

# Check List for Dual Credit Application Packet

Complete the **ONLINE** Dual Credit Admissions Application here:

[www1.dcccd.edu/stuapp](http://www1.dcccd.edu/stuapp)

- Letter of Acceptance** (from online application for high school students)
  - ✓ Upon successful submission, you will immediately receive a Letter of Acceptance with your Richland College Student ID number
  - ✓ Please print a copy of the Letter of Acceptance
- DCCCD High School Student Enrollment Form**
  - ✓ Signed by Student, Parent, High School Official or Counselor
- Consent to Emergency Treatment Form**
  - ✓ Signed by parent if student is under the age of 18
  - ✓ Signed by student if student is the age of 18 or over
- FERPA Release/Registration by Proxy Form**
  - ✓ Form **must** be completed to release information to parent(s) regarding the admissions and registration process
  - ✓ **Picture ID is required for student and proxy representative**
- Official High School Transcript**
  - ✓ Request an **official high school transcript** with signature of high school official and/or seal embossed on transcript
  - ✓ Home School Transcripts must include title of each course with letter grade, signature of educator and/or principal, and seal of notary public
- College Placement Scores**
  - ✓ Submit copies of qualifying test scores for TSI Exemption (Please read Texas Success Initiative: Testing for Dual Credit)
- Vaccination against Bacterial Meningitis (Effective – Spring 2012 semester)**
  - ✓ Proof of vaccination **due on or before January 3, 2012** for all Dual Credit Students starting during the Spring 2012 semester or no later than **10 days before the 1<sup>st</sup> day of class**
  - ✓ Some exemptions from the State of Texas Immunization requirement may apply. Please check with the Dual Credit office to determine if you meet the qualifications for exemption.



## DEADLINES FOR DUAL CREDIT

Turning in completed application to Richland College – Check with your high school counselor for deadlines  
Taking the Accuplacer or submitting other scores – No less than one week before classes begin

Students must be reading and/or writing on a college level to participate in the dual credit program. College readiness can be determined by using 11<sup>th</sup> grade TAKS, ACT, SAT, or the Accuplacer test offered in the DCCCD. If a student needs to take the Accuplacer, they can do so at the Richland College Testing Center **after** the complete application packet has been processed.

Return all completed and signed forms – Letter of Acceptance, High School Student Enrollment Form, Consent to Emergency Treatment form, FERPA Release/Registration by Proxy form, official high school transcript, college placement scores, and proof of Bacterial Meningitis vaccination to Sue Spears or D'Lanor Shirley, Thunderduck Hall, Room T170L or T170J in Admissions Office at Richland College. ***Students cannot be tested and registered until the admissions process is completed.*** Richland College is required to have all admissions requirements on file for all dual credit students in order to comply with The Higher Education Coordinating Board's audit process.

Please refer all questions to:

### Richland College Dual Credit Office

Crockett Hall C152, C159, C161, C180, or C196

Office phone: 972-761-6822

Office fax: 972-761-6877

[dualcredit-rlc@dcccd.edu](mailto:dualcredit-rlc@dcccd.edu)

OR

### Dual Credit Admissions Office

Thunderduck Hall, T170L or T170J

Office phone: 972-238-6119 or

Office phone: 972-238-3718

[suespears@dcccd.edu](mailto:suespears@dcccd.edu) or [dshirley@dcccd.edu](mailto:dshirley@dcccd.edu)

## Tips for Successful Completion of the DCCCD Online Admissions Application for High School Students

1. Go to [www1.dcccd.edu/stuapp](http://www1.dcccd.edu/stuapp) and select the first option - DCCCD Admission Application for High School Students (except for Rising Star). Plan to dedicate 30-40 minutes for application completion and confirmation. Read each section of the application *carefully!*
2. Complete the User Information section. It is critical that you provide Richland College with an email address that you check frequently! Always use the same email address in your communication with Richland College. Please indicate that you are seeking admission as a Dual Credit Student on the application. Remember to maintain a record of your student record username and password for future use.
3. Provide all requested information for Part A: Biographical Information. Although your social security number is optional and dual credit students are NOT eligible for financial aid, we encourage you to supply it so that your application can be matched with your test scores and high school transcript. Complete both current street address and permanent mailing address sections even if they are the same. For the College Plans section indicate which semester you are applying (e.g. Fall 2011 or Spring 2012) with Richland College in order to earn credits to Transfer to a University. All sections of Part A, including High School Education, Previous College Work and Texas Success Initiative must be completed by the student.
4. Complete all information for Previous College Enrollment, Residency and Acquisition of the High School Diploma. It is the responsibility of the student to read Part I: Certification of Information, before attaching an electronic signature.
5. Take the opportunity to review the information submitted on your application and correct as needed before final submission. Once you have submitted your information, please allow the system to process without additional keystrokes or actions.
6. Within 4-5 minutes after application submission, you should receive your Letter of Acceptance containing your DCCCD/Richland College student identification number. Immediately print a copy for submission with your other required dual credit documents. Finally, use the link, Setup My eConnect Account, at the end of the document to create your college student account.







