

A QUICK HOW-TO GUIDE

For filling out your HCC Dual Credit Application for OTHS

YOU MUST COMPLETE YOUR APPLY TEXAS APPLICATION AND RECEIVE YOUR HCC STUDENT ID# BEFORE SUBMITTING THIS PACKET. At Tompkins, we are collecting these application packets via Google Doc.


This is an editable document. **Save it to your COMPUTER**, fill it out by typing into the boxes. Typed signatures are accepted. When finished filling it out, **SAVE it to your computer as a PDF**. When filling out the Google Doc to submit the application to Tompkins, **use the PDF file as the attachment**.



DO NOT TAKE A PICTURES OF YOUR APPLICATION TO SUBMIT AS ATTACHMENTS!

Your HCC Student ID is **REQUIRED BEFORE** starting this packet.
Your ID# will begin with a "W" followed by 9 digits.

This waiver will allow HCC to apply a dual credit tuition waiver to the students' account.



Houston Community College

DUAL CREDIT WAIVER APPROVAL FORM

W21???????

Last Name: Tompkins/Katy ISD
First Name: _____
HCC Student ID: 05/25/202?
Name of High School / District: _____
Current Grade: _____
HS Graduation Date (MM/YYYY): _____

This form is valid for the duration of the student's participation in the Dual Credit/ECHS/PTECH/Homeschool High School Program. Student enrollment is contingent on qualification and submitted High School Rosters.

Beginning Semester: Select One | Ending Semester: Select One | Academic Program: Select One | Academic Degree: Select One

The Academic Program is subject to change based on course availability, student academic progression and interest. If a student decides to change their Academic Program, they must submit a new Dual Credit Waiver Approval Form.

Most students will select Fall 2024 as the **Beginning Semester**. If you are taking Dual Credit over the summer, select Summer 2024.

Ending Semester depends on if you are taking one or two semesters of courses. Choose accordingly.

Select the **Academic Program** that **BEST** suits you. Do not worry if your preferred choice is not listed.

Select an **Academic Degree**. (Associate of Arts is a good one.) Choose what is closest to your preference.

Beginning Semester dropdown menu:

- Select One
- Fall 2023
- Fall 2024
- Fall 2025
- Fall 2026
- Fall 2027
- Spring 2024
- Spring 2025
- Spring 2026
- Spring 2027

Ending Semester dropdown menu:

- Select One
- Fall 2024
- Fall 2025
- Fall 2026
- Fall 2027
- Spring 2024
- Spring 2025
- Spring 2026
- Spring 2027
- Spring 2028

Academic Program dropdown menu:

- Computer Sci. Info Technology
- Education & Schools
- Engineering and Technology
- Government & Public Services
- Health & Medical Sciences
- Hospitality & Tourism
- Liberal Arts & Humanities
- Manufacturing
- Math, Earth, Natural Science
- Social Science, Human Services

Academic Degree dropdown menu:

- Select One
- Associate of Applied Science
- Associate of Arts
- Associate of Science
- Level I Certificate
- Level II Certificate

The bottom part of page 1 is the **Student Commitment Statement**. Please read it carefully. Student and Parent/Guardian signatures and dates are required. The High School Official will sign after it is turned in via Google Doc.

Students and Parents please read the statements below:

- I acknowledge that the student is responsible for paying all costs (tuition, fees, textbooks, supplies, or instructional software) associated with taking dual credit course(s) unless otherwise stated by high school.
- I understand that the student must have written permission from the high school counselor before he/she can withdraw from a dual credit course.
- I understand that Academic Freedom allows faculty and students to pursue relevant course content that may be adult in nature.
- I understand that once the student is registered in a college course, he/she controls access to his or her educational records under the Family Educational Rights and Privacy Act (FERPA) and—unless an exception applies—I may not have access to my student’s records without his/her written permission or proof that I claimed the student as a dependent on my most recent income tax return.
- I understand that a college level standard of conduct is required. It is my responsibility to comply with the admission policies, student code of conduct, policies, academic standards of HCC, and standards set forth in the course syllabus.
- I acknowledge that I have read the Student Commitment Statement and understand that I can only succeed through hard work and will take the initiative in my education.
- I understand that 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.

My signature below acknowledges that I have read and understand the statements above and give my child permission to enroll in the Dual Credit Program at Houston Community College during the duration of their high school career.

Signature

Student Signature

Date

Date:

Signature

Parent/Guardian Signature

Date

Date:

Signature

High School Official Signature

Date

Date:

This page is required.

This form will allow HCC to edit student information in the event it was entered incorrectly in Apply Texas.

Fill in your entire address!
Include the **STREET NUMBER and NAME, CITY, STATE, and ZIP CODE.**

The High School Representative will sign after receiving the packet via Google Doc.

Fill out everything in this section. All signatures, printed names and dates are required.



Dual Credit Residency Change
Office of Student Records

PLEASE SUBMIT THIS FORM TO YOUR HIGH SCHOOL COUNSELOR/LIASION

For more information about residency. Visit a campus or visit the website <https://www.hccs.edu/applying-and-paying/residency-information/>

HCC- Katy Campus 22910 Colonial Pkwy Katy, TX 77449 Ph.: (713) 718-5808 Fax: (713) 718-5446	HCC- Spring Branch Campus 1010 W. Sam Houston Pkwy N. Houston, TX 77043 Ph.: (713) 718-5710 Fax: (713) 718-5630	HCC- Alief Campus 2811 Hayes Rd. Houston, Texas 77082 Ph.: (713) 718-6918 Fax: (713) 718-8804
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Student's Name: _____ HCC ID: W21???????
Home Address: 11223 Street Name
City, State Zip Code _____ (School Seal/Stamp)
School District: Katy ISD High School: Tompkins
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
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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 vaccine@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

The Meningitis Vaccination is **not required** for students taking classes at their high school campus.

Tompkins will provide the Official High School **TERM Transcript** when uploading packets to **HCC.**

Certain courses **WILL require** the vaccination. **RE:** If you attend classes at HCC, or have an online class requiring you to report in person (to do a lab assignment), etc.