



# Katy ISD/HCC Dual Credit Program

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A COOPERATIVE EFFORT BETWEEN KATY ISD  
AND HOUSTON COMMUNITY COLLEGE

*Katy ISD and HCC are committed to providing successful opportunities for students.*

This presentation will be posted on the Katy ISD website and on the Taylor High School website.

[www.katyisd.org](http://www.katyisd.org)

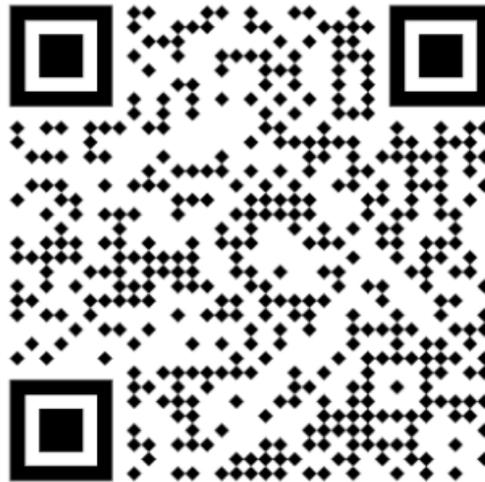
<https://www.katyisd.org/campus/THS/Pages/Counselors.aspx>



## HCC/THS Dual Credit Enrollment

Summer 2022 &

Fall/Spring 2022-2023



**Scroll to find the HCC information  
under the Taylor "T"**

# Introduction

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# ***Courses Available at Taylor HS***

English III - juniors (ENGL 1301, 1302)\*\*

English IV - seniors (ENGL 2322, 2323) - *beginning in the 23-24 school year*

Economics (ECON 2301)

Government (GOVT 2305)

**\*\*Beginning in 2022-2023: juniors will take English 1301 and 1302 and then as seniors they will take English 2322 and 2323. If juniors do not take 1301/1302 their junior year, they cannot take 2322/2323 their senior year.**

# Additional Dual Credit Courses Offered at HCC (student provided transportation)

ARTS	1303	Art History 1
EDUC	1301	Introduction to the Teaching Profession
EDUC	2301	Introduction to Special Populations
EDUC		Instructional Practices
BUS		Accounting 1
BUS		Accounting 2
BUS		Business Information Management
SPCH	1321	Business and Professional Communication
ENGL	2322	British Literature I
ENGL	2323	British Literature II
PSYCH	2301	Psychology
SPAN	2311 or 2312	Spanish Language
SPCH	1311 or 1321	Speech

# Additional CTE Dual Credit Courses offered at Miller Career and Technology Center

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MUSC	8017V	Digital Audio 1 – Fall (HCC course 1335, 1331)
MUSC	8019V	Digital Audio 2 – Spring (HCC course 1323, 1327)
RTVB	8006V	Film 1 Audio/Video Production II – Fall (HCC course 1321, 1329)
RTVB	8007V	Film 2 Practicum of Audio/Video – Spring (HCC course 2337, 2330)

**\*\*\*In order to take a Dual Credit CTE course at Miller Career Center, you must do the enrollment request through Miller. Only after the enrollment request through Miller can you do the Dual Credit course enrollment through your home campus.**

# HCC Summer School



*Proof of the Meningitis Vaccine is required for Summer School at HCC.*

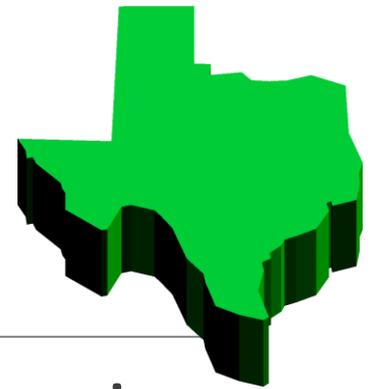
Rising Seniors (Current Juniors)	Rising Juniors (Current Sophomores)	Rising Sophomores (Current Freshmen)
Economics 2301		Learning Foundation (EDUC 1300)
English 1301/1302		
Government 2305		
Speech 1311 OR 1321	Speech 1311 OR 1321	Speech 1311 OR 1321
Psychology 2301	Psychology 2301	
Math 1314, 1316, 1325	Math 1314, 1316, 1325	



***Students may not take US HISTORY during summer school due to the US HISTORY EOC test!***

# Earning College Credit

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- By state law, HCC college-level academic credit is transferable to public colleges in Texas as either core or elective credit.
- Credit may or may not be accepted by private or out of state institutions.
- Students are responsible for determining whether their college will accept credit in transfer.

