

Dual Credit Checklist NCHS & SWTXC

Please keep this checklist & follow these instructions.

- Be prepared to be responsible for your own assignments, classwork, note taking, study schedule, deadlines, etc... You are not a High School student in these courses. You are held to the standard of a College Student. With Distance Learning you are a college student with a college GPA that will transfer to future colleges you may attend. Failures or Drops will affect your future Financial Aid & Scholarships.
- If you do not have a personal e-mail account, in addition to your NCCISD account, you need to set one up in g-mail, yahoo, etc..., know the login, know the password, & be ready to use it.
- Sign & have a parent sign, & return these forms to the High School office :
 - Contact Information Form containing student & parents e-mail, home address, phone numbers, etc... You can turn in the forms without the SWTXC information. We can add that later when your Acceptance Letter comes in.
 - SWTJC Dual Credit Admission Form with line items initialed.
 - The NCCISD Dual Credit Fee Acknowledgement Form.
- Apply for admission to SWTJC online at: <https://www.goapplytexas.org/>
 - Choose "Dual Credit" under "Application Type". Do not choose "High School Graduate".
 - Please make sure to enter the active Major of: Non Degree Seeking – Undeclared. We can change the Major listed at a later date.
 - Make sure you enter your correct mailing address (PO Box or Street address when you get your actual paper mail).
 - Make sure to enter your Social Security Number. (Check with the office if you don't know it.)
 - Make sure you put down your correct Graduation Date. [example: May 2028]
 - Make sure you are applying for the correct Semester: [example: Spring 2026 or Fall 2026]
 - Write down your Apply Texas login, password & confirmation number & e-mail or text them to Mrs. Hunger.
- In 1 or 2 weeks you will receive an Official letter of Acceptance from the Admissions Office in the mail. Let Mrs. Hunger know when you receive the letter & let her know your SWTJC Student ID number & SWTJC email. You will need your SWTJC student ID number from this acceptance letter to proceed.
- Students desiring to enter the Patient Cart Technician [Nursing] Program, Cyber Security, Business Management, Criminal Justice, Early Childhood Studies, Business Office Technologies, do not need to take the TSIA2 Exam.
- To begin Dual Credit courses working toward an Associate's Degree, you are not initially required to pass the Reading/Writing (ELAR) or Math sections of the TSIA2 test. You may take 15 Credit Hours of classes under the Non Degree Seeking – Undeclared Major without testing.

- After the 15 course hour point, you **MUST** pass the TSIA2 test required for the classes you are wanting to take toward the Associates Degree to continue with Dual Credit
- Take the TSIA2 Pre-Assessment. This test should take 45 minutes or so.
 - The link for ACCUPLACER Practice TSIA2 test is: <https://practice.accuplacer.org/login>
 - You will receive an email from QUIRIUM upon the completion of the Pre-Assessment. Check your email & junk email to make sure this is received. **Forward this e-mail to Mrs. Hunger.**
- Register & choose a date, time, & location to take the TSIA2 test:
 - SWTJC Testing Center webpage is: <https://www.swtjc.edu/academics/testing-center/index>.
 - You may have to check back often to find an open date & time that work for you.
 - Take the TSIA2 test at the SWTJC Testing Center in Uvalde.
 - You will also choose the subjects to be tested [ELAR &/or Math].
 - You will pay \$32.00 online when registering for the TSIA2. This is nonrefundable so check your schedule & your family's schedule in advance before choosing a date.
 - **Take & pass the TSIA2 Test]:**
 - Follow all rules regarding testing.
 - Bring the printed TSIA2 Pre-Test email as well as a **photo ID** to the Testing Center.
 - You can get a Photo ID from Mrs. Cox in the NC JH/HS Library if you need one. Or, you may use a Texas driver's license or state ID.
 - **Text a photo of your results or bring a copy of your test results to Mrs. Hunger.** This will determine what classes you qualify to take.
 - If you do not pass the TSIA2 you may retest as many times as needed.
- Attend the Mandatory New Dual Credit Student Orientation online at:

<https://padlet.com/tlherrera1/southwest-texas-college-dual-credit-program-yqhj7zglagv86zkc> Take a screen shot of the completion certificate & text to Mrs. Hunger or forward the email containing the certificate to Mrs. Hunger.
- **SWTXC Help Desk Phone #: 830-591-7323**
 You will need to call this number for any technical assistance with the SWTXC website, Honor Lock, &/or CANVAS.

Call or text me ANYTIME with questions.

