

* Please fill out all blanks that have an asterisk *

CHS Version – Revised Spring 2023

CHS / HOWARD - DUAL CREDIT CONTRACT

Approved classes offered on the CHS Campus:

English 1301*, 1302* Government 2305*
English 2332*, 2321* Economics 2301*
Math 1332*, 1314*

Approved classes offered on HC campus (evening) or online:

Additional costs (i.e. textbook, online access codes, etc.) are possible.

Psychology*\$ Calculus*\$ Speech*\$ Sociology*\$
Statistics*\$ Anatomy & Physiology*\$ Texas Government*\$

*Sem. (0.5 credit) courses

\$-see tuition rate on page 3

I plan to take the following course(s):

List the course(s) you plan to take in each semester

Summer #1 (June 5th – June 29th)	Summer #2 (July 12th – August 8th)	Fall Semester	Spring Semester

By signing below, I agree that I have been informed of the HC Dual Credit Policies on this form (read both front & back):

*

Printed Student Name

*

I.D.#

*

Student Signature

*

Date

*

Parent Signature

*

Date

1. In order to take a dual credit course(s) through Howard College (listed above), the student and parent must sign this contract and return a completed Pre-Registration form.

2. The student must also meet “college readiness standards” through one of the following TSIA2 (Texas Success Initiative) Requirements:

- **STAAR** – Students can be exempt from one or more TSI tests via the following STAAR test scores.
English II STAAR – 4000 or higher = exemption from TSIA2 ELAR
Algebra I STAAR – 4000 or higher (+ completion of Algebra 2) = exemption from TSIA2 Math test
- **ACT (if taken prior to Feb. 15, 2023)** 23 Composite Score, with no lower than a 19 on the English (ELAR) and Math sections
- **ACT (if taken on or after Feb. 15, 2023)** Combined Score of 40 on the English and Reading tests and a Score of 22 on the Math test (there is no composite score)
- **SAT** (Scholastic Aptitude Test) = 530 Math and/or 480 EBRW (ELAR)

3. If the student does not meet one of the criteria listed above, then he/she must plan to take the TSIA2 test (and provide proof to the CHS Counseling Center that the student received the following scores) by the time of registration:

For English, Social Studies, Science, and Speech DC courses: College Readiness Classification Test (CRC) ELAR Score of **945 or higher with a 5 on the essay section; or a 945 with a 5 on the essay section AND a 5 on the Diagnostic Test (DT) section.**

For Math DC Courses: CRC Math score of a **950 or higher; or less than a 950 + a 6 on the Diagnostic Test (DT) section.**

After Spring STAAR scores become available, CHS will identify students who need to take the TSIA2 test. CHS will mail or email TSI testing information to students who need to test in the summer. TSIA2 information is also available on the CHS Counseling Center website.

4. College professors have the authority to establish their own policies and procedures for their courses, separate and apart from SAISD policies (how/when to report grades, how to weight their assignments, projects, tests, etc.)

5. Long Term Carver placement may result in the removal from Dual Credit course(s) (into a grade level course).
6. Educational records cannot be released by Howard College personnel without the student's written permission.
7. Dropping a Howard Dual Credit Course will result in the following:
 - If the student chooses to drop a Dual Credit course, the student will generally be placed in a grade level course. There is no guarantee that the student will be placed in a new class during the same class period (due to class availability).
 - The student's dual credit grade will follow him/her to the new grade level class.
 - **For online courses, no tuition refund will be issued for drops on or after the first day of the semester. If the student is on the payment plan, they will still be expected to continue making payments on the dropped course.**
 - A "W" will appear on the student's transcript if the course is dropped after census date, approximately 12 class days.
 - A grade of "W" could affect future financial aid eligibility. It is the student's responsibility to determine the impact the drop will have on prospective college admissions.
 - A grade will appear on the student's transcript if the course is dropped during the last two weeks (approximately) of the college semester.
 - Dropping before the last day of the semester will result in the loss of weighted points.
 - Dropping with a failing grade could affect a student's eligibility to participate in extra-curricular activities.
8. A student may transfer from a CHS Dual Credit course to a Lakeview HS Dual Credit course only during the first 2 weeks of the course. College guidelines do not allow students to change course sections after the 2nd week of the course.
9. Howard has access to transcript and schedule information for all Dual Credit Students.
10. Students who take courses on Howard's campus must provide proof of their Meningitis vaccination.
11. It is the responsibility of the student to inform Howard College personnel (including Professor/Teacher) of any need for classroom/testing accommodations. Accommodations must be related to a diagnosed disability. FMI call Howard Support Services (325)481-8300 ext. 3405. Please see your CHS counselor for any questions.
12. A minimum of minutes of seat time is required for college credit, therefore excessive absences could endanger the opportunity to receive course credit.
13. Students taking Howard courses online are responsible for buying their own textbooks (including online access codes) for some dual credit classes, including Summer, Mini-mesters, Online courses, and classes on Howard College campus. **Additional costs can be \$100 or more.**
14. Since Howard Dual Credit courses taken at CHS are covered by a full scholarship, Howard will send each DC student/parent a 1098-T tax form in January, so that this scholarship can be reported on your income tax return.

