Appendices 1
Student and Enrollment Services documents

COLLIN COLLEGE
collin.edu

WINTERMESTER/SPRING 2019

Ready to Register

Tips for a smooth registration

Let's get you "Ready to Register."

Here are some of the basic steps you need to complete to make sure you are **Ready to Register**. For more comprehensive information, please visit the Collin College website at www.collin.edu. (Please note: International Students have a separate process. **Contact the International Student Office** at 972.516.5012 or visit their website at https://www.collin.edu/gettingstarted/advising/international/.)

STEP 1 APPLY

Make sure you have submitted your applications.

Admissions: https://apply.collin.edu

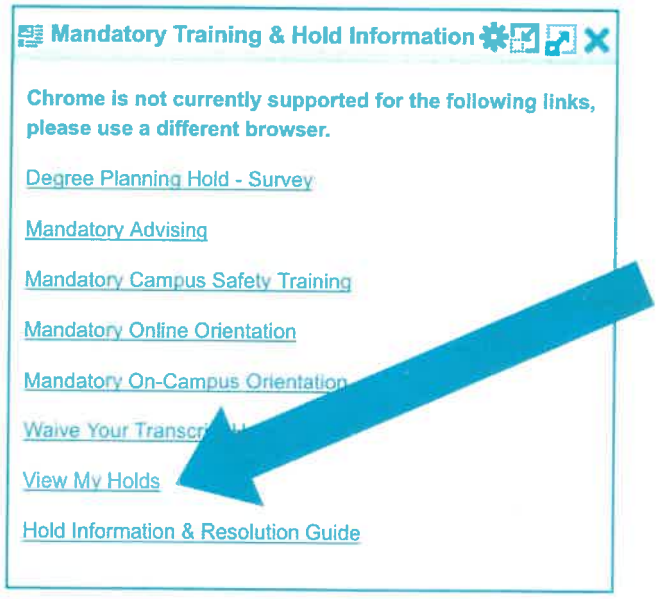
Financial Aid (optional): https://fafsa.gov Collin College school code 016792

Scholarship (optional): https://www.collin.edu/foundation/students/

STEP 2 REMOVE ALL HOLDS

Once your application has been processed, your CougarWeb username and password will be emailed to your personal email account. CougarWeb is an online web portal where you can view and register for classes, pay tuition, view financial aid status, access CougarMail (email) and most importantly, take care of registration holds.

To check your holds, log in to CougarWeb, click the Student Tab, find the Mandatory Training and Hold section. Once there, click "View My Holds link." You will see a list of all holds. Any required training can also be found in this section.



Depending on your student admissions status, there are different requirements.

Before taking the initial Texas Success Initiative (TSI) Assessment, you must participate in a pre-assessment activity (PAA). A Certificate of Completion will be printed at the end of this activity, which is required to take the TSI Assessment.

All incoming college students in Texas are required to take the TSI Assessment unless exemption has been met. The cost of the TSI Assessment is $29. Any needed retest will also cost $29 (regardless if one part or all parts are retaken). Based on assessment results, you may be eligible to enroll in a college-level course that matches your skill level or you may be placed in the appropriate developmental course to improve your skills in preparation for college-level courses.

For more information regarding the TSI Assessment, exemptions and testing hours, please visit the Testing Center website at http://www.collin.edu/studentresources/testing/availabletesting/tsi.html.

STEP 3 READY TO REGISTER

After all holds have been removed, you will be ready to register for your classes. Now that you have your TSI results, you should meet with an advisor to review your degree plan. You can check your degree plan through Cougar Compass, found on the Student tab in CougarWeb.

COUGAR COMPASS

Once you have picked out which classes you want to take, log in to CougarWeb. Either on the Home or Student tab, locate the Registration Tools section. From here you will be able to complete registration.

Registration Tools

- Registration Status
- Course Catalog & Descriptions
- Look Up Classes
- Add, Drop or Withdraw
- Texas General Education Core Status

Select the term you want to register for. Select "Class Search." You will want to use the "Advanced Search" option to select your class. Once the list of sections is displayed, be sure to click on the five digit Course Reference Number (CRN) to get details about the class. When you find a class you want, select the box to the left and click "Register" at the bottom of the screen.

COURSE OPTIONS

Collin College offers flexible scheduling. We have 16-week classes, 14-week classes, 8-week classes, Weekend classes, online classes, and more! Each session will have a registration hard stop deadline. Here are a few types of classes that you may not be familiar with:

- **Blended** = Requires both on campus and online instruction, but more instruction is conducted online than on campus. Be sure to click on the CRN to know when you need to come to campus.
- **Daily Flex** = Listed as TBA for the course days, daily flex allows you to determine the times that work for your schedule. Flex entries are available for select courses in developmental and college-level mathematics.
- **Hybrid** = Requires both on campus and online instruction, but more instruction is conducted on campus than online.
- **Veteran-Centered Courses** = Traditional classes that include additional topics that are of interest to students who are veterans and are "military friendly" with special circumstances such as IRR status, VA regulations or deployment.
- **Web** = Also known as online. Be sure to read all class action descriptions to see if you need to come to campus or go to an approved testing center for your exams.