Tena Hunger, Dual Credit Coordinator

Phone: **830-279-7061** | e-mail: thunger@nccisd.net



Dual Enrollment Admission Form

Student Name _____ SWTX ID # _____

High School Nueces Canyon High School Date of Birth _____

ELIGIBILITY:

A student must have completed the 8th grade, be enrolled in high school, completed admissions, & testing requirements, and meet course prerequisites. Please review the attached **DUAL ENROLLMENT - ADDITIONAL PROGRAM REQUIREMENTS** form for important information and requirements and keep for your records.

Student Acknowledgement and Commitment (read and initial each statement)

I understand that the admissions process is different from the registration process. I also understand that these dates do not have to coincide between the high school and SWTX and it is the responsibility of the student to make sure that these deadlines are met.

Agree

I understand I will be enrolling in a college credit course(s) at SWTX and will be receiving a letter grade that will be recorded on my permanent college transcript. A numerical grade may appear on the high school transcript for dual credit courses; conversion of grades is the responsibility of the respective high school.

Agree

I understand that it is my responsibility to pay my tuition and fees by the deadlines set by SWTX. I understand that it is my responsibility to be aware of the payment deadlines. If I elect to pay by installment plan, I understand that the installment plan fee of 25.00 is non-refundable.

Agree

I understand that if I wish to withdraw from or drop any of my college course(s) it is my responsibility to first discuss this matter with my parents and high school counselor. It is my responsibility to contact my high school counselor to fill out the drop slip to officially drop any course(s) that I am registered for at SWTX. I also understand that I may or may not receive a refund based on the timeframe I decide to drop my college course(s).

Agree

I understand that by enrolling at SWTX, I am responsible for knowing, understanding, and following all policies, rules, and regulations at SWTX, in addition to following the rules and regulations set forth by the high school. **I also understand that as a minor, I may come into contact with adult content, controversial issues and opinions, and differing belief practices.**

Agree

I understand that I must attend the mandatory Dual Credit Orientation prior to the first semester of enrollment. I understand that it is my responsibility to locate the orientation dates and to register for the orientation.

Agree

I understand an official College transcript will not be released until a final official high school transcript showing date of high school graduation is submitted to the Admissions Office.

Agree

I agree to abide by the rules and policies governing the Dual Credit Program in the contracted agreement between the Independent School District (ISD) and Southwest Texas College (SWTX). I authorize the release of my grades between the ISD and Southwest Texas College.

Agree

I understand that I must submit qualifying scores prior to registration of courses that require qualifying **READING, ESSAY, and MATH** scores. I understand that I may speak to my high school counselor to get more information about which qualifying scores are acceptable for use. I understand that my **SCORES MUST BE SUBMITTED PRIOR TO REGISTRATION.**

Agree

To remain eligible for continued enrollment, all students must maintain the academic standards set by SWTX Dual Credit admissions criteria. Failure to meet one or more admission criteria will result in removal from the program. By signing this permission form, all parties acknowledge that they have read and understand completely the commitment they are making and the responsibility and maturity that are required to meet this commitment.

Student Signature _____ Date _____

Parent/Guardian Name (Print) _____ Relationship to Student _____

Parent/Guardian Signature _____ Date _____

Parent/Guardian Email _____

High School Official use

Student must sign this form once a year to ensure that they are up to date with any changes that may have been made.

NCCHS / SWTJC Contact Information

(Fill out all the information you can and the remainder will be filled in as you progress through the registration process.)

Student Name: _____

Personal email: _____

NCJH/HS email: _____

Cell phone #: _____

Home phone #: _____

Home Address: Mailing _____

 Physical _____

Parent or Guardian Name: _____

Parent Cell Phone #: _____

Parent e-Mail: _____

Parent or Guardian Name: _____

Parent Cell Phone #: _____

Parent e-Mail: _____

SWTJC ID # _____

SWTJC Web ID: _____

SWTJC Password: _____

SWTJC e-mail: _____

} We can fill this
} in as we get the
} information.

Apply Texas User ID/Logon: _____

Apply Texas Password: _____

Apply Texas Confirmation# _____

Nueces Canyon High School Dual Credit

Fee Acknowledgement & Payment Plan Info

Student Name: _____

Parent signature and date

Student signature and date

Amount due to the district is \$75.00 / \$25.00 per course & per semester (depending on student income). This will include registration, online fees, books, & lab materials. The balance can be paid in one payment or spread out over the course of the semester. The student will receive notification of the semester's fees at the beginning of each semester. Fees are due for both Fall & Spring Semesters. Payment should be made in the administration building on the high school campus & checks should be made out to NCCISD. Payment is due even if the course is dropped or failed.

