all dual enrollment students.

How To Interpret TSIA-2 Scores

To satisfy TSI and course prerequisite requirements, you must meet or exceed the following college-ready scores:

Subject Area	College-Ready Score
Mathematics	950 - 990 <i>or</i> 910 - 949 <i>and</i> a diagnostic level 6
Integrated Reading/Writing (INRW)	945 - 990 <i>and</i> an essay 5 - 8 <i>or</i> 910 - 944 <i>and</i> a diagnostic level 5 - 6 <i>and</i> an essay 5 - 8

Exemptions & Temporary Dual Credit Eligibility Status

TSI Exemptions

All students taking college-level courses must satisfy [Texas Success Initiative \(TSI\) Assessment requirements](#) unless they qualify for a TSI exemption, exception, or waiver. Official documents must be submitted to the Admissions and Registrar Office for determining exemption. Exemptions are permanent and do not need to be renewed each semester.

Score Exempt

Students who meet qualifying standards on the SAT or ACT may be eligible for an exemption.

Test	Exemption Requirements	Expiration
SAT	There is no combined scores, but you need: At least 530 on math for an exemption in math and/or At least 480 on the Evidence-Based Reading and Writing for an exemption in reading and writing.	Valid for 5 years
ACT	A composite of 23 with: At least 19 on math for an exemption in math and/or At least 19 on English for an exemption in reading and writing Test Taken On/After February 15, 2023 At least 22 on math for an exemption in math and/or Combined score of 40 on the English and Reading tests for an exemption in reading and writing	Valid for 5 years

Drop or Withdrawal Policies

We at TCC understand that sometimes students are not prepared for the commitment and discipline required to be successful in a college course. Students can consult with their instructor, counselor, and Coordinators of Educational Partnerships to request a withdrawal from the selected class. It is the student's responsibility to contact their school counselor immediately if they are considering not completing a dual enrollment class. It is also the student's responsibility to make sure that the class has been dropped or withdrawn.

Dual credit students who drop a class (while still in high school) will not have their drop count toward the [Texas Education Code, Section 51.907](#) drop limit.

Special Circumstances

Bacterial Meningitis Documentation

Dual enrollment students taking classes at any Tarrant County College campus must provide proof of the vaccination within the last 5 years or documentation of an exemption/exception. The vaccination must be administered at least 10 days prior to the start of the entering term. This is an admission requirement for Tarrant County College and should be completed before registration. Visit [meningitis vaccinations web page](#) for more information.

Online Readiness

Dual enrollment students taking classes online must successfully complete an [Online Readiness Assessment](#) at least 24 hours before enrolling in an online course.

Student Title IX Online Program

At TCC, we pride ourselves on providing an enlightening college experience, which demands a safe and healthy student environment.

With this goal in mind, we require that you view **#NotAnymore, Sexual Violence Prevention for Students**, an online sexual violence prevention orientation program from VectorSolutions™.

Registration Impact

All new to TCC students are required to complete the #NotAnymore training before registering for their second semester at TCC.

This includes all new:

- Freshman/First-time students
- Transfer students from other colleges/universities
- Dual credit students
- Early college high school students
- PTECH students

If you fail to successfully complete the **#NotAnymore** program prior to registering for your second semester at TCC, you will be blocked from registration.

You must **complete the #NotAnymore video approximately 2 hours prior to registering** for your second semester to avoid registration delays. If you complete the video program after 8 p.m. and attempt to register for your second semester, you will be unable to register until the following morning at approximately 5:15 a.m. The minimum score requires 70% or higher.

#NotAnymore completion data is updated in our student registration system on an hourly basis every day from 6 a.m. to 8 p.m.

Registration

Registration is to be completed via [MyTCCTrack](#).

****Prerequisites** – In addition to meeting the college level placement required for each course, students should review the Tarrant County College Catalog for course prerequisite information. Prerequisites vary depending on the subject. Please refer to the [college catalog](#) for more information.

*Please note additional testing may be required for placement into higher-level math courses (above MATH 1314, College Algebra).

Dual enrollment students must be admitted to Tarrant County College and have all

paperwork completed at the time of registration. This includes fulfilling vaccination requirements (if required), Online Readiness Assessment (if taking an online course), testing, and prerequisites. Students will need to act on their own behalf and will need to present a photo ID for any transactions at the college.

