

Special Admissions Advising Manual:

Concurrent/Dual Credit Enrollment for High School, Home School, Private School, and 17 or Under With or Without a GED

Program Overview

► Purpose

The Special Admissions program at Collin County Community College (CCCC) provides a variety of services within both the college and the community. The primary goal of the program is to address the transition from senior year of high school to freshman year of college. A successful head start on college-level coursework provides the base for students to continue their academic careers at the college or a university. Special Admissions also provides outreach to build relationships within Collin County and surrounding areas. Partnership agreements, based on the individual needs of high schools and students, vary throughout the college's service area.

Certain student populations fall under Special Admissions requirements. The Special Admissions program is designed for high school students (and high school aged students, no longer in high school) who are academically advanced. Students who are 16 years of age or older at the high school junior level or above and meet the CCCC admission criteria are encouraged to participate. The students must be 16 on or before the census date for the term in which they intend to enroll. The same criteria apply to home school or private high school students. Students under 16 years of age may petition the Director of Recruitment and Programs for New Students or the Registrar for admission.

► Terminology

Concurrent Enrollment: A student is enrolled in high school/home school and college at the same time (concurrently).

Dual Credit: A student is concurrently enrolled and receives both high school /home school and college credit for the same class.
(The credit awarded for meeting high school graduation requirements is determined by each high school independently.)

Early Admissions: A student is concurrently enrolled and receives only college credit for the college course.

► Target Student Participants

The Special Admissions program targets a specific population of students who meet CCCC requirements. Students should be performing at an A/B level in their recommended high school curriculum (college preparatory coursework), should have passed the exit TAAS (*TAKS requirements pending*), and should demonstrate the maturity level needed to be successful in college-level coursework. Students must also meet the Texas Success Initiative requirements or provide proof of exemption (*see page 3 for more details*). The Special Admissions program is designed for those students who desire to get a head start on their college curriculum.

► Enrollment Recommendations & Limitations

In order for students in the Special Admissions program to achieve a successful head start, the following parameters are in place.

- Concurrent/dual credit high school students in their senior year may take up to six credit hours per long semester and/or three credit hours each five week summer session. (*Courses including a one hour lab are included in this three hour limit.*)
- Students in their junior year of high school are limited to one, three credit hour course per long semester and one, three credit hour course during the summer session.
- **In order to maintain eligibility in the Special Admissions program, students must have a “C” or better in EACH course completed.**

Exceptions on course loads must be referred to the Director of Recruitment and Programs for New Students or the Registrar. No exceptions will be granted in regard to course grades below a “C”. Concurrent students are not eligible for Wintermester or Maymester courses.

There are a combination of partnership agreements in place for Special Admissions participants. Students may participate in courses held at any CCCC location or take those courses offered on their individual high school campuses. Some course sections are specifically designated as dual credit. These sections are usually limited to high school students and are typically not open for enrollment by other CCCC students.

The most common course offerings are English 1301 and 1302, History 1301 and 1302, Government 2301 and 2302, and Economics 2302. Students may participate in any course approved through their high school, but they are encouraged to take advantage of those specifically designated as dual credit sections.

► Financial Information

Students who have registered are required to pay their tuition and fees by the deadline posted in the CCCC Schedule of Classes, or they will be dropped for nonpayment. In addition, students are responsible for purchasing the required course materials. Course materials can be pre-

ordered at the college bookstore website (bookstore.ccccd.edu) or purchased at Preston Ridge, Spring Creek, or Central Park Campus bookstore locations.

The Student Self-Service System (Internet Service) is available to students at www.ccccd.edu. Students may access the Internet Service with their social security number and Personal Identification Number (PIN) provided to them after admission to the college. The PIN will enable students' to pay tuition on line, view end of semester grades, search the catalog, examine and print an unofficial transcript, and review current semester schedules.

For high school students on the free or reduced lunch program, CCCC tuition is waived. A letter from the high school counselor stating the students' status must be submitted at the time of registration to the Director of Recruitment and Programs for New Students.

Testing and Exemptions

All Special Admissions students must take the THEA or a TSI assessment prior to enrolling at CCCC, unless otherwise exempt.

► TSI Exemptions

ACT:	Composite: 23	English: 19	Math: 19
SAT:	Composite: 1070	Verbal: 500	Math: 500
TAAS:	Writing: 1770	Reading: 89	Math: 86
TAKS:	<i>Pending, Fall 2004</i>		

Concurrent/dual credit high school students are not allowed to enroll in developmental courses. This includes public school, private school, and home school students.

