

# **Katy ISD/HCC Dual Credit Program**

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A COOPERATIVE EFFORT BETWEEN KATY ISD  
AND HOUSTON COMMUNITY COLLEGE

## More Information

This presentation will be posted on the Katy ISD website.  
[www.katyisd.org](http://www.katyisd.org)

*Follow the same path as listed above.*

# Introduction

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*Katy ISD and HCC are committed to providing successful opportunities for students.*



# Katy ISD Dual Credit Courses

<b><i>Courses Available on KISD HS Campuses</i></b>	<b><i>Courses Available on HCC Campuses</i></b>
English IV (ENGL 1301, 1302)	Psychology (PSYCH 2301)
College Algebra (MATH 1314) F'Sem	Spanish Language (SPAN 2311, 2312)
Elements of Calculus (MATH 1325) Sp'Sem	Speech (SPCH 1311 or 1321)
Plane Trigonometry (MATH 1316)	<p><b><i>**Economics, history, government, English and math are required courses for high school graduation.</i></b></p>
Economics (ECON 2301)	
Government (GOVT 2305)	
Learning Framework (EDUC 1300)	
US History (HIST 1301, 1302)	

# Katy ISD Additional Dual Credit Courses to be offered

ARTS	1303	Art History I
EDUC	1301	Introduction to the Teaching Profession
EDUC	2301	Introduction to Special Populations
ENGL	1301	Composition I
ENGL	1302	Composition II
ENGL	2322	British Literature I
ENGL	2323	British Literature II
SPCH	1321	Business and Professionals Communication

# HCC Summer School



*Proof of the Meningitis Vaccine is required for Summer School at HCC.*

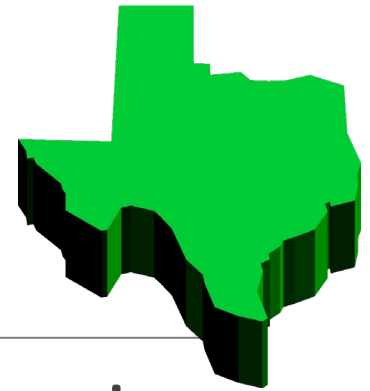
Rising Seniors (Current Juniors)	Rising Juniors (Current Sophomores)	Rising Sophomores (Current Freshmen)
Economics 2301		Learning Foundation (EDUC 1300)
English 1301/1302		
Government 2305		
Speech 1311 OR 1321	Speech 1311 OR 1321	Speech 1311 OR 1321
Psychology 2301	Psychology 2301	
Math 1314, 1316, 1325	Math 1314, 1316, 1325	



***Students may not take US HISTORY during summer school due to the US HISTORY EOC test!***

# Earning College Credit

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- By state law, HCC college-level academic credit is transferable to public colleges in Texas as either core or elective credit.
- Credit may or may not be accepted by private or out of state institutions.
- Students are responsible for determining whether their college will accept credit in transfer.



# Dual Credit Agreement

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In electing to participate in a dual credit course, the student and his/her parents must comply with dual credit procedures and policies.



# Participation Requirements 2021-22

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- ✓ Meet KISD prerequisites including grade level
- ✓ Meet HCC course specific requirements
- ✓ Complete admission and enrollment process
- ✓ Purchase textbooks for the course
- ✓ Pay associated fees-\$65 per course, per semester (approved classes only)



# Students with Disabilities

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- Students with a documented disability **MUST** meet with the HCC ADA counselor **PRIOR** to enrollment.
- Academic accommodations will be provided **ONLY AFTER** students have properly registered for services with the appropriate consultation and documentation through a designated services counselor.

# Student Expectations

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# Student Expectations

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*In all matters related to the dual credit course, students are held to the standards, expectations and regulations of HCC.*

1. Academic standards
2. Attendance requirements
3. Grading procedures
4. Discipline procedures (including appeals)

# Attendance Requirements

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1. HCC does not differentiate between unexcused and excused absences.
1. KISD field trips count as absences.
2. Student can be dropped for excessive absences (more than 6).
3. Student is responsibility for make-up work.
4. Classes meet 2-3 days per week if taught by HCC faculty; 5 days per week if taught by a KISD teacher serving as embedded HCC faculty.



# Grading Policies

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- Progress reports and report card grades are NOT issued during the course of the semester.
- Instructors will ONLY communicate with the student (not the parent/guardian) about his/her course grades.
- Dual credit courses are exempt from UIL eligibility rules.
- Dual credit courses do not receive a weighted grade point for determining high school GPA.
- KISD final exam exemptions are not available for HCC dual credit courses.

