



**CENTRAL
TEXAS
COLLEGE**

Dual Credit/Early Admissions

New Student Checklist

Dual Credit and Early Admissions provides high school students the opportunity to earn college credit while in high school. Steps to complete prior to enrollment:

STEM Early College High School Dual Credit Copperas Cove Early College Program

1. ___ Meet with your ISD counselor to determine eligibility for dual credit.
2. ___ Complete any ISD required forms and submit to counselor, if applicable.
3. ___ Complete and submit the online CTC admission application using the attached instructions. Please provide your CTC ID number on all additional documentation.
4. ___ Submit required residency documentation, if required.
5. ___ Complete the CTC Class Registration form.
6. ___ Complete the CTC Dual Credit/ Early Admissions Approval/ Advising Plan.
7. ___ Official copies of your high school transcript and test scores must be attached.
8. ___ Complete the CTC Dual Credit Release of Information form.
9. ___ Turn in all forms to your high school Counselor or the nearest CTC Representative.
10. ___ My signature below acknowledges all required documents are attached.

Student Signature

Date

Print Name

1/28/20

CTC Dual Credit Online Admissions Application Instructions

- Begin at www.ctcd.edu. Click on “Apply Now”
- Click on Sign Up link to create an account.
- Enter your First Name, Last Name, Email Address (enter an email you have access to), and then click SUBMIT. You will receive a Thank You message asking you to check the email you provided to create your account. **Please close the browser and check your email.**
- Access the email you provided and view the email from CTC Admission. If the email is not in your inbox, please check your Junk folder.
 - Please make note of your username in the email. Click on the long link to create. Click on Reset Password. Enter a password. Your password must be at least 5 characters long and have a mix of letters and numbers. Click on Create password. **(Please save your username (your email) and password for future reference).**
- Click **START A NEW APPLICATION**

New Application

- Indicate on what basis you are seeking admission: Please select **High School Dual Credit/Early Admission**
- Option most appropriate for attending Central Texas College: **Classes for Dual Credit/Early Admission or Early College High School**
- Term: Choose the semester you plan to take dual credit courses. If the term is not listed, choose the term that is closest to the term you plan to enroll.
- Click **START APPLICATION**

Personal information

- Last Name: **Should be filled in already.**
- First Name: **Should be filled in already.**
- Suffix: Select the appropriate response, if needed.
- Date of Birth: Choose the appropriate responses for the **Month, Day, Year (Please use the down arrow).**
- Do you have a Social Security Number?
 - Select **“Yes”**. Enter your SSN on the line. (ex:123-456-7890, must use the hyphen.)
- Gender: **Select the appropriate response**
- Are you Hispanic/Latino? **Select the appropriate response**
- Select the racial category or categories which you most closely identify. **Check as many as apply.**
- Do you have any previous names on your academic record? Select **“Yes”** if you previously enrolled under a different name. Then list the other name(s). Select **“No”** if no other names have been used.
- Click CONTINUE

Contact Information

- Country: Select **“United States of America (US)”**. Use the down arrow, US is listed first
- Street Address Line 1: Enter your **home address** (Example. 1234 Blue Road)
- Street Address Line 2: Use if needed. (Example. Apt 301)
- City: **Enter** your city
- State: Select **“Texas”**. **(Please use the down arrow)**
- Zip: **Enter** your Zip Code
- How long have you lived at this address? **If you select:**
 - **0 to 11 months**, answer the following question: If you lived at this address for less than 6 months, did you previously live in the Killeen or Copperas Cove School District? **“Yes or No”**
 - **12 months or more** go on to the next question.
- Is your current physical address the same as your permanent address? Select **“Yes”**
- Is your mailing address the same as: Select **“Current Physical Address”**
- Cell Phone Number: **Enter** a phone number where you can be reached. (ex. xxx-xxx-xxxx, **must use the hyphen**)
- Home Phone: Type in a 2nd phone number where you can be reached
- Work Phone: Type in a 3rd phone number where you can be reached
- DSN Phone: **Leave Blank**
- International Phone: **Leave Blank**
- Primary Email: **This should already be filled in**
- Secondary Email: **Enter another email account where you receive email.**

