

## Dual Credit Enrollment Steps NEW Students – 1/2017

STEP 1

### APPLICATION

- Submit online admission application at [www.austincc.edu/application](http://www.austincc.edu/application), scroll down and click on BEGIN button.
- Activate ACCeID & ACCmail 24 hours after submission, instructions on reverse.

STEP 2

### TESTING - College Readiness & Pre-Assessment Activity (PAA)

- Visit with your high school counselor to determine if testing is required.
- You may be exempt from testing. *See reverse for testing exemptions.*
- If testing is required, schedule for TSI Assessment at any ACC Campus Assessment. The cost of the test is \$29.00.
- Complete the Pre Assessment Activity (PAA) prior to testing. The **PAA** can be completed online at [www.austincc.edu/tsiprep](http://www.austincc.edu/tsiprep); print your Completion Certificate and present to testing staff upon arrival for ACC campus testing.

STEP 3

### ADVISING with High School Counselor AND ACC Advisor

- Meet with your high school counselor to obtain a Dual co-enrollment form with recommended ACC classes and **required parent and high school signatures** (counselor and Principal or designee).
- Meet with an ACC academic advisor, ACC counselor, or Dual credit specialist at your high school campus. *See reverse for ACC campus advising locations.*
- Submit form & test scores to the specialist on your high school campus *OR* to an ACC campus admissions and records office. *RETURNING* students only submit a new form for each subsequent semester.
- If requesting out of district course fee waiver, financial documentation must be submitted prior to registration. See your high school counselor for required documentation.

STEP 4

### REGISTER for ACC Classes

- Register for ACC classes online during the ACC registration period, using ACC Online Services ([www.austincc.edu/online-services](http://www.austincc.edu/online-services)). Submission of the dual credit form does NOT register you into ACC classes. Failure to register will result in no college credit.

STEP 5

### TUITION PAYMENT

- Pay tuition by published payment deadlines, if you believe your balance is an error; contact the dual credit office immediately ([www.austincc.edu/calendars/tuition-payment-deadlines](http://www.austincc.edu/calendars/tuition-payment-deadlines)).
- Call the Cashier's Office at 223-CASH for payment questions and options.
- You will be dropped from all classes for failure to make payment by published deadlines.



**RETURNING Students**

**COMPLETE** Steps 3-5 above for each ACC semester you plan to enroll.

# IMPORTANT STUFF FOR DUAL CREDIT STUDENTS TO KNOW!!



- ➔ **ACCeID:** Prior to registration, claim your ACCEID and set your password and security questions. From the ACC homepage ([www.austincc.edu](http://www.austincc.edu)) select “ACCEID” from the row of links on the top of the page. Follow the three steps to obtain, activate, and set your security questions. Your ACCEID will give you full access to your ACC records using your ACC online services account. For assistance, contact the ACC Help Desk at (512) 223-4636 or [www.austincc.edu/help](http://www.austincc.edu/help).
- ➔ **ACC EMAIL:** After activating your ACCEID, you can activate your permanent ACC secure student email. All ACC notification are delivered to students via ACC email address. Activate your ACC email at [www.austincc.edu/accmail](http://www.austincc.edu/accmail) and click “Activation + Login Assistance” on the left hand side, then click “Activate ACCmail” and follow prompts. You must have your ACCEID to activate your ACC email. For assistance, contact the ACC Help Desk.
- ➔ **Tuition and Fees Waiver:** Austin Community College will waive tuition and fees for 12 courses per student, residing within the ACC taxing district. Out-of-district students will be charged a per-course fee for courses taken at any non-high school location or via distance learning for 12 courses per student, after which regular tuition and fees will be charged. Out-of-district students will not be charged the per-course fee if they take classes scheduled at a high school campus or demonstrate financial need through documented eligibility for free lunch or family eligibility for public assistance. The dual credit tuition and fees waiver can only be applied to college credit courses that are a part of the ACC core curriculum, a workforce course leading to a certificate or associate of applied science degree, and foreign languages. All remaining ACC courses will be assessed regular tuition and fees according to a student’s residency.
- ➔ **SATISFACTORY ACADEMIC PROGRESS (SAP):** College records are permanent; therefore, it’s important to maintain satisfactory academic progress while enrolled at ACC, even while in high school. Failure to do so may affect future college financial aid and/or transfer eligibility. The elements of SAP are grade point average, completion ratio, and maximum time frame.
- ➔ All students in the dual credit program must maintain a cumulative GPA of 2.0. Students who fall below a cumulative GPA of 2.0 will lose their tuition waiver for one probationary semester. Failure to maintain a cumulative GPA of 2.0 for two semesters (consecutive or nonconsecutive) will result in a student being ineligible for the dual credit tuition and fees waiver. Dual credit students who do not maintain good academic standing are additionally subject to further disciplinary action as outlined in the ACC Student Handbook.
- ➔ **TEXTBOOKS** and course supplies are **NOT** included in tuition and fees. Textbooks can be purchased at an ACC Bookstore or other book retailers (average price per class is \$100). ACC Campus Bookstores: [www.austin.bnccollege.com](http://www.austin.bnccollege.com)
- ➔ **PAYMENT:** If applicable, pay your tuition and fees by the payment deadline. If payment is not made, you will be dropped from your course(s). If you receive a balance due at the time of registration and you believe it’s an error, you **MUST** contact the Dual Credit office immediately or you will be dropped for non-payment.

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### **College Readiness Exemptions\*:**

**ACT:** Composite 23, with 19 in English and 19 in math  
**SAT** (prior to 3/2016): 1070 Combined critical reading and math, with 500 in CR and 500 in math  
**SAT** (3/5/2016): EBRW 480 and math 530  
**STAAR:** English III – 4000+  
**STAAR:** Algebra II – 4000+

### **College Readiness Waivers\*, while in high school:**

**ACT/ASPIRE:** English 435; math 431  
**PLAN:** Composite 23, with 19 in English and 19 in math  
**PSAT** (prior to 10/2015): 107 Combined CR & M, with 50 in CR and 50 in math  
**STAAR:** English II (combined reading & writing test) scaled score of 4000+  
**STAAR:** Algebra I scaled score of 4000+ and (70 or higher) in high school algebra II

\* Exemptions and Waivers established by the Texas Higher Education Coordinating Board