



Dual Credit, Concurrent and Collegiate High School Enrollment Form



Instructions for Dual Credit, Concurrent and Collegiate High School Students

- For admission, students in the 9th – 12th 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
_____	_____	___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 _____

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.
 - B. If you are not a citizen of the U.S. or a Permanent Resident, you should complete a TCC "LUNDC" waiver form, available from your Dual Credit Coordinator or at any campus Admissions and Registrar Office. Must have resided in Texas during the past 12 months and live in Tarrant County to be eligible (proof of residency documentation required)
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.

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 _____

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: _____