Payment of Tuition and Student Learning Materials

As a dual enrolled student, the student has early access to the collegiate experience, which may be very different from the high school environment. The dual enrolled student will be considered an adult, and all rules, regulations, policies and procedures of Tarrant County College will apply to the dual enrolled student.

The dual enrolled student will not receive any special consideration because they are a high school/homeschool student. This includes, but is not limited to, the guidelines stated in the *Payment of Tuition and Other Course Charges, Failure to Pay, Refunds, Method of Communication, TCC Plus, Third Party Sponsor Agreement*, and *FERPA* sections of the [Financial Responsibility Agreement](#).

All financial information, such as payment due reminders, will be sent through the student's myTCC email address. Due to the Family Educational Rights and Privacy Act (FERPA), TCC cannot discuss or release the student's financial record to anyone other than the student without the student's written authorization. To authorize the release of financial records to a third party, students must have a Family Educational Rights and Privacy Act (FERPA) Waiver on file.

Dual Enrollment Tuition

Effective Fall 2023, for students participating in a Dual enrollment program at TCC, under the [Texas House Bill 8](#), tuition will be waived as long as the high school they attend has a partnership agreement with TCC. This includes also any [Third Attempt](#) charges for attempting a course three or more times.

Student Learning Materials

There might be some additional course charges added to the student account, such as digital materials, that are not provided by the ISD. The ISD may pay these charges on the student's behalf.

****Some ISD's provide student learning materials that are not charged to your TCC student account. Check with your high school.*

If students have qualified for free/reduced-price lunch at any public independent school district or public charter school during the last four years, the charges for the learning materials will be paid for once the student's eligibility has been certified. The student account will indicate an unpaid balance until the charges have been paid, which often occurs after the scheduled or posted payment deadline. If the student cannot be certified for any reason, the balance becomes the student's responsibility. Please refer to the *Failure to Pay*

section for more details.

If students do not qualify for free/reduced lunch, or attend a non-public school district or charter, they should speak to high school administrators about obtaining or paying for learning materials/textbooks. Students can pay those charges online *via* [MyTCCTrack – Student Account](#) or at any TCC Business Services office. The student is ultimately responsible for dropping any unwanted classes.

Continued Eligibility

For continued eligibility in the program, students must:

- Follow TCC's Academic Standing and all other policies and regulations outlined in the [TCC Catalog](#).
- Acknowledge the My Financial Responsibility Agreement (FRA) under Financial Information/Student Account from the left-hand menu of MyTCCTrack.
- Attend class 85% of the time.
- Failure to do so may result in the professor dropping you from the class.
- Do not drop a Dual Credit course without permission from your high school counselor.
- Meet course prerequisite requirements before enrolling in a class.

Expectations and Responsibilities of the Student

Students participating in dual enrollment courses will be expected to follow all the guidelines and procedures as our regular college-aged students. Students are expected to comply with the Student Code of Conduct, Board policies, laws, and/or Tarrant County College procedures. As an institution of higher learning, Tarrant County College encourages the intellectual and personal growth of its students as scholars and citizens.

To maintain an environment where these goals can be achieved safely and equitably, TCC promotes civility, respect, and integrity among all members of the community. TCC strives to guide the educational individual and social responsibility. Choosing to join Tarrant County College obligates each member to a code of civilized behavior.

Tarrant County College expects its students to conduct themselves in a manner that reflects upon the institution they represent. There are two (2) basic standards of behavior required of all students:

1. Shall adhere to Tarrant County College policies and municipal, county, state, and federal laws; and
2. Shall not interfere with or disrupt the orderly educational processes of Tarrant County College.

Students are entitled to only those immunities or privileges by law as enjoyed by other citizens, and neither lose their rights nor escape the responsibilities of citizenship. Tarrant County College may initiate the disciplinary process for an alleged violation of the Student

Code of Conduct, Board policies, laws, and/or Tarrant County College procedures regardless of the student's current status with a municipal, local, state, and/or federal authority for the same act.

In the event any provision in this Student Code of Conduct conflicts with the law of the State of Texas or the United States of America, the state or federal law shall prevail.

Definitions of terminology used in the Student Code of Conduct can be found in the [Student Handbook](#).

Classroom Rosters/Roll Sheets

Dual enrollment students are responsible for ensuring they are enrolled in the appropriate course approved by their high school counselor/home school administrator. Students should confirm with their instructor that they are on his or her Tarrant County College roster on the first day of class. All course/section changes should be completed by the first day of class.

