



Checklist for Dual Credit Registration

Becoming fully registered as a TJC Dual Credit or Early College student is a big process, so keep track of your steps with this checklist.

Admissions

- Complete the TJC application for admissions at www.tjc.edu/admissions.
 - *Must be done prior to registration*
- Submit meningitis vaccination verification at admissions@tjc.edu.
- Submit High School transcript.
- Submit test scores (TSI, ACT, SAT, STAAR, PSAT) or take TSI exams

School Partnerships

- Submit the Student/Parent Consent Form at dualcredit@tjc.edu or 903-510-2601 fax.
- Complete the Online Registration Form
 - [Registration Form](#)
- If you need to add or drop a class after the initial Registration Request Form, submit a Registration Change Form to the HS Counselor.

Payment

- Check balance on Apache Access
- Pay through the online payment system or by coming to the TJC cashier's office on the TJC Campus by July 21st.

Campus Police

- Obtain a TJC ID and lanyard with correct semester sticker.

Testing Information

In order to take college courses for dual credit, a student must be deemed "college ready" through the TSI Assessment or through an exemption/waiver. Scores and high school transcripts must be submitted for verification to dualcredit@tjc.edu.

Minimum Test Scores required:

TSIA 2--ELAR Requirements:

- CRC 945 and Essay of 5, OR
- CRC 910-944 AND NRS Level 5, with Essay of 5

TSIA 2—Math Requirements:

- CRC 950, OR
- CRC 910-949 AND Diagnostic (NRS) Level 6

TSI Waivers (must complete the college course with a C or higher to be deemed TSI exempt; may only be used while in high school)

STAAR

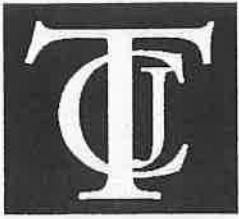
- English 2 EOC of 4000+
- Algebra 1 EOC of 4000+ and has passed Algebra 2

PSAT/NMSQT

- EBRW – 460, MATH – 510

Courses Offered:

Course	Fall Semester	Spring Semester
English 3/4 Composition 1 & 2	ENGL 1301	ENGL 1302
English 4 World Literature 1 & 2	ENGL 2332	ENGL 2333
US History (Juniors only)	HIST 1301	HIST 1302
College Algebra & Pre-Calc	MATH 1313	MATH 2412
Business Math & Statistics	MATH 1324	MATH 1342



Dual Credit Flat Fee Chart

Effective Fall 2014 Semester for classes taken at the High School Campuses
Revised 2-20-14

Flat Fee	Residents of the TJC Tax District	Texas Residents Out-of-District	Non Residents Of Texas
	Dual Credit taken at High School In District	Dual Credit taken at High School Out of District	Dual Credit taken at High School Out of State
1 class	175	275	350
2 classes	350	550	700
3 classes	525	825	1050
4 classes	700	1100	1400
5 classes	875	1375	1750

High Cost VoTech Course Fee (per specified courses) \$80 / course

High Cost Health Prof Course Fee (per specified course \$105/course

Other fees related to EMT:

Drug Screen

\$25

Criminal Background Check

AUMT/WLDG

EMT

Liability Insurance Fee

\$85

\$10 Clinical badge

\$5

Uniforms

\$200

Textbooks

\$150

CPR Card

\$5

"Tuition, fees, and other expenses are subject to change by vote of the Board of Trustees or the legislature of the State of Texas." Payment of tuition and fees is due in full at the time of registration. There is no deferred payment. Students' schedules with unpaid tuition and fees will be dropped for non-payment.

To Determine Residency of the TJC Tax District Permanent Address

Some Portions are In-District

Chapel Hill, Grand Saline, John Tyler,

Lindale, Robert E. Lee, Van, Winona,

All Saints, Grace

Pays Out-of-District Tuition

Arp, Alba-Golden, Brook Hill, Bullard, East Texas Christian Academy,

Hawkins, Jacksonville, Mineola, New Summerfield, Quitman,

Rusk, Troup, Whitehouse, Yantis

Installment Plan Reference Sheet for Flat Fee Courses

	Residents of the TJC Tax District			Texas Residents Out-of-District			Non Residents Of Texas		
	Dual Credit taken at High School	Payments 1st 2nd, 3rd, 4th		Dual Credit taken at High School	Payments 1st 2nd, 3rd, 4th		Dual Credit taken at High School	Payments 1st 2nd, 3rd, 4th	
1 class	175.00	73.75	43.75	275.00	98.75	68.75	350.00	117.50	87.50
2 classes	350.00	117.50	87.50	550.00	167.50	137.50	700.00	205.00	175.00
3 classes	525.00	161.25	131.25	825.00	236.25	206.25	1050.00	292.50	262.50
4 classes	700.00	205.00	175.00	1100.00	305.00	275.00	1400.00	380.00	350.00
5 classes	875.00	248.75	218.75	1375.00	373.75	343.75	1750.00	467.50	437.50

Please note:

1. The Installment Plan fee is a flat fee of \$30.00 and has been added to the first installment payment.
2. A late fee will be assessed on the first payment that is late in accordance with signed installment plan agreement.