- Click CONTINUE

Application Information

- Area of Focus: **Interdisciplinary Studies/Associate of Arts Degree**
- Which campus do you plan to attend: For Dual Credit: Dual Credit on High School Campus or For ECHS, STEM, or ECP: Texas Central Campus-Killeen
- Service Area/Location:
 - For KISD Dual Credit students: Killeen ISD
 - For CCISD Dual Credit students: Copperas Cove ISD
 - For ECHS or STEM: Central Campus
 - For ECP: CCISD Dual Credit/Early Enrollment
- Method of instruction – **Both (Online and Face to Face)**
- Education Level: **Freshman, less than 30 semester hours**
- Select the primary reason for attending classes at Central Texas College: **Dual Credit, Early Admission or Early College High School**
- Click CONTINUE

High School/GED Information

- Did you complete a GED: Click **“No”**
- What type of High School did you attend? – Select **High School in Texas**
- High School look up: **begin typing the name of your high school and look for your school in the options that come up.** ECHS students must type in *Early College High School (Killeen)*
- Provide the name of high school attended here. **Enter your high school name**
- Start Date – Enter the **month, day and year** that you started as a freshman in high school, even if it was in another school district. **Please use the down arrow**
- Are you currently enrolled as a high school student? Select **“Yes”**
- Graduation date, if graduated: **Add your anticipated graduation date** ex. *May 31, 20xx*

Previous College Experience

- Do you have previous college information not listed below? Select **“Yes”** or **“No.”** If you do have previous college experience, add any college you ready attended for dual credit and request official transcripts.
- Click CONTINUE

Residency Information

- Are you a U.S. Citizen? Select **“Yes or No.”** If you answer **“No,”** answer the questions as they apply to you and provide requested information, if necessary.
- During the 12 months prior to the term for which you are applying, did you attend a public college or university *in Texas* (excluding Central Texas College)? **Select the appropriate response.**
- Are you a resident of Texas? **Select the appropriate response.**
- Prior to the term for which you are applying have you graduated or will you graduate from a Texas high school, or completed a GED in Texas? Select **“No.”** You will not graduate from high school prior to the semester for which you are applying.
- Did you live or will you have lived in TX the 36 months leading up to high school graduation or completion of the GED? **Select the appropriate response.**
- When you begin the semester for which you are applying, will you have lived in Texas for the previous 12 months? **Select the appropriate response.**
- Do you file your own federal income tax as an independent tax payer? Select **“No.”**
- Are you claimed as a dependent or are you eligible to be claimed as a dependent by a parent or court-appointed legal guardian? Select **“Yes.”**
- Is the parent or legal guardian upon whom you base your claim of residency a U.S. citizen? **Select the appropriate response.**
- Is the parent or legal guardian upon whom you based your claim of residency a Permanent Resident?
 - If you select **“No,”** go to the next question. Most students will answer **“No.”** if they answered "yes to previous question.
 - If you select **“Yes,”** please select the appropriate responses to the next question(s).
- Does this parent or legal guardian currently live in Texas? Select **“Yes”** or **“No.”** Most students will answer **Yes** if one parent is in Texas.
- If he or she is currently living in Texas, how long has he or she been living here? **Select the appropriate response.**
- What is his or her purpose for being in the state? Select **“Establish/Maintain a home”**
- If he or she is a member of U.S. military, is Texas his or her Home of Record?
 - Select **“He or She has no military affiliation if there is no military affiliation”**
 - Select **“Yes”** if Texas is his or her home of record.

- Select **“No”** if Texas is not his or her home of record and enter the state.
- Does your parent or legal guardian hold the title to residential real property in Texas? Select **“Yes”** if your parent or legal guardian owns their home in Texas and enter the date property was acquired. Select **“No”** if they do not.
- Do they have ownership interest and customarily manage a business in Texas without the intention of liquidation in the foreseeable future? Select **“Yes”** if your parent or guardian owns a business in Texas. Select **“No”** if they do not own a business in Texas.
- While living in Texas, has your parent or legal guardian been gainfully employed for a period of at least 12 consecutive months? **Select the appropriate response.**
- While living in Texas, has your parent or legal guardian received primary support through services from a social service agency for a period of at least 12 consecutive months? **Select the appropriate response.**
- If parent or legal guardian is married to a person who has been classified as a Texas resident by a Texas public institution or who could answer "yes" to one of the statements below, check all that apply: If your parent is is not married, select **“He or she is not married to a Texas resident.”** If your parent is is married, **check all the boxes that apply.**
- If yes, how long has your parent or legal guardian been married to the Texas resident prior to enrollment? Select the appropriate response if your parent or legal guardian is married. If your parent or legal guardian is not married, select **“N/A.”**
- Click CONTINUE