If students are not on the instructor's roster, they must contact the high school representative *and* Coordinator of Educational Partnerships immediately. *Students may not continue to attend a class if they are not on the TCC class roster. Instructors will refer the student to the high school counselor's office for directions.*

Grades

Canvas: Grades for every assignment and assessment, as well as average for the class, are available online via Tarrant County College's Canvas virtual learning management system. Instructors may also put course content like handouts, notes, or assignments on Canvas. It is imperative that students know how to log in to Canvas, Hello!TCC, MyTCCTrack and MyTCC email. Check it daily. Call the TCC Help Desk if additional assistance is needed when setting up or logging in to any of the above TCC sites. While Canvas is a learning management platform, Hello!TCC and MyTCCTrack allows students to perform other administrative tasks such as registering for courses, updating personal information, viewing TCC ID number, viewing TSIA test scores, and requesting an unofficial/official transcript.

Any questions on grading policy or grading outcomes should be addressed directly to the instructor. Please review the course syllabus carefully for specific guidelines, deadlines, and contact information for the instructor.

To dispute an assignment or final course grade, follow the TCCD policy on grade disputes. The first point of contact is with your instructor.

Visit Students Complaints/Course Complaints under [student rights and responsibilities](#) for more information.

Attendance and Absence Policy

Dual enrollment classes are governed by the TCCD policy on attendance, even when

located at a high school campus. Dual enrollment students are expected to attend class according to the class schedule. Students must contact the high school counseling office and dual enrollment instructor if they are unable to attend class. Conflicts between high school activities and dual enrollment course meeting times should be considered and addressed before enrolling in a dual enrollment course. The instructor has the discretion to determine if and how a student will be allowed to make up work. Alerting the instructor early of an attendance conflict is critical.

Calendars may not be the same for high school and Tarrant County College. Dual enrollment students must follow the Tarrant County College calendar. Please notify or work with the instructor if you have a conflict. Tarrant County College may hold classes at the high school if the high school building is open, even when high school classes are not in session.

Communicating with Your Instructor

Ask questions: While most high school teachers make sure students understand the course materials before moving on to another topic, dual enrollment instructors may expect the students to ask questions. Students who are struggling or need extra help should let the instructor know. Dual enrollment instructors are there to guide the student's learning process and help answer any questions they may have.

Instructor's Office Hours

- Office hours, traditionally, are times when a college instructor is in his or her office, available to meet with students for extra help, reviewing essays or tests, providing feedback, or leading small group discussions. College students go to their instructor's office hours in *their* own time, to get the extra help they need.
- Because of the unique transportation concerns and scheduling of dual enrollment classes, the instructor may offer non-traditional office hours. This might mean using extra time during your class periods or meeting before or after class in the classroom or another place on your campus.
- No matter what the schedule or the situation: Always email the instructor if there are questions or additional help is needed. Students should utilize the instructor's office hours if they have questions, need help, want more feedback about a graded assignment, or think extra instruction or tutorials will be beneficial.

How to send appropriate emails:

- Use the email address provided on the syllabus to email your instructor.
- Use your MyTCC email account when communicating with an instructor.
- Address the instructor appropriately. (Dear Mr./Mrs./Dr./Ms./...)
- Include your full legal name, TCC student ID number and the class and section information.
- Be concise, professional, and proofread before you send.

Academic Integrity

Every member of the Tarrant County College community is expected to maintain the highest standards of academic integrity. All work submitted for credit is expected to be the student's own work. Tarrant County College may initiate disciplinary proceedings against a student accused of a violation of academic integrity. While specific examples are listed below, this is not an exhaustive list of violations of academic integrity which may encompass other conduct, including any misconduct through electronic or computerized means. Violations of academic integrity shall include, but are not limited to, one or more of the following acts:

Potential violations of academic integrity standards may include, but are not limited to, cheating, plagiarism, and collusion.

Cheating shall include, but not be limited to:

1. Copying from another student's test or class work;
2. Using test materials not authorized by the person administering the test;
3. Collaborating with or seeking aid from another student during a test without permission from the test administrator;
4. Knowingly using, buying, selling, stealing, or soliciting, in whole or in part, the contents of an unadministered test, paper, or another assignment;
5. The unauthorized transporting or removal, in whole or in part, of the contents of the unadministered test;
6. Substituting for another student, or permitting another student to substitute for oneself, to take a test;
7. Bribing another person to obtain an unadministered test or information about an unadministered test; or
8. Manipulating a test, assignment, or final course grades.