School Partnerships Student/Parent Consent Form

Entering program: [] 9th Grade [] 10th Grade [] 11th Grade [] 12th Grade

TJC ID _____ Birth Date _____ Semester of Entry _____

Please select one of the following student types:

[] Public School [] Charter/Private School [] Home School

High School Name _____ TJC Student ID _____

Name _____

(Please Print) Last _____ First _____ MI _____

Mailing Address _____

City _____ State _____ Zip _____

Parent Phone _____ Student Cell Phone _____

Parent/Student Consent for Release of Information and Participation in the School Partnerships Program for the duration of the student's high school career.

I, _____ and _____, understand
(Print: Parent/Legal Guardian's Name) (Print: Student's Name)

The College:

- 1. Is authorized to retrieve, request, and share the student's high school records...
2. Is authorized to text the parent/guardian and/or student regarding admissions...
3. Will send all communication to the student provided TJC email or via student provided cell phone.
4. Will comply with the Family Educational Rights and Privacy Act (FERPA)...
5. Will not permit the student to participate in the School Partnerships program if he/she fails to:
6. Will provide a disabled student accommodation of his/her disability to participate in the program...
7. Will provide final eligibility status to the high school dual credit liaison...
8. Instructor will inform the student of academic progress/grade status in a timely manner.

I understand that:

1. **This form is valid for the duration of the student's participation in the School Program.**
2. Submitting this consent form does not guarantee eligibility or enrollment into the program or selected courses. Eligibility and enrollment into the TJC School Partnership program and courses is dependent on a complete application packet submitted by the deadline, qualifying test scores for each course selected, and registration as determined by the servicing College and School.
3. I may not register for courses until the Application for Admission, Transcript, Test Scores, Meningitis Vaccination, and this form are received and recorded by Tyler Junior College
4. Courses will be more academically challenging than traditional high school courses, will include different requirements and a permanent college grade for each course.
5. Courses held on the College campus (all instructional methods apply) may contain a mix of both high school and traditional college students, could contain more mature subject matter, and the expectation is that the student's behavior and performance will be equivalent to that of a college student.
6. The student may be enrolled in dual credit courses approved by the high school.
7. Grades at Tyler Junior College are awarded on a 4.0 scale. The professor will provide the high school the actual number grade for the semester. The high school will utilize the number grade according to its policies. A student must follow the Tyler Junior College grievance policy and deadlines regarding grades, or to petition a change of grade.
8. Students must attend their dual credit class regularly, turn in all assignments and complete all assessments. Students may be withdrawn for lack of attendance and/or lack of progress. If a student does not attend regularly, they will be removed from the college course. (includes students sent to alternative school and homebound students)
9. A student who does not attend the face-to-face course, or complete an online assignment prior to the final enrollment deadline, will be dropped for non-attendance. Re-admittance after the final enrollment deadline will be charged an additional fee per course.
10. An underperforming student should seek tutoring services at Tyler Junior College, which are offered free of charge, and contact the high school dual credit liaison and/or their high school counselor for guidance.
11. Students are responsible for knowing and adhering to the Last Date to Withdraw deadlines for withdrawal on the Tyler Junior College calendar, accessible at <https://www.tjc.edu/calendar>.
12. Students are expected to meet academic standing as defined in the Tyler Junior College Catalogue and to follow the Tyler Junior College Student Handbook, both of which are accessible on the TJC website.
13. Plagiarism, collusion and/or cheating in dual credit classes will result in disciplinary policies and procedures by Tyler Junior College. Severe cases may result in failure of the course and suspension from the School Partnerships program.
14. Courses are generally transferrable. However, it is not the responsibility of Tyler Junior College to ensure that dual credit courses for which the student enrolls are transferable to the college/university the student plans to attend.
15. Earning 30 or more college credits may make the student ineligible for some college/university scholarships. It is my responsibility to check with the receiving institutions to determine scholarship eligibility.
16. Students who choose to take regular college courses outside of the School Partnerships program will be responsible to meet all admission, advising and registration requirements and pay full tuition and fees based on residency status for all courses.
17. It is the responsibility of the student to check their account balance in Apache Access and pay any outstanding amounts prior to published due dates or the student may be dropped for non-payment.
18. A registration hold will be placed on the student account if there is a balance due after the final installment plan payment due date. Students will not be allowed to register or obtain transcripts until the account balance is paid in full.
19. Costs of the program vary by school district and/or the student's residency . For more information, contact your local high school.
20. A late fee per class may apply if the student is responsible for not meeting registration deadlines, including drop for non-payment, incomplete paperwork, incomplete testing results.

TJC School Partnerships Students:

I understand that all of the above apply to all dual credit and early college students, and I will abide by these policies.

Student's Signature

Date

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date