In electing to participate in a dual credit course, the student and his/her parent/guardian must comply with dual credit procedures and policies.

### Student Commitment Statement

I will make a commitment to my academic success and myself:

- To **attend** class:
  - I understand the importance of attending classes regularly, to be on time and stay until the end of class. This includes all modes of instruction; online, face-to-face and hybrid.
  - I understand that I must follow the academic calendar specified by the college. This includes the start and end dates of the semester, holidays and exam dates.
- To **participate**:
  - I commit to actively participate in class as this is very important to my learning experience and to my classmates.
  - I understand that I must respect others and avoid cellphone use or other disruptive behaviors.
  - I will actively use my HCC email and Canvas account regularly to communicate with college personnel.
- To **prepare** for class and **study**:
  - I will ensure that I read the course syllabus, I am prepared with all study materials and study independently to get ready for each class as required for the class.
  - I will complete all assignments on time, demonstrate organization, time management, a strong work ethic and a willingness to learn.
  - I also understand that my classes may require several hours of independent studying per week.
- To be **successful**:
  - I will go to the instructor with any questions or concerns about the class to ensure my success in class and to follow college policy.
  - I will use other campus resources, such as tutoring, Library and Center for Learning Resources ( <https://www.hccs.edu/support-services> ) to support my studies.
  - I understand that plagiarism and cheating are unethical and will submit work that is properly documented and solely mine. I will follow Student Code of Conduct guidelines.
- To be **positive**:
  - I understand that I will be in a college environment where the class rigor may challenge me; I will remain positive and understand that this is a necessary part of learning.
  - I commit to strive to embrace difficulty with optimism.

I understand that I can only succeed through hard work and will take the initiative in my education. Because I want to succeed in this program, I will apply the above commitment as the support to my success. I understand that the ultimate responsibility for succeeding is in my control. I 100% commit.

**Please print this form for your records.**

Name (print) \_\_\_\_\_ Signature \_\_\_\_\_

HCC ID \_\_\_\_\_ Date \_\_\_\_\_

12/11/2020

# Participation Requirements 2022-23

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- ✓ Meet KISD prerequisites, including grade level
- ✓ Meet HCC course specific requirements
- ✓ Complete admission and enrollment process
- ✓ Purchase textbooks for the course
- ✓ Pay associated fees-\$65 per course, per semester (approved classes only)



# Students with Disabilities

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- Students with a documented disability **MUST** meet with the HCC ADA counselor **PRIOR** to enrollment.
- Academic accommodations will be provided **ONLY AFTER** students have properly registered for services with the appropriate consultation and documentation through a designated services counselor.

# Student Expectations

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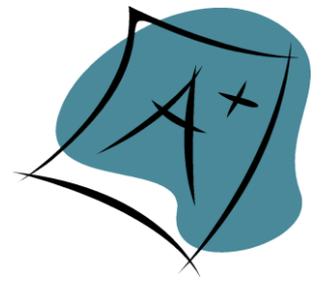
*In all matters related to the dual credit course, students are held to the standards, expectations and regulations of HCC.*

1. Academic standards
2. Attendance requirements
3. Grading procedures
4. Discipline procedures (including appeals)

# Attendance Requirements

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1. HCC does not differentiate between unexcused and excused absences.
1. KISD field trips count as absences.
2. Student can be dropped for excessive absences (more than 6).
3. Student is responsible for make-up work.
4. Classes meet 2-3 days per week if taught by HCC faculty and 5 days per week if taught by a KISD teacher serving as embedded HCC faculty.