Plagiarism shall be defined as the appropriating, buying, receiving as a gift, or obtaining by any means another's work and the unacknowledged submission or incorporation of it in one's own written work.

Collusion shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements.

Electronic Media Violations

Use of College computers and computing resources FLB [LOCAL]. Inappropriate use includes, but not limited to:

- a. Any unauthorized use of electronic or other devices to make an audio or video record of any person while on College premises without his/her prior knowledge, or without his/her effective consent when such a recording is likely to cause injury or distress. This include, but is not limited to, surreptitiously taking picture of another person in a gym, locker room, or restroom;

- b. Anonymous or forged e-mail messages;
- c. Unauthorized attempts to access another person's e-mail or similar electronic communications;
- d. Use of another's name, e-mail or computer address or workstation to send e-mail or similar electronic communications;
- e. Use of System e-mail or other network resources for commercial purposes or for personal financial gain;
- f. Access to restricted computing resources without authorization or use for purposes beyond the authorization;
- g. Transmission of copyrighted materials, without the written permission of the author or creator, through System e-mail or other network resources in violation of U.S. copyright law;
- h. Use of computing resources used in a manner that disrupts the work or educational environment;
- i. Intentional use of System computing resources to store, download, upload, display, print or e-mail computer images that constitute "obscene materials" as defined by Section 43.21 of the Texas Penal Code and that are not directly related to or required for a specific educational course or research project directly related to an educational program;
- j. The display or transmission of messages, images, cartoons or other messages or images that are sexually explicit or that demean a person on the basis of race, ethnicity, age, gender, national origin, disability, and/or religion, may constitute prohibited harassment under System policies;
- k. Upload or download of unauthorized materials to any System server; and
- l. Sharing of an account, password or other authentication device that was provided to permit access to restricted computing resources (*TCC Guidelines for Computing and Technology Resources*)

In cases where an incident report has been filed for an alleged violation of academic integrity, the faculty member is requested to delay posting a grade for the academic work in question until the case is final. A student found responsible for academic integrity offenses will receive an authorized disciplinary penalty or penalties from the Dean of Students Office. If the student is found responsible for a academic integrity violation(s), he or she may also receive an academic penalty determined by the faculty member, which may range from a grade of zero on the assignment to failing the course.

Visit the Student Handbook for complete information regarding academic dishonesty and student conduct policies.

Instructor's Course Requirements

The Instructor's Course Requirements (ICR) is an online document providing information concerning an individual faculty member's requirements for a course. It is an important guide for students to navigate the course. It contains information on course textbooks, class schedules, assignments, grading standards, and other criteria specific to a particular instructor and section. The ICR may be edited by individual faculty members and

constitutes an instructor's official statement of course requirements to students. The ICR must be posted online *no later than the end of the first week of class* in a given semester. Students can access the ICR within the student's MyTCCTrack course.

Resources Available to TCC Students

All student resources and services are detailed on the TCCD website. Below are some of the most popular or essential resources.

Advising and Counseling Center

Career Advisors collaborate with students to help them achieve academic and personal success. Career Advisors can help students: plan class schedules, learn about transferring to a 4-year university, explore career options, and find campus services like tutoring, academic help and more.

- South Campus SO.advising@tccd.edu
- Northeast Campus NE.advising@tccd.edu
- Northwest Campus NW.advising@tccd.edu
- Southeast Campus SE.advising@tccd.edu
- Trinity River Campus TR.advising@tccd.edu
- Connect Campus Online.advising@tccd.edu

Testing Centers

Each campus provides a testing center and offers a variety of test, which may include:

- Texas Success Initiative Assessment (TSI-A)
- ALEKS PPL – Advance Math Placement Assessment
- College Level Examination Program (CLEP) and
- Credit-by-Exam (CBE)
- GED® Test
- HESI A2 Admission Assessment
- Advanced Placement (AP), petition for TCC course credit.

