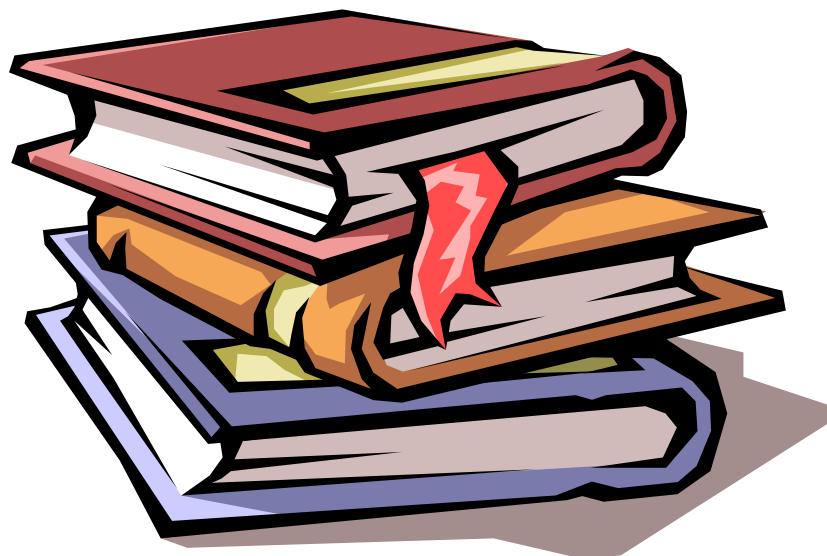# COLLIN COUNTY COMMUNITY COLLEGE

ACADEMIC ADVISING HANDBOOK

A Handbook of Policies, Procedures and Programs

Mission Statement: The mission of academic advising is to facilitate lifelong personal learning and growth. Utilizing the most accurate and relevant information, students are empowered to make appropriate choices in their pursuit of educational and life goals.

2003-2004

INTRODUCTION

Academic advising, an integral component of each student's success at CCCCD, is a continual process at the college. Any prospective student interested in talking with an advisor should contact the Academic Advising Department located within the Student Development Center at each campus. New students are advised through the Academic Advising Department prior to their first registration at CCCCD.

Students are strongly encouraged to meet with an academic advisor each semester to evaluate their academic progress. Academic advisors and their phone numbers are listed by instructional division in the college catalog.

Academic advising is housed in the Student Development Center at each campus and offers:

- Assistance for undecided and new students in selecting a field of study
- Facts about classes and programs
- Assistance with registration as a CCCCD student and adjustment to college life
- Information about academic requirements
- Procedures for dropping a class, appealing grades, registration, etc.
- Preparation for telephone and web-line registration
- Assistance in establishing a degree plan
- Transfer information for those planning to attend a college or university (in the Transfer Lab)
- Advising for athletes
- Advising for students on Academic Action Program (SOAAP)

ACADEMIC ADVISING DEPARTMENT

Goals and Objectives:

❖ Provide an organized process for all students to explore available educational opportunities.

❖ Assist students with appropriate selection and scheduling of courses.

❖ Disseminate the most accurate information available.

❖ Encourage students to discuss short term and long-term educational goals and career paths.

❖ Attend all staff meetings to review new advising techniques, introduce strategies for improved service, and obtain updated information from department coordinators.

❖ Orient students to community college life and our policies and procedures.

❖ Use intensive advising as a tool for student retention.

❖ Provide a consistent advising model to be used at all campuses.

❖ Update and improve the existing computerized support system for the advising process.

❖ Attend professional development activities including conferences, seminars, and workshops.

❖ To maintain on-going training sessions for all full and part-time academic advisors concerning proper procedures for advising.

❖ Introduce new techniques to improve the advising services on campus.

PHILOSOPHY AND GUIDELINES FOR ACADEMIC ADVISING

Statement of Philosophy

Academic advising is a significant part of the College's role in the total process of educating students. Advising is a process that encompasses development and delivery of accurate up-to-date information regarding career options, educational programs, courses of instruction, resources, policies, and procedures to aid students in pursuing their educational goals.

The academic advising process involves many segments of the campus community, including faculty members, student services, counselors, staff, and student peers.

A key element of the advising process is the advisor-student relationship. In this relationship, an advisor helps a student to select, plan, and complete his/her educational goals in a friendly, helpful, and professional atmosphere that will allow the student to:

1. become correctly informed about educational options, graduation requirements, academic policies, and procedures,
2. clarify educational goals,
3. plan educational programs consistent with the student's interest, abilities, and career goals, and
4. utilize the resources available at Collin County Community College District.

A goal of the College's Academic Advising Program is to provide excellent advising service to each student at CCCC. This can be accomplished when the involved segments of the campus community work together in a coordinated effort to provide students with the best possible information and services.

To achieve the goal of providing excellent advising to students, some guidelines outlining responsibilities of the student, advisor, and administrative units in the advising process may be helpful.

GUIDELINES FOR UNDERGRADUATE ADVISING

1. **Responsibilities of the Student**

   a. Develop social, academic, and career goals and examine how these goals will affect his/her life.

   b. Become familiar with the Career Services & Co-op and other resources at CCCC and discuss long-range goals, career opportunities, and the selection of a major or minor with career counselors, faculty, academic advisor and other resource people.

   c. Keep current on academic policies, procedures, and requirements by reviewing the current catalog, schedule bulletin, and requirement sheets.

   d. Know basic college and departmental graduation requirements of a chosen major or minor well enough to plan progress toward completion of these requirements.

   e. Accept responsibility for academic choices.

   f. Maintain personal copies of a tentative degree plan, progress reports, general educational evaluations, and transfer credit evaluations until an official graduation application is processed.

   g. Know advisors (For information and assistance contact the Student Development Center).

   h. Seek help from advisor when needed.

   i. See that any academic records from other colleges and universities are transferred and received by the Admissions Office for evaluation.

GUIDELINES FOR UNDERGRADUATE ADVISING

2. **Responsibilities of the Advisor**

j. Provide all students with correct up-to-date academic information about college and departmental graduation requirements for the student's selected degree program.

k. Ask questions to became aware of individual academic or educational needs and know how these needs affect the student's educational career goals.

l. Assist the student in the development of a course of study, including the selection of electives, which reflect the student's academic background, course prerequisites, and educational goals.

m. Provide the student with information about alternatives, limitations, and possible consequences of academic decisions.

n. Refer student to available campus resources to meet individual needs.

o. Encourage students to review with advisor their progress toward a degree to assure early detection of problems.

Strategies for Effective Advising

1. Stay informed.
Make it a point to understand the curriculum-major and minor offerings, elective guidelines, and policies and procedures. Review this information each semester and be aware of any changes.

2. **Initiate the relationship.**
Contact your advisees and encourage them to make an advising appointment. Check in with your advisees periodically to see how they are progressing.

3. **Ask the questions.**
To assess the student's situations, ask questions like: *What is your major? What courses are you currently enrolled in?* An advisee's answers to these questions could impact the nature of your conversation as well as the way you advise him or her.

4. **Understand what the student is asking before you answer a question.**
Help your advisee to define the question or concern before addressing what you think is the question or concern. Many times, students need time to articulate the real issue.

5. **Do not make decisions for students; help them make their own decisions.**
It is ultimately the student's responsibility to know and understand their degree requirements, and based on the information and advice you can provide as their advisor, students should use their own judgment.