# Richland College

## FERPA Release and Registration by Proxy Form for Dual Credit

### The Family Educational Rights and Privacy Act

DCCCD ID No. \_\_\_\_\_

\_\_\_\_\_  
Last Name First Name MI

\_\_\_\_\_  
Mailing

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

\_\_\_\_\_  
Address: Street No. or P.O. Box

Email: \_\_\_\_\_

\_\_\_\_\_  
City, State & Zip

Dual Credit students enrolled in college classes are protected by the Family Educational Rights and Privacy Act (FERPA) of 1974. In order to comply with federal laws dealing with the confidentiality of official student records (FERPA), the student must sign a written release authorizing registration by a proxy and/or authorizing the release of the student's educational information to the proxy. If the student wishes to be registered by the parent(s) or allow parent(s) to have access to certain educational records this form must be completed, signed and submitted to Richland College. The student has the ultimate responsibility to make sure the registered courses are correct. The student may cancel the release at any time by submitting another FERPA form. The release is valid until the date of the student's High School Graduation as confirmed on the final official high school transcript or when an updated form is received by Richland College. **Anticipated High School Graduation Date:** \_\_\_\_\_ (Month/Year)

#### AUTHORIZATION TO RELEASE EDUCATION INFORMATION AND/OR REGISTRATION BY PROXY

**Admission** – Includes application and documents received for admission status, documents pending, and conditions of admission, correction of address and telephone numbers and signing documents on my behalf

**Registration** – Includes current enrollment, dates of enrollment, enrollment status, residency status, semester attending and mailing address information

**Academic Records** – Includes grades received, GPA, and academic progress

**Registration by Proxy** – Includes course selection, obtaining copy of advising report, adding and dropping courses, and paying tuition if necessary

**Please Print Clearly** (P=Parent, G=Guardian, O=Other)

Release to \_\_\_\_\_ Relationship (Circle one): P G O  Cancel: \_\_\_\_\_  
Name Date of cancellation

Release to \_\_\_\_\_ Relationship (Circle one): P G O  Cancel: \_\_\_\_\_  
Name Date of cancellation

**I hereby grant Richland College permission for the release of my educational information selected above and/or permission for the individual(s) designated above to serve as the authorized proxy for the selected services above.**

\_\_\_\_\_  
Student's Signature Date

\_\_\_\_\_  
Signature of Proxy #1 Date

\_\_\_\_\_  
Signature of Proxy #2 Date

**NOTE: STATE ISSUED IDENTIFICATION CARD WITH PICTURE IS REQUIRED FOR BOTH THE STUDENT AND THE PROXY WITH THIS FORM:** Official state driver's license is preferred. Students may submit a high school identification card, but will be required to sign and print legal name on photo copy.

<b>Office Use Only:</b>	<b>Picture ID Verified by:</b>	<b>Date:</b>
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# Texas Success Initiative: Testing for Dual Credit

The Texas Success Initiative (TSI) requires testing and advising of students who attend a public college or university. The program assesses a student's basic academic skills in performing effectively in college-level coursework. A student may meet the exemption, but still need to test for placement for courses in mathematics.

## You are TSI exempt if:

1. Your **11<sup>th</sup> grade TAKS** scores reflect a score of **2200 on Mathematics** and a score of **2200 on English Language Arts with a minimum writing subsection score of 3**. Students wanting to enroll in a college-level math course are required to take the Accuplacer math tests and score at a college level. TAKS scores are not used for placement into college math courses.
2. Your **SAT** scores are less than five years old, taken at one test administration and reflect a minimum of **1070** combined score with no less than **500+** on critical reading and **500+** on math. Cut-off scores for exemption have not been provided by the state for the new SAT.
3. Your **ACT** scores are less than five years old, taken at one test administration and reflect a minimum **composite score of 23+** with at least a **19+ in English** and a **19+ in math**.

Students who are not exempt may take the Richland College Assessment test, **ACCUPLACER** or the Quick-THEA. For more information on the Quick-THEA, contact one of the Dual Credit Team Members at Richland College. There is a deadline for testing. Go to the following website for test information and reviews: [www.richlandcollege.edu/advising/tsi.php](http://www.richlandcollege.edu/advising/tsi.php)

***In the green Quick Links box, select "How Do I Prepare for the Assessment".***

***Next click on Assessment Practice Tests and then on Accuplacer Practice Test. Look for the link at the bottom of the page.***

***Testing for College Algebra?***

***Check out test reviews on Purple Math and/or the Virtual Math Lab***

Before taking the assessment do your best to get at least 7 hours of sleep and eat a healthy meal with protein. Review multiple web sites prior to testing. Plan to give the assessment three to four hours for completion; do not rush.

## Richland College Dual Credit Team Members

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