



TCC/Richland Dual Credit Procedures - 2017/ 2018
 (More information is available at www.tccd.edu/students/dual-credit/)

- **Step 1** - Students must Complete a **High School Early Enrollment form** (labeled for the specific courses you plan on taking – one form for each semester)
- **Step 2** – You must take and pass the TSI or be exempt and complete all TCC testing requirements. TSI testing **will** be available at Richland High School (March 21 – 24 / subject to adjustment) so be sure and reserve a spot. Before taking the TSI, each student must review the **Pre-Assessment Activity** (PAA). You may review the PAA information on the TCC website. The PAA information on the website includes subject area content and sample questions. Students will not be allowed to take the TSI unless they indicate at the time of testing that they have reviewed the PAA (The PAA will be available at the testing site).

Subject Area	Minimum Passing Score
Mathematics	350
Reading	351
Writing	Placement score of at least 350 and an essay score of at least 5 or Placement score of at least 363 and an essay score of 4 or Placement score of less than 350 and an ABE Diagnostic level of at least a 4 and an essay score of at least 5

- **Step 3** - You must fill out TCC's [online application with ApplyTexas](#). You also must have an active email address. You can get help with your online application by following the [ApplyTexas application instructions](#). College representatives will be on Richland High Schools campus (March 28 and 29 / subject to change) to assist you with your application.
- **Step 4** - You must turn in to Richland High School by **April 28** an **Official High School Transcript** (in a sealed and signed envelope), a **High School Early Enrollment form** (labeled for the specific courses you plan on taking) and **your testing information**. If you have questions please visit your counselor.

Steps 1 – 4 must be completed by April 28, 2017 (Failure to turn in paperwork by April 28 will eliminate you from dual credit opportunities with TCC)

- **Step 5** – Pay TCC online or in person (\$59 per semester hour – subject to change).
Important Reminder*It is the student’s responsibility to arrange and make payments, TCC has set class sizes and these will fill on a first to pay first in basis. Check your TCC emails for payment reminders or contact TCC for payment dates. TCC does not allow you to sit in a class you are not registered for. Students that do not register and pay for TCC dual credit will be placed in regular RHS classes.
- **Step 6** – Purchase textbooks. Check with TCC for correct textbooks and prices.
- **Step 7** – Attend any TCC mandatory Dual Credit Meetings as scheduled by TCC.

Important information

- College courses can and often do require 2 or more hours of study per night. This course will be more difficult and will require more work than regular high school courses.
- Grades are posted on the RHS transcripts only at the end of 1st & 2nd semester. It is the student’s responsibility to know their grades.
- Students who choose to participate in this program must be responsible and dependable.
- TCC courses may be taught by Richland High School teachers or TCC professors.
- Must earn a **“C” or higher** in each course attempted to **remain eligible** for dual credit coursework
- Registration does not reserve a spot - accepted payment by TCC does.
- The courses are weighted and will receive a dual credit designation on the high school transcript.
- This is college work and will be a part of your permanent college transcript. **It is the student’s responsibility to know if these classes will transfer to their future college.**

TCC dates and times and procedures are subject to change. For more and updated information visit the TCC website: www.tccd.edu/students/dual-credit/

TCC Courses (subject to change)

_____ Composition I - Eng 1013 (BCTAL)
 _____ Composition II - Eng 1023 (BCTAL)
 _____ British Literature I- Eng 3013 (BCTAL)
 _____ Government – Gov 2305 (BCTAL/Richland)
 _____ Economics – Eco 2301 (BCTAL/Richland)
 _____ US History I – Hist 1301 (Richland)
 _____ US History II – Hist 1302 (Richland)
 _____ ASL III (Richland)
 _____ ASL IV (Richland)
 _____ College Algebra (BCTAL)
 _____ Pre-Calculus (BCTAL)
 _____ Accounting I (BCTAL)
 _____ Accounting II (BCTAL)
 _____ Anatomy and Physiology I (BCTAL)
 _____ Anatomy and Physiology II (BCTAL)
 _____ Sociology