► Reading

Students participating in Special Admissions *must* read at the college level. Therefore, it is required for students to pass the reading portion of the THEA or the TSI assessment, or to qualify with the above exemptions, in order to be admitted to the CCCC.

► Writing

Students who are exempt from the TSI, pass the writing section of the THEA with a 240, or pass the TSI assessment writing section with a score of 6 are placed into college level writing. Students who score below a 240 on the THEA or a 6 on the TSI assessment *do not place* into college level writing and will need to take the writing assessment located in the College Testing Center on the three main campuses.

Students must write at the college level for courses in Communications and Humanities, Social Sciences, and other classes in which writing is an integral course component. For other courses (i.e. mathematics, computer science, physical education), the student must place into

— at least — ENGL 0305. Concurrent students assessing into ENGL 0300 will **NOT** be admitted.

► **Math**

Students must meet the math pre-requisites outlined in the CCCC Catalog or have the assessment scores for the course in which they wish to enroll. In addition, students must be TSI exempt or pass the math section of the THEA or TSI assessment in order to enroll in a college level math course. Students with a THEA score of 270 or higher, or with a TSI assessment score placing them into college algebra, may enroll in MATH 1314, MATH 1316, MATH 1324, or MATH 1342 without assessment. Otherwise, all students enrolling in math courses must be assessed or show prerequisites through official transcripts.

Procedures for Advising and Registering Special Admissions Students

These procedures are for high school students (public school, private school, and home school), who are 16 years of age or older and doing junior or senior level coursework. Students younger than junior status who seek to enroll at Collin County Community College are usually not admitted. Those students wanting exceptions should be referred to the Director of Recruitment and Programs for New Students or the Registrar.

► **Steps Students Should Complete Before Meeting with a College Representative:**

- Students must provide a completed Concurrent Permission form signed by the designated high school official, the parent/legal guardian, and the student. For students who are 18 years of age or older, parental permission is not necessary.
- The Concurrent Permission form will indicate what type of credit the students will receive (i.e. dual credit versus early admission). The Concurrent Permission form must have the signature of the designated high school official (*most commonly high school counselor*) before the student can meet with the college advisor. **The section of the form that is completed by the designated high school official CAN NOT be altered.**
- Home school students must provide Home School Permission form signed by both the student and the parent.
- Students must prove exemption from the TSI or provide required scores for admittance (see page 3).
- Students must provide an official high school transcript. Home school students' transcripts must be notarized.
- The Application for Admission form must be completed with the student's signature.

- The top half of the Advising/Registration form must be filled out and signed at the bottom.

► Procedures for Registering the Student

- **Application for Admission**

Students should complete the Application for Admission form, basing residency upon “self”, and answering as many of the questions as possible. If needed, the high school transcript can be used as residency documentation. The application must have the students’ signature with all information completed. Home school students can base residency on “self” if they have a valid Texas driver’s license or ID card.

- **Concurrent Permission Form**

Do not alter the section of the form that is completed by the designated high school official! This is especially critical for students who will be receiving dual credit. If a course needs to be changed, either a new form is required or an indication is needed on the form noting that the designated high school official has approved the course change.

If students are not receiving dual credit, the high school may indicate that “*any course*” may be taken. This detailed information will be completed on the Advising/Registration form. Once students are approved to enroll, check approved and sign the bottom of the Concurrent Permission form.

The Concurrent Permission form must be completed each semester of involvement.

- **Advising/Registration Form**

The college representative should note in the comments section of the Advising/Registration form the student’s admittance status (concurrent, home school, or individual admit) and list any specific admission requirements (i.e. limitations on courses). The course(s) approved should be listed in the appropriate section of the form, and the college representative should sign on the advisor line.

- Stamp or write “Concurrent”, “Individual Admit”, or “Home School” at the top and bottom of the form.

► Procedures after Completing Student Registration

- The pink copy of the Concurrent Permission form should be given to the student.
- The yellow copy of the Concurrent Permission form should be sent directly to PRC, Director of Recruitment and Programs for New Students. (Recruitment and Programs for New Students will verify student enrollment with the high schools.)