# Grade Scale Conversion

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Course Average	HCC Grade	KISD Conversion
90-100	A	95
80-89	B	85
70-79	C	77
60-69	D	72
0-59	F	65



# Discipline Policies

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- KISD disciplinary infractions may impact dual credit attendance.
- Students may be administratively withdrawn for inappropriate behavior and attendance.

# Scholastic Dishonesty

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*Includes but is not limited to cheating on a test, plagiarism, and collusion on an assignment.*

1. Possible consequences may include:
  - a. Receiving a grade of “0” or “F” on the assignment.
  - b. Failure in the course and/or recommendation for probation or dismissal from HCC.
2. 30 day appeal window
3. Katy ISD will honor the decision of the HCC appeals committee.

# Becoming a Dual Credit Student

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# Becoming a Dual Credit Student

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Students must complete the following to be eligible to enroll in a dual credit course:

1. Apply for admission to HCC at [www.applytexas.org](http://www.applytexas.org) (New Students only- returning students do not need apply again online)
2. Complete the DUAL CREDIT TUITION WAIVER APPROVAL FORM and RESIDENCY CHANGE FORM.
3. Request a dual credit transcript using the DUAL CREDIT TRANSCRIPT REQUEST FORM.
4. Register to take the TSI assessment, if needed.
5. Submit the Meningitis Verification Form or a signed certificate from a physician showing you have been vaccinated if taking a course on the HCC campus or if taking an online course with an HCC instructor.

# Meningitis Vaccine

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- Students taking a class on an HCC campus or taking an online course with an HCC instructor must be vaccinated against Bacterial Meningitis at least 10 calendar days before the start of classes and the vaccine must have been received within the last five years. (Texas Senate Bill 1107)
- Proof of your vaccination will be needed each time you register for a semester of course(s) at HCC.
- The second page of your high school transcript may show this immunization, if not, you will have to present a physician signed certificate showing that you have been vaccinated against bacterial meningitis.

# Important Dates!

Action	Fall and Spring Registration Deadlines	Summer School Deadline
Apply for Admission to HCC	April 14	March 3
Request Transcripts	April 15	
Provide Test Scores	<u>before</u> May 29	
Take TSI Assessment, if needed		
Provide Meningitis Documentation	<i>Submitted if a student is taking a course on the HCC campus or taking an online course with an HCC instructor.</i>	
Register for classes	Will occur on home campus	First week of April

**\*\*Students who do not meet this timeline will be placed in the KISD academic equivalent course.**

Katy Independent School District  
**Dual Credit Transcript Request Form**  
**FALL 2018- SPRING 2019 School Year**

**DEADLINE:** Submit to High School Counselor by Monday, April 16, 2018

CHECK HERE IF YOU ARE PLANNING TO TAKE DUAL CREDIT AT HCC IN SUMMER 2018

PLEASE PRINT

Name Last		FIRST		MIDDLE		Current Credit Level	
Mailing Address (Home)		Street		City		State Zip Code	
Phone (Home)		Cell Phone		Birthdate		High School ID No.	
Social Security No.							
Email Address (PLEASE PRINT CAREFULLY)				Name of high school			

My HCC ID number is:

IS THIS YOUR FIRST TIME TAKING A DUAL CREDIT CLASS? \_\_\_\_\_ YES \_\_\_\_\_ NO

**DUAL CREDIT PAPERWORK CHECK LIST**

**YOU WILL NOT BE ABLE TO ENROLL IN CLASSES WITHOUT THE FOLLOWING DOCUMENTS**

**TO BE COMPLETED BY & SUBMITTED TO HCC DUAL CREDIT BY SCHOOL DC COUNSELOR**

- Valid Meningitis vaccination record- based on course selection
- Dual Credit Tuition Waiver Approval Form
- Dual Credit Residency Change
- Official High School TERM Transcript with Qualifying Test Scores
- Student does not meet requirements and needs TSI testing

Student Signature	Parent Signature
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**Counselors:** Fall Dual Credit Transcripts/Test Scores must be provided to us together in a single box or a large envelope. All transcripts should be marked "official" and signed and sealed by the Registrar. Incomplete paperwork will not be accepted.

# Dual Credit Transcript Request Form

✓ CHECKLIST OF ITEMS TO TURN IN!