Testing Services Contacts:

- South Campus SO.testingservices@tccd.edu
- Northeast Campus NE.testingservices@tccd.edu
- Northwest Campus NW.testingservices@tccd.edu
- Southeast Campus SE.testingservices@tccd.edu
- Trinity River Campus TR.testingservices@tccd.edu

Student Accessibility Resources (SAR)

Student Accessibility Resources are offered on each campus to students with disabilities. Students who want to request accommodation should contact the SAR office at their TCC

Campus. It is the student's responsibility to provide appropriate disability documentation to their campus SAR office:

- South Campus SO.sar@tccd.edu
- Northeast Campus NE.sar@tccd.edu
- Northwest Campus NW.sar@tccd.edu
- Southeast Campus SE.sar@tccd.edu
- Trinity River Campus TR.sar@tccd.edu
- Connect TR.sar@tccd.edu

Student ID Card

A student ID helps students access several resources at TCC and possible discounts at places like the movies. The student ID is free and available at the Copy Center on each campus.

Required documentation to obtain a student ID:

- **Picture ID** (driver's license, passport, bank card with photo on card, high school ID)
- **TCC ID Number** (also known as Colleague ID) (find your TCC ID Number on My TCCTrack)
 - Log into MyTCCTrack
 - Go to your user profile
 - Find your Colleague ID listed beneath your name.
- **Student Statement** (print your student statement after you register and pay for your courses)
 - Log into MyTCCTrack.
 - Select the **Student Account** module.
 - Select the term/quarter from your Account Summary page.
 - Select **View Statement**, located on the right-hand side of the screen.
 - Print your student statement.

Contact the [Copy Center](#) at your TCC Campus:

- South Copycenter.so@tccd.edu
- Northeast Copycenter.ne@tccd.edu
- Northwest Copycenter.nw@tccd.edu
- Southeast Copycenter.se@tccd.edu
- Trinity River Copycenter.tr@tccd.edu

Learning Commons: Labs & Tutoring Centers

If you would like more one-on-one help with certain skills, essays you're working on, or even tests for which you are studying, you can visit TCC's tutoring centers. Call to find out whether you need an appointment, what services they offer, or if they have special programs. Most are open for tutoring and skills help every school day. **Consult the labs and tutoring**

website for current information and hours of operation. [Learning Commons: Labs & Tutoring Centers](#)

Library

Students wishing to check out books, do additional research, or use computer and printing resources may visit TCC's campus Libraries.

- South SO.librarians@tccd.edu
- Northeast NE.librarians@tccd.edu
- Northwest NW.librarians@tccd.edu
- Southeast SE.librarians@tccd.edu
- Trinity River TR.librarians@tccd.edu

Career Services

TCC provides a variety of services to help students and alumni in developing job search skills and in locating employment. TCC also works with employers to promote job opportunities for students and alumni with the training and educational experience needed to fill positions in a wide variety of technical and occupational areas.

- South SO.careerservices@tccd.edu
- Northeast NEcareerservices@tccd.edu
- Northwest NW.careerservices@tccd.edu
- Southeast SEcareerservices@tccd.edu
- Trinity River TRcareerservices@tccd.edu

When (and Who) to Ask for Help

If you are failing, or in danger of failing: Talk to your instructor first. Ask what things you might be able to do to raise your grade. Do not expect this will always be possible. It depends on what assignments/tests you are missing and how much time is left in the semester. Your instructor does not have to help you pass, but most times, there is a remedy for students who are willing to work.

If you are going to fail, no matter what: Talk to your counselor or the Coordinator of Educational Partnerships. They may recommend you drop the class, depending on how far into the semester you are. To check drop deadlines, please see the TCC website.

If you are moving or must change your schedule: You must meet with your counselor/academic coordinator and the Coordinator of Educational Partnerships because dropping the class or withdrawing from the high school *does not* remove you from the college class. If you do not withdraw from the college, you will continue to receive zeroes and absences, which will likely result in a failing grade on your transcript. Your counselor or academic coordinator will help you figure out what to do and help you make sure it is done

correctly. *If you decide to drop a course, contact your high school counselor. After the request is made, be sure to verify the drop has processed by checking MyTCCTrack.*

If you cannot log in to your TCC student account: Call the Help Desk at 817-515-8324. You may be missing important information about your class, your grades, and perhaps even announcements or course information in your email.

Requesting a Transcript

- A college transcript is an official document that contains a student's permanent academic record.
- To transfer your credits from TCC to another college or university, please request an official TCC transcript to be sent from TCC directly to the institution. Most colleges and universities require official transcripts for transfer evaluation.
- Students can request a transcript through Hello!TCC. They must know the institution to which they are sending the transcript.