(Employees of NCCISD contact Norma Hidalgo to have this fee payroll deducted if you so desire.)

Failure to complete payment by the end of any semester will result in denial of Dual Credit enrollment in the following semester.

Seniors are required to have their Dual Credit balance paid in full prior to graduation.

Please contact [Mrs. Tena Hunger](#) with any questions.

Call or Text: [830-279-7061](tel:830-279-7061) | e-mail: thunger@nccisd.net

Steps for Apply Texas Application – Southwest Texas College



SOUTHWEST
TEXAS★COLLEGE

Creating an Account on Apply Texas

1. Go to www.applytexas.org
2. Click on **Create a free account**.
3. Scroll down and click on **Don't have an account? Sign up now** link under the Sign in button.
4. Create an account by entering your **personal** email and select **get code**. Check email for code and enter it below email address. Click **verify code**. Then, enter your **first name, last name, date of birth and create a password**. (Pay special attention to special instruction for password.) Then, click **Create**.
5. You should see the **Welcome to ApplyTexas** screen and your account had been created.

PART ONE

Core Questions

Edit your high school status – 3 pages

6. Scroll down to the welcome screen and click on **Find the right application**.
7. Answer the question, "Are you currently in high school or middle school" - ANSWER: **YES**
8. Answer the question, "Do you plant to apply to an undergraduate program, dual credit program, or both?" - ANSWER: **Dual Credit (e.g taking college courses for credit while in high school)**
9. Click **Next**
10. Answer the question, "Are you a U.S. Citizen?" If yes, answer question and then click **Next**

If no, answer additional questions and the click **Next**

Complete Core Questions, About You – 6 steps

11. Scroll down on the page and click on **Start Core Questions**
12. Review "what to expect" and "documents you might need", then click **Next**
13. Enter information about Your Name, checkmark the box to confirm your name, then click **Next**
14. Enter information about your Contact, click **Validate Address**. Select best address. Answer additional address questions.
15. Answer question about Email address and/or preferred email address.
16. Enter information about Phone numbers and/or alternate phone, then click **Next**
17. Enter information about your Background to include your date of birth, place of birth, gender, race and ethnicity, citizenship information, social Security number (**If you need this, ask your counselor/parent**), residency questions, and the click **Next**.
18. Answer questions about Military status, the click **Next**
19. Answer questions about Foster care, then clock **Next**
20. Enter information about other languages that you speak, other than English. Click + Add language, if this applies to you, then click **Next**.

Complete Core Questions, Household – 4 steps

21. Review "what to expect" and "documents you might need", then click **Next**
22. Enter information about parent or guardian, by click on +Add parent or guardian. Complete all required information.
23. Enter Gross income, then click **Next**
24. Answer question about Emergency contact. This can be your parent/guardian or another person. Complete all required information. Then, click **Next**
25. Answer Texas residency question, and other questions related to residency, the click **Next**
26. Answer questions about Family obligations, then click **Next**

Complete Core Questions, Education and testing – 4 steps

27. Review “what to expect” and “document you might need”, then click **Next**
28. Enter High school information by typing, Your High School Name, and then select it from the drop-down menu.
29. Enter expected graduation date – (**Ask your Counselor**)
30. Answer GED question – **NO**, then click **Next**
31. Answer questions about College history
 - a. Have you even taken any college courses? - **NO**
 - b. Are you a freshman with previous college credit hours? - **NO**
 - c. Did you take a tech prep course or courses for college credit? - **NO**
32. Answer questions about Future college/university plans
 - a. Please indicate on what basis you are seeking admission – **Dual credit (receiving both high school and college credit)**
 - b. Please indicate the primary reason for attending classes at this college – **Earn a degree**
33. Click **Next** on the Advanced certifications screen
34. Answer questions about:
 - a. TOEFL exam – **NO**
 - b. IELTS exam – **NO**
35. Click **Next** after answering questions about entrance exams.