Tuition Rates for Howard College (HC) classes:

- HC-DC Courses taken on the CHS campus are covered by a full scholarship
- HC-DC Summer and Mini-mester courses are double the rate listed below
- HC-DC online or classes taken on the HC campus during a long semester (Fall/Spring) or are listed below (1/2 scholarship)

College Hours 3 hours = 1 semester course 4 hours = 1 semester science course with lab	Total Tuition Cost <i>Fall Tuition is not due until August Registration</i>	Optional Payment Plan		
		Payment #1 (August/December)	Payment #2 (October/February)	Payment #3 (November/April)
3	\$140.00	\$70.00	\$35.00	\$35.00
4	\$170.00	\$85.00	\$42.50	\$42.50
6 (3+3)	\$230.00	\$115.00	\$57.50	\$57.50
7 (3+4)	\$260.00	\$130.00	\$65.00	\$65.00
9 (3+3+3)	\$320.00	\$160.00	\$80.00	\$80.00
10 (3+3+4)	\$350.00	\$175.00	\$87.50	\$87.50
13 (3+3+3+4)	\$440.00	\$220.00	\$110.00	\$110.00
Semester Tuition for students on the <u>Reduced Lunch Program</u>				
3	\$70.00	\$35.00	\$17.50	\$17.50
4	\$85.00	\$42.50	\$21.25	\$21.25
6 (3+3)	\$115.00	\$57.50	\$28.75	\$28.75
7 (3+4)	\$130.00	\$65.00	\$32.50	\$32.50
9 (3+3+3)	\$160.00	\$80.00	\$40.00	\$40.00
10 (3+3+4)	\$175.00	\$87.50	\$43.75	\$43.75
13 (3+3+3+4)	\$220.00	\$110.00	\$55.00	\$55.00
Semester Tuition for students on the <u>Free Lunch Program</u>				
3	\$35.00	\$17.50	\$8.75	\$8.75
4	\$42.50	\$21.25	\$10.63	\$10.62
6 (3+3)	\$57.50	\$28.75	\$14.38	\$14.37
7 (3+4)	\$65.00	\$32.50	\$16.25	\$16.25
9 (3+3+3)	\$80.00	\$40.00	\$20.00	\$20.00
10 (3+3+4)	\$87.50	\$43.75	\$21.88	\$21.87
13 (3+3+3+4)	\$110.00	\$55.00	\$27.50	\$27.50



HOWARD COLLEGE

Big Spring (432) 264-5000 • Lamesa (806) 872-2223 • San Angelo (325) 481-8300 • SWCD (432) 264-3700

Dual Credit/Early Admission Application for Admission

Instructions: Please print or type a response to each question. All documents submitted to the college become part of the official files and cannot be returned. **(Use Black Ink)**

* Semester for which you are applying: ☐ Fall ☐ Spring ☐ Summer I ☐ Summer II
 * Location of Campus/Year: ☐ San Angelo ☐ Big Spring ☐ Lamesa Year: 2023-2024

PART A. STUDENT BACKGROUND

HC ID #

CHS ID #

* 1 Name (Last, First, Middle Initial) _____ 2. Date of Birth _____ 3. Social Security Number _____ 4. Male ☐ Female ☐
 * 5 Mailing Address (Street or P.O. Box) _____ City _____ State _____ Zip Code _____ 6 County _____
 * 7 E-mail Address _____ 8. Home Phone Number _____ 9. Cell Phone Number _____
 * 10 Ethnic Data (These items are used to satisfy State/Federal reporting requirements and in no way affect the admission decision.)
☐ White ☐ Black ☐ Hispanic ☐ Asian/Pacific Islander ☐ American Indian/Alaskan Native ☐ Other (Foreign Students Only)

11. Education Background: High School last attended: Central High School City/State: San Angelo, TX

12. Degree you are seeking: ☒ Associate Level Degree ☐ Certificate

13. What is your Major? General Studies

14. List ALL colleges/universities that you have previously attended. (An official transcript must be submitted)

Name	City	State	from	to
			from	to

TSI STATUS

- ☐ I have not taken any placement test.
☐ I took the following test or I am exempt from the TSI test. (Check one)
☐ ACT ☐ SAT ☐ STAAR

Completed by CHS Staff

I authorize Howard College to obtain my Texas State Initiative scores from any schools previously attended.