6. **Be available, especially during busy times.**
As much as we urge students to plan ahead and to meet with advisors well in advance of busy times, students tend to seek the assistance of an advisor around the registration period, and prior to graduation.
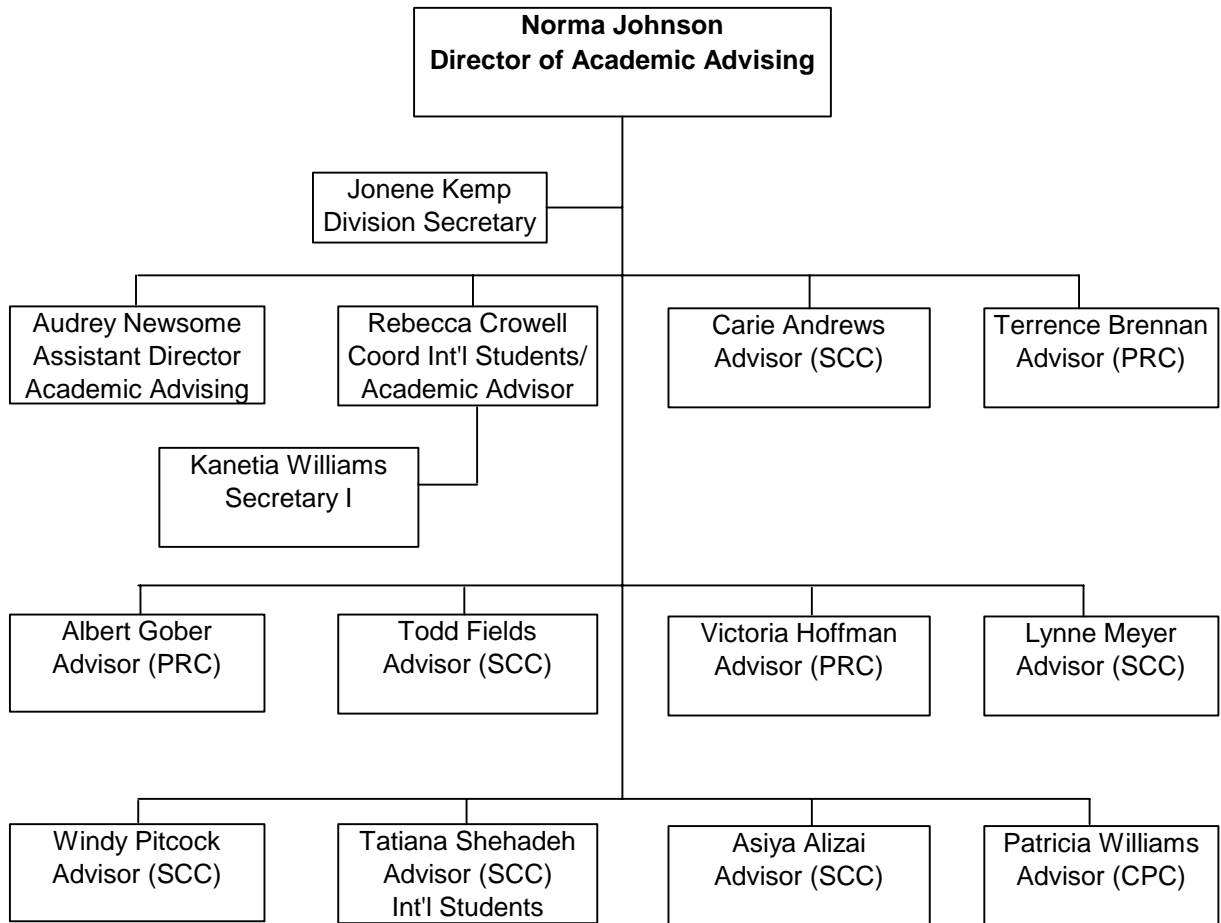
7. **Establish an email distribution list.**
This allows you to disseminate information quickly and easily to your advisees.

8. **Respond on time.**
You may not always know the answer or solution. However, let your advisees know that you will research the answer and get back to them in a defined period of time.

COLLIN COUNTY COMMUNITY COLLEGE DISTRICT
ORGANIZATIONAL CHART
Academic Advising
reports to Vice President of Student Development

Norma Johnson
Director of Academic Advising

Jonene Kemp
Division Secretary

Audrey Newsome
Assistant Director
Academic Advising

Rebecca Crowell
Coord Int'l Students/
Academic Advisor

Carie Andrews
Advisor (SCC)

Terrence Brennan
Advisor (PRC)

Kanetia Williams
Secretary I

Albert Gober
Advisor (PRC)

Todd Fields
Advisor (SCC)

Victoria Hoffman
Advisor (PRC)

Lynne Meyer
Advisor (SCC)

Windy Pitcock
Advisor (SCC)

Tatiana Shehadeh
Advisor (SCC)
Int'l Students

Asiya Alizai
Advisor (SCC)

Patricia Williams
Advisor (CPC)

Academic Support Services

Consistent with CCCCD mission statement and philosophy, each campus provides student development services and learning resources designed to assist individuals in achieving their educational and career goals.

Academic & Personal Enhancement : Courses in career planning, college success and study skills. Credit, non-credit courses and seminars are available.

Academic Advising: Required for all new students. Assistance for students in career choices, transfer of courses, selection of transfer colleges, program of study requirements and course selection.

ACCESS (Accommodations at Collin County for Equal Support Services): Specialized services and accommodations are available for students with documented disabilities.

Admissions and Records Office – degree audits: On-Course is a part of the student records component of the Student Information System that is a flexible, easy-to-use degree audit processing and advisement module.

Assessment and Testing services: Testing Centers are located at Central Park, Preston Ridge, and Spring Creek campuses. Services include: test proctoring, credit by exam testing, instructional testing, assessment for course placement and alternative tests for TASP purposes.

SOAAP (Students on Academic Action Program): Encompasses three components which impact students: (1) notification of academic status, (2) provision of support services assisting students to get back on academic track, and (3) monitoring student progress.

Support Services for Student Athletes (SSSA): Promotes student success through academic advising, tutorial support/study hall, service learning activities, and freshman orientation for athletes.

Tutoring: Individual, online, and small group tutoring is available at no charge to CCCCD students on a first-come, first-serve basis.

Additional academic support services are offered through the LRC (Learning Resources Center), Writing Centers, Math Labs and Transfer Programs.

LRC: Located on the Central Park, Preston Ridge, and Spring Creek campuses, each LRC consists of a library, ALC (Alternative Learning Center) and a Media Technology Center.

Writing Centers: Located on each credit campus, the Writing Centers provide a place where students/visitors can receive help in writing tasks, including essays for classes across the curriculum, letters, short essay questions, college application essays, research papers, grammar and vocabulary.

Math Labs: Each math lab is fully equipped with computers, instructional software, CDs, graphing calculators, and audio/visual equipment – everything needed to make learning easier. Located on each credit campus, the math labs offer tutoring in all areas of mathematics; assistance with physics and chemistry is available at posted times.

Transfer Program: CCCCD partners with various colleges and universities to establish transfer articulation agreements, concurrent admission agreements and degree plans to provide students with access and linkages with their baccalaureate degree-granting institutions. The entire program is designed to facilitate successful transfer of CCCCD students to the college or university of their choice.

