# IMPORTANT DATES

## ACADEMIC YEAR 2023-2024 REGISTRATION PERIODS

### Fall 2023

**All sessions**

| | |
|---|---|
| Mon., May 15th | Current/Returning w/ 60+hrs |
| Tues., May 16th | Current/ Returning w/ 45+hrs |
| Wed., May 17th | Current/ Returning w/ 30+hrs |
| Thurs., May 18th | Current/ Returning w/ 15+hrs |
| Fri., May 19th | Current/ Returning w/ 1-14hrs |
| | _and_ NEW students |

### Spring 2024

**All sessions**

| | |
|---|---|
| Mon., October 16th | Current/Returning w/ 60+hrs |
| Tues., October 17th | Current/ Returning w/ 45+hrs |
| Wed., October 18th | Current/ Returning w/ 30+hrs |
| Thurs., October 19th | Current/ Returning w/ 15+hrs |
| Fri., October 20th | Current/ Returning w/ 1-14hrs |
| | _and_ NEW students |

### Summer 2024

**All sessions**

| | |
|---|---|
| Mon., April 1st | Current/Returning w/ 60+hrs |
| Tues., April 2nd | Current/ Returning w/ 45+hrs |
| Wed., April 3rd | Current/ Returning w/ 30+hrs |
| Thurs., April 4th | Current/ Returning w/ 15+hrs |
| Fri., April 5th | Current/ Returning w/ 1-14hrs |
| | _and_ NEW students |

*See the full calendar of important dates and deadlines at austincc.edu/calendars*

### Student Accessibility Services

**If you need accommodations during the enrollment process, please visit**

**www.austincc.edu/SAS**

SAS provides equitable and effective access for students with documented disabilities in order to support their full participation in College classes and activities.

## High School Programs

📞 512-223-7066

✉️ collegenow@austincc.edu

🖥️ www.austincc.edu/highschool

## DON'T FORGET

☐ **ACC Student ID Card**

Obtain your free ACC Student ID card in person at any campus Admissions & Enrollment Office at least one business day after registering for classes. Bring an official photo ID for identification. You will need your ID card to access on-campus services.

☐ **Parking**

If you're going to park on campus, a Parking ePermit will be required 12 days after the start of classes. You can easily _order your parking permits online using the Parking Permit Portal_. The annual parking permits are valid for the academic year from September 1 to August 31. These permits are available for ACC employees, registered students, and non-ACC employees working at an ACC-owned facility.

☐ **Green Pass**

ACC's _Green Pass program_ offers unlimited rides to class, work, and anywhere else on the **CapMetro** transit system for one semester. Information regarding how to acquire and then use either your physical or digital Green Pass can be found at the ACC Green Pass site: https://offices.austincc.edu/energy-and-sustainability/transportation/green-pass/

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# APPLICATION STEPS & CHECKLIST

Austin Community College District

## 1 ATTEND INFORMATION SESSION

☐ HS Programs Information Sessions are a great way to learn more about dual credit options, what is dual credit, costs and benefits, as well as the next steps to becoming an ACC student. Check with the HS Programs office or your high school counselor to learn more about potential in-person Info Sessions or watch our recorded Info Session here.

## 2 APPLICATION

☐ Go to http://austincc.edu/admissions/apply-now to begin the enrollment process.

☐ Set up an application account by clicking the **CREATE ACCOUNT** button and completing the form. **_Note_**: This is **not** your ACC application. You must complete this step before moving on to the actual application and **use a non-school/ISD email address**.

- Locate the **Dual Credit** box and click on **Apply Now!** _If you need to stop at any point prior to completing your application, just click on the box at the top of the screen that says "**Save my progress and resume later.**"_
- Input your **Personal** and **Demographic** information, followed by searching for and selecting your high school, and inputting your start & end dates.
- Complete the **Early Admission Contract** and input an email address for your Parent/Legal Guardian. _Make sure your Parent/Legal Guardian checks their email, e-signs their portion of the **Contract**, and then clicks the link that is sent in the verification email to them._
- Make sure to click **Review** on the Certification & Signature page, and then click **Confirm** to submit.
- Within 24hrs _(excluding weekends/holidays)_ you will receive a confirmation e-mail containing your **ACC eID** and instructions on how to activate your **ACC eID** account and online tools.