When selecting your classes, pay attention to the campus location and days of the week. The last 3 digits of a class indicate the campus (ex: MATH-1314.S04 will be in Plano)

A = Allen Center in Allen	R = Rockwall Center in Rockwall
C = Central Park in McKinney	S = Spring Creek in Plano
P = Preston Ridge in Frisco	W = Web

You will also want to double check the days of the week [M = Monday, T = Tuesday, W = Wednesday, R = Thursday, F = Friday, S = Saturday, U = Sunday]

Will your course/lab have associated fees? See a list of lab and special fees at https://www.collin.edu/bursar/labfees.pdf.

Is the class you wanted full? After the early registration payment date, but prior to the first day of the semester, you can sign up for the waitlist. When you receive the registration add error, select "Waitlisted" in the Action box and then select "Submit Changes." If a seat becomes available, you will be notified through CougarMail. You will only have 24 hours to confirm and pay for the waitlisted class.

Have questions about a specific academic subject, degree plan or transferability? Look up the academic contact at https://www.collin.edu/academics/programs/pdf/AcademicDisciplineContacts.pdf.

Having technical problems? Contact Technical Support at 972.377.1777.

STEP 4 PAYMENT

Now that you have your classes, you need to make sure to complete payment. The following chart provides the Board-approved per hour registration costs. Multiply the number of hours you are registered for by the per hour cost for your residency status to get your registration cost estimate.

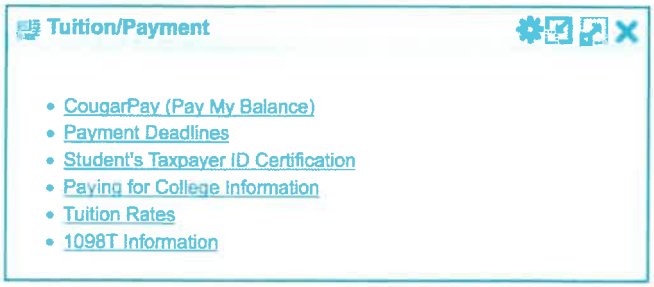
COURSE COSTS PER CREDIT HOUR*

Cost	In-District	Out-of-District	Out-of-State/ Country
Tuition	$48.00	$94.00	$160.00
Student Activity Fee	$2.00	$2.00	$2.00
PER HOUR COST	**$50.00**	**$96.00**	**$162.00**

** This is a tool to help budget and is not an exhaustive list of costs. All tuition and fees are subject to change by the Collin College Board of Trustees*

Additional Board approved fees for specific courses and/or services are available at http://www.collin.edu/bursar/tuition.html

Your student tab has a Tuition/Payment section with important links. Check out the Paying for College Information link or the Student Handbook for detailed payment information and requirements, including the complete student financial responsibility agreement, as well as the critically important Payment Deadlines link. Remember, registration is only complete when full payment is made, and Collin has a strict drop for non-payment policy.



Follow the CougarPay (*Pay My Balance*) link to see your account balance, make payments on your account, enroll in an installment plan during open enrollment periods, authorize a family member access to make payments on your account and/or set up bank accounts for fast cash e-Refunds of any eligible credit balances. Account balance notifications are sent to your CougarMail account — check it regularly.

FINANCIAL AID

There are different types of financial aid available to help you pay for classes. To learn more and start the process, visit http://www.collin.edu/gettingstarted/financialaid.

Not eligible for financial aid and/or need additional help paying for classes? Learn about installment plans, third-party contracts, veteran benefits and exemptions/waivers of tuition at http://www.collin.edu/bursar/paymentpoliciesandmethods.html.

DROP FOR NON-PAYMENT

If you register for spring during early registration, your account must be 100 percent funded by the early registration payment deadline or **all your registration can be dropped** for non-payment. If dropped for non-payment, it is your responsibility to re-register for classes, and there is no guarantee there will be seats available in your original courses.

After the early registration payment deadline, you can still register for classes. However, regular registration for both Wintermester and spring will be pay-as-you-go. When you register, you must have funding in place or *any new classes can be dropped for non-payment*.

Only courses dropped prior to the first day of a term qualify for 100 percent refund of tuition and fee amounts. When the term begins, refunds are percentage based — from 70 to 0 percent – depending on the date the course is dropped/withdrawn and the number of weeks the course meets. More information on refund calculation rules and processing of eligible account credits is available at http://www.collin.edu/bursar/refunds.html.