- For home school students, a copy of the Home School Permission form should be given to both the student and sent to PRC, Director of Recruitment and Programs for New Students.
- The white copy of the Concurrent Permission form, Application for Admission form, transcript, etc, should be sent to ARO at CPC.
- Any special requirements or exceptions regarding students must be noted on screen 148 of the Student Information System. All special admissions students should have a R21 hold on their records. The access code on screen 10 should be filled in 9999999.

► Notes

- Upon high school graduation (public, private, or home school), students must present a final official transcript with date of graduation to remove the R21 hold status. The access code on screen 10 should be to changed to 000000000.
- Special Admissions students will receive a Personal Identification Number (PIN) that will allow them to access their grades and pay their tuition on line. However, these students are not able to register over the telephone or weblines with this PIN. Registration must be done in person. In addition, the PIN will allow students to search the catalog, view and print an unofficial transcript, and view current semester schedules.
- Special Admissions students no longer involved in a high school program are considered “*individual admits*” and must provide proof of withdrawal from their high school program. This proof will be indicated either on the students’ high school transcript or through a copy of the withdrawal form from the high school. It is often advisable to require these students to complete the Study Skills (ACPE 0200) course within their first semester.
- Special Admissions students must have all of their paperwork completed at the time of enrollment. They are not eligible to enroll with a Conditional Admissions Contract (CAC).
- The Special Admissions program is not designed to assist students with making up high school credit to meet graduation requirements.
- Exceptions to the six credit hour course limit may only be made for physical education courses, **without** the permission of the Director of Recruitment and Programs for New Students or the Registrar.

Special Admissions Manual

Attachment 1

Student Interviews

► Parents Involvement in the Interview

It is important that the students are interviewed, not the parents. If the parents are talking for the students, politely let the parents know the students need to be interviewed alone for a few minutes. Ask the parents to wait outside while the interview is taking place. After the interview is completed, invite the parents back to hear additional information that needs sharing.

► Questions to Ask Students

- Ask why they want to begin their college careers while still in high school.
- Ask about what differences are anticipated between high school and college courses.
- Ask about college plans after high school graduation.
- Ask about other activities, besides school – such as work, hobbies, clubs, athletics, etc. (This will provide you with information about whether or not the students will have the time needed to be successful in a college course.)

The goal of the interview is to determine the students' motivation for taking a college course, while still in high school, as well as to assess maturity level. With home school students, ask about involvement in social groups and/or peer leadership situations; also, learn how the students have interacted with adults other than parents on a regular basis. Based on interactions with regular college students, assess the students' readiness for college level coursework.

► Information to Share with the Students

- Explain what a credit hour is and what it means. Talk about study time. For every semester hour taken students should plan to study at least 2-3 hours per week.
- Explain TSI requirements.
- Explain personal responsibilities: be on time, be prepared, participate in classroom work, and communicate with the instructor.
- Provide a copy of the "Differences Between High School and College" brochure.
- Explain where to go for help when having difficulty in the class (tutoring, writing labs, math labs, etc.). Encourage students to speak to their instructors and academic advisors.

- Show important dates in the catalog and schedule. Make students aware of drop and withdrawal dates and emphasize personal responsibility for dropping or withdrawing from class. (Most students do not understand either responsibility or consequences.)
- Point out fee payment deadlines and consequences of non-payment of tuition.
- Explain Student I.D. Cards. Students will need one in the testing center, to use the math and writing labs, to access the library, and to use the fitness centers.
- Stress the fact that the students are earning college level credit and starting their college transcript. Emphasize that this is part of their permanent college record, which will become part of their academic history.
- Emphasize that students are admitted on a semester-by-semester basis. A separate Concurrent Permission form (signed by the high school official, parent or guardian and student) will be required for each semester they are enrolled at CCCC. Students attending both summer sessions must have two separate Concurrent Permission forms. To maintain eligibility in the Special Admissions program, students must have a “C” or better in each course taken. Home school and individual admissions will also be required to provide a Parental Permission form each semester.
- Unless the students are in a concurrent/dual credit course set up for the high school students, the instructors are not aware of the Special Admissions status. They will be treated the same as any other college students.
- Dual credit is left to the discretion of the high school. The students will receive college credit upon successful completion of the course. Unsuccessful (non-passing, or withdrawal) completion will also be documented on the permanent record (transcript). If the students are taking the course for dual credit to meet high school graduation requirements, unsuccessful completion can impact high school graduation.
- Upon graduation, students must send CCCC an official high school transcript showing date of graduation. Home school transcripts must be notarized and must also indicate date of graduation or date of completion of high school requirements.