HOUSTON COMMUNITY COLLEGE

**DUAL CREDIT WAIVER APPROVAL FORM  
FALL 2018 & SPRING 2019**

Date: \_\_\_\_\_

Student: \_\_\_\_\_

HCC ID: \_\_\_\_\_

Name of High School/District: \_\_\_\_\_

eligible to enroll in the following HCC Dual Credit course(s):

Term	HCC Course	Class Number (optional)	Location

Student Signature: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Consent given by  
High School Official Signature/Date: \_\_\_\_\_

Approved by:  
College T-16 Director Signature/Date: \_\_\_\_\_

**FOR DUAL CREDIT OFFICE USE**

Waiver Code _____	Date Waiver Applied _____
High School Location Code _____	

# Tuition Waiver Approval Form





**Dual Credit Residency Change  
Office of Student Records**

PLEASE SUBMIT THIS FORM, COPY OF YOUR CURRENT HIGH SCHOOL ID TO THE ADMISSIONS OFFICE FOR YOUR ISD

*(Please complete with black or blue ink)*

Houston & Katy ISD, Private/Charter Schools <b>HCC- Katy Campus</b> 1550 Foxlake Dr., Room 150 Katy, TX 77084 Ph.: (713) 718-5808 Fax: (713) 718-5446	Spring Branch ISD <b>HCC- Spring Branch</b> 1010 W. Sam Houston Pkwy N. Houston, TX 77043 Ph.: (713) 718-5710 Fax: (713) 718-5630	Alief ISD <b>HCC- Alief</b> 2811 Hayes Rd. Houston, Texas 77082 Ph.: (713) 718-6918 Fax: (713) 718-8804
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*This Section is to be completed by an Authorized High School Representative:*

Student's Name: \_\_\_\_\_ HCC ID: \_\_\_\_\_

Home Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_ (School Seal/Stamp)

School District: \_\_\_\_\_ High School: \_\_\_\_\_

School Representatives Signature: \_\_\_\_\_

*This Section is to be completed by the Student & Parent/Guardian:*

Home Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Cellular Phone: \_\_\_\_\_

Course Names & Numbers: \_\_\_\_\_

Course Names & Numbers: \_\_\_\_\_

Parent Printed Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Printed Name: \_\_\_\_\_

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

*This Section is to be completed by HCC Enrollment Services Staff:*

DATE ENTERED	EFFECTIVE TERMS	INITIALS

# Residency Change Form



Bacterial Meningitis Vaccination Verification Form

_____ Last Name	_____ First Name	_____ HCC Student ID Number
_____ Date of Birth	_____ Daytime phone #	_____ Email address

- \_\_\_\_\_ I am submitting meningitis immunization documentation as required
- \_\_\_\_\_ I am submitting Medical Exemption affidavit or certificate (Signed statement by physician stating that the vaccine poses a significant risk to your health. Unless statement indicates permanent condition, the exemption statement is valid for only one year from the date signed by the physician)
- \_\_\_\_\_ I am submitting an [Affidavit for Exemption from Immunization for Bacterial Meningitis for Reasons of Conscience](#).

VERIFICATION FORM & DOCUMENTATION MAY BE SUBMITTED:

- AT ANY CAMPUS
- BY EMAIL: Scan your documentation and attach it to an email sent to [vaccine@hccs.edu](mailto:vaccine@hccs.edu)
- BY FAX: 713/718-2882
- BY U.S. MAIL:

Houston Community College  
 Admissions & Records,  
 P.O. Box 667517  
 Houston, Texas 77266-7517

I have read and understand the Bacterial Meningitis immunization requirement. I certify that the information I have provided is true and correct.

_____ Student Signature	_____ Date
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# Meningitis Verification Form

The *Meningitis Verification Form* must be submitted if a student is taking a course on the HCC campus or if taking an online course with an HCC instructor.

# TSI Requirements for Dual Credit Courses

## ELIGIBILITY DETERMINED BY TEST SCORES

Assessment	Minimum scores for Reading and Writing based classes (English, History, Government)	Minimum scores for Reading, Writing and Math based classes (Economics)	Minimum scores for Math based classes (College Algebra)
<b>ACT</b> (TSI exemption, must enroll within 5 years of testing)	English 19 Composite 23 (Both)	English 19 Math 19 Composite 23 (All 3)	Math 19 Compositive 23 (both)
<b>Pre ACT</b> (TSI waiver, good only while in high school)	English 19 Composite 23 (Both)	English 19 Math 19 Composite 23 (All 3)	Math 19 Composite 23 (both)
<b>SAT</b> (before 03/2016) (TSI exemption, must enroll within 5 years)	Critical Reading 500 Composite 1070 (add Critical Reading and Math)	Critical Reading 500 Math 500 Total (Critical Reading & Math) 1070	Math 500 Total (Critical Reading & Math 1070)
<b>SAT</b> (before 03/2016) (TSI exemption, must enroll within 5 years)	Evidence-Based Reading & Writing 480	Evidence-Based Reading & Writing 480 Math Section Score 530 (both)	Math section score 530
<b>PSAT</b> (TSI waiver taken after 10/15/2015, good only while in high school)	Evidence-Based Reading & Writing 460	Evidence-Based Reading & Writing 460 Math Section Score 510 (both)	Math section score 510