SOME IMPORTANT INFORMATION AND DEFINITIONS

- **Add** – You may add classes through the first four days during a long semester and during the first day of Summer or mini semester terms. For express and weekend courses, registration deadlines will vary.
- **Auditing** – To audit a class, you can register for that course on or after the first day of the term. Registration may only be done in person at one of our admissions offices. You must meet all admission and registration requirements. Regular tuition must be paid plus an additional non-refundable fee.
- **Course Limits** – Students registering for Wintermester or Maymester are limited to one class for the term.
- **Co-requisite courses** – Some classes require a co-requisite (ex. lecture and lab or Learning Community). You must register for both classes. If not, the original class will be dropped.
- **Drops** – You can drop classes through the census date for each term. Be careful! Once classes start, any classes dropped will only be refunded based on the state refund guidelines. You must also drop any co-requisite courses as well.
- **Waitlist** – The waitlist option for a class begins after the payment deadline date. You will need to select "waitlist" if signing up for a class that is full. If a seat becomes available, you will be notified through CougarMail. Being waitlisted for a course does not guarantee enrollment in the course and it will expire on the first day of class.
- **Withdrawal** – A withdrawal occurs when you drop a class after the census date. Be sure to talk to your professor about your progress prior to withdrawing. If you do not withdraw by the deadline for the class, you will receive a grade on your transcript.

Disclaimer: This booklet is intended to provide a brief overview of the registration process. For comprehensive information, please refer to the Student Handbook and the Collin College website www.collin.edu.

IMPORTANT DATES

WINTERMESTER: DEC. 17-JAN. 9* SPRING: JAN. 22-MAY 17**

OCTOBER

30 CougarWeb **online** registration begins for Wintermester at 8 a.m. Payment due at time of registration***

30 CougarWeb priority **online** registration begins for Spring at 8 a.m. Early registration payment for Spring is due Dec. 5

NOVEMBER

2 Spring CougarWeb early registration begins for ALL students (8 a.m.)

21-25 Thanksgiving holiday (ALL CAMPUSES CLOSED)

DECEMBER

5 Spring early registration payment deadline (8 p.m.)*

6 CougarWeb system NOT available for registration or payment

7 CougarWeb resumes for registration, etc. (8 a.m.)

7 **DEADLINE FOR RECEIVING THE BACTERIAL MENINGITIS VACCINE FOR WINTERMESTER**

10 Wintermester/Spring student IDs available

17-21 Wintermester classes meet

18 Wintermester census date**

21 Wintermester last day to withdraw

DECEMBER 22-JANUARY 1

Winter Break (ALL CAMPUSES CLOSED)

JANUARY

2-9 Wintermester classes meet

9 Wintermester final exams

11 **DEADLINE FOR RECEIVING THE BACTERIAL MENINGITIS VACCINE FOR SPRING**

18 Last day for any warning or probation students to meet with an academic advisor in order to register

21 Last day to receive 100 percent refund for full-term dropped courses

21 Dr. Martin Luther King Jr. Day (ALL CAMPUSES CLOSED)

22 Spring classes begin (Admissions opens at 7:30 a.m.)

25 Registration hard stop deadline for 16-week courses

25 Spring weekend classes begin

FEBRUARY

4 Spring census date**

14 First Spring tuition installment due

MARCH

7 Second Spring tuition installment due

11 CougarWeb priority online Summer registration begins at 8 a.m.

11-14 Spring Break – No Classes – Campuses Open

14 Summer CougarWeb early registration begins for ALL students

15-17 Spring Break – (ALL CAMPUSES CLOSED)

22 Last day to withdraw from Spring 16-week classes

APRIL

16 Fall CougarWeb priority online early registration begins at 8 a.m.

19-21 Spring Holiday (ALL CAMPUSES CLOSED)

23 Early registration summer installment plan available online

MAY

1 Summer early registration payment deadline (8 p.m.)*

2 CougarWeb system NOT available for registration or payment

3 CougarWeb resumes for registration, etc. (8 a.m.)

13-17 Spring final exam week

17 Graduation, 7 p.m.

17-19 Spring weekend final exams

27 Memorial Day holiday (ALL CAMPUSES CLOSED)

* After 8 p.m. full payment is due on the day of registration.

** The "Census Date" and "Last Day to Withdraw" for Express Classes and mini-semesters vary. Classes dropped after the Census Date will appear on the student's official transcript with a "W" but have no effect on grade point average. Contact the Student and Enrollment Services Office for details. Transfer students should contact Academic Advising for further information.

*** Payment for Wintermester is due at time of registration.

Spring Final Exam Schedule

MONDAY, MAY 13

MWF, MW Classes

Class Time	Exam Time
7 a.m.	7-9 a.m.
7:30 a.m.	7:30-9:30 a.m.
10 a.m.	10 a.m.-Noon
10:30 a.m.	10:30 a.m.-12:30 p.m.
12:30 p.m.	12:30-2:30 p.m.
2:30 p.m.	2:30 p.m.-4:30 p.m.
3 p.m.	3-5 p.m.
5 p.m.	5-7 p.m.
5:30 p.m.	5:30 p.m.-7:30 p.m.
8 p.m.	8-10 p.m.
8:30 p.m.	8:30-10:30 p.m.

TUESDAY, MAY 14

TR Classes

Class Time	Exam Time
7 a.m.	7-9 a.m.
7:30 a.m.	7:30-9:30 a.m.
9:30 a.m.	9:30-11:30 a.m.
10 a.m.	10 a.m.-Noon
10:30 a.m.	10:30 a.m.-12:30 p.m.
12:30 p.m.	12:30-2:30 p.m.
1 p.m.	1-3 p.m.
1:30 p.m.	1:30-3:30 p.m.
3:30 p.m.	3:30-5:30 p.m.
4 p.m.	4-6 p.m.
4:30 p.m.	4:30-6:30 p.m.
6:30 p.m.	6:30-8:30 p.m.
7 p.m.	7-9 p.m.
7:30 p.m.	7:30-9:30 p.m.