☐ **Activate ACC online tools:** set up your **ACC eID** and then activate your **ACCmail** account 24hrs later. _See next page for instructions._

## 3 ORIENTATION

☐ Complete the required new student HS Programs online Orientation **_and_** its Assessment (_link below_):

https://hsporientation.austincc.edu/

*Failure to complete the orientation and its assessment quiz will result in a **registration hold**!*

## 4 TEST SCORES

☐ Visit with your high school counselor to determine if testing is required. **You may be exempt from testing.** _See the Important Information section for testing exemptions._

If testing is required, schedule a TSI Assessment either at your high school _(if offered)_ or via an ACC campus Assessment Center. _Cost of the full test is $10.00 at ACC._

Complete the **Pre-Assessment Activity (PAA)** prior to testing at www.austincc.edu/tsiprep. Purchase your test ticket and present it with your PAA Completion Certificate and Photo ID to assessment staff upon arrival for your testing appointment.

## 5 ENROLLMENT DOCUMENTS

☐ Meet with your High School Counselor/designated school official to discuss course options and complete any required enrollment steps specific to your school campus.

Your HS Counselor/designated school official will submit your student and course information, as well your qualifying TSI/college readiness scores, to the designated HS Programs Enrollment & Partnerships Coordinator via an electronic **Enrollment Spreadsheet\***.

**\*Homeschool** students **must connect** with their assigned HS Programs Enrollment Coordinator **each semester** to facilitate enrollment/registration.

## 6 PLAN & REGISTER

☐ Use the Self-Service planning tool to plan & register for classes during the open registration period, and be sure to **check your balance to verify if payment is due**. **Make payment if needed**. _See next page for instructions._

# HOW TO:

**LET US HELP YOU GET STARTED!**
If you have any questions along the way, contact the **ACC Help Desk**.
www.austincc.edu/help

## 🔑 Set Up Your ACC eID

1. Your ACC eID will be sent to the email you shared on your application account. Make note of your ACC eID, then visit **austincc.edu/acceid**.

2. If you have *not received your ACC eID* through email, under First-time Users, click on **Find ACC eID** to look it up.

   - Enter last four digits of your Social Security Number, your official Last Name, and your Birth Date. Click **Lookup**.

   - If you account is not found, wait 24 hours and try again. If still not found after 24 hours, call 512-223-INFO (4636).

3. Once you have your ACC eID, click **Activate ACC eID under First-time Users.**

4. Enter your ACC eID. Click **Find**.

5. Enter the last four digits of your Social Security Number and your Birth Date. Click **Continue**.

6. Review the privacy policy and check the box once you read and understand the terms. Click **Continue**.

7. Create your ACC eID password. Click **Continue**.

8. For account security, follow the steps to choose answers to the authentication questions by clicking on the link provided.

9. Your setup is complete once you have your ACC eID, password, and answers to authentication questions.

**TIP:** You will use your ACC eID and password frequently. Commit them to memory and make a note of them in the space provided on the next page. Keep this document

## ✉️ Activate your ACCmail Account

1. Go to **austincc.edu/activatemail**. Click **Activate ACCmail**.

2. Enter your ACCeID and password where indicated. Click **Login**.

3. Confirm your ACCmail account in the dropdown window. Click **Submit**.

4. You will be directed to a page to set and confirm your ACCmail password. *(It must contain at least 8 characters including 1 numeral.)*

5. After setting and confirming your password, click **Submit**. You now may log in to your ACCmail account powered by Google.

**TIP:** Check your ACCmail regularly for updates concerning registration status and communication from High School Programs, instructors, and the college.

## ✓ Plan, Register & Pay

**PLAN**

1. Visit **selfservice.austincc.edu.** This will route you to Self-Service.

2. Enter your ACCeID and password and click **Login**.

3. Click **Student Planning** to search for courses, plan, and register.

4. Select **Plan your Degree & Register for Classes**.

5. Click the **+** button and select the appropriate credit term from the drop-down menu (ex: Credit Summer 2023). Click **Add Term**.

6. Using the "*Search for courses*…" box at the top right, enter the course abbreviation and number (ex. ENGL-1301, HIST-1302). You can enter multiple classes by separating with a comma.

7. Using the Filter Results menu on the left, you can filter the course section by term, location, session, and instruction type (*i.e. classroom or online*).