Office of the Registrar/Admissions & Records

The Registrar's Office maintains an updated degree audit summary (On-course) for all students, completes the degree auditing process for graduating students, determines honors earned per semester. In addition, the office processes transcript requests, term grade reports, address changes, change of major forms, course substitution approvals, and petitions for graduation. Check out the Registrar's website at: www.ccccd.edu/aro/registration.htm

Office of Counseling

The Office of Counseling exists to help all students function more effectively in the CCCC community and to address relevant issues surrounding college student development. Providing confidential and free counseling to an CCCC student, a professional staff of counselors help students address a wide variety of issues such as anxiety, assertiveness, depression, eating disorders, grief issues, relationships, stress management, and alcohol and drug related issues. Individual and group counseling, as well as consultation to faculty, staff and students on any mental health issues, are included. Check out the Counseling website at: www.ccccd.edu/studentservices/counseling.htm

Office of International Student Services

The Office of International Services promotes, provides, and supports international and intercultural educational services for the CCCC community. The Office of International Services provides a variety of services that support the academic mission of CCCC by facilitating the integration of international students into the CCCC community. Check out the International Student Services website at: www.ccccd.edu/studentservices/international.html

Services for Student Athletes

The Athletic Academic Advising Program is a cooperative effort between Academic Advising and the Athletic departments. The athletic academic advisor will assist all student-athletics with the transition into college. The advisor provides continued support in all phases of academic and professional development to facilitate academic success of each student-athlete. Each student-athlete will have an academic file that will be updated after each progress report and grading period.

Career Services

Career Services and Cooperative Work Experience (CS/CWE) provides individualized career planning and development services to CCCCD students and residents of Collin County. The student's involvement in a total educational experience begins with self-assessment and culminates with a meaningful career choice and an effective job search. Check out the Career Services website at: www.ccccd.edu/studentservices/cs.html

Office of Student Life

Student Life strives to enhance student learning and development. It is the goal of Student Life to provide co-curricular civic, educational, leadership, and social programs. Students can also join student organizations and committees, work on special projects or enjoy social activities with friends. Check out the Student Life website at: www.ccccd.edu/studentactivities/studentactmain.html

Campus Police

The College Public Safety Department has the primary responsibility for the security of the college community. We offer a variety of services to the college beyond the detection and prevention of crime on campus. While no campus is immune from crime, we can strive to keep crime at a minimum. Please become familiar with the services we provide and feel free to call us. Check out the Campus Police website at:
www.ccccd.edu/safety/

Honors Institute

The Honors Institute at CCCCD is designed to provide a challenging learning experience for students with advanced academic skills. In small classes (maximum 18 students) advanced and highly motivated students engage in discussion, research, and creative projects geared to their special abilities and commitment to learning. In an honors class of thoughtful and communicative participants, interaction among students is fundamental. Among other benefits to students are an honors course designation on the transcript and possible qualifications for honors scholarships. Students may graduate with an honors degree if they take a total of four honors courses in two areas of study. Students must have a 3.5 GPA to be eligible for enrollment in honors courses. Check out the Honors Institute website at:
http://ftp.ccccd.edu./honors/

QUESTIONS AND ANSWERS

I.   KNOWING COLLEGE PROCEDURES:

Q: Is it too late to withdraw from my class?
A: To drop a course you must complete a withdrawal form and turn it in at the Registrar's Office. Check the semester schedule for deadline on withdrawing from developmental and regular courses.

Q: If it is too late, what happens if I withdraw anyway?
A: After the withdrawal deadline has passed, a grade will be awarded for that course. Failure to attend will result in a failing grade.

Q: When is it too late for a refund?
A: Check the semester schedule for the dates of the refund schedule.

Q: What happens if I simply quit going to class?
A: If the appropriate papers are not filled out and filed with the Registrar's Office by the withdrawal deadline students will receive an "F" for the course.

Q: If I never attend class will I automatically be dropped?
A: No, students must file the appropriate forms with the Registrar's Office before the withdrawal deadline or the student will receive an "F" for the course.

Q: Who can change grades?
A: It is the responsibility of the Instructor to determine grades for a class. If an Instructor decides a change of grade is warranted, he/she sends a change of grade form to the registrar. For grade appeals procedure see the Student Handbook.

Q: Are there any classes that all state institutions require?
A: Yes. State law requires six hours of history and six hours of government for a bachelors degree from any stated funded institution. (Some CCCC Applied Degrees may differ).

Q: What do I do if I get failing or poor grades?
A: Talk with your advisor. There is a handout available in the Student Development area providing suggestions on how to increase your GPA and explaining other available services.

Q: Can I repeat a course?
A: Yes. At CCCCD a student can repeat a course one time without special permission. However, some transfer institutions will evaluate repeated courses differently. Refer to Student Handbook and check with transfer institution.

Q: If I repeat a course, what happens?
A: Only the grade and credits earned for the most recent course will be used in calculating the grade point average and applied toward degree and program requirements. Not all transfer institutions will calculate repeated coursework the same way. Check with the Transfer Lab or the transfer institution to verify policy.

Q: Can a grade be taken off my transcript?
A: It is the policy of CCCC not to take a grade off a transcript.

Q: What is a credit? How many do I need?
A: A credit generally means one hour of class per week per term. Twelve (12) credits make you a full-time student by CCCCD's criteria. However, full-time status may vary for financial aid, insurance and other purposes. Contact those agencies to verify criteria used to determine full-time status.

Q: What is a prerequisite?
A: A prerequisite is a course that must be completed before a higher level course may be attempted. Course prerequisites are listed in the course description section of the course schedule and catalog.

Q: What about corequisite requirements in the schedule?
A: You should take both courses at the same time. Some corequisite courses may be taken after completing the required corequisite course. Requirements are listed in the schedule of courses.

Q: How do I get departmental or instructor approval for a course?
A: The division can identify the appropriate contact person for special approvals. Look in the back of the catalog for division locations.

Q: Is financial aid available for students at CCCC?
A: Yes. Contact the Financial Aid Office for information about grants, scholarships, loans, tuition waivers, etc.

Q: How do I apply for financial aid?
A: Financial Aid programs have different requirements. Some Financial Aid Programs are retroactive, therefore, you may be able to receive aid of past terms. Check with Financial Aid representatives for additional information.

Q: How many credits should I take if I am employed?
A: If you are working 40 hours per week, you probably should not take more than 6 credit or about two courses. If you are working 15 to 20 hours per week, you may be able to handle a full load of 12 credits or more. Remember for every hour in class, you can expect to spend a minimum of two hours of study and preparation. Family commitments, health, and personal situations will influence the number of hours a student will be able to complete successfully. (Divorces, death in family, legal difficulties, illness or personal problems will require time and energy).

Q: How do I get a part-time job?
A: Student Employment located in the Student Development area can assist you with locating a job both on campus and off campus.

Q: Where do I get Veterans assistance?
A: Financial Aid. Veterans wishing to enroll and receive veterans benefits should contact a Financial aid Officer. Refer to the Student Handbook.

Q: How do I get an "I" (incomplete) grade?
A: All grades, including the "I" are determined by your instructor. Please refer to academic policies and grading system in the General Information section of the college catalog.

Q: How do I remove an "I" (incomplete) grade from my record?
A: An "I" grade is an extension of time to complete the requirements of a course. It is your responsibility to contact your instructor to make arrangements to complete the coursework so that he/she can change your grade. It is possible your instructor could change your grade to a "F" if the course requirements are not completed in a reasonable time.

Q: What happens if I still have an "I" (incomplete) grade when I transfer to CCCC?