Military Information

- Do you have U.S. military affiliation based on yourself or on a family member?
 - If you do not have U.S. military affiliation, select **“No”** and click on Continue to move on with Emergency Contact information.
 - If you do have U.S. military affiliation, select **“Yes.”**
 - Do you have military affiliation based on yourself? If your affiliation is not based on yourself, please select **“No Affiliation based on self”** and answer the remaining:
 - Are you a family member of: **Use the drop down arrow to select the appropriate response.**
 - Select which status applies to you: **Use the drop down arrow to select the appropriate response.**
 - Branch of Service: **Use the drop down arrow to select the appropriate response.**
 - Installation State/Country: **Use the drop down arrow to select the appropriate response.**
 - Military installation: **Use the drop down arrow to select the appropriate response.**
 - Military Pay Grade: **Use the drop down arrow to select the appropriate response.**
 - If prior/retired military, please provide date of separation: **Use the drop down arrow to select the appropriate response.**
- Click CONTINUE

Emergency Contact information

- Name: **Type in the name of your emergency contact**
- Relationship: **Use the drop down arrow to select your response**
- Daytime Phone: **Enter the phone number and make sure to use the hyphen (xxx-xxx-xxxx)**
- Other Phone: **Enter a second phone number**
- Click CONTINUE

Additional Information

- Is English your native language: Select **“Yes”** or **“No”**
- Indicate father or legal guardian's highest educational background level:
- Indicate mother or legal guardian's highest educational background
- Are you a graduating senior participating in your school's 'Fast Track 2 Central Texas College' Program? Select **“NO”** if you will participate in Dual Credit.
- Click REVIEW APPLICATION.
 - Note: You should see **“99%”** on the right side of the screen> If you do not, look on the left hand side of the screen for several green dots. If one of the dots is yellow, click on the yellow dot and go to the indicated section. Look for the question that might have been missed and answer the question.
 - Once you have **“99%,”** review your application for accuracy. Then click **“Submit your Application”** on the right side of the screen.

Congratulations!

CENTRAL TEXAS COLLEGE

Texas Registration Form

1. **Legal Name:** _____
(Last) (First) (MI) (Suffix)

2. **Student ID** _____ 3. **Daytime Phone:** (____) _____

Social Security Disclosure

Disclosure of your social security number (SSN) is requested from you in order for Central Texas College to identify your records. No statute or other authority requires that you disclose your SSN for that purpose. Failure to provide your SSN, however, may result in records being delayed or misplaced. Further disclosure of your SSN is governed by the applicable law.

4. **Primary Email Address:** _____

Change of Address: Yes No **Local/Mailing:** **Permanent:**

Street/PO BOX City County State Zip Code

5. **Residency:** I consider myself to be a resident of _____ State. (If Military, LES state of residence)

"I understand the requirements for classification as a resident of Texas for tuition purposes and I affirm by my signature below that I will notify the proper officials of this institution if circumstances change so as to disqualify me for this classification. I understand that violation of this oath of residency will result in disciplinary action."

Student Signature: _____ **Date:** _____
MM / DD / YY

STUDENT SCHEDULE

Student's Location: _____ **Term:** _____ **Year:** _____

Location Code	Course Synonym Number	Course			Class Date		# of Weeks	Credit Hours
		Name	Number	Section #	Start	End		

Advisor Signature: _____ **Date:** _____ **Total Hours:** _____
MM / DD / YY



Dual Credit/Early Admissions Approval/Advising Plan

Name: _____ CTC ID: _____ Semester: FAL SPR SUM Year: 20_____

High School: _____ Grade Level (during DC courses): FR SO JR SR

Part I. Please select all categories that apply: Please fill out this form with blue or black ink.

STEM Dual Credit Early College High School Copperas Cove Early College Program

Early Admissions (Student taking courses for college credit only)

HS Course Code/s:	CTC Course/s Equivalent:	Course Start Date
1.	1.	
2.	2.	
3.	3.	
4.	4.	
5.	5.	