WEDNESDAY, MAY 15

MWF, MW Classes

Class Time	Exam Time
8 a.m.	8-10 a.m.
8:30 a.m.	8:30-10:30 a.m.
11 a.m.	11 a.m.-1 p.m.
1 p.m.	1-3 p.m.
1:30 p.m.	1:30-3:30 p.m.
3:30 p.m.	3:30-5:30 p.m.
4 p.m.	4-6 p.m.
6 p.m.	6-8 p.m.
6:30 p.m.	6:30-8:30 p.m.
7 p.m.	7-9 p.m.
7:30 p.m.	7:30-9:30 p.m.

THURSDAY, MAY 16

TR Classes

Class Time	Exam Time
8 a.m.	8-10 a.m.
8:30 a.m.	8:30-10:30 a.m.
9 a.m.	9-11 a.m.
11 a.m.	11 a.m.-1 p.m.
11:30 a.m.	11:30 a.m.-1:30 p.m.
Noon	Noon-2 p.m.
2 p.m.	2-4 p.m.
2:30 p.m.	2:30-4:30 p.m.
3 p.m.	3-5 p.m.
5 p.m.	5-7 p.m.
5:30 p.m.	5:30-7:30 p.m.
6 p.m.	6-8 p.m.
8 p.m.	8-10 p.m.
8:30 p.m.	8:30-10:30 p.m.

FRIDAY, MAY 17

MWF, MW Classes

Class Time	Exam Time
9 a.m.	9-11 a.m.
9:30 a.m.	9:30-11:30 a.m.
11:30 a.m.	11:30 a.m.-1:30 p.m.
Noon	Noon-2 p.m.
2 p.m.	2-4 p.m.
4:30 p.m.	4:30-6:30 p.m.

THE FINAL EXAM SCHEDULE IS SUBJECT TO CHANGE.

PLEASE CONFIRM YOUR EXAM TIME WITH YOUR INSTRUCTOR.

ONCE-A-WEEK CLASSES

Final exams for classes meeting only once each week are scheduled for the regular class time during finals week. Friday-only weekend classes meet May 17 for their final exams. Saturday-only classes meet May 18 for their final exams. Sunday-only classes will meet May 19 for their final exams. All other classes will meet only for final exams during finals week. The final exam schedule is subject to change For classes starting at times other than those listed above, the instructor must make arrangements with the class for the exam.

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Registration Procedures

1. Go to www.collin.edu
2. Click on Cougarweb (located at top right side)
3. Type in your username and password
4. Go to "Look up Classes"
5. Select term (fall/spring/summer credit courses)
6. Scroll down and select "Advanced Search"
7. Look for classes under "Subject" e.g., "English"
8. Select the campus you would like to attend (for web classes select web)
9. Go to the bottom of the page and select "Section Search"
10. Check the box of the course you want ("C" means the course is full and closed)
11. Go to the bottom of the page and select "Register" **Note for science courses you must register for a lecture and a lab at the same campus at the time of registration**

Turn over for important information about payment deadlines and student services

New Student Information

CHECKLIST FOR FIRST TIME COLLEGE STUDENTS

Picture ID required at all Departments

1.__ Complete Application for Admission at https://apply.collin.edu. Please note application deadlines and other important information. http://www.collin.edu/gettingstarted/admissions/online_app.html

2.__ College Wide ID (CWID), CougarWeb username and password are emailed.

3.__ Login to CougarWeb to view holds and class schedule.

To view holds go to Student Tab, Mandatory Training and Hold Information, View Holds.
(For more information about holds click on Hold Information & Resolution Guide)

4.__ Final official high school transcript with graduation date or official GED. Bring to Admissions Office or mail to:

Collin College Admissions
PO Box 8001
McKinney, TX 75069-8001

5.__ If under 22 years of age, submit proof of having the bacterial meningitis vaccine at least 10 days prior to the start of the term per vaccine state law. Please note: Vaccines expire after five years. If your vaccine is over five years old, you will need to get a booster.

Hand delivery to any on-campus Admissions Office, fax to 972.548.6702 or scan your document and send it to admissions@collin.edu. Please be sure your form includes your full name, date of birth and/or Collin College ID number.

6.__ Texas Success Initiative (TSI) documentation required – exemption, scores or completion. If not complete you may need to assess. TSI-Assessment can include Reading, Writing and Math. http://www.collin.edu/studentresources/testing/availabletesting/tsi.html. You will be required to complete a mandatory pre-assessment activity before you can assess.

7.__ Visit with Academic Advising for TSI assessment scores review, degree plan, class information, etc.

8.__ Mandatory Orientation. For more information go to http://www.collin.edu/orientation (First Time College Students)

9.__ Campus Safety Training: This is mandatory for every college student. (Completed online only via CougarWeb under Mandatory Campus Safety Training on the student tab in CougarWeb).