A: CCCC considers an "I" (incomplete) to be a failing grade (0.0) when considering your application if it is still on your transcript at the time you apply. Policies may vary when transferring to other institutions.

Q: Can High school students take classes?
A: Yes, as long as they provide a high school transcript and a letter from the high school principal or counselor giving permission to enroll in CCCC classes. All high school students must meet with Tori Hoffman or Katherine Swanson to discuss additional requirements and policies.

Q: Can I register for another student?
A: Yes. A person may register for another student if he/she has a completed Permit to Register For Another Person Form and a completed registration ticket. See ARO.

Q: Does CCCC have a core curriculum?
A: Yes, CCCCD's common core totals 45 credit hours for the AA/AS degrees.

Q: Can I add a class or change my schedule?
A: Yes, prior to the third class hour. Refer to class schedule or ARO.

Q: Will my credits transfer to other Texas Institutions?
A: Most transfer courses will transfer to other institutions as elective credit. It is important to determine what coursework will satisfy degree requirements at other institutions. See the Transfer Lab. It is the responsibility of students to check with the college or university to which they wish to transfer for all requirements. Remember some four-year institutions limit the number of hours they will accept from two-year colleges.

Q: Does CCCC offer the College Level Examination Program (CLEP)?
A: Yes. See testing services at CCCC and Student Handbook. The Coordinator of testing Services must be notified a month in advance for the CLEP testing.

II.   LEARNING ASSISTANCE:

Q: How can I get academic advising?
A: By going to the Advising Labs on each credit campus during regular work hours. No appointment is necessary.

Q: How can I get a tutor?
A: Tutoring is available through the ACCESS program. In addition, tutors are available in many other areas of the school, e.g., math lab, computer lab, and Alternative Learning Center.

Q: How can I develop better study skills?
A: A Study Skills class is an excellent way to improve study skills. The course can be taken as a regular weekly class. See the class schedule for ACPE0200 for the time and days it is offered. Developmental Education also offers workshops to improve learning skills.

Q: Are there special services for students with disabilities?
A: Contact the Director of services to students with disabilities in the Access office.

Q: What if I cannot attend every class session?
A: It is important to talk to your instructor about any absences. Many instructors consider attendance so essential that your grade could be affected by your absence.

Q: What if my job interferes with my class?
A: It is wise to plan carefully to avoid conflicts with your work and class schedule. However, if a conflict does occur contact your instructor. Sometimes arrangements can be made which would enable you to complete the course. The earlier your instructor knows the more likely she/he will be able to help.

Q: If my class is cancelled, what do I do?
A: Classes may be cancelled if there is insufficient enrollment. If your class is cancelled you should try enroll in another section or course during the first week of the term. You may use the amount you paid for the cancelled class as credit for the cost of your new course. If you are unable to add another course, the college will automatically mail you your refund.

Q: What if the class I need is not offered this term?
A: Each department at CCCC determines course offerings on the basis of previous enrollment. Contact the division concerning the course you need. They need to know if there is additional student demand and may be able to provide alternative courses.

Q: How can I get into a closed class?
A: A closed class means the class is full (no more seats are available). Enrollment in a closed class may not be possible. Each division handles this situation differently. Therefore, it is best to contact the division offering the class. A class may reopen if a student drops the class during regular and late registration.

Q: What if I do not have the prerequisites for the class I want?
A: Check with the department offering the class. The coordinator of the department may be able to give you the permission to register, if you have the necessary skills to complete the course successfully.

III.   GRADUATION REQUIREMENTS:

Q: Who determines whether I graduate?
A: The department and the division offering the degree.

Q: How do I know if I meet graduation requirements?
A: Check your curriculum guide. It is important to contact the department offering the degree to find out whether you have met the requirements for graduation. Note: You must apply for your degree in the Admission's Office at least one full term prior to the term in which you wish to graduate. Official degree evaluations are available after official transcripts have been submitted to ARO.

Q: If I take classes not listed on my curriculum guide will they count toward graduation?
A: Your curriculum guide lists all the courses required for graduation. Other courses may not count towards graduation. Check with your advisor. Some programs will accept a limited number of electives.

Q: What kind of degrees are available?
A: There are three associate degrees offered at CCCC. They are: Associate of Arts, Associate of Science, and Associate of Applied Science. There are also Certificate programs available.
The Associate of Arts and Associate of Science degrees provides general academic courses which are designed to enable students to transfer to a four-year institution. The Associate of Applied Science degree prepares students to enter and compete in the job market after completion of a prescribed two-year program. Note: Students should remember that the majority of credits earned in most vocational/technical programs are designed to develop work-place competencies and may not transfer.

Q: If I follow a transfer guide will I get an associate degree?
A: The answer to this question is complex. Compare degree requirements. It is recommended that you see an advisor if you do not understand degree requirements. The Transfer Lab has information on degree requirements at other institutions. Remember degree requirements vary.

Q: How many hours are needed for an associate degree?
A: Associate degrees require 60 or more hours depending upon the program. See degree plans.

Q: If I have not been following a curriculum guide, can I get an associate degree?
A: Degrees are awarded when all requirements listed on a curriculum guide are satisfied. File a request for a degree evaluation if you are in doubt.

Q: Do four-year colleges require that I have an associate degree before I transfer?
A: Most four-year colleges do not require you to have an associate degree. However, most encourage completion of an associate degree.

IV.   TRANSFER INFORMATION:

Q: What classes do I need to transfer?
A: There are curricular guides available for many but not all possible transfer programs. You will need to determine what your major will be and what school you plan to attend. Curricular guide files are available in the Transfer Lab located in the Student Development area.

Q: How do I know that they will accept the courses I take at CCCC?
A: Make sure the curriculum guide you have selected is the right one for the school you plan to attend. If no curriculum guides are available for your major or school, you should contact the Admissions Office at that school. It is the responsibility of the student to verify with the specific institution any information received from CCCC.

Q: What if I do not know where I will transfer or what my major will be?
A: Advising may be helpful in this event. It is better to focus on the general course requirements for the A.A. or A.S. degrees until you have a better idea of your direction. Contact Career Services and Transfer Lab for information which may help you decide.

Q: How do I know if I will get into the program at the school to which I am planning to transfer?
A: It is recommended that you contact the Admissions Office at the transfer institution to determine requirements.

Q: How do I transfer? Where are the forms I need?
A: Many frequently sought forms and instructions are available in the Transfer Lab. You will have to write the college in question if the forms are not available at CCCC.

Q: How can I transfer my credits form another school to CCCC?
A: Write your school and request an official copy of your transcript be sent to:
Admissions Office
Collin County Community College
2200 West University
McKinney, Texas   75070
Fees may be required.

Q: How do I know what credits CCCC will accept from my school?
A: When CCCC receives your transcript, a generalist advisor can evaluate it unofficially, and show the courses and credit accepted. An official evaluation can be made by filing for a degree plan through ARO.

Q: Where can I get a catalog for the school to which I am planning to transfer?
A: The Transfer Lab has many in-state and some out-of-state catalogs. You are welcome to examine them in the Transfer Lab.

Q: Can I take less that 60 semester credits and still transfer?
A: Many schools will consider your application with less than 60 credits. There may be additional restrictions. To be sure contact the transfer institution.

Q: Do vocational technical credits transfer to other institutions?
A: That depends on the institution. Requirements vary. Contact the transfer institution to be sure.

