

North Lake College

DALLAS COUNTY COMMUNITY COLLEGE DISTRICT

DUAL CREDIT/CONCURRENT ENROLLMENT PACKET



The Dallas County Community College District provides educational opportunities without regard to race, color, age, national origin, religion, sex, gender, gender identity, gender expression, disability, or sexual orientation.

Hours of Operation

Email: dualcreditnlc@dccd.edu

North Lake College – Central Campus

5001 N. MacArthur Blvd.
Irving, TX 75038
Room A332
(972) 273-3089

North Lake College – North Campus

101 S. Royal Ln.
Coppell, TX 75019
(972) 860-4400



North Lake College Dual Credit & Concurrent Enrollment Packet

This packet contains information and documentation needed in order to **ensure** students get credit for any dual credit classes taken at North Lake College. **Please be sure to follow and complete the following steps:**

APPLY TO NORTH LAKE COLLEGE:



(1) APPLICATION: Complete NLC Admissions Online Application: <https://www1.dcccd.edu/stuapp>

- Use the **High School Student Dual Credit** path and begin the dual credit application.
- Complete the form to create a new user account. (The account must be created and is used to save the application to complete at a later date, if needed).
- Complete Admissions Application for High School Students.
- Letter of Acceptance page with college ID# will generate if application was accepted.
- If you receive notification with “Application for Admission Result” page then your application will need to have “special processing.” Please contact the NLC Dual Credit Office at dualcreditnlc@dcccd.edu with your name, High School, Birthdate, and application number (located on the bottom left of the last page).



(2) SET UP ECONNECT ACCOUNT (DCCCD ID# IS NECESSARY TO COMPLETE THIS STEP)

- With your new NLC ID# create an eConnect account through www.econnect.dcccd.edu.
- Click “Current Credit Student Menu”
- Click “Setup My eConnect Account”, to the right under “My eConnect Account.”
- Fill out form on the next screen: Last name, Birth Date, Email address, NLC ID#. **Email address must match the information submitted on the application.** If you are attempting to use a different email address than what was listed on the application you will not be able to create an eConnect account. You may change your e-mail address after you set up your account.
- Click Submit.



(3) TAKE THE TSI ASSESSMENT OR BRING IN EXEMPTING SCORES

- Identify your Texas Success Initiative Qualifications (SAT, PSAT, ACT, ACT the Plan/Aspire, STARR (EOC) or exemption.
- Students **MUST** meet the minimum TSI requirements for a course before being allowed to enroll.
- You are TSI met or eligible if you have one of the test scores listed on the next page. You will need to bring the original test scores with your completed packet from your high school counselor to the Dual Credit office. Test scores will be accepted from the following:

High school transcript

SAT Test score report from the “College Board” must be printed in dual credit office.

ACT Test score report from the “ACT Assessment College” must be printed in dual credit office.

STARR report from your High School Counselor

*Note: We do not accept copies/print outs from the College Board website. The Dual Credit Office will obtain your test scores from the College Board or ACT Assessment college website for you. **You must bring your username/password** for College Board or ACT Assessment College.



TSI EXEMPTIONS

1. **SAT (prior to March 5, 2016):** A student has an SAT combined Critical Reading **and** Math score of 1070, with a minimum of 500 on the math and 500 on the critical reading portions of the test. Test score must be less than 5 years old and achieved in one sitting. Partial exemption is allowed if the Composite score is 1070 and the minimum score of 500 is met in one of the individual areas. Student would need to test in the area not exempt.
2. **SAT (administered on or after March 5, 2016 or later):** minimum score of 480 on the Evidence-Based Reading and Writing (EBRW); minimum 530 on mathematics. There is no combined score for the new SAT. Mixing or combining scores from the SAT administered prior to March 2016 and the SAT administered on/after March 2016 is not allowed.
3. **ACT:** A student has an ACT composite score of 23 with a minimum of 19 in both the math and 19 in English portions of the test. Scores must be less than 5 years old and achieved in one sitting. Partial exemption is allowed if the Composite score is 23 and the minimum score of 19 is met in one of the individual areas. Student would need to test in the area not exempt.
4. **STAAR (EOC):** minimum score of Level 2 on the English III shall be exempt from the TSI Assessment

DUAL CREDIT ELIGIBILITY

A high school student is eligible to enroll in dual credit courses with the following test scores. Once the student passes the college-level course with C or better, the student will be TSI met within appropriate content area(s) of reading, writing, and/or math.

A high school student is eligible to enroll in academic dual credit course(s) that require demonstration of TSI college readiness in reading and/or writing and math by achieving:

1. PSAT/NMSQT (**from test taken prior to September 1, 2015**): a combined Critical Reading **and** Math score of 107 on the PSAT/NMSQT with a minimum of 50 on the critical reading and/or 50 on the mathematics test(s) relevant to the courses to be attempted. PSAT/NMQST (**from test taken October 2015 and after**) EBRW: 460 **and** Math: 510.
2. PLAN: a composite score of 23 on the PLAN with a 19 or higher in Mathematics and a 19 or higher in English.
3. ACT-Aspire: English – 435 Math-431
4. STAAR (EOC): Level 2 score of 4000 or higher on the combined English II Reading/Writing. Level 2 score of 4000 or higher on the Algebra I **and** passing grade with a C or better in the high school Algebra II course.