10.__ Log in to CougarWeb for class registration. http://cougarweb.collin.edu

CHECKLIST FOR NEW OR RETURNING TRANSFER STUDENTS

Picture ID required at all Departments

1.__ Complete Application for Admission at https://apply.collin.edu. Student will need to re-apply if they have not attended within the past year. Please note application deadlines and other important information: http://www.collin.edu/gettingstarted/admissions/online_app.html

2.__ College Wide ID (CWID), CougarWeb username and password are emailed.

3.__ Login to CougarWeb to view holds and class schedule.

To view holds go to Student Tab, Mandatory Training and Hold Information, View Holds.
(For more information about holds click on Hold Information & Resolution Guide)

4.__ Official transcripts from all colleges and universities enrolled/attended. Transcripts can also be sent electronically to *transcripts@collin.edu* from other colleges.

5.__ If under 22 years of age, submit proof of having the bacterial meningitis vaccine at least 10 days prior to the start of the term per vaccine state law. Please note: Vaccines expire after five years. If your vaccine is over five years old, you will need to get a booster.

Hand delivery to any on-campus Admissions Office, fax to 972.548.6702 or scan your document and send it to: admissions@collin.edu. Please be sure your form includes your full name, date of birth and/or Collin College ID number.

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9.__ Log in to CougarWeb for class registration. http://cougarweb.collin.edu

What Admissions Holds Do I Have?

- [ ] **Mandatory Campus Safety Training**: This is mandatory. To remove: log in to CougarWeb, go to the Student Tab and click "Mandatory Campus Safety Training." Complete the training and this hold will automatically be removed within 24 hours. ***(Handled Online ONLY)***

- [ ] **Mandatory Orientation:** This is required for students brand new to college. To remove, you must complete the orientation online or on campus. Both options are free.

  ONLINE: Log in to CougarWeb, go to the Student Tab, and click "Mandatory Orientation." Complete the orientation and within 24 hours this hold will automatically be removed.

  ON CAMPUS: Register at www.collin.edu/orientation. This hold is not removed after registration; it is only removed after you attend. To have the hold removed sooner, you can also complete the orientation online.

- [ ] **Immunization:** Provide Admissions with proof of your Bacterial Meningitis Shot that is signed or stamped & less than 5 years old. Can hand deliver, email to Admissions@collin.edu or fax to 972-548-6702.

- [ ] **Transcript Required:** Provide Admissions with your official transcript(s). To temporarily waive, log on to CougarWeb, go to the Student Tab, click on "Waive Your Transcript Hold". Complete the Conditional Registration Contract (CRC) form and the hold will be temporarily removed within 24 hours.

- [ ] **TSI:** Must take the TSI Assessment. Referrals are available in Admissions and Advising or you may present them proof of any exemptions. Photo ID needed.

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What Advising Holds Do I Have?

- [ ] **Mandatory Advising:** This is for students who have tested into a developmental level for at least one subject on the TSI. *(Handled Online ONLY)* To remove, log in to CougarWeb, go to the Student Tab and click "Mandatory Advising." Complete the questionnaire and within 24 hours this hold will automatically be removed.

- [ ] **Advising for TSI**: According to your TSI assessment, you have placed into Developmental Reading, Writing, and/or Math. Please see Academic Advising. Photo ID needed.

- [ ] **Unsatisfactory Progress:** Due to your cumulative gpa falling below a 2.0, see Academic Advising. Photo ID needed.

- [ ] **TSI:** Must take the TSI Assessment. Referrals are available in Admissions and Advising or you may present them proof of any exemptions. Photo ID needed.

- [ ] **Degree Planning Hold:** A hold has been placed on your record to encourage you to review your degree planning options. After meeting with an advisor, log in to CougarWeb, go to the Student Tab and click "Degree Planning Hold-Survey." Answer the questions and w/in 24 hours this hold will automatically be removed.

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How to Get On The Waitlist

Waitlists will begin 48 hours after the early registration payment deadline. Not all sections will have waitlists. To add yourself to a closed section as waitlisted, follow the procedure below:

1. Log into CougarWeb.

2. Click “Add, Drop, Withdraw” link.

3. Select the term- i.e. “Fall 2016 Credit”

4. Enter the CRN in the blank text box at the bottom of the page, or conduct a class search to locate the CRN.

5. Select “Submit Changes”

6. You will receive a course registration add error message since the course is closed. In the Actions drop-down box, select “Waitlisted” from the list of options.

7. Select “Submit Changes”.

8. You will now see the course in your current schedule with the status of “Waitlisted”.

**NOTE: If a seat becomes available, you will receive an email in your CougarMail, and you will have 24 hours to sign up for the class. If you are notified, you will need to go back to “add, drop withdraw” and it will now have a drop down box with the option of adding the class.

If you add the class, remember you must pay for it the same day that you register!

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If you add the class, remember you must pay for it the same day that you register!

TSI Testing—Pre-Assessment Activity (PAA)

⇒ Go to: https://www.collin.edu/preassessment or search "TSI" at http://www.collin.edu.

⇒ Click on the "Get Pre-TSI Tested" link.

⇒ Follow the on screen instructions and click next.