Complete Core Questions, Activities and achievements – 4 steps

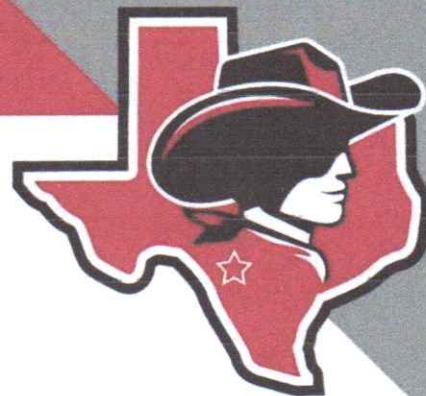
36. Review “what to expect” and “documents you might need”, then click **Next**
37. Review answers to Family obligations, then click **Next**
38. Click **Next** under Extracurricular (no need to enter them at this time)
39. Click **Next** under Volunteer activities (no need to enter them at this time)
40. Click **Next** under Awards and honors (no need to enter them at this time)

PART TWO

Search for schools

41. Select Search for schools
42. Under School Search, start to type in the Search school box – **Southwest Texas College**, and then select the name from the drop-down menu.
43. Scroll down on the college profile, select Dual Credit Fall and click on **View details**.
44. Click on **Start your application**
45. Scroll down and click on **Next**
46. Under majors, please select – **Associate of Arts General Studies** – in the drop-down menu, then select **Next**
47. Under school-required questions, select campus attending: Uvalde
For Financial Responsibility, select **Yes, I read the student Financial Responsibility**
For Residence County, select **NO**
48. Under essays, click on **Next**
49. Review application, then click **Next**
50. Click the box next to ApplyTexas Terms of Service and Data Privacy Policy
51. Click the box next to Requirement and Important Information about Bacterial Meningitis
52. Choose YES or NO for Consent to be Contacted by the Texas Higher Education Coordination Board, then click **Next**.
53. Click on the two boxes that explain the \$0 application fee – I understand...and If I am denied admission...and then click **Submit**
54. If you return to your Dashboard, you should see the date your application was submitted! You are done!

Lasso Your Dreams, Cowboys!



As a Dual Credit Student, you should complete the following tasks before the first day of class to begin with you best boot forward.

CHECKLIST before class starts:

Self-Service

- Log in using your username and password
- Know your SWTX ID (EX: 0212345)
- Verify your college courses and schedule.
- Verify your declared major.
- Activate your Outlook (SWTX email).

Canvas

- Log in using the same username and password as Self-Service.
- Navigate through Canvas and courses.
- Verify courses and find instructor contact information.
- Read each course syllabus thoroughly.

Supplies Needed

- Make sure you have access to your textbooks, access codes, or open educational resources for required reading.
- Technology: Does your course require a laptop/tablet?
- Bring a notebook, pen, and pencil to take notes.

Student Responsibilities

- Make plans to be on time (which means early).
- Introduce yourself to your instructors.
- Ask questions and participate.
- Ensure you have a study area.
- Log in frequently to Self-Service, Canvas, and Outlook.

Scan Me



for more
information.

Need
Help?

Help Desk: (830) 591-7323

Dual Credit Program: (830) 591-2919



Southwest Texas College

DUAL ENROLLMENT - ADDITIONAL PROGRAM REQUIREMENTS

STUDENT/PARENT/GUARDIAN COPY

ENROLLMENT

Students must complete and submit a **Dual Enrollment Admission form**, prior to their first semester at Southwest Texas College (SWTX). The student must sign this form once a year to ensure that they are up to date with any changes that may have been made.

FERPA

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. Students own their college academic records; therefore, academic records may not be released to a parent or guardian without a student's written consent. A consent to release information form can be found on our website at www.swtxc.edu, under Office of the Registrar or at the SWTX campus Admissions/Registrar office.

COURSES

Students must meet all skills and course requirements. Students may register only for courses approved by their high school counselor and SWTX Success Coach. Southwest Texas College cannot guarantee that all college course sections will be available.

DROPS & WITHDRAWALS

Students must follow SWTX deadlines for dropping or withdrawing from courses, and will be subject to course completion and academic progress policies.

CREDITS & GRADES

Each school district determines its own dual credit equivalences according to state and district policies. Each school district also determines the conversion of SWTX letter grades to numeric grades, if applicable. All SWTX courses are issued a letter grade, only.

SWTX ID & SWTX Email

All students are issued an SWTX ID and email account. All students are required to use their SWTX ID and email to access their student records, and their student account for any correspondence and coursework.

TRANSCRIPTS

Official SWTX transcripts are available 1-2 weeks after the last day of each semester and can be requested on-line at www.swtxc.edu. Transcripts are also available in person **ONLY** at the SWTX - Uvalde campus, Admissions/Registrar office.

COURSE SEQUENCE

Students will follow the prescribed course sequence for the declared degree, certificate, or award.

