



TJC

Office of School Partnerships

Checklist for Dual Credit Registration

Becoming fully registered as a TJC Dual Credit or Early College student is a big process, so keep track of your steps with this checklist.

Counselor

- Talk to your high school counselor and review eligibility to take dual credit courses. Homeschoolers call our office.
- Review the admissions and registration process with the counselor.

Admissions

- Complete the TJC application for admissions at www.tjc.edu/admissions.
- Submit meningitis vaccination verification at admissions@tjc.edu.
- Submit High School transcript.
- Submit test scores (TSI, ACT, SAT, STAAR, PSAT) or take TSI exams

School Partnerships

- Submit the Student/Parent Consent Form at dualcredit@tjc.edu or 903-510-2601 fax.
- Complete the Registration Form and submit to the HS Counselor.
- If you need to add or drop a class after the initial Registration Request Form, submit a Registration Change Form to the HS Counselor.

Payment

- Check balance on Apache Access
- Pay through the online payment system or by coming to the TJC cashier's office on the TJC Campus by the posted deadline.

Campus Police

- Obtain a TJC ID and lanyard with correct semester sticker.

Your HS counselor will tell you if you are required to purchase textbooks.

Testing Information

In order to take college courses for dual credit, a student must be deemed "college ready" through the TSI Assessment or through an exemption/waiver. **Scores and high school transcripts must be submitted for verification to dualcredit@tjc.edu.**

Minimum Test Scores required:

TSIA 2--ELAR Requirements: (after 1/11/2021)

- CRC 945 and Essay of 5, OR
- CRC 910-944 AND NRS Level 5, with Essay of 5

TSIA 2--Math Requirements:

- CRC 950, OR
- CRC 910-949 AND Diagnostic (NRS) Level 6

Texas Success Initiative (TSI) Assessment (good for 5 yrs from date of test)

- TSI Math -350,
- TSI Reading - 351
- TSI Writing - 340 sentence skills with a 4 on the essay, OR 340 sentence skills with ABE diagnostic of 4 and an essay of 5

TSI Exemptions: (must be used within 5 years of testing)

SAT

- Reading/Writing - 480, Math - 530

ACT (composite of 23)

- English score of 19, Math score of 19

STAAR

- English 3 EOC of 4000+
- Algebra 2 EOC of 4000+

TSI Waivers (must complete the college course with a C or higher to be deemed TSI exempt; may only be used while in high school)

STAAR

- English 2 EOC of 4000+
- Algebra 1 EOC of 4000+ and has passed Algebra 2 PSAT/NMSQT
- EBRW - 460, MATH - 510

ACT-Aspire

- English - 435, Math - 431

PLAN (composite of 23)

- English score of 19, Math score of 19