⇒ When you complete the pre-assessment, print off the Testing Referral form and pay for the assessment. You can pay for the TSI online or in person at the Cashier's office. The assessment costs $29.00.

⇒ Bring **receipt of payment** and one form of **Photo ID** to the Testing Center during walk-in hours when you are ready to take the TSI.

NOTE: The Cashier's and Testing Center hours of operation are listed at the bottom of the Testing Referral form. They both have different hours that they are open. Please plan ahead if you need to test on the weekend.

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TSI Testing—Link to Pre-Assessment Activity (PAA)

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COLLIN TESTING REFERRAL FORM

STUDENT NAME: _____ **DATE:** _____

COLLIN OFFICIAL: _____ **(CIRCLE ONE) CPC SCC PRC**

STUDENT INSTRUCTIONS

For the Pre-Assessment Activity (PAA): (required prior to taking the TSI Assessment)

- The PAA is located at http://www.collin.edu/preassessment/

For TSI Assessment:

- Payment can be made online at http://www.collin.edu/studentresources/testing/availabletesting/tsi.html or payment may be made in person at the Cashier's Office on campus
- Take receipt, Referral Form and the PAA Certificate of Completion to the Testing Center for walk-in TSI

For ESL Assessment:

- Take Referral Form to the Testing Center to take the exam. No appointment required. Must arrive at least 4 hours before closing for ESL Assessment

All students are required to have a photo ID to take any test.

To assist you in preparation for the actual test, the links to the TSI Assessment Study App and practice test are provided on the Collin College Testing website at:
http://www.collin.edu/studentresources/testing/availabletesting/tsi.html

TEST TYPE	FEE	NOTES
_____ **TSI Assessment (complete)**	**$ 29.00 ***	**Complete package (Reading, Math & Writing)** No appointment required.
_____ **TSI Assessment (partial)**	**All or part**	**Partial (Reading, Math, and/or Writing)**
___ Reading	**$ 29.00 ***	No appointment required.
___ Math		
___ Writing—Both sections		
___ Writing—Essay only (requires an existing objective score of 350 or higher)		
___ Writing—Multiple Choice only		

_____ **THIS IS A RETEST—No PAA needed (Advisor initials _____)**

_____ **College Level Math Assessment** **For a student with college level placement only (≥ PQM 2100)** (limited to twice per semester)	**$ 11.00 ***	For placement into higher level math courses (above College Algebra)
_____ **ESL Assessment**	**No charge**	No appointment required

CPC TESTING CENTER ONLY:

_____ **Fire Science (Math, Reading, Writing)**	**No charge**	Allow at least 3 hours for testing
_____ **EMT (Math, Reading, Writing)**	**No charge**	Allow at least 3 hours for testing
_____ **Paramedic (Math, Reading, Writing)**	**No charge**	Allow at least 3 hours for testing
_____ **Law Enforcement (Reading, Writing)**	**No charge**	Allow at least 3 hours for testing

AVAILABLE TESTING HOURS

The TSI Assessment must begin within these hours.

Monday – Thursday	**8:00 AM – 4:00 PM**
Friday	**9:00 AM – 11:00 AM**
Saturday	**8:00 AM – NOON**

TESTING CENTER LOCATIONS

CPC Testing Center	**A109**	**972-548-6849**
PRC Testing Center	**F209**	**972-377-1522**
SCC Testing Center	**J232**	**972-881-5922**

TESTING CENTER HOURS

Monday—Thursday	**8:00 AM – 9:00 PM**
Friday	**9:00 AM – 4:00 PM**
Saturday	**8:00 AM – 5:00 PM**

CASHIER OFFICE LOCATIONS

CPC Cashier	**D118R**
PRC Cashier	**F110**
SCC Cashier	**G143**

Cashier Offices are closed on Saturday.

Please consult Cashier Office website for specific hours:
http://www.collin.edu/gettingstarted/bursar

*** PAY ONLINE AT**

http://www.collin.edu/studentresources/testing/availabletesting/tsi.html

Revised May 8, 2018

TSI Practice Test:

http://www.collin.edu/studentresources/testing/availabletesting/tsi.html

Math Resources:

http://www.mathtv.com http://www.mathbits.com

http://www.coolmath.com

http://www.sosmath.com http://www.purplemath.com

http://www.khanacademy.org

Books suggested by other students:

Forgotten Algebra, Math Made Easy, Math For Dummies, Algebra For Dummies, Forgotten Trigonometry, Forgotten Calculus

Director of Testing Office
Conditional TSI Compliance Contract (CTCC)
Official Binding Document – Please read before signing.

This contract allows registration in classes in advance of **official** TSI documentation being received at Collin. Please complete, sign and fax this form **along with an unofficial copy of qualifying scores**, to **972-548-6577** or send scanned items by email to **vrsmith@collin.edu**. (Students are responsible for contacting an advisor to discuss pre-requisites prior to registration.)