OFFICIAL USE ONLY

Part II. SCORES needed to qualify students: **Part III. CTC GPA:** _____ **HS GPA:** _____

Approved Tests	TSI Complete	ENVR 1401	ENGL 1301	MATH 1332, 1342, 1314, 1316, 1324, 1414 BIOL 1406	GOVT, HIST, ECON, PSYC, SOCI & FOREIGN LANG	Student's Score (please record & attach copies if new)
TSIA Writing & Essay	340+/4+ or <340 & 4 ABE & 5 essay	340+/4+ or <340 & 4 ABE & 5 essay	340+/4+ or <340 & 4 ABE & 5 essay			
TSIA Reading	351+	351+	351+		351+	
TSIA Math	350+	350+		350+		
ACT English (composite score of 23 required)	19+	19+	19+		19+	
ACT Math (composite score of 23 required)	19+	19+		19+		
New SAT Evidence Based Reading & Writing (effective 3/5/16)	480+	480+	480+		480+	
New SAT Math (effective 3/5/16)	530+	530+		530+		
SAT Reading (critical reading + math =1070 required) prior to 3/5/16	500+	500+	500+		500+	
SAT Math (critical reading + math =1070 required) prior to 3/5/16	500+	500+		500+		
STAAR English II EOC	Level 2	Level 2	Level 2		Level 2	
STAAR Algebra I & passing grade in Algebra II	Level 2/C+	Level 2/C+		Level 2/C+		

COURSE PREREQUISITES (if applicable) – Copy of official/unofficial college transcript required:

Course Requested	Pre-requisite course completed	Name of College/University where completed	Grade

Note: AUMT 1407, 1410, 2305, BIOL 1407 & 2401, CHEF 1341, ENGL 1302, 2322, 2323, MATH 2412, SPAN 1412 & 2311 all require prerequisites among others per the CTC course catalog.

Part IV. Please check the boxes that apply. The student must meet the appropriate standards listed.

Student will need to meet the following requirements:

- Is classified as a high school student.
- Has obtained approval from parent/guardian, high school counselor, and HS principal/designee before enrollment.
- Has met TSI requirements and individual course pre-requisites relevant to the course(s) to be attempted in academic coursework. If student is taking only CTE, they are TSI-waived. The student must arrange for testing, if necessary.
- Has completed and submitted a Dual Credit/Early Admission Application, CTC Application for Admission, Release of Information Form, Registration Form, and official transcript(s) to the CTC representative in a timely manner. College admission requirements are the responsibility of the student.
- Continuing dual credit student-** CTC GPA of 2.0 minimum and must follow the GPA rules outlined in the CTC course catalog.

Part V. Guidelines: As a Dual Credit/Early Admissions participant, I understand I must abide by all rules and regulations of CTC and my own school district. * *Note:* CTC assumes no responsibility for loss of Interscholastic League eligibility of high school students enrolled under this program. The high school determines whether CTC courses will be used for high school credit.

Acknowledgment: I have read and understand the eligibility requirements and guidelines for the Dual Credit/Early Admissions Program. If at any time I do not meet the minimum requirements to be placed in a course, even if the course already started, I will be removed from this course and placed in a different course, possibly not dual-credit, as selected by the HS counselor.

I agree to adhere to the CTC policies and procedures as outlined in the CTC student handbook.

<http://www.ctcd.edu/ctcd/assets/File/Student%20Life/studenthandbook.pdf>

If at any time the student's CTC GPA falls below a 2.0, the student will be subject to the CTC probation policy per the CTC course catalog. If the student's CTC term GPA during subsequent semester is not 2.0+, the student will be placed on academic suspension.

A new DC/EA Plan is required each semester or to add courses not previously approved.

Student Signature

Date

As indicated by my signature, I authorize CTC to report information regarding my classes to officials at my high school.

Parent Signature

Date

Courses are subject to change depending upon eligibility and availability.

High School Principal or Designee

Date

CTC Program Representative

Date

As indicated by my signature, I confirm that the student meets the requirements to participate in the listed courses.

CENTRAL TEXAS COLLEGE

Dual Credit/Early Admissions

Authorization for Release of Information

Last Name (Student's)

First Name

Student ID Number

I authorize the _____ Independent School District to release all information necessary, including, but not limited to, high school transcript, financial aid information, test scores and academic records to **Central Texas College (CTC)**. This information will be provided only to CTC and may not be released to any other organization or person without my written approval.

I authorize **Central Texas College** to release all information necessary, including, but not limited to, college transcript, financial aid information, test scores, and academic records to _____ Independent School District. This information will be provided only to my school district and may not be released to any other organization or person without my written approval.