Q: Are there substitute classes I can take that CCCC will accept?
A: You would need to talk with an advisor in your major. The Dean of that division will make the final decision. A description of the course from the course schedule or catalog will be needed to determine if CCCC has an equivalent course.

Q: **How do I change semester course hours to quarter hours?**
A: 1 semester hour – 1.5 quarter hours.

Q: **Is there a limit to the number of credits a four-year college will accept from CCCC?**
A: Typically a four-year college will accept up to one-half of a bachelor program from a community college. There are exceptions to this. See an advisor or contact the Admissions Office at the college where you plan to transfer.

V. **CHOOSING A MAJOR:**

Q: **How do I choose a major/career?**
A: There are many ways-take the career assessment testing offered through Career Services, use the Discover (a computer guidance system), talk to people who are in jobs you might like, or seek career counseling with an advisor.

Q: **Do I have to declare a major?**
A: No, but it may be difficult to determine the appropriate classes to take if you do not know your general direction.

Q: **What majors have the best chance for a job?**
A: Student Employment and Career Services should be contacted for the most up-to-date information.

Q: **How do I know which classes to start with?**
A: First check your curriculum guide. Second, check the schedule of courses or catalog for prerequisite course requirements. See your advisor to help you develop your academic plan.

Q: **How do I change my major?**
A: Forms are available in the Admissions and Records Office.

Q: **How can I find out the classes I will need for my major?**
A: See your advisor. Curriculum guides are available a many locations including the Student Development area. Information is also available in the appropriate division offices.

Q: **What at the "basics"? Will they apply to any major?**
A: Basics are usually general education courses. Basics are courses that are required of all students in a program or at an institution. However, since different schools have different requirements the basics may vary.

Q: **Can I just "sit-in" on classes until I find out if the classes interest me?**
A: Normally, only students who have paid tuition for a class can occupy a seat in the classroom. You may enroll on an audit basis. However, first priority is given to non-audit students.

Q: **I cannot read very well. Will this affect my major?**
A: Yes. Many majors involve classes that require a great deal of reading. The local assessment/placement test should tell you if you are at college reading level. Developmental classes are available to develop your reading skills.

Q: I am working. Are most of the classes offered in the evening?
A: Yes, over a period of several terms. Check the schedule of courses.

Q: I have a lot of work experience. Can I get college credit for it?
A: Check with the Cooperative Education program.

Q: How can I find out about off-campus classes and where they are offered?
A: Off-campus classes are listed in the schedule of courses.

How Many Hours Should a Student Take?

1. **Full-Time** course load will usually consist of between 12 and 15 semester hours per semester. In order to complete a 120 semester hour degree in four years without summer school a student must average 15 sh of course work each semester. The average full-time college student now takes approximately 5 years to complete a 4 year degree so the national full-time average is closer to 12 sh per semester. Students are expected to spend a minimum of two hours studying outside of class for every one hour in class. Total time demands may vary depending upon the major chosen. Therefore, a person carrying a 15 sh load is actually working at least a 45 hour a week job. New students with no previous college experience should be encouraged not to exceed 15 sh their first semester even if they are not working to allow them the opportunity to adjust to college life. Hours for insurance and financial aid may vary.

2. **Work**. If a student is working more than 20 hours per week, it is recommended that the student reduce their course load by three to four hours for every 10 hours they work per week beyond 20. With an additional 20 hours a week working, a student would have at least a 65 hour work week commitment including study and class time with a 15 sh course load and at least a 56 hour commitment with a 12 sh course load. This course load is difficult but possible. Anything beyond that exceeds credibility.

3. **Family commitments**. Important factors to consider are the age of children, support of significant others, how much time is needed for your family to adjust to you as a student, how illnesses can influence a semester schedule, and what family activities will require your time. It is not possible to be a super-person and handle all things. Depending upon how much time your family requires, reduce your semester hour load by 3 to 9 hours.

4. **Health and personal situations** will always influence the number of hours a student will be able to successfully carry. Be aware of the influence of pre-existing conditions on your course load. Divorces, death in family, legal difficulties and illness of yourself and significant others, or personal problems will require time and energy. Therefore, do not leave these factors out in determining course load. If one of these conditions develop during the semester, be sure to adjust course load to match new circumstances. Be aware of other commitments that may limit your available time. Volunteer activities, church, club memberships, etc. may make demands upon your schedule, so please take them in account.

5. Use Daily Planning Calendar to make realistic schedule.

Concurrent Admissions Agreements

The Concurrent Admission Agreements allow qualified CCCCD students the opportunity to complete freshman and sophomore requirements for Southern Methodist University, Texas Woman's University, the University of Texas at Dallas or the University of North Texas while enrolled at CCCCD.

Concurrent admissions will lower costs, making college more affordable and accessible. Students will complete the first two years of their bachelor's degree and pay CCCCD's tuition rates.

CCCCD students participating in the concurrent admissions programs will be rewarded for pursuing an academically rigorous program of study. They will be eligible for prestigious university scholarships and will receive recognition for completing honors courses at CCCCD.

These agreements extend select SMU, TWU, UTD and UNT student privileges, such as access to the libraries as well as cultural and athletic events, to CCCCD students.

SMU-CCCCD Concurrent Admission Agreement

On February 15, 2002, Collin County Community College District and Southern Methodist University entered into a concurrent enrollment agreement. According to the agreement, CCCCD students may apply to become Concurrent Students at the beginning of their first year of study at CCCCD and transfer to SMU after their first or second year of study, provided they follow SMU's curriculum guidelines and comply with all SMU admission requirements.

Concurrent Students will receive the following student benefits at SMU:

- The right to attend events that are free to students
- The right to purchase student tickets to those events requiring ticket purchases
- Library privileges
- SMU newsletter

SMU will provide each Concurrent Student with access to SMU's advisors.
SMU will provide scholarship opportunities annually for Concurrent Students, as it does for students from other community colleges, who meet the SMU transfer scholarship criteria. Information regarding these opportunities will be provided to Concurrent Students.
To apply to become Concurrent Students, CCCCD students must follow SMU's published curriculum guidelines, meet all SMU admission requirements, and complete the ***Pre-Admission Application form**. The SMU application fee is waived until the student transfers to SMU. The CCCCD/SMU Admissions Committee will review each application and make recommendations for student selection. The application packet must contain Official CCCCD transcripts, standardized test scores, personal essay, and one letter of recommendation.
In order to enroll at SMU, Concurrent Students must have maintained a grade point average of 2.75 in transferable hours, if they have less than 30 semester credit hours. Concurrent Students must have maintained a GPA of 2.7 in transferable hours if they have more than 30 semester credit hours in order to enroll at SMU. CCCCD students may not transfer more than 62 semester credit hours to SMU.
For more information contact:

CCCCD:	
Stephanie Meinhardt, CCCCD, Registrar	972.881.5710
Stephanie Hanson, CCCCD, Coordinator of Transfer Programs	972.985.3734
SMU:	
Irma Herrera, SMU, Senior Director of Admission and Transfer Admission Director	214.768.2058
Barrie Glasscock, SMU, Assistant Director of Transfer Admission	214.768.3208

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TWU Concurrent Admissions

On October 2, 2003, Collin County Community College District entered into a concurrent enrollment agreement with Texas Woman's University allowing students to take advantage of pre-enrollment at TWU while enrolled at CCCCD. ***Concurrent Pre-Admission form**.