Last name	**First name**	**Middle name**
CWID Number or Date of Birth	**Phone**	**Term/Semester**

A list of qualifying documentation for a TSI exemption is provided on our website:
https://www.collin.edu/studentresources/testing/availabletesting/tsi.html

Official TSI Documentation Required (check all that apply and **attach unofficial copies**):

[ ] **ACT Score report** [ ] **SAT Score report**

[ ] **STAAR Scores (from high school)** [ ] **TAKS Scores (from high school)**

[ ] **College transcript (with qualifying exemption)**

[ ] **Permission to retrieve TSI Assessment scores (after 8/2013) from online state database:**

Institution where taken	**Date of Birth**

Terms and Conditions: You are allowed to register for **ONE** term on a conditional basis pending the receipt of your **official** TSI compliance documentation as specified above. Failure to provide all **official** documentation **within 30 days** will jeopardize your future enrollment at Collin College. A hold will be placed on your record and you will be unable to register for future semesters until official documentation is received.

Signing below indicates you have read this contract and understand and agree to the terms and conditions.

Student Signature	**Date**

COLLIN STAFF ONLY:

Attached documentation will meet TSI criteria for: [ ] **Reading** [ ] **Writing** [ ] **Math**

Unchecked areas will be met by _____

Collin Representative	**Date**

MAPP Contract

Semester/Year _____

Name _____ CWID _____

Phone _____ Email _____@cougarmail.collin.edu

Students are required to participate in the Collin College Maximizing Academic Progress Program (MAPP) when their Collin College cumulative GPA is below a 2.0.

ACADEMIC WARNING STATUS

Academic Warning is applied immediately following the first semester that a student does not earn a cumulative 2.0 GPA.

____ Enrollment is limited to 13 credit hours fall, spring, and summer

____ Personal Academic Action Plan

____ **A Progress Report is required at the middle of each semester before enrolling for the next term/semester. Progress Report due: _____**

____ If student achieves a cumulative GPA of a 2.0 or higher he/she will be released from MAPP.

____ Warning students are not permitted to register for May/Wintermester. The only exception is EDUC/PSYC 1300.

____ If student fails to achieve a cumulative 2.0 GPA he/she will go to **Academic Probation Status**.

ACADEMIC PROBATION STATUS

Academic Probation is applied immediately following Academic Warning if the student's cumulative GPA remains below a 2.0.

____ Enrollment is limited to 13 credit hours fall, spring and summer (including a 3 credit hour Learning Frameworks Course – EDUC 1300 or PSYC 1300)

____ Enrollment in Learning Frameworks/LASSI is mandatory during the first term of enrollment on probation.

____ If a student fails to sign up for, withdraws from, or does not pass the Learning Frameworks/LASSI the student will be limited to – **EDUC/PSYC 1300 and one other course –** the following eligible term.

____ Continual Action Plan

____ **A Progress Report is required at the middle of each semester before enrolling for the next term/semester. Progress Report due: _____**

____ Probation students are not permitted to register for May/Wintermester. The only exception is EDUC/PSYC 1300.

____ Students who do not maintain a term GPA of 2.0 will be placed on **Academic Suspension**.

Academic Suspension is applied to students who have not achieved **satisfactory** Academic Progress with a minimum 2.0 term GPA and will not be allowed to attend for one calendar year. Upon return the suspended student will be required to re-apply to the College and meet with an Academic Advisor prior to enrollment in courses and return to Academic Probation status until Academic Good Standing is achieved. A student has the right to only one Academic Appeal when suspended.

I want to enroll at Collin College and agree to abide by the MAPP policy. I understand that failure to comply with these restrictions may result in limited future enrollment at Collin College. Students are in the MAPP Program until they achieve a minimum 2.0 cumulative GPA. A Progress Report is required at the middle of each semester during MAPP Program participation or next term's registration will be delayed until final grades are posted. If students participate in early registration for the next term, but do not earn a minimum 2.0 for the current term, they may be dropped from their classes for the next term. It is the responsibility of students to check their CougarMail frequently for important Collin College updates.

_____ _____

Student Signature Date

Advising use only: _____

_____

Advisor's Initials: _____

EDUC/PSYC 1300: _____ Transfer Equivalent: _____ LASSI: _____

Updated August 9, 2018

Personal Academic Action Plan

(Academic Warning Students Only)

Student (Print Name): _____ CWID:_____Term:_____

Academic Goals
My purpose for attending Collin is to:
☐ Complete a Certificate/Degree ☐ Enter workforce after _____ classes ☐ Non Degree Seeking

☐ Transfer to _____ Major _____ Current GPA _____

Applied for Financial Aid: **Yes or No**

Have you filed an official degree plan: **Yes or No**

Number of hours working per week: _____

My work schedule is: A) Consistent B) Flexible around school C) Inconsistent

How many hours do you study each week (in addition to class time)? _____

List three barriers that you feel are impacting your academic performance

1. _____
2. _____
3. _____

Action Plan: Which barrier(s) do you plan to overcome this semester?
_____
_____
_____

Student Signature: _____ Date: _____

Advisor Signature: _____

MAPP Continual Action Plan

(Academic Probation Students Only)

Name: _____ CWID: _____ Term:_____

Self Assessment

Academic Strengths:

1. _____
2. _____
3. _____

Academic Concerns:

What factors are making learning difficult for you right now? (e.g. personal issues, course problems, etc.)

