



# Dual Credit at McLennan

2014-2015

# I. Changes 2014-2015

- Eligible Courses
- 2-Way Video/Online Courses
- Special Permission Forms
- TSI Exemptions for Dual Credit

# Dual Credit Agreements

- 2014-2015 agreements distributed today.
- Please give to the superintendent.
- Sign and return 1 copy by May 1.
- Keep 2<sup>nd</sup> copy for the ISD files.
- Must be signed and returned before dual credit students can be enrolled.

# Amendment Form

- 1 copy included in envelope.
- Use the form to make any changes to the agreement.
- Consider the courses allowed for summer students when reviewing the agreement.

# Eligible Courses

- Core Curriculum
- Foreign Language
- Career and Technical Education
  
- No PHED
- No Developmental Courses



# Advising

The dual credit program may require individual advising for students requesting courses outside of the core curriculum or courses not commonly requested for dual credit.

This advising is in the best interest of the student since these students may be attempting to satisfy specific college degree requirements.

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# 2-Way Video/Internet

# 2-Way Video

- 2-way video discontinued for dual credit
- Replaced with more focused plan for online dual credit



# Online Dual Credit

## Dual Credit-Only Sections

- Fall 2014: ENGL 1301, MATH 1314, GOVT 2305
- Spring 2015: ENGL 1302, MATH 1316, ECON 2301

During Spring 2015, departments will review to determine whether dual credit students should remain in separate sections.

# Online Dual Credit

- 20 seats reserved in online HIST 1301
- Professor handpicked for experience with dual credit
- Reserved spaces could expand if demand is high
- Will evaluate Spring 2015



# Special Permission Forms

# Special Permission Forms

- Required by education code to have published standards for granting special permission to high school students
- Standards now printed on the special permission forms
- Available on [dc.mclennan.edu](http://dc.mclennan.edu), “High School Counselors”

dc.mclennan.edu

## High School Counselors

### Special Forms

- [Permission to Enroll in 3 Courses](#)
- [Permission to Enroll in a Minimester Course](#)
- [Permission to Enroll Before Grade 11](#)
- [Student Release of Records Form](#)  
Students should complete this form to give permission to MCC instructors to speak with parents about grades and/or progress in a course. The signed original should be filed with MCC's Records & Registration Office, and one signed copy should be given to the instructor.
- [Tuition Voucher Form](#)  
An ISD should complete this form and fax it to the MCC Business Office when the district will be paying tuition, fees and/or books for a student or group of students.
- [Early Admission](#)  
Use the instructions and form provided here when a student takes a college course that will NOT be recorded on the high school transcript.

# Permission to Enroll in 3 Courses

- Must have prior college coursework
- 90+ high school GPA
- 3.0+ college GPA
- No high school/college grade lower than B in subject areas of the request
- Math/science/economics: passing score/exemption for TSI reading & math
- All other courses: passing score/exemption for TSI reading & writing
- Request submitted no later than 1 week before the start of the semester
- Earn a B or better in all college courses to maintain special permission

# Permission to Enroll in Minimester

- Must have prior college coursework
- 90+ high school GPA
- 3.0+ college GPA
- No high school/college grade lower than B in subject area of request
- Math/science/economics: passing score/exemption for TSI reading & math
- All other courses: passing score/exemption for TSI reading & writing
- Request submitted no later than 1 week before the start of the minimester

# Permission to Enroll before Grade 11

- 95+ high school GPA
- Math/science/economics: passing score/exemption for TSI reading & math
- All other courses: passing score/exemption for TSI reading & writing
- Letter of recommendation from high school principal or counselor
- Limit: 1 course/semester until sophomore year of high school completed
- No minimester courses
- 1000 level courses only
- Request submitted no later than 1 week before the start of the semester
- Earn a B or better to maintain special permission





# TSI Exemptions/Waivers

Dual Credit

# Dual Credit TSI Exemptions

The following table shows TSI exemptions based on ACT, SAT, or STAAR.

Test	Composite Score	Minimum Math	Minimum Reading	Minimum English/Verbal	Expiration of Scores
ACT	23	19		19	5 years
SAT	1070	500		500	5 years
STAAR		Level 2 on Algebra II		Level 2 on English III	5 years

- Must be used by students beginning dual credit in grade 12
- Chart available at: [dc.mclennan.edu](http://dc.mclennan.edu) → Testing → “How do I know if I’m exempt?”

## Dual Credit TSI Assessment Waivers

Test	Combined Score	Minimum Critical Reading	Minimum English	Minimum Math	Expiration Date
PSAT/NMSQT	107	50		50	Valid only for registering for junior year dual credit classes
PLAN	23		19	19	Valid only for registering for junior year dual credit classes
STAAR		Level 2 on English II		Meet math exemptions	Valid only for students beginning dual credit in grade 11; waiver expires at end of grade 12

- May be used by students beginning dual credit in grade 11
- STAAR Waiver: final phase-in scores
- Chart available at: [dc.mclennan.edu](http://dc.mclennan.edu) → Testing → “How do I know if I’m exempt?”

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## II. Enrollment Process

# Timeline (see handout)

- Overview of dual credit year
- High School Campus Dual Credit: 2014-2015 schedule requests due as soon as possible
- Schedule parent meetings
- Dual credit agreements due May 1
- Fall paperwork pick up: as soon as spring transcripts are ready

# Parent Meetings

- Schedule now.
- If necessary, please contact me for an updated PowerPoint to use for your own presentation.
- The video online has NOT yet been updated.

1. Apply to  
McLennan

2. Do  
Paperwork  
for  
Counselor

## How to Enroll

3. Do  
Placement  
Testing

4.  
McLennan  
Processes  
Paperwork

5. Pay for  
classes

6. Buy  
Books &  
Start  
Semester

# How to Apply

**Deadline:** All applications should be submitted by the deadline set by the is scheduled to begin.

**Americans with Disabilities Act (ADA):** Students with disabilities who r Renee Jacinto, Disabilities Specialist, at 299-8122 or [rrjacinto@mclennan.edu](mailto:rrjacinto@mclennan.edu)

- + Step 1: Print the Dual Credit Checklist
- + Step 2: Apply to MCC
- + Step 3: Request Transcripts
- + Step 4: Complete Course Request Form
- + Step 5: Complete Tuition Waiver Application (optional)
- + Step 6: Terms and Conditions
- + Step 7: Fulfill Testing Requirements
- + Step 8: Provide Proof of Bacterial Meningitis Immunization
- + Step 9: Submit Paperwork from Steps Above
- + Step 10: Pay for Classes

dc.mclennan.edu

- ApplyTX MUST be done first.
- Students should save ApplyTX confirmation email AND McLennan Admissions email.
- See handout for checklist and ApplyTX instructions.



# Please Use New Forms

- Forms have been updated with new requirements.
- All forms are available on the dual credit website.
- Please discard old forms.
- Notify the dual credit office if you need copies of forms.

# TSI Assessment

1. Get the McLennan ID number.
2. Schedule the test with the Testing Center.
3. Complete the Pre-Assessment Activity (PAA) ahead of time, preferably by the night before.
4. Take the TSI Assessment at McLennan.

# Completed Paperwork

When ready for MCC, each student's packet should include:

- Course Request Form
- End-of-Year High School Transcript
- Test Scores
- Tuition Waiver (optional)

# Contact Info

Londa Carriveau

Dual Credit Liaison

254-299-8937

lcarriveau@mclennan.edu

My business card has been included in your portfolio.