# Grading Policies

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- Progress reports and report card grades are NOT issued during the semester.
- Instructors will ONLY communicate with the student (not the parent/guardian) about his/her course grades.
- Dual credit courses are exempt from UIL eligibility rules.
- Dual credit courses receive a weighted grade point of 4.5 for determining high school GPA.
- KISD final exam exemptions are not available for HCC dual credit courses.
- If a student fails an HCC course, they will be removed from ALL HCC courses and will be enrolled in the THS academic equivalent course.

# Grade Scale Conversion

Course Average	HCC Grade	KISD Conversion
90-100	A	95
80-89	B	85
70-79	C	77
60-69	D	72
0-59	F	65

# Discipline Policies

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- KISD disciplinary infractions may impact dual credit attendance.
- Students may be administratively withdrawn for inappropriate behavior and attendance.

# Scholastic Dishonesty

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*Includes but is not limited to cheating on a test, plagiarism, and collusion on an assignment.*

1. Possible consequences may include:
  - a. Receiving a grade of “0” or “F” on the assignment.
  - b. Failure in the course and/or recommendation for probation or dismissal from HCC.
2. 30-day appeal window
3. Katy ISD will honor the decision of the HCC appeals committee.

# Becoming a Dual Credit Student

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Students must complete the following to be eligible to enroll in a dual credit course:

1. Apply for admission to HCC at [www.applytexas.org](http://www.applytexas.org) (New Students only- returning students do not need apply again online)
2. Complete the DUAL CREDIT TUITION WAIVER APPROVAL FORM and RESIDENCY CHANGE FORM.
3. Request a dual credit transcript using the DUAL CREDIT TRANSCRIPT REQUEST FORM.
4. Register to take the TSI assessment, if needed.
5. Submit the Meningitis Verification Form or a signed certificate from a physician showing you have been vaccinated if taking a course on the HCC campus or if taking an online course with an HCC instructor.

# Meningitis Vaccine

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- Students taking a class on an HCC campus or taking an online course with an HCC instructor must be vaccinated against Bacterial Meningitis at least 10 calendar days before the start of classes and the vaccine must have been received within the last five years. (Texas Senate Bill 1107)
- Proof of your vaccination will be needed each time you register for a semester of course(s) at HCC.
- The second page of your high school transcript may show this immunization. If not, you will have to present a physician signed certificate showing that you have been vaccinated against bacterial meningitis.

# Important Dates!

Action	Fall and Spring Registration Deadlines	Summer School Deadline
Apply for Admission to HCC	April 14	March 10
Request Transcripts	April 18	
Provide Test Scores	<u>before</u> May 26	
Take TSI Assessment, if needed		
Provide Meningitis Documentation	<i>Submitted if a student is taking a course on the HCC campus or taking an online course with an HCC instructor.</i>	
Register for classes	Will occur on home campus	First week of April

**\*\*Students who do not meet this timeline will be placed in the KISD academic equivalent course.**

## Dual Credit Transcript Request Form FALL 2021 & SPRING 2022

(NEW PAPERWORK IS REQUIRED FOR SUMMER)

**PAPERWORK DEADLINE:** Submit to High School Counselor for approval by the designated date set by your high school. Incomplete paperwork will result in students being prohibited from enrollment

**PLEASE PRINT**

Name: Last		First	Middle	Current Grade Level:		
Mailing Address: Number		Street	City	State	Zip Code	Graduation Year:
Home Telephone	Cell Phone	Birthdate	High School ID No	Social Security No		
Email Address: (PLEASE PRINT CLEARLY)		Name of High School: Katy High School				

**HCC ID number:** \_\_\_\_\_

**IS THIS YOUR FIRST TIME TAKING A DUAL CREDIT CLASS?**     YES     NO

**DUAL CREDIT PAPERWORK CHECK LIST**

STUDENTS WILL NOT BE ABLE TO ENROLL IN CLASSES WITHOUT THE FOLLOWING COMPLETED DOCUMENTS

- Dual Credit Transcript Request Form
- Bacterial Meningitis vaccination verification form and valid Meningitis vaccination record (Required for online classes or at an HCC campus)
- Dual Credit Waiver Approval Form
- Office of Student Records Dual Credit Residency Change Form
- Student Commitment Statement
- Complete online New Student Orientation and attach confirmation email

Official High School TERM Transcript with Qualifying Test Scores (**High School Representative to attach**)

Student does not meet requirements and needs TSI testing (**High School Representative will inform student**)

Student Signature / Date	Parent Signature / Date
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**High School Personnel:** All items listed above must be uploaded using Smartsheet.