The agreement-nicknamed "TWU Bound"-allows students to complete the first two years of their degree at the community college and have automatic admission to finish the bachelor's degree at TWU. Benefits of the agreement state that CCCCD students who meet TWU's admission requirements or complete an Associate of Arts or Associate of Science degree will receive automatic admission to TWU. The university will designate scholarships to qualified TWU Bound students upon transfer to TWU. The ***TWU Bound CCCCD Agreement** also provides participating students with special benefits on campus at TWU.

For more information contact:

CCCCD:	
Stephanie Hanson, CCCCD, Coordinator of Transfer Programs	972.985.3734
Academic Advising: Central Park Campus Preston Ridge Campus Spring Creek Campus	972.548.5782 972.377.1779 972.881.5782
TWU:	
Kim Bryant, Coordinator Transfer Recruitment	940.898.3022

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UTD TRANSFER INFORMATION

Collin County Community College District and The University of Texas at Dallas have announced a concurrent admissions agreement. This agreement allows students who meet admissions requirements to be admitted into both CCCCD and UT Dallas simultaneously, thus facilitating the student transfer process. Students may apply for concurrent admission status at both CCCCD and UTD. Students may apply for concurrent admission status at the beginning of their freshman or sophomore year of study.

Students who have earned 15 semester credit hours or less from an institution other than UTD and/or CCCCD, are eligible to participate in this agreement.

Concurrent students receive admission to sporting events, plays, performances, guest lectures, seminars, and full library privileges at UTD.

For more information contact:

CCCC Advising:	
Central Park Campus (McKinney)	972.548.6782
Preston Ridge Campus (Frisco)	972.377.1778
Spring Creek Campus (Plano)	972. 881.5782
UTD:	
Sarah Spreda, Ph. D., Director of Undergraduate Advising	972.883.2288
Judy Thompson, Assistant Director of Admissions	972.883.2259

UNT TRANSFER INFORMATION

August 11, 2002, Collin County Community College District and the **University of North Texas** agreed to provide for concurrent admissions and to offer upper division and graduate UNT classes at CCCCD's Preston Ridge Campus in Frisco.

The concurrent admissions program allows students who meet UNT admissions requirements, including incoming freshmen, to apply simultaneously to CCCCD and UNT. CCCCD students who participate in the college's Emerging Scholars program, Learning Community program or Honors Institute, or who complete an associate's degree may also receive automatic admission to UNT. Students may apply for concurrent pre-admission status at the time they enroll at Collin County Community College or at the beginning of their second year of study at CCCCD.

HOW DOES THE CONCURRENT ADMISSIONS PROCESS WORK?

CCCCD students must complete the UNT pre-admission application form available either on their campus or here as ***PreAdmForm.pdf**. Once your eligibility to participate has been acknowledged by CCCCD, the signed form will be forwarded to UNT.

UNT's Admissions staff will then maintain contact with you and provide information about UNT and the services available to you at UNT while you complete your lower division course work at CCCCD. You must complete the Texas Common Transfer Application within 12 months of your intended enrollment in UNT courses offered at the Preston Ridge campus, in Denton, or elsewhere. The Texas Common Transfer Application may be completed online at **www.applytexas.org**.

CONTACTS

CCCCD: Admissions: **Myra Hafer**, Assistant Director of Admissions, CCCCD/UNT Advisor, 940.369.7077	Advising: Central Park Campus (McKinney) 972. 548.6710, Preston Ridge Campus (Frisco) 972.377.1710, and Spring Creek Campus (Plano) 972.881.5710
UNT: **Rebecca Lothringer**, Senior Assistant Director for Transfer Admission, 940.565.2681 or 1.800.UNT.8211	
The latest UNT updates are available at:**http://courses.unt.edu/CCCCDd/index.htm**	

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CCCCD'S CORE CURRICULUM

CCCCD's common core curriculum of 45 credit hours, graduation requirement of 3 credit hours, and electives/area of emphasis of 12 hours follows:

Communications   **9 credit hours**
English   6 credit hours
ENGL 1301 and 1302
Speech – *Select one course*:   3 credit hours
SPCH 1311 or 1315

Humanities   **3 credit hours**
Select one course:
ANTH 2351
ENGL 2322, 2323, 2327, 2328, 2332, 2333, 2342, or 2343
FREN 2303 or 2304
HUMA 1301
PHIL 1301, 1304, 2303, 2306, or 2307
SPAN 2321 or 2322

Mathematics   **3 credit hours**
Select one course:
MATH 1314/1414*, 1316*, 1324, 1325, or 1342*
(or higher level course as determined by student's area of emphasis)

Natural Sciences   **8 credit hours**
Select two courses (course sequence recommended):
BIOL 1406*, 1407*, 1408, 1409, or 1411*
CHEM 1405, 1407, 1411*, or 1412*
ENVR 1401*
GEOL 1401, 1403*, or 1404*
PHYS 1401*, 1402*, 1411, 2425*, or 2426*

Social/Behavioral Sciences   **3 credit hours**
Select one course:
PSYC 2301 or SOCI 1301

Social Sciences   **12 credit hours**
Legislative Mandate – Students must take BOTH of the following courses:
GOVT 2301 (Texas) and GOVT 2302 (U.S.)
Legislative Mandate – Students must take TWO of the following courses:
HIST 1301, 1302, or 2301

Visual/Performing Arts   **3 credit hours**
Select one course:
ARTS 1301, 1303, or 1304
DRAM 1310
MUSI 1306 or 1307

Institutional Options   **4 credit hours**
Students must select one course in each of the following areas:
COSC 1300 (or higher level course as determined by student's area of emphasis)
Any PHED/DANC Activity Course (1 credit hour)

AA/AS Core Curriculum[1]   **45 credit hours**
AA/AS Requirement**   **3 credit hours**
Electives/Areas of Emphasis[2]   **12 credit hours minimum**
Total   **60 credit hours minimum**

NOTES:

[1]   *Some courses in the core curriculum may require prerequisites. Please check course descriptions in the back of the catalog.*

[2]   *In order to complete an area of emphasis, students must complete 12 credit hours of recommended electives.*

To complete an Associate of Arts degree:
**1.   One sophomore Literature course (3 credit hours) is required for graduation.
   2.   Students may select any of the Mathematics and Natural Sciences courses listed above.

To complete an Associate of Science degree:
**1.   One additional Mathematics course (3 credit hours) is required for graduation. Students must choose a Mathematics course marked with an asterisk (*).
   2.   Students must select from Mathematics and Natural Sciences courses marked with an asterisk (*).

Degrees Offered at CCCCD

NAME OF DEGREE	DEGREE	HOURS REQUIRED	NOTES
Associate of Arts	AA	60 credit hours	
Associate of Science	AS	60 credit hours	
Associate of Applied Science	AAS	60+ hours	
Certificates in many fields	Cert	15 - 42 hours	THEA Requirements Waived

AAS CORE CURRICULUM

The Associate of Applied Science degree (AAS) is awarded upon completion of a prescribed program of study designed to prepare students to enter and compete in the job market. AAS curricula are designed to enable the graduate to enter an occupation with marketable skills, an acceptable level of technical competency, and the ability to communicate effectively.

English   **3 credit hours**
ENGL   1301   Composition/Rhetoric I

Speech Communications   **3 credit hours**
Select one course:
SPCH   1311   Fundamentals of Speech Communication
SPCH   1315   Public Speaking I
SPCH   1321   Business and Professional Speaking

Mathematics   **3 credit hours**
Select one course:
MATH   1xxx   College-level mathematics course
MATH   2xxx   College-level mathematics course
Math requirements may vary from the core curriculum.
Check each degree plan.