I understand that my records are protected by the *Family Educational Rights and Privacy Act of 1974* as amended (FERPA) and that these records will be kept strictly confidential by all parties to whom access is granted. I understand that this requested information is to be used by CTC for student follow up and institutional research purposes.

I understand that this authorization will remain in effect until I revoke it in writing.

Signature of Student

Date

Signature of Parent or Guardian, if necessary

Date

* Complete the form with the proper signatures. Return this form to your high school Guidance and Counseling Office or directly to Central Texas College, ATTN: Systems Registrar, P. O. Box 1800, Killeen, TX 76540, (254) 526-1663 with the proper signatures.

Establishing Residency

The state of Texas requires that public institutions of higher education identify and report the residency status of all students attending courses through Central Texas College. Once the student submits the CTC Application for Admissions it is evaluated to determine if we require additional documentation for the student's file to support his or her claim of residency. Below is a list of documents that may be requested of the student for residency purposes. Documentation may be returned to the high school counselor, CTC Mentor on campus at your student's campus, or directly to the Central Texas College Admissions office. You also may email the documents to the counselor or to Shannon Bralley, Director of Admissions and Recruitment at CTC at Shannon.Bralley@ctcd.edu.

Military dependents

Students who are military dependents may be classified one of two ways for tuition purposes: as a Texas resident for tuition purposes or as a non-Texas resident receiving a military waiver to pay the lowest tuition rate. You may provide the following documentation to establish their residency:

Bon-a-fide Texas Residency- Provide one of the following documents;

A twelve month old **and** most recent LES showing Texas as the state listed for tax purposes,

A copy of the sponsor's Army Enlisted Record Brief (ERB),

A copy of the sponsor's previous year's tax statement (W-2),

** And the dependent will need to provide their military ID card for verification to the high school counselor or CTC representative in order to tie the dependent to the sponsor.

You may redact all information from these documents with the exception of the sponsor's name, last four digits of the identification number, and the tax state.

Military Waiver method- If the tax state of the sponsor is NOT Texas, the student may provide the sponsor's PCS orders stationing them to Texas, or showing them as deployed from a Texas location.

**And the dependent will need to provide their military ID card for verification to the high school counselor or CTC representative in order to tie the dependent to the sponsor.

Texas Residents- Non-Military, retired/prior Military

Some students must submit additional documentation in order to establish Texas residency for tuition purposes. Residency is composed of two parts: Residency and Domicile. Residency is proof that you have lived in Texas for the past 12 months or longer. If you have been asked to provide residency documents and you are not military affiliated, you will need to prove Residency and Domicile. Domicile is how you have been supporting yourself in Texas during that time. If you have been asked to provide residency documents and are not military affiliated, you will need to prove Residency and Domicile with documentation listed from the chart below.

Residency	Domicile
Lease with parent listed as tenant or occupant	Paystubs, at least one per month for the past 12 months
Utility bills covering past 12 months	Employment letter on letterhead, stating employment dates
Texas DL/ID obtained 12+ months prior to term	Unemployment documentation for the past 12 months
Texas voter registration	12 months of Social services through Texas – Medicaid, Medicare, WIC, SNAP
Cancelled checks or bank statements with Texas address	Texas Workforce Commission documentation of attempted domicile (multiple visits throughout time in Texas, with or without employment success)
State or local licenses (business or professional)	Ownership of residential property in Texas
	Ownership and management of a business in Texas with no plans to liquidate in the foreseeable future
	DD214 showing Texas as the home of record

In addition to accurately reporting a student's residency status to the Texas Higher Education Coordinating Board as required, establishing a student's residency status may benefit the student after high school graduation as follows:

1. Nonresident Military Family Members who receive a waiver to pay in-state tuition rates may continue to use the waiver as long as they remain continuously in Texas or remain continuously enrolled in the same program of study. This may be beneficial for the student if the military sponsor is reassigned to a duty station outside Texas or the military sponsor retires or separates from the military but the student remains in Texas and remains continuously enrolled at a Texas public institution of higher education.

2. Any student who was enrolled in a Texas public institution of higher education for any part of the state fiscal year (fall or spring semester) and who was classified as a Texas resident is considered a Texas resident at the start of the following fall semester at the transferring Texas institution of higher education. If the institution acquires documentation that a person is a continuing student who was classified as a resident at the previous institution, no additional documentation is required and the student is not required to complete a new set of Core Residency Questions.