✓ CHECKLIST OF ITEMS TO TURN IN!

# Dual Credit Transcript Request Form



HOUSTON COMMUNITY COLLEGE

DUAL CREDIT WAIVER APPROVAL FORM

Date: [ ]

Student: [ ]

HCC ID: [ ] High School Graduation Year: [ ]

Name of High School/District: Katy High School/ Katy ISD

is to be enrolled in the following course(s):

Semester Ex. Fall/Spring/Summer	HCC Course Ex. English 1301	High School Course Ex. English 1B	Location Ex. High School/HCC/Online

Student Signature: [ ]

Parent/Guardian Signature: [ ]

Consent by High School Official Signature/Date: [ ]

Approved by College P-16 Director Signature/Date: [ ]

Note: Out-of-district fees are assessed based on a student's home address. Students may be required to pay the fee or the school district may assume responsibility.

FOR DUAL CREDIT OFFICE USE ONLY

Date Waiver Applied:	Waiver Code:	High School Code:
<i>Upload of documents in platform by Dual Credit Coordinator indicates approval by P-16 Initiatives office</i>		

12/2020

✓ CHECKLIST OF ITEMS TO TURN IN!

TUITION WAIVER APPROVAL FORM



**Dual Credit Residency Change  
Office of Student Records**

PLEASE SUBMIT THIS FORM, COPY OF YOUR CURRENT HIGH SCHOOL ID TO THE ADMISSIONS OFFICE FOR YOUR ISD

*(Please complete with black or blue ink)*

Houston & Katy ISD, Private/Charter Schools <b>HCC- Katy Campus</b> 1550 Foxlake Dr., Room 150 Katy, TX 77084 Ph.: (713) 718-5808 Fax: (713) 718-5446	Spring Branch ISD <b>HCC- Spring Branch</b> 1010 W. Sam Houston Pkwy N. Houston, TX 77043 Ph.: (713) 718-5710 Fax: (713) 718-5630	Alief ISD <b>HCC- Alief</b> 2811 Hayes Rd. Houston, Texas 77082 Ph.: (713) 718-6918 Fax: (713) 718-8804
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Student's Name: \_\_\_\_\_ HCC ID: \_\_\_\_\_  
 Home Address: \_\_\_\_\_  
 \_\_\_\_\_ (School Seal/Stamp)  
 \_\_\_\_\_  
 School District: \_\_\_\_\_ Katy ISD \_\_\_\_\_ High School: \_\_\_\_\_ Katy High School  
 High School Representative signature **REQUIRED:** \_\_\_\_\_

Home Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_  
 Cellular Phone: \_\_\_\_\_  
 Course Names & Numbers: \_\_\_\_\_  
 Course Names & Numbers: \_\_\_\_\_  
 Parent Printed Name: \_\_\_\_\_  
 Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Student Printed Name: \_\_\_\_\_  
 Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***This Section is to be completed by HCC Enrollment Services Staff:***

DATE ENTERED	EFFECTIVE TERMS	INITIALS

✓ **CHECKLIST OF ITEMS  
TO TURN IN!**

# RESIDENCY CHANGE FORM



Bacterial Meningitis Vaccination Verification Form

<input type="text"/>	<input type="text"/>	<input type="text"/>
Last Name	First Name	HCC Student ID Number
<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of Birth	Daytime phone #	Email address

- I am submitting meningitis immunization documentation as required
- I am submitting Medical Exemption affidavit or certificate (Signed statement by physician stating that the vaccine poses a significant risk to your health. Unless statement indicates permanent condition, the exemption statement is valid for only one year from the date signed by the physician)
- I am submitting an [Affidavit for Exemption from Immunization for Bacterial Meningitis for Reasons of Conscience](#).