# TSI Requirements for Dual Credit Courses

## ELIGIBILITY DETERMINED BY TEST SCORES

<b>STAAR EOC (TSI Exemption)</b>	Prior to Spring 2014 English III reading 2000 English III writing 2000 Spring 2014 Combined English III 4000	Prior to Spring 2014 English III reading 2000 English III writing 2000 Spring 2014 Combined English III 4000 & Algebra II 4000	Algebra II 4000
<b>STAAR EOC (TSI Waiver)</b>	Prior to Spring 2014 English II reading 2000 English II writing 2000 Spring 2014 Combined English II 4000	Prior to spring 2014 English II reading 2000 English II writing 2000 Spring 2014 Combined English II 4000 & Algebra II 4000 Algebra II A& B (need all four)	Algebra I 4000 Algebra II A & B (need all three)
<b>TSI Assessment</b>	ABEWD 4-6 WS 5-8 & Reading 351-390 (need all three) Or Write 340-390 & WS 4-8 & Read 351-390 (need all three) Or Write 310-339 & ABE 4-6 & WS 5-8 & Read 351-390 (need all four)	WS: 5-8 & Read 351-390 & Math 336-347 & IA 4-15 (Need all four) Or Write 340-390 & WS 4-8 & Read 351-390 & Math 336-347 & IA 4-15 (need all 5) Or Write 310-339 & ABE 4-6 & WS 5-8 & Read 351-390 & Math 336-347 & IA 4-15 (need all six)	Math 350-390

# Taking the TSI at HCC-Katy Campus

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- *The HCC-Katy Campus Testing Center hours:*  
Monday through Thursday      8 AM to 4:00 PM  
Friday                                      8 AM to 11 AM
- **Schedule and take the TSI test- HS Counselor will need to submit request via Smartsheet Testing Authorization Request**
- **Bring your scores back to your high school** *to verify that you are eligible to participate in the Dual Credit course.*



# TSI Assessment Process

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1. Take the TSI Pre-assessment online.  
[http://ctle.hccs.edu/gcpass/prep\\_home.htm](http://ctle.hccs.edu/gcpass/prep_home.htm)
2. Print your results.
3. **Contact** your HS Counselor to schedule TSI- if needed.
4. Take results and a picture ID with you to the testing site.
5. Take the TSI Assessment at the testing center *or at your home campus. Check the campus schedule to determine your best option.*

This assessment is only on an as needed basis.  
Check your EOC, SAT, or ACT scores to determine need.

# Home Campus TSI Assessment Schedule and Processes

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This information will be provided by your home campus counselor.

Testing Date	Student Arrival Time	Testing Time

## Campus Processes:

- 1.
- 2.
- 3.
- 4.

# Other Important Facts

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- ❖ Withdrawing from a HCC dual credit course requires completion of a withdrawal form for HCC separately from the high school.
- ❖ The instructional calendar may be adjusted as needed to accommodate differences in KISD and HCC academic calendars. Additional classes and/or assignments may be required.



# Enrolling in Courses

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When students return to school in August, information will be provided on the process by which students will enroll in the dual credit class.



# What students say about dual credit...

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**“It’s a college course that doesn’t require an AP exam. I already have multiple AP exams so this was a way for me to get another college credit without adding more overwhelming after school work.”**

**“Because it counts as a college class and I can get some of my college credits out of the way.”**

# What students say about dual credit...

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**“It’s easier to take this class in high school than to pay for it in college when you could be taking one of the classes you need for your major. The class is pretty straightforward and if you work hard and pay attention you’ll get good results.”**

**“You will be taking a lot of notes, you have more responsibility to study on your own time. Just like you would for a normal college class. You are given a lot less busy work.”**

# **\*\*IMPORTANT\*\***

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Students **WILL NOT** be enrolled in a dual credit course until all paperwork has been submitted to the counselor's office and TSI scores are met, if applicable.

# Questions about Dual Credit?

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If you still have questions, contact....

Your Home Campus Counselor

or

The Dual Credit Office at HCC

713.718.5807

[dualcredit.nw@hccs.edu](mailto:dualcredit.nw@hccs.edu)

# QUESTIONS?

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Thank you for attending.

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