PART B. RESIDENCY ISSUES

* 15. Are you a U.S. citizen? ☐ YES ☐ NO Are you a Texas resident? ☐ YES ☐ NO

If NO, do you hold a Permanent Resident Card for the U.S.? ☐ YES ☐ NO

If YES, date Permanent Resident Card issued: _____ Number: _____ Country of Citizenship: _____
 (copy of Permanent Resident Card must be included with application.)

* 16. Select whom you are basing your claim of residence status? ☐ PARENT ☐ LEGAL GUARDIAN
 (copy of Legal Guardianship must be provided.)

- Name of person upon whom claim is based: _____ Address: _____
- Is this person a U.S. citizen? ☐ YES ☐ NO
 If NO, does this person hold a Permanent Resident Card for the U.S.? ☐ YES ☐ NO
 (copy of Permanent Resident Card must be included with application.)
- Is this person Military on active duty? ☐ YES ☐ NO Home of record (State of legal residency) _____
 (Military Certification must be submitted)
- How long has this person lived in Texas? _____ Years _____ Months
- Previous state or country of residence, if applicable: _____
- If this person came here within the past 5 years, why did this person move to Texas? _____
- Has this person lived in Howard County for the last six months? ☐ YES ☐ NO
 If NO, date moved to Howard County, if applicable: _____
- Has a parent or legal guardian claimed you as a dependent on their last U.S. Federal Income tax before your registration? ☐ YES ☐ NO
- Will this person claim you on their current U.S. Federal Income tax year? ☐ YES ☐ NO

PART C. OATH OF RESIDENCY

I authorize that information submitted herein will be ruled upon by college officials to determine my status for admission and residency eligibility. I authorize the college to verify the information I provided. I agree to notify the proper officials of the institution of any changes in the information provided. I certify that the information of this application is complete and correct and understand that the submission of false information is grounds for reelection of my application, withdrawal of any offer of acceptance, cancellation of enrollment, or appropriate disciplinary action.

* Applicant's Signature: _____ Date: _____



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Dual Credit and Early Admission Student/Parent Agreement Form

* Semester for which you are applying: ☐ Fall ☐ Spring ☐ Summer I ☐ Summer II Year: 2023-2024

Student Information

* Last Name: _____ * First Name: _____ * Middle Name: _____

* SSN: _____ * Date of Birth: _____

* Email Address: _____ * Phone #: _____

High School: Central High School * Graduation Date: _____

Parent/Legal Guardian Information

* Last Name: _____ * First Name: _____

* Email Address: _____ * Phone Number(s): _____

* Home Address: _____

State _____ Zip Code _____ City _____

Dual Credit and Early Admission Enrollment Agreement

As a dual credit/early admission student (or as a parent/legal guardian of the student), I understand and agree to the following:

1. This form is valid for the duration of a student's participation in the dual credit/early admission program.
2. In order to enroll and receive college credit for dual credit/early admission courses, a student must meet guidelines of the high school and the college and be approved to take dual credit/early admission courses.
3. A student must follow all policies of Howard College and the school district.
4. The SSN provided above may be used to update my Howard College records, if not previously provided.
5. All forms and documentation, including: Howard College Application for Admission, Student/Parent Agreement, and test scores (TSI, STAAR EOC, PSAT/NMSQT, PLAN or ACT/SAT) must be submitted before enrollment/registration.
6. Requirements of the Texas Success Initiative (TSI) must be met for the subject area(s) that correspond to the courses I wish to take.
7. A student must remain enrolled in high school.
8. A student is not officially enrolled until all required registration documents and payment have been submitted to the college. Payment is due at the time of enrollment. If payment is not made at that time, a student may be dropped for non-payment.
9. Dual credit/early admission courses are college-level. **College level courses may include controversial, sensitive and/or adult material.** Students are expected to have readiness for college level rigor and content.
10. A student must notify Howard College by completing the withdrawal process by the last date to withdraw (see college calendar) if they decide to drop or withdraw from courses.
11. A student may be enrolled in interactive videoconference classes that are transmitted from the college to the high school if scheduled by the high school. These classes may be recorded and uploaded to a password-protected website link.