VERIFICATION FORM & DOCUMENTATION MAY BE SUBMITTED:

- AT ANY CAMPUS
- BY EMAIL: Scan your documentation and attach it to an email sent to [yaccine@hccs.edu](mailto:yaccine@hccs.edu)
- BY FAX: 713/718-2882
- BY U.S. MAIL:

Houston Community College  
Admissions & Records,  
P.O. Box 667517  
Houston, Texas 77266-7517

I have read and understand the Bacterial Meningitis immunization requirement. I certify that the information I have provided is true and correct.

<input type="text"/>	<input type="text"/>
Student Signature	Date

## ✓ CHECKLIST OF ITEMS TO TURN IN!

# Meningitis Verification Form

The *Meningitis Verification Form* must be submitted if a student is taking a course on the HCC campus or if taking an online course with an HCC instructor.

# TSI Requirements for Dual Credit Courses

## ELIGIBILITY DETERMINED BY TEST SCORES

<b><u>TYPE ASSESSMENT</u></b>	<b><u>Minimum</u></b> scores for Reading & Writing based classes e.g. English/History/Government	<b><u>Minimum</u></b> scores for Reading, Writing and Math based classes e.g. Economics	<b><u>Minimum</u></b> scores for Math based classes e.g. College Algebra
<b>ACT</b> (TSI exemption, <i>must enroll within 5 years of testing</i> )	English 19 Composite 23 (both)	English 19 Math 19 Composite 23 (all three)	Math 19 Composite 23 (both)
<b>Pre ACT</b> (TSI waiver, <i>good only while in high school</i> )	English 19 Composite 23 (both)	English 19 Math 19 Composite 23 (all three)	Math 19 Composite 23 (both)
<b>SAT</b> (before 3/2016) (TSI exemption, <i>must enroll within 5 years</i> )	Critical Reading 500 Composite 1070 (add Critical Reading & Math)	Critical Reading 500 Math 500 Total (Critical Reading & Math) 1070	Math 500 Total (Critical Reading & Math) 1070
<b>SAT</b> (before 3/2016) (TSI exemption, <i>must enroll within 5 years</i> )	Evidence-Based Reading & Writing 480	Evidence-Based Reading & Writing 480 Math Section Score 530 (both)	Math Section Score 530
<b>PSAT</b> (TSI waiver taken after 10/15/2015, <i>good only while in high school</i> )	Evidence-Based Reading & Writing 460	Evidence-Based Reading & Writing 460 Math Section Score 510 (both)	Math Section Score 510

# TSI Requirements for Dual Credit Courses

## ELIGIBILITY DETERMINED BY TEST SCORES

<b>STAAR EOC</b> (TSI exemption)	<b>PRIOR TO SPRING 2014</b> English III reading 2000 English III writing 2000 <b>SPRING 2014</b> Combined English III 4000	<b>PRIOR TO SPRING 2014</b> English III reading 2000 English III writing 2000 <b>SPRING 2014</b> Combined English III 4000 & Algebra II 4000	Algebra II 4000
<b>STAAR EOC</b> (TSI waiver)	<b>PRIOR TO SPRING 2014</b> English II reading 2000 English II writing 2000 <b>SPRING 2014</b> Combined English II 4000	<b>PRIOR TO SPRING 2014</b> English II reading 2000 English II writing 2000 <b>SPRING 2014</b> Combined English II 4000 & Algebra I I 4000 Algebra II A & B (need <b>ALL FOUR</b> )	Algebra I 4000 Algebra II A & B (need <b>ALL THREE</b> )
<b>TSI ASSESSMENT</b>	ABEWD 4- 6 WS 5-8 & Reading 351-390 (need <b>ALL THREE</b> ) OR Write 340-390 & WS 4-8 & Read 351-390 (need <b>ALL THREE</b> ) OR Write 310-339 & ABE 4-6 & WS 5-8 & Read 351-390 (need <b>ALL FOUR</b> )	WS: 5-8 & Read 351-390 & Math 336-347 & IA 4-15 (need <b>ALL FOUR</b> ) OR Write 340-390 & WS 4-8 & Read 351-390 & Math 336-347 & IA 4-15 (need <b>ALL FIVE</b> ) OR Write 310-339 & ABE 4-6 & WS 5-8 & Read 351-390 & Math 336-347 & IA 4-15 (need <b>ALL SIX</b> )	Math 350-390