Computer Literacy   **3 credit hours**
COSC   1300   Computer Essentials

Economics   **3 credit hours**
Select one course:
ECON   1301   Introduction to Economics
ECON   2301   Principles of Macroeconomics
ECON   2302   Principles of Microeconomics

Humanities/Fine Arts   **3 credit hours**
Select one course:
ARTS   1301   Art Appreciation
ARTS   1303   Art History I
ARTS   1304   Art History II
DRAM   1310   Introduction to Theatre
HUMA   1301   Introduction to the Humanities
HUMA   1302   Cultural Diversity
MUSI   1306   Music Appreciation
MUSI   1307   Introduction to Music Literature
PHIL   xxxx   Any philosophy course

Behavioral Science   **3 credit hours**
Select one course:
PSYC   2301   General Psychology
PSYC   2302   Applied Psychology

Physical Education/Dance   1 credit hour minimum
Select one course:
PHED/DANC   Any activity course
PHED   1338   Concepts of Physical Fitness/Wellness

AAS Core Curriculum   22 credit hours minimum

SIS PLUS SCREENS

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THEA RETEST CHART

Test Instrument	Passing	Deviation	Mandatory Retest
THEA Reading	230	201-229	Below 201
THEA Math	230	206-229	Below 206
THEA Writing	220	205-219	Below 205
COMPASS Reading	81	64-80	Below 64
COMPASS Math	39	23-38	Below 23
COMPASS Writing	59/5	44-58/5	Below 44 and/or 5
ACCUPLACER Reading	78	61-77	Below 61
ACCUPLACER Math	63	42-62	Below 42
ACCUPLACER Writing	80/5	62-79/5	Below 62 and/or 5
ASSET Reading	41	35-40	Below 35
ASSET Math	38	30-37	Below 30
ASSET Writing	40/5	35-39/5	Below 35 and/or 5

DRAFT

Compass Cut Scores
Mathematics
Course Placement and TSI Math Status

Placement Domain	Score Range	Course Placement	TSI Status
Pre-Algebra	0-19.....	MATH0300 (Preq 0300)	Not Passed
	20-27...	MATH0300 (Preq 0300) *See Note 1*	Not Passed
	28-44...	MATH0302 (Preq 0302)	Not Passed
	45-100.	MATH0305 (Preq 0305)	Not Passed
Algebra	0-22.....	MATH0305 (Preq 0305)	Not Passed
(Starting Domain)	23-38...	MATH0305 (Preq 0305) *See Note 2*	Not Passed
	39-54...	MATH0310 or MATH1332 (Preq 0310)..	Passed
	55-59...	MATH1414 (Preq 2000)	Passed
	60-100.	MATH1314, MATH1414, MATH1324,.... .... MATH1332, or MATH1342 (Preq 2100)	Passed
College Algebra	0-59.................	MATH1314, MATH1414, MATH1324,..... .... MATH1332, MATH1342 (Preq 2100)	Passed
	60-100...........	MATH1316, MATH1325 .... MATH2373, MATH1350 (Preq 2200)	Passed
Trigonometry	0-49.................	MATH1316 (Preq 2200)	Passed
	50-69...............	MATH2412 (Preq 2412)	Passed
	70-100.............	MATH2413 (Preq 9999)	Passed

Notes
1.   Consider taking MATH0300/MATH0302 (8 week/8 week) offered in Fall and Spring semesters.
2.   Consider taking MATH0305/MATH0310 (8 week/8 week) offered in Fall and Spring   semesters.

Texas Success Initiative
Exemptions/Waivers

Classification	Requirements	Required Documentation	Restrictions*
TASP Exempt/Passed	Students who were TASP Exempt or TASP Passed prior to Fall 2003 semester are exempt from all Texas Success Initiative requirements	Official transcripts or official test scores	
Degree Exempt	Earned an Associate or higher degree from an accredited institution	Official transcript or official evaluation of foreign coursework	
Transfer Exempt/Passed	Determined to have met minimum passing standards by another Texas public accredited institution in curricular area(s) indicated	Official transcript	Plan for Academic Success in remaining areas for which the student is not exempt
Private/Out-of-State Transfer Exempt	Students who transfer from a regionally accredited college or university who have earned at least three semester hours of college-level credit, are exempt at entry.	Official transcript	
Score Exempt	Scores must meet the following minimum standards: SAT 1070 total, 500 Math & Verbal ACT 23 Composite, 19 ENGL&Math TAAS 1770-Writing, 89-Reading, 86-Math TAKS to be determined by THECB-Fall, 2004	Official transcript or official score report	SAT and ACT scores must be less that 5 years old. Exit-level TAAS or TAKS scores must be less than 3 years old
Course Exempt	Earned a C or Better in a restricted course taken at an regionally accredited institution	Official transcript	Plan for Academic Success in remaining area(s) for which the student is not complete.
Military Veteran Exempt	Honorably discharged, retire, or released from Active Duty or from the Texas National Guard on or after 8/1/1990	DD-214	
Active Duty Military Waiver	Currently serving on Active Duty in the Armed forces or the Texas National Guard	Active Duty Military ID Card	Must be renewed each semester
Active Reserves Waiver	Currently serving on Active Reserve Duty in the Armed Forces	Letter from Commanding Officer documenting length of service	Must be renewed each semester. Must have served three years prior to the date of enrollment
Certificate Waiver	Pursuing a Level 1 Certificate	Approval from TSI Office	Course enrollment is restricted to certificate program courses only.
Casual Student/Non degree Seeking Waiver	Not seeking a degree or certificate	Authorization from TSI Office	Casual students are not eligible for federal or state financial aid. Casual students are not eligible for F-1 students seeking I'20's

*Course enrollment in TSI restricted courses may require assessment.

Reading Prerequisites

Classification	Requirements	PreReqs Restriction
TASP Exempt/Passed	TSI Reading Passed	Reading Prereq set to 9999
Degree Exempt	Bachelor's degree	Reading Prereq set to 9999
Degree Exempt	Associate's degree	Reading Prereq is set to 9999 if student has a TSI Reading Course with a C or Better Or Reading prereq is not set which prevents student from taking a TSI Restricted Reading Course Or Advise student to take Reading Assessment
Transfer Exempt/Passed	Determined to have met minimum passing standards by another Texas institution in Reading	Reading Prereq set to 9999
Private/Out of State Transfer without C or Better Reading course	Students who transfer from a regionally accredited college or university, who have earned 3 college level hours none of which are TSI Restricted Reading Courses or do not have a C or higher in a reading course	Reading prereq is not set which prevents student from taking a TSI Restricted Reading Course Or Advise student to take Reading Assessment prior to taking a course on the TSI Restricted Reading list
Private/Out of State Transfer with C or Better reading course	Students who transfers from a regionally accredited college or university, who have earned at least 3 college level hours including C or Better in a TSI Restricted Reading Course	Set prereq to 9999
Score Exempt (ES, EA, ET)	Appropriate SAT, ACT, TAAS, or TAKS	Set prereq to 9999
Course Exempt	Earned a C or Better in a Reading Restricted course taken at an accredited institution	Set prereq to 9999