Student Account Center

The Student Account Center is a student financial system designed to help students better manage their student account activity. Some of the features include payments by Automated Clearing House (ACH) or debit/credit card, payment plan enrollments, storing payment methods, or assigning authorized users. Students may access the Student Account Center through [MyTCCTrack](#) - Student Account and the Pay Now/Student Account Center Helpful Link. Please visit the [Payments FAQ](#) website for the most updated information.

Refunds

Refunds for dual enrollment courses will follow the state-mandated refund policy. For further information, visit the [refunds web page](#).

Failure to Pay

Per Texas Education Code 54.007(2)(d): A STUDENT WHO FAILS TO MAKE FULL PAYMENT OF TUITION AND MANDATORY FEES, INCLUDING ANY INCIDENTAL FEES, BY THE DUE DATE MAY BE PROHIBITED FROM REGISTERING FOR CLASSES UNTIL FULL PAYMENT IS MADE. A STUDENT WHO FAILS TO MAKE FULL PAYMENT PRIOR TO THE END OF THE SEMESTER OR TERM MAY BE DENIED CREDIT FOR THE WORK DONE THAT SEMESTER OR TERM.

The student will be restricted from registration activity, receiving a transcript, or receiving a diploma until the past due balance is paid in full. If the past due balance involves Title IV or HEA funds, the student may be able to receive a transcript. However, the student will not be able to receive a diploma. Only cash, credit card, cashier's check, or money order will be accepted by TCC as a form of payment for past due or prior term balances.

Financial Responsibility Agreement

The Financial Responsibility Agreement (FRA) provides relevant information about TCC's official financial policies and what is considered the responsibility of the student. Students will be asked to acknowledge the document every 120 days before they can complete any type of registration activity. Students are encouraged to read the document to stay informed on TCC's policies concerning areas such as tuition payment, past due balances, third party collections, refunds, method of communication, Family Educational Rights and Privacy Act (FERPA), and dual enrollment. Students may always access their FRA through [HelloTCC](#).

IRS Form 1098-T

The Form 1098-T is used by eligible educational institutions to report information about their students to the IRS as required by the Taxpayer Relief Act of 1997. Eligible educational institutions are required to submit the student's name, address, taxpayer's identification number (TIN), enrollment status, amounts paid pertaining to qualified tuition and related expenses billed within the year, and scholarships and/or grants, taxable or not. A 1098-T form must be provided to each applicable student.

Students may view the latest Form 1098-T updates through [Form 1098-T Tax Information](#) and the [1098-T frequently asked questions](#). [College for All Texans](#) provides [additional information about tax credits](#).

Access to Student Records/ Family Educational Rights Privacy Act of 1974 (FERPA)

FERPA is a Federal law (ACT) that protects the privacy of student education records. It provides students the right to:

- Inspect and review educational records;
- Request to amend inaccurate or misleading records;
- Consent to disclosures of personally identifiable information contained in their records;
- File a complaint with the U.S. Department of Education concerning alleged failures by the institution to comply with this law.

For specific information, see the [Tarrant County College catalog](#).

In compliance with FERPA, information classified as “directory information” may be released to the general public without the prior written consent of the student.

A student may request directory information be withheld from the public by completing and filing a written request with the Admissions and Registrar Office. Filed requests are valid until revoked by the student in writing. If no request is filed, directory information will be released upon inquiry.

While FERPA gives parents certain rights with respect to their children’s education records, these rights transfer to the student when he or she reaches 18 or begins attendance at Tarrant County College, either on site, through distance learning, or in high school as a Dual Credit student (regardless of age). Parents can obtain directory information only at the discretion of the institution. Parents can obtain non-directory information only with the written consent of the student. Tarrant County College has designated the Admissions and Registrar Office as the records official for all student academic records and transcripts.

The Family Educational Rights and Privacy Act of 1974 (PL93-380), commonly referred to as FERPA, provides that all records pertaining to a student that are maintained by the College must be available for inspection, review, and amendment by the student and requires, in most instances, prior consent from the student for disclosure of such records to third parties. The consent to waive privacy at Tarrant County College must be made in writing, signed, and dated by the student, and must specify the names of the parties to whom records will be released. The act applies to all persons formerly and currently enrolled at an educational institution. No exclusion is made for non-U.S. citizen students. However, the act does not apply to a person who has applied for admission, but who never actually enrolled in or attended the institution or deceased persons. Meningitis vaccination records are protected by FERPA and are not subject to Insurance Portability and Accountability Act of 1996 (HIPAA) privacy rules. More information about the Family Educational Rights and Privacy Act at Tarrant County College can be found at: [FERPA - Tarrant County College \(tccd.edu\)](http://tccd.edu)

DUAL ENROLLMENT HOME SCHOOL STUDENT

You are a home school student if you are receiving your secondary schooling at home.