*All test scores except the TSIA score will be documented on your KISD transcript.*

# Taking the TSI at HCC-Katy Campus

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- *The HCC-Katy Campus Testing Center hours:*

Monday through Thursday	8:00 AM to 4:00 PM
Friday	8:00 AM to 11:00 AM
- **Schedule and take the TSI test. Your high school counselor will need to submit a request via the Smartsheet Testing Authorization Request.**
- **Bring your scores back to your high school** *to verify that you are eligible to participate in the Dual Credit course.*



# TSI Assessment Process

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1. Take the TSI Pre-assessment online.  
[http://ctle.hccs.edu/gcpass/prep\\_home.htm](http://ctle.hccs.edu/gcpass/prep_home.htm)
2. Print your results.
3. **Contact** your HS Counselor to schedule TSI- if needed.
4. Take results and a picture ID with you to the testing site.
5. Take the TSI Assessment at the testing center *or at your home campus. Check the campus schedule to determine your best option.*

**This assessment is only on an as needed basis.  
Check your EOC, SAT, or ACT scores to determine need.**

# Home Campus TSI Assessment Schedule and Processes

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This information will be provided by your home campus counselor.

Testing Date
Spring 2022 - TBD

# Other Important Facts

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- ❖ Withdrawing from an HCC dual credit course requires completion of a withdrawal form for HCC, separate from the high school. **You must have permission from your high school counselor before you can withdraw from an HCC course.**
- ❖ The instructional calendar may be adjusted as needed to accommodate differences in KISD and HCC academic calendars. Additional classes and/or assignments may be required.

# Enrolling in Courses

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When students return to school in August, information will be provided on the process by which students will enroll in the dual credit class.



# What students say about dual credit...

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**“It’s a college course that doesn’t require an AP exam. I already have taken multiple AP exams, so this was a way for me to get another college credit without adding more overwhelming afterschool work.”**

**“Because it counts as a college class, I can get some of my college credits out of the way.”**

# What students say about dual credit...

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**“It’s easier to take this class in high school than to pay for it in college when you could be taking one of the classes you need for your major. The class is pretty straightforward and if you work hard and pay attention, you’ll get good results.”**

**“You will be taking a lot of notes. You have more responsibility to study on your own time, just like you would for a normal college class. You are given a lot less busy work.”**

# **\*\*IMPORTANT\*\***

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Students WILL NOT be enrolled in a dual credit course until all paperwork has been submitted to the counselor's office and TSI scores are met, if applicable.

# Questions about Dual Credit?

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If you still have questions, contact....

Ms. Tiffany Mitchell, THS College and  
Career Readiness Counselor

or

The Dual Credit Office at HCC

713.718.5807

[dualcredit.nw@hccs.edu](mailto:dualcredit.nw@hccs.edu)

Thank you for attending.

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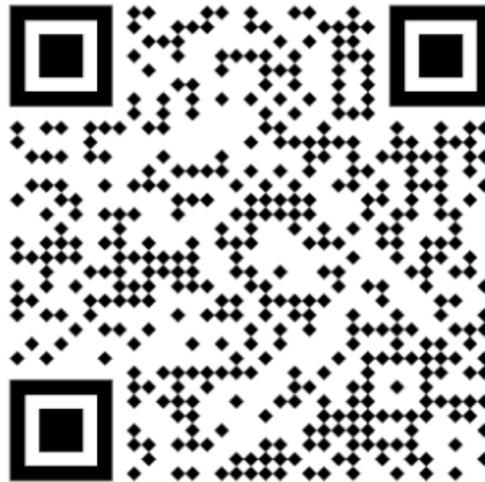




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