8. Click **View Available Sections**.

9. Locate the course section that fits your schedule. Click **Add Section to Schedule**.

10. Review section details, then click **Add Course to Schedule**. At the top of your screen, you will see a brief message indicating your course has been added. *Note: To add more classes, repeat steps #6 thru #10.*

11. Go to Student Planning tab. (Mobile users: On the upper left drop down menu, choose **Academics**, then **Student Planning**) and select **Plan & Schedule**. The; planned courses will be listed in yellow. *Note: Use directional arrows to ensure that you are planning for the correct semester.*

**REGISTER**

12. Click **Register** for each course individually or **Register Now** to register for all courses at once. *Note: Courses you have successfully registered into will be highlighted in green.*

13. If you are unable to click Register, check your registration date or review the Notifications at the top of your screen. *Follow instructions to remove holds. Your selected courses will remain on your plan until you register or remove the courses from the plan.*

**PAY**

14. **Verify if payment is required.** Visit **austincc.edu/pay** to pay tuition with check, credit, or debit card. First, click **Pay for Classes**. After logging in, click on the green box **Make Payment**, and follow the prompts to complete payment. Payment can also be made in person at a campus Cashier Office.

15. If required, pay your tuition/fees by the published deadline or you will be dropped from classes. *Failure to pay balance due does not constitute college error.*

*See important dates and deadlines at* **austincc.edu/calendars**

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# IMPORTANT INFORMATION →

☐ **Tuition Waiver:** Effective with the Spring 2024 term, ACC will waive the tuition for all *eligible* college credit courses for Dual Credit program students residing within the colleges state-defined service area.

- Also effective with the Spring 2024 term, Dual Credit program students **residing outside of the ACC taxing district (Out-of-District/OOD)** will *no longer* be charged the $150 per-course fee for courses taken at any non-high school location or via distance education.

- The ACC Dual Credit program tuition waiver can only be applied to *eligible* college credit courses that are listed on:
  - The ACC Core Curriculum
  - Workforce courses leading to a Certificate or Associate of Applied Science degree
  - Foreign Language courses (to include ASL)

  *All other ACC courses will be assessed regular tuition & fees according to a student's residency.*

☐ **Payment:** If applicable, pay tuition & fees by the payment deadline. **If payment is not made, you will be dropped from your course(s).** *If you receive a balance due at the time of registration and believe it is an error, you MUST contact the HS Programs office immediately or you will be dropped for non-payment.*

☐ **Textbooks:** **Books and course materials are NOT included in the Dual Credit tuition waiver.** Textbooks can be purchased at an ACC Bookstore or other retailers, and are often times included in the registration for a course (First Day program).

☐ **Satisfactory Academic Progress (SAP):** College records are permanent. Therefore, it is important to maintain satisfactory academic progress while enrolled at ACC, even as a dually enrolled high school student. Failure to do so may affect future college financial aid and/or transfer eligibility. The elements of SAP are Grade Point Average, Completion Rate, and Maximum Time Frame.

- All dually enrolled HS Programs students must maintain a cumulative GPA of 2.0+.

- Students who fall below a cumulative GPA of 2.0 will lose their tuition waiver for one probationary semester.

- Failure to maintain a cumulative GPA of 2.0 for two semesters (*consecutive or non-consecutive*) will result in a student being ineligible for the ACC Dual Credit tuition waiver.

## Texas Success Initiative (TSIA): *TSIA & TSIA 2.0 cut-sores listed below*

**Reading**- 351        **Writing**- Essay 5 OR Essay 4 and 340        **Math**- 350

**ELAR** – 945+ w/ Essay 5; *or* <945 w/ Diagnostic score 5 or 6 and Essay 5

**Math**- 950+; *or* <950 w/ Diagnostic score of 6        *TSIA 2.0 effective as of 1/11/2021*

## College Readiness Exemptions*:

**ACT:** (*2/15/2023 to present*): Combined score of 40 on English & Reading; Math-22+

**ACT:** (*prior to 2/15/2023*): Composite-23+, with English-19+ and Math-19+

**SAT**: EBRW-480+ and Math-530+

**STAAR:** English III- 4000+

**STAAR:** Algebra II- 4000+

## College Readiness Waivers* (*while in high school only*):

**ACT/ASPIRE:** English-435+ Math-431+

**PLAN:** Composite 23, with English-19+ and Math-19+

**PSAT/NMSQT*:** EBRW-460+, Math-510+

**PSAT 8/9 is not an approved/acceptable TSI waiver.*

**STAAR:** English II- 4000+

**STAAR:** Algebra I- 4000+ with 70+ average in high school Algebra II course

*TSI Exemptions and Waivers established by the Texas Higher Education Coordinating Board.*

## 🔒 ACCeID & ACCmail

Write your ACCeID and ACCmail address in the spaces provided below and keep this document somewhere safe.

**ACCeID:**

_____

**ACCmail:**

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