What are my options at TCC?

If you're a home school graduate, [complete our new to college admissions steps](#).

If currently a home school student, you can:

Enroll in our dual enrollment program, which allows you the opportunity to earn high school and college credit at the same time.

Take continuing education courses for home-schooled students. To learn more about our non- credit courses for home-schooled students, [visit our home school courses page](#).

How do I get started in the dual enrollment program?

- **Step 1: Apply for Admission**
 - [Apply now through ApplyTCC](#) (use Firefox or Chrome for the best experience). You must use your personal email address.
 - You may also use [ApplyTexas](#) as an alternate application but should allow more time for processing.

When will I know if I'm accepted?

After you have submitted your application, you will receive an email providing you with your TCC log-in credentials and student ID number.

- **Step 2: Complete Testing and Pre-Enrollment Requirements**
 - Complete the following requirements **only if you don't meet the listed exemptions.**
 - [Find out if you are TSI-exempt or qualify for a temporary TSI waiver](#) based on your official test scores (ACT, SAT).

Pre-Assessment Activity (PAA)

To ensure preparedness for college-level coursework, before taking the TSI-Assessment, students must participate in a Pre-Assessment Activity that includes the following:

- An explanation of the importance of the TSI-Assessment and how the assessment works;
- Practice test questions and feedback;
- An explanation of all your developmental education options, if you do not meet the minimum passing standard; and
- Information on campus and community resources that will help you succeed as a college student.

The Pre-Assessment Activity can be completed online through the [College Board website](#)

The TSI-Assessment must be taken before you can enroll in any college-level course at any Texas public institution of higher education.

TSIA-2

After you've completed the PAA, [contact Student Success & Advising](#) to obtain a test referral, then [schedule a time to take your TSIA-2](#).

Results of the TSIA-2 should be reviewed with the Coordinator of Educational Partnerships or another TCC representative.

Online Readiness Assessment

If you have never taken an online course at TCC and are registering for a class with our TCC Connect Campus, you must [take the Online Readiness Assessment](#) before you can register.

- **Step 3: Submit Your Supporting Documents**
 - Submit the following documents to the Admissions and Registrar Office:
 - Qualifying test scores
 - [Meningitis documentation](#) (only if taking classes on campus)

- [Residency documents](#) (if applicable)
 - [FERPA Waiver of Privacy Form \(PDF\)](#) (optional but recommended)
- **Step 4: Meet with TCC's Dual Enrollment Staff**
 - [Make an appointment to meet with our Dual Enrollment Office](#) to complete your enrollment, including registering for classes.
 - For your meeting, complete the [High School Early Enrollment Form \(PDF\)](#) and the [Homeschool Terms of Agreement form](#) with your homeschool parent/designee. Also, be prepared to talk about:
 - Class options and scheduling
 - Course load
 - College course expectations
- **Step 5: Get Your Textbooks and Course Materials**
 - Home-school students are responsible for the cost of their learning materials.
 - You must have your textbooks for the first day of class to have a successful semester.
 - To purchase or rent your course materials, visit a [TCC campus bookstore](#) or [order your books online](#).
- **Step 6: Stay in Dual Enrollment for Home School**
 - To be eligible for continued dual enrollment classes, you must:
 - Follow [TCC's academic standing policy](#), as well as all other policies and regulations outlined in the [TCC Catalog](#).
 - Complete the [High School Early Enrollment form \(PDF\)](#) **each semester**. The form will require a TCC representative's signature, so you'll need to schedule an appointment early and have it signed before you can register for classes.
 - Acknowledge the My Financial Responsibility Agreement (FRA) under Financial Information/Student Account from the left-hand menu of MyTCCTrack.
 - Attend class 85% of the time. If you don't, your instructor may drop you from the class. For online classes, attendance is tracked via your academic assignments. Always contact your instructor if you fall behind to avoid getting dropped from the class.
 - Meet course prerequisite requirements before enrolling in a class.
 - Complete [#NotAnymore Title IX training](#).
 - Do not drop a dual enrollment course without permission from a Coordinator of External Partnerships.