



Dear Student & Parent,

It is that time of year when we revisit our planned courses for the 2024-2025 school year. Perhaps your child would be interested in our dual credit program? MISD in conjunction with Tarrant County College (TCC) offers dual credit courses during the regular school day. Students can begin taking select dual credit classes as early as 10<sup>th</sup> grade, but most classes are available during 11<sup>th</sup> and 12<sup>th</sup> grade. In these courses, students may earn college and high school credit at the same time at a reduced cost to them.

Please see the course guide for information on our dual credit programs. The current course guide can be found online at [www.mansfieldisd.org](http://www.mansfieldisd.org). Click on Find it Fast at the top of the screen and enter Course Guides. It will take you to our website with the most current course guide. The 2024-2025 Course Guide should be available by January when registration officially begins. Additionally, you can find information on the [dual credit page](#) or your campus counselor is an excellent resource for assistance with dual credit questions.

If your child is interested in taking dual credit courses next year, enroll in the dual credit Canvas course at <https://mansfieldisd.instructure.com/enroll/77ELTW> and follow the necessary steps in the course. I have outlined the steps below.

1. The first step is to confirm that you have the 80+ GPA required to take a dual credit class under MISD sponsorship. You can confirm your GPA by checking in Edugence. There is a video in the canvas course that shows you how to check your GPA. You may also confirm in the counseling office. The secretaries can usually help you with this if you have your ID. However, to minimize traffic in the counseling office, the preferred method is to use Edugence.
2. The next step is to complete the TCC application. The application can be found at <https://www.tccd.edu/admission/how-to-apply/>. We have a quick guide available to assist you through the process. The application should be completed as soon as possible to allow sufficient time for testing. **Application must be completed one month prior to testing.** After completing your application, you should receive an e-mail within a week with your TCC ID#. **This is not the same as your MISD ID#.**
3. A Pre-assessment activity (PAA) is required prior to TSI testing. You do not have to have your TCC ID# to complete the Pre-Assessment activity. Instructions are in the dual credit canvas course. Be sure you select Mansfield ISD as your institution and check the box that you will share your PAA completion with us. Once students have completed the PAA, they should forward the completion e-mail to their counselor so they can be scheduled for testing at the campus.
4. Once you receive your welcome e-mail from TCC with your ID#, forward that e-mail with your TCC ID# to your counselor so that your counselor will have it. Students will need to login to Webadvisor and create their account once they get their TCC ID#.
5. The fifth step is to take the TSI assessment. The student will need his/her TCC ID# for testing. The test measures the student's reading, writing and math skills in order to make sure the student can successfully complete college level work. In order to take the TSI, steps 1-4 must be complete. Instructions for testing will be located in the Dual Credit Canvas Course. If the TSI is passed, the student may proceed to the next step.
6. The sixth step is for the student to choose courses with the high school counselor.
7. The seventh step is for students to complete self-registration in Webadvisor. This happens the semester before each course begins during a designated TCC window. Fall 2024 Registration window will open in April.

8. The final step for **new students is to complete the mandatory new student orientation.** Students currently complete the orientation online. The course should load 2-3 days after students have successfully registered for classes. **Students who do not complete the mandatory orientation will be dropped.**

Below are the TSI Dates for your campus. If you follow the process above, a testing session will be scheduled for you. If there are no remaining test days on your campus, please see your counselor for instructions for testing at the SE campus. **The priority registration deadline for classes Fall 2024 is May 23<sup>rd</sup> which is the last day of school.**

Students will only be considered for enrollment after this date if:

1. There are available seats in the course(s) of interest.
2. There are sufficient instructional resources available.
3. Students successfully register in My TCC Track.

**Final deadline for successful registration is August 15<sup>th</sup>. No student can be registered for fall classes after that date.**

Campus	Tentative Test Dates
Frontier High School	March 21, 2024 April 8, 2024
Lake Ridge High School	February 21, 2024 February 22, 2024 February 27, 2024 March 8, 2024 March 20, 2024 March 26, 2024 April 2, 2024 April 15, 2024
Legacy High School	January 23, 2024 February 23, 2024 March 28, 2024
Mansfield High School	January 29, 2024 February 6, 2024 March 25, 2024 April 11, 2024 April 12, 2024
Summit High School	November 28, 2023 January 31, 2024 February 13, 2024 March 22, 2024 April 10, 2024
Timberview High School	December 13, 2023 January 26, 2024 February 7, 2024 March 5, 2024 April 3, 2024