

HCC Dual Credit Questions/Answers

What forms do I have to turn in to the counselor's office?

The four forms needed are listed on the front page of the Summer/Fall/Spring paperwork.

- Form #1 Transcript Request Form
- Form #2 Dual Credit Waiver Approval Form
- Form #3 Dual Credit Residency Change
- Form #4 Student Commitment Statement
- Orientation Confirmation email or if no email received you can screenshot your check sheet on "My Eagle" "To Dos" with your name and HCC ID#
- TSI paperwork if applicable. Contact Ms. Howard for this

I can't find or I have never received my HCC ID number? How do I find that?

- The HCC ID# should be on the "Welcome/Acceptance letter that is emailed to you after you have completed and submitted "Step"1 on the "HCC Onboarding Checklist".
- If you did not receive the email check your spam/junk email.
- Still not there?... and no email was received... you will need to go back to the "Apply Texas" and check your steps to submission [HCC Apply Texas Help](#) . Your application is possibly incomplete and/or you have not "submitted" the application.
- OR... if you did complete and submit the "Apply Texas" application but did not receive the "HCC WELCOME/ACCEPTANCE" letter...
 - You will need to go to the [THS Counselors Web Page](#) and find the instructions on the right-side column under "**HCC Classes**", "HCC How to sign in for the first time" and create a HCC "My Eagle" student account.
 - you can find the "Forgot Password & User ID Number" option when logging in to your "My Eagle" student account
 - enter your social security number and birth date and brings up your ID number starting with "W" and the nine-digit number that is needed for completion of the steps.
 - Login in to your "My Eagle" student account and also complete the Orientation on the "To Do's" checklist.

I did not receive my "Orientation Confirmation Email" needed to submit with my paperwork. What do I do?

- First check your spam or junk email and if is not there then go to the "My Eagle" student portal and sign in and find your "To Do's" checklist.
- On that list **it should NOT** show your Orientation as something that is still left to do. If it does not, then take a screen shot and print it or save it but also put your name and your HCC "W" ID turn in with your 4 forms required.
- If **it shows on that list**, you will need to click on it and complete it and go back to the above information once it is completed.

Do I have to submit a meningitis vaccination if at THS?

- It is not required if taking classes at THS.

This is the information from HCC. "It is only required for Flex campus and Lab-based classes." "Also, the student must submit the meningitis record before they can enroll." (enrollment for classes taken at THS & KVA are handled for students.)

- "The deadline is 10 days prior to the start of the semester."

<https://www.hccs.edu/applying-and-paying/meningitis/>

Do I send the Bacterial Meningitis form to you with my paperwork?

No. You need to obtain your Meningitis vaccination & documentation from the doctor or the record from the doctor/school nurse and as stated in the paperwork, and send it directly to HCC. The easiest way is email to the vaccine@hccs.edu but the form also gives the mailing address and fax # to send to HCC.

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Contact information

- **Kathy Howard – Secretary/HCC Liaison** - katherinemhoward@katyisd.org or 281-237-3168
- **HCC Dual Credit Office** at dualcredit.nw@hccs.edu or call 713-718-5807 dual credit office. HCC #713-718-2000
- **HCC IT Help:** 713-718-8800. Call for technology issues with your HCC "My Eagle" Account or HCC "Canvas" pages.

If you have other questions that are not listed above, you can email Mrs. Howard and she will get back to you as soon as possible with an answer.