Military Veteran Exempt		Reading prereq is not set which prevents student from taking a TSI Restricted Reading Course Or Advise student to take Reading Assessment
Active Military/Reserves/Certificate/Casual Waiver		Reading prereq is not set which prevents student from taking a TSI Restricted Reading Course Or Advise student to take Reading Assessment
THEA Initial Reading 201-229 Or Compass Reading 64-80		Retest optional Or Complete READ 0310 prior to registering for TSI Restricted Reading course Or Concurrently enroll in READ 0310 along with TSI Restricted Reading course (except BIOL 1406 of CHEM 1411)
THEA Initial Reading below 201 Or Compass Reading below 64		Retest mandatory (prior to graduation) TSI Reading courses restricted unless READ 0305 is completed
Certificate Waiver	Pursuing a Level I Certificate	Reading prereq is not set which prevents student from taking a TSI Restricted Reading Course Or Advise student to take Reading Assessment prior to taking a course on the TSI Restricted Reading List Or Set prereq based on previous coursework (C or Better)
Casual/personal enrichment/temporary		Reading prereq is not set which prevents student from taking a TSI Restricted Reading Course Or Advise student to take Reading Assessment prior to taking a course on the TSI Restricted Reading list Or Set prereq based on previous coursework (C or Better)

TSI Restricted Reading Course list:

GOVT 2301	**GOVT 2302**	**HIST 1301**	**HIST 1302**
PSYC 2301	**ENGL 2322**	**ENGL 2323**	**ENGL 2327**
ENGL 2328	**ENGL 2332**	**ENGL 2333**	**PHIL 1301**
SOCI 1301	**CHEM 1411**	**BIOL 1406**	**ECON 2301**
ECON 2302	**COSC 1300**	**BCIS 1305**	

Math Prerequisites

Classification	Requirements	PreReqs Restriction
TASP Exempt/Passed	TSI Math Passed (230-269)	Assessment required prior to taking college level math or as stated in current college catalog
TASP Exempt/Passed	TSI Math Passed (270 or above)	Set Math prereq to 1342 as appropriate according to math experience
Degree Exempt	Bachelor's degree	Set prereq according to math experience per transcript or Assessment required prior to taking TSI Restricted Math course
Transfer Exempt/TSI Complete	Determined to have met minimum passing standards by another Texas institution in Math	Set preq to 0310 or above as appropriate according to math experience Or Take Math Assessment
Private/Out of State Transfer without C or Better Math course	Students who transfer from a regionally accredited college or university, who have earned 3 college level hours none of which are TSI Restricted Math Courses or do not have a C or higher in a Math course	Math prereq is not set which prevents student from taking a TSI Restricted Math Course Or Advise student to take Math Assessment prior to taking a course on the TSI Restricted Math list
Private/Out of State Transfer with C or Better Math course	Students who transfer from a regionally accredited college or university, who have earned at least 3 college level hours including C or Better in a TSI Restricted Math Course	Set prereq to 1342 or appropriate based on previous math experience
Score Exempt (ES, EA, ET)	Appropriate SAT, ACT, TAAS, or TAKS	Math prereq is not set which prevents student from taking a TSI Restricted Math Course Or Advise student to take Math Assessment prior to taking a course on the TSI Restricted Math list

Course Exempt	Earned a C or Better in a Math Restricted course taken at an accredited institution	Set prereq to 1342 or according to previous math experience
Military Veteran Exempt		Math prereq is not set which prevents student from taking a TSI Restricted Math Course Or Advise student to take Math Assessment
Active Military/Reserves/Certificate/Casual Waiver		Math prereq is not set which prevents student from taking a TSI Restricted Math Course Or Advise student to take Math Assessment
THEA Math 206-229 Or Compass Math 23-38		Retest optional or Complete recommended Developmental Math sequence prior to taking a TSI Restricted Math course
THEA Math below 206 Or Compass Math 23		Retest mandatory (prior to graduation) Complete recommended Developmental Math sequence prior to taking a TSI Restricted Math course
Certificate Waiver	Pursuing a Level 1 Certificate	Math prereq is not set which prevents student from taking a TSI Restricted Math Course Or Advise student to take Math assessment prior to enrollment in a TSI Restricted Math course Or Set prereq based on previous coursework (C or Better)
Casual/personal enrichment/temporary		Math prereq is not set which prevents student from taking a TSI Restricted Math Course Or Advise student to take Math assessment prior to enrollment in a TSI Restricted Math course Or Set prereq based on previous coursework (C or Better)

TSI Restricted MATH Course list:

MATH 1332	**MATH 1314**	**MATH 1316**	**MATH 1414**
MATH 1324	**MATH 1325**	**MATH 1342**	

English Prerequisites

Classification	Requirements	PreReqs/Restrictions
TASP Exempt/Passed	TASP/THEA Score 240 or higher	Set ENGL preq to 1301
TASP Exempt/Passed	TASP/THEA Score 220-240	ENGL prereq is not set Or Advise student to take ENGL assessment prior to registering for ENGL 1301 Or Set prereq according to previous ENGL experience from transcript
Degree Exempt	Bachelor's degree from regionally accredited institution	Set ENGL prereq to 9999
Degree Exempt	Associate's degree	ENGL prereq is not set Or Advise student to take ENGL assessment prior to registering for ENGL 1301 Or Set prereq according to previous ENGL experience from transcript
Transfer Exempt/Passed	Determined to have met minimum passing standards by another Texas institution in ENGL	ENGL prereq is not set Or Advise student to take ENGL assessment Or Set prereq according to previous ENGL experience from transcript
Private/Out of State Transfer without C or Better ENGL course	Students who transfer from a regionally accredited college or university, who have earned 3 college level hours none of which are TSI Restricted ENGL Courses or do not have a C or higher in an ENGL course	ENGL prereq is not set which prevents student from taking a TSI Restricted ENGL course Or Advise student to take ENGL Assessment prior to taking a course on the TSI Restricted ENGL list
Private/Out of State Transfer with C or Better ENGL course	Students who transfer from a regionally accredited college or university, who have earned at least 3 college level hours including C or Better in a TSI Restricted ENGL Course	Set prereq according to ENGL experience (ENGL 1302 or 9999)
Score Exempt (ES, EA, ET)	Appropriate SAT, ACT, TAAS, or TAKS	Set prereq to ENGL 1301
Course Exempt	Earned a C or Better in an ENGL Restricted Course at an accredited institution	ENGL 1302 or 9999
Military Veteran Exempt		English prereq is not set which prevents student from taking a TSI Restricted English course Or Advise student to take ENGL assessment prior to registering for English course
Active Military/Reserves/Certificate/Casual Waiver		English prereq is not set which prevents student from taking a TSI Restricted English course

		Or Advise student to take ENGL assessment prior to registering for English course
THEA ENGL 205-219 Or Compass ENGL 45-58		Retest Optional or Complete prescribed ENGL remediation
THEA ENGL below 205 Or Compass ENGL below 45		Retest mandatory (prior to graduation) ENGL courses restricted until ENGL 0315 is completed
Certificate Waiver	Pursuing a Level 1 Certificate	English prereq is not set which prevents student from taking a TSI Restricted English course Or Advise student to take ENGL assessment prior to registering for English course
Casual/personal enrichment/temporary		English prereq is not set which prevents student from taking a TSI Restricted English course Or Advise student to take ENGL assessment prior to registering for English course Or Set prereq based on previous coursework (C or Better)

ENGLISH Restricted courses: ENGL 1301   ENGL 1302