QUALIFYING SCORE REQUIREMENTS

All students must demonstrate college readiness in the areas required for enrolling in SWTX college credit course(s). Students must submit qualifying scores in order to continue on to courses that require qualifying **READING, ESSAY, and MATH** scores. The student can speak to their high school counselor to get more information about which qualifying scores are acceptable for use. **Scores MUST be submitted PRIOR TO REGISTRATION.**

ACADEMIC FREEDOM

SWTX course content and student expectations are not modified in any way to accommodate a student under the age of 18.

REALISTIC EXPECTATIONS OF COLLEGE

The type of instruction and support that you may have received in high school is different from the type of instruction and support that you will receive in college. The following is a list of major differences between high school and college that will help you be more aware of what is ahead.

| | High School | College |
|--------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Contact with Teacher | Teacher-Student contact is closer and more frequent (5 days/week). | Instructor-student contact is less frequent (1 to 3 times/week). |
| 2. New Status | Student establishes a personal status in academic and social activity based on family-community factors. | Student is in a new situation where there is little carry-over of either family or community reputation. |
| 3. Counseling | Counseling by teachers or guidance advisors is personalized. Guidance personnel are more easily available. Parental contact is constant. | Counseling <u>must be sought</u> by students. Parental contact is much more difficult and limited if student is living away from home. |
| 4. Dependence | Student is told what to do in most situations. Follow-up on instructions is often the rule. | Student is on his/her own. Self-discipline is required. |
| 5. Motivation | Student gets support and encouragement to achieve or participate from parents, teachers, or advisors. | Student must supply his/her own motivation. |
| 6. Freedom | Student is supervised by parents, teachers, and school administrators on a daily basis. | Student has much more freedom. Student must accept responsibility for his/her actions. |
| 7. Distractions | Distractions are from school and community but these are partially controlled by school and home. | Many more distractions. Many more temptations to neglect academic demands. Many more opportunities to become involved in nonproductive activities. |
| 8. Value Judgments | Student often makes value judgments based on parental values. Student may have value judgments made for him/her. | Student-student contact and instructor-student contact may lead to new value judgments arrived at without parental guidance. |

Adapted from "What Education Life after High School? Successful Transition for Students with Learning Disabilities to Postsecondary Educational Settings," by Daryl Mellard 1994, in E.S. Ellis & D.D. Deschler (Eds), Teaching the Learning Disabled Adolescent (p.1-49). Copyright 1994 by Love Publishing

SWTXC QUALIFYING SCORES

DUAL CREDIT : ASSOCIATE PROGRAMS

ASSOCIATE OF ARTS &/or ASSOCIATE OF SCIENCE

| DUAL ENROLLMENT HIGH SCHOOL QUALIFYING SCORES | | |
|------------------------------------------------------|----------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|
| | TEST | COLLEGE READY QUALIFYING SCORES |
| TSIA2 | ELAR READING & WRITING combined | ELAR 945+ AND 5+ OR ELAR 944 and below AND ELAR Diagnostic 5 or 6 AND ESSAY 5+ |
| | MATH | 950+ OR 949 and below AND MATH Diagnostic 6+ |
| STAAR | ENGLISH III | 4000+ |
| | ALGEBRA II | 4000+ |
| ACT ON or BEFORE 2/14/2023 | COMPOSITE | 23+ |
| | | ENGLISH - 19+ AND/OR MATH - 19+ |
| ACT ON or AFTER 2/15/2023 NO COMPOSITE | ENGLISH & READING (ELAR) | 40 (combined) |
| | MATH | 22 |
| SAT | EBRW | 480+ |
| | MATH | 530+ |
| Undeclared Program | Non-Degree Seeking | |
| | Select "Undeclared" option on Apply Texas application | Maximum of 15 SCH when using the "Undeclared" option |

DUAL CREDIT : CERTIFICATE PROGRAMS

PATIENT CARE TECHNICIAN, CRIMINAL JUSTICE,
CYBERSECURITY SPECIALIST, EARLY CHILDHOOD EDUCATION,
BUSINESS MANAGEMENT, BUSINESS OFFICE TECHNOLOGY

| DUAL ENROLLMENT HIGH SCHOOL QUALIFYING SCORES | | |
|-----------------------------------------------|------|--------------------------------------------------------------|
| | TEST | COLLEGE READY QUALIFYING SCORES |
| 1-year Certificate programs | | EXEMPT (must be enrolled in certificate classes only) |