



# Dual Credit, Concurrent and Collegiate High School Enrollment Form

## Instructions for Dual Credit, Concurrent and Collegiate High School Students

- For admission, students in the 9<sup>th</sup> – 12<sup>th</sup> grades must complete submit this form as well as complete a Tarrant County College (TCC) admissions application.
- Students must complete this form each term and it must be
  - signed by the high school principal or designee, and
  - approved by the applicable TCC Campus Vice President of Academic Affairs designee.
- Permission must include specific courses to be taken at TCC.
- Permission is limited to the term indicated and must be separately granted for each enrollment prior to high school graduation.
- Students must test and pass appropriate sections of the Texas Success Initiative Assessment (TSI-A) to meet pre-requisites for each course, OR be exempt from TSI assessment based on ACT or SAT scores. Students enrolling in a TSI-waived technical certificate program may be required to present high school assessment scores, such as STAAR.
- Payment for any charges due from the student must be made by prescribed payment deadlines. Payments can be made online through the TCC WebAdvisor portal once registration is complete.

### NOTE:

- High school students may enroll in a maximum of 15 hours per semester in courses that apply to a certificate, degree, or the TCC Core Curriculum, with approval from the high school and college. It is recommended that students in their first semester of dual credit enroll in a maximum of two courses.
- The college may restrict the number of semester credit hours based on college readiness, types of courses requested, or academic performance in dual credit courses.
- Students must follow TCC's Academic Standing and all other policies and regulations outlined in the TCC catalog.
- After HS graduation, students who wish to enroll at TCC must follow all "first time in college" student processes; they must also submit a final HS transcript including graduation date.

## To Be Completed by High School Principal or Designee

Campus NE\_\_\_\_ NW\_\_\_\_ SO\_\_\_\_ SE\_\_\_\_ TR\_\_\_\_ CN\_\_\_\_ Year \_\_\_\_ Term \_\_\_\_ (FALL/SPRING/SUM I/SUM II)

Student's Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Student Social Security/TIN # \_\_\_\_\_  
or TCC Student ID # \_\_\_\_\_

Name of High School \_\_\_\_\_ Expected Year of High School Graduation \_\_\_\_\_

TCC Course(s) to be taken..... Will High School credit be granted for this course (dual credit)?

Course Name (ex ENGL-1301)

Section (ex 12345)

_____	_____	____ Yes	____ No
_____	_____	____ Yes	____ No
_____	_____	____ Yes	____ No
_____	_____	____ Yes	____ No
_____	_____	____ Yes	____ No

I certify the above-named student has met the stated requirements and is recommended for early high school enrollment at TCC. I understand the awarding of dual credit is at the discretion of the high school.

Principal/Designee Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

## Certification of Residency and Student Authorization (MUST be signed by student):

- I understand TCC officials will use the information submitted on this form to determine my status for residency eligibility.
- I authorize TCC to verify the information I have provided. I agree to notify the TCC Admissions & Registrar of the institution of any changes in the information provided. I certify the information on this questionnaire is complete and correct, and I understand the submission of false information is grounds for rejection of my questionnaire, withdrawal of any offer of acceptance of my application, cancellation of enrollment, and/or appropriate disciplinary action. In addition, I understand my enrollments will be documented on an official college transcript.
- I have read and understand the above instructions and authorize exchange of my admissions and academic information between TCC and my high school.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

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## Residency Questionnaire

Student Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ TCC ID # \_\_\_\_\_

*Texas Higher Education Coordinating Board Rule 21.731 requires each student to respond to the following questions for the purpose of determining the student's eligibility for classification as a Texas resident.*

**Please answer the following questions to determine your residency status for tuition purposes.**

1. Are you a resident of Texas? Yes \_\_\_\_\_ No \_\_\_\_\_
2. How long have you lived in Texas? Years \_\_\_\_\_ Months \_\_\_\_\_
  - A. If one year or less, date you or family moved to TX: \_\_\_\_\_
3. Will you graduate from high school in Texas? Yes \_\_\_\_\_ No \_\_\_\_\_  
High School Name \_\_\_\_\_ City \_\_\_\_\_ Current Grade Level \_\_\_\_\_
4. Will you have lived in Texas during all of the 12 months preceding the term which you are applying? Yes \_\_\_\_\_ No \_\_\_\_\_
5. Are you a U.S. citizen? Yes \_\_\_\_\_ No \_\_\_\_\_  
**If YES, go to Question #7. If NO, answer Question #6.**
6. Are you a Permanent Resident with I-551 approval? Yes \_\_\_\_\_ No \_\_\_\_\_
  - A. If you are a Permanent Resident, please submit a copy of your card to the Dual Credit Coordinator or Admissions and Registrar's Office.
7. Are you a dependent student of your parent or legal guardian? Yes \_\_\_\_\_ No \_\_\_\_\_
8. Is your parent or legal guardian a U. S. Citizen? Yes \_\_\_\_\_ No \_\_\_\_\_
  - A. If YES, has your parent or legal guardian lived in Texas for the last 12 months? Yes \_\_\_\_\_ No \_\_\_\_\_
    - If they have not lived in Texas for the last 12 months, how long have they lived here? Months \_\_\_\_\_
  - B. If NO, is your parent or legal guardian a Permanent Resident with I-551 approval? Yes \_\_\_\_\_ No \_\_\_\_\_
    - Have they lived in Texas for the last 12 months? Yes \_\_\_\_\_ No \_\_\_\_\_

*If your parent or legal guardian is a Permanent Resident with I-551 approval, please provide a copy of their permanent resident card and tax return showing dependency to Dual Credit Coordinator or Admissions and Registrar's Office.*

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### To Be Completed by TCC Campus Vice President Academic Affairs Designee

Student Program: AA(Core) \_\_\_\_\_ AAS Code \_\_\_\_\_ Certificate Code \_\_\_\_\_

Student Code: EHSE \_\_\_\_\_ DCNONMOU \_\_\_\_\_ CONCRRT \_\_\_\_\_ ECHS \_\_\_\_\_ Approved \_\_\_\_\_ Not Approved \_\_\_\_\_

TCC Designee Name \_\_\_\_\_ Date \_\_\_\_\_

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### To be completed by TCC Admissions & Registrar Office Staff

Colleague Program Update: \_\_\_\_\_ EHSE.N001.UG (Dual Credit)

Program End Date \_\_\_\_\_

DCNONMOU \_\_\_\_\_

CONCRRT \_\_\_\_\_

Residency Code: \_\_\_\_\_ DC PERC: \_\_\_\_\_

\_\_\_\_\_ ECHS.N001.UG

Staff Member: \_\_\_\_\_ Date Rec'd \_\_\_\_\_ Date Processed: \_\_\_\_\_