1. _____
2. _____
3. _____

Action Plan

What will you do if you are suspended at the end of this semester?

How will this semester be different from previous semesters?

Please choose all that apply:

_____ Learning Frameworks class (EDUC/PSYC 1300) _____LASSI _____ Math/Writing Lab

_____ Tutoring _____ Attend classes regularly _____ Meet assignment deadlines

_____ Revise course load: How? _____

_____ Declare/change your degree plan/major: Which one? _____

_____ ACCESS Office _____ Decrease work load _____ Career exploration

_____ Change study habits: How? _____

_____ Counseling _____ Time management _____ Lifestyle changes

_____ Other: _____

Student Signature: _____ Date: _____

Advisor Signature: _____

Updated August 7, 2017

Term:_____ Due Date:_____

LASSI
Learning and Study Strategies Inventory

Please read the following directions carefully. If you do not understand the following steps, contact an Academic Advisor at any campus.

1. Go to www.lassimodules.com/v3
2. Click on "Register" (on the left side of the screen).
3. For the "School Number" enter **53306** and for the "School Key" enter **mck**. You will receive an e-mail containing a new password. Use this new password to access the website from now on.
4. Read through all of the information for the **ten (10) modules** (beginning with "Anxiety") listed on the main page under the "Contents" menu.
5. Based on your readings, please **type** a paper that is no less than **five (5) pages long**, no larger than size 12 font, summarizing each of the ten modules and how you will apply it to your studies.
6. Please include a cover sheet with your name and CWID on it.
7. Return the completed paper and progress report by the due date above to any Academic Advisor at the Spring Creek, Central Park, or Preston Ridge campus.

Please do not turn in the Activities for the modules, though you may complete them if you wish.
Only the five (5) page paper is required.

I hereby agree to abide by the above requirements. If I do not complete these requirements, I understand that my enrollment at Collin College will be limited.

Print Name_____ CWID _____

Student Signature _____ Date _____

Student phone number _____

Cougarmail _____

Advisor Signature _____Date _____

White – Advising Yellow –Student

Updated 08/09/2016

Term_____
Advisor Initial_____
Received by_____
Received date_____

Student Semester Progress Report

Name_____ CWID_____ Due Date_____

Instructor: Please note whether or not the above student is currently passing your course with a "C" or better, and whether or not he/she is expected to complete and pass your course with a "C" or better.

Course Name & Number	Current Grade	Number of Absences	Comments	Instructor Signature
	Approx Grade:			
	Approx Grade:			
	Approx Grade:			
	Approx Grade:			
	Approx Grade:			
	Approx Grade:			

Students: Present this form to each instructor and return the completed form to Academic Advising on any campus. This form must be completed before you can register for the next term. An incomplete form means you cannot register until all final grades are posted and reviewed by seeing an Academic Advisor before the deadline.

Online Classes: Email your instructor from your CougarMail including your name, CWID and class title in the subject line. Have the instructor email your current grade back to you. Bring or email your progress report and instructor email to your Academic Advisor. **Canvas grades cannot be used to fulfill progress report requirements.*

Updated 10/12/2017

COLLIN COLLEGE - ADMISSIONS & RECORDS OFFICE
PETITION FOR GRADUATION

(Print name exactly as you want it to appear on your diploma. Last name must match what is on your records at Collin.)

NAME_____ CWID _____
LAST FIRST MIDDLE NAME

MAILING ADDRESS _____ PHONE _____ _____
STREET APT. # CITY STATE ZIP HOME WORK

Please circle or fill in blank:

AA-GENA or Field of Study _____ AS-GENS or Field of Study _____ AAT-Major _____

AAS-Major_____ Certificate-Major_____

Are you currently taking courses at another school to transfer back for graduation? _____ Are you an International Student? ____ YES ____ NO
Have you contacted the ISO office?

EXPECTED COMPLETION DATE_____

PARTICIPATE IN GRADUATION, IF ELIGIBLE _____ YES _____ NO INCLUDE NAME IN COMMENCEMENT PROGRAM _____ YES _____ NO

STUDENT SIGNATURE_____ DATE _____

★★★

How to Order Your Collin College Transcript

Current Students:

1. Log into CougarWeb, select the **Student Tab** at the top of the page.
2. On the Student Tab, look for the **Transcript Information** section and click on the link **"Credit-Order Official Collin Transcript."**
3. You will be transferred to the Credential Solutions site. Click on the **Begin Order** button to begin the transcript order request.

Former Students:

1. Go to the Collin College home page at www.collin.edu.
2. Click on the **Resources** channel at the top of the webpage.
3. Click on the blue button titled **RESOURCES**.
4. Click on **Academic Support.**
5. Click on **Transcript Requests.**
6. You will be transferred to the Credential Solutions site. Click on the **Begin Order** button to begin the transcript order request.

You can use your Campus Wide ID (CWID) OR your Social Security Number.

All holds must be cleared before you begin the transcript request.

Call the Credential Solutions customer service number, **847-716-3005,** for any questions or issues related to the transcript request process.

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