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12. Proctoring may be required for students enrolled in online courses.
13. Grades earned in dual credit courses become part of a student's permanent academic record and will be reflected on the college transcript.
14. A student will not receive an official Howard College transcript until an official transcript from the high school is submitted to the college that includes a graduation date.
15. A student's signature below gives the high school permission to send to Howard College all required test scores, enrollment documentation, as well as a final transcript upon graduation.
16. Under Federal Legislation, namely the Family Educational Rights and Privacy Act of 1974 (FERPA), I understand that my educational records cannot be released without written consent. Therefore, I hereby voluntarily authorize Howard College officials to disclose the following information and records at Howard College:

☒ **All College Records** ☐ Grades and Transcripts
☐ Financial Records (including financial aid) ☐ Academic Records
☐ Disciplinary ☐ Photos
☐ Honors
☐ Other (please specify) _____

This information may be released to:

* [☐ Parent(s)/Legal Guardian(s) as listed above on this form
☐ Additional parties (please specify) _____]

Student Permission

I (the above mentioned student) am stating that I have read and agree with all conditions and requirements of enrollment and registration outlined above. I agree to abide by all applicable college policies and rules. I understand that this form is valid for the duration of my participation in the dual credit/early admission program.

* Student Signature: _____ * Date: _____

Parent/Guardian Permission

I, as a parent/guardian for the above mentioned student, am stating that I have read and agree with all conditions and requirements of enrollment and registration outlined above. I give permission for the above mentioned student to enroll in Howard College's dual credit/early admission program.

I understand that once my student is admitted to Howard College they are subject to the federal law titled the Family Educational Rights and Privacy Act of 1974 (FERPA). This means that I may not have access to my student's records unless the student has provided Howard College with written consent (see item 16 above). I understand that this form is valid for the duration of the student's participation in the dual credit/early admission program.

* Parent/Legal Guardian Signature: _____ * Date: _____



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Dual Credit and Early Admission Schedule Card

*

CHS ID #

SSN#: *	HC ID#:	Birth Date: *
Last Name: *	First Name: *	Middle Initial: *
Meningitis Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>		
TSI Status ACT <input type="checkbox"/> SAT <input type="checkbox"/> STAAR <input type="checkbox"/> TSI <input type="checkbox"/> CP <input type="checkbox"/>		
Test Date: _____ Read: _____ Math: _____ Write: _____ Essay: _____		
Semester: 1 Fall <input type="checkbox"/> 2 Spring <input type="checkbox"/> 3 Summer I <input type="checkbox"/> 4 Summer II <input type="checkbox"/> Year: <u>2023-2024</u>		
Degree: AS <input checked="" type="checkbox"/> CP (Certificate) <input type="checkbox"/>		
Major: <u>General Studies</u> Advisor: <u>Crystal Chapman</u> CHS Counselor		

↓ TO Be Completed by CHS Staff ↓

COURSE ID	SECTION	TERM CODE / TYPE Online, VCT, Mini, Flx1, Flx2	DAYS	TIME	INSTRUCTOR LAST NAME
			M <input type="checkbox"/> W <input type="checkbox"/> T <input type="checkbox"/> R <input type="checkbox"/>		
			M <input type="checkbox"/> W <input type="checkbox"/> T <input type="checkbox"/> R <input type="checkbox"/>		
			M <input type="checkbox"/> W <input type="checkbox"/> T <input type="checkbox"/> R <input type="checkbox"/>		
			M <input type="checkbox"/> W <input type="checkbox"/> T <input type="checkbox"/> R <input type="checkbox"/>		
			M <input type="checkbox"/> W <input type="checkbox"/> T <input type="checkbox"/> R <input type="checkbox"/>		
			M <input type="checkbox"/> W <input type="checkbox"/> T <input type="checkbox"/> R <input type="checkbox"/>		

I recognize that I am solely responsible for obtaining class materials (textbooks, lab kits, etc.). Howard College is not responsible for providing course materials regardless of when I register. I also authorize Howard College to obtain and/or release my TSI scores.

Student Signature: * _____ DATE: * _____

Total Hours: _____ High School Counselor Signature: Crystal Chapman DATE: _____