(3.a.) PRE-ASSESSMENT ACTIVITY: If you are not exempt or eligible based on the scores above, then you must take the TSI Assessment. Before you can test, you must complete the Pre-Assessment Activity

1. Go to <http://econnect.dcccd.edu/PreAssessmentVideo/NLC.jsp>
2. Watch the Pre-Assessment Video (15 minutes)
3. After completion of the video, click on the blue link beneath it.
4. Log into eConnect and complete **all** three sections (Reading, Writing, and Math) of the Pre-Assessment.
5. Once all three sections are complete you will see a "Confirmation" page at the end of the pre-assessment.
If you do not see this confirmation page then you did not complete the Pre-Assessment



(4) TSI ASSESSMENT EXAM ARRANGEMENTS (the TSI Assessment may be taken at NLC Central, North and South Campuses. The TSI Assessment may be given at your high school, with prior approval).

@ High School	@ North Lake College
Ask High School counselor if testing is available on your high school campus.	See Dual Credit Office (A332) to obtain TSI Assessment testing referral. (See attached Testing Center Hours form for available locations)

ENROLL FOR CLASSES:

****ALL OF THE FOLLOWING DOCUMENTS MUST BE PRESENTED TO A DUAL CREDIT ADVISOR AT TIME OF COURSE(S) ENROLLMENT. INCOMPLETE PAPERWORK/PACKET WILL NOT BE ACCEPTED.**



ENROLLMENT FORM:

Have your High School counselor complete the High School Enrollment Form, which is included in this packet. Obtain all signatures. This document is what is used to enroll in North Lake College courses.

1. Complete top section of Enrollment Form (Use blue or black ink)
 - ✓ Print Name (Please use name provided on admission application)
 - ✓ NLC/DCCCD ID#
 - ✓ Name of High School
2. Counselor must list course(s) approved by your High School District
 - ✓ Course Name and section #. Ex: ENGL 1301 – 71001. The section # corresponds to the day and time the course is offered.
 - ✓ High School counselor will need to check whether course(s) will be taken as “Dual Credit” or “College Credit Only”
 - ✓ Course schedule may be viewed through your eConnect account under “Prepare to Register”; then “Find Credit Classes”.
3. Obtain signatures
 - ✓ Student
 - ✓ Parent/Guardian (If you are 18 years of age or older, you must provide parent/guardian signature until you officially graduate high school)
 - ✓ High School Counselor/Official



OFFICIAL TRANSCRIPT:

1. Request official transcript from your high school
2. Home School Transcripts must include the title of each course with letter grades and credit received (.5 or 1 credit), signature of educator and/or principal, and the **seal of a notary public.**



RECORD OF MENINGITIS VACCINATION:

As of January 1st, 2012, a new Texas State Law, Senate Bill No. 1107, makes it mandatory that anyone under the age of 22, who is seeking new enrollment at, and those seeking readmission to a Texas public or private institution after an absence of one semester or more, must give proof of being vaccinated against [Bacterial Meningitis](#) within the prior five (5) years preceding enrollment.

- Students taking classes at the college campus or online must provide proof of meningitis vaccination or Objection for Reason of Conscience Form from the State of Texas at time of enrollment. The vaccination must be current within last 5 years of vaccine being given. EX: Vaccine received 06/01/2009 – will be current until 06/01/2014.
- Objection for Reason of Conscience Form for the State of Texas can be obtained through the following website, <https://corequestjc.dshs.texas.gov>. Please complete the form, following the directions. Once the form has been completed, press the print button. Clicking the print button will create your exemption, which you will print and provide to your community college.
- Students who are taking dual credit classes solely at their high school are not required to obtain a meningitis vaccination.



Consent for Emergency Treatment Contact Form (Included in this packet): This form is required only if under student is under the age of 18. This form must be signed by parent/legal guardian.



FERPA Release for Proxy Registration (Included in this packet):

USE ONLY IF STUDENT IS NOT AVAILABLE AT TIME OF ADMISSION/REGISTRATION

YOU ARE NOW ENROLLED FOR CLASSES



REGISTRATION SUMMARY:

Once you are enrolled in North Lake Classes, you will receive a Registration Summary. Take the Registration Summary to your high school counselor to have your schedule adjusted accordingly.



BOOKS:

Purchase of course textbooks/materials are the responsibility of the enrolled student. Go to <http://www.nlcdccd.bkstr.com/> to find out the books required for your college courses. Students may take their Registration Summary to the bookstore, located on the first floor of the K Building, at the NLC Central Campus. A bookstore associate will show you what textbooks/materials are needed for your specific courses. Note: Bookstore is NOT available at the NLC North and South Campuses.

Please refer questions to North Lake College Dual Credit Office at dualcreditnlc@dccd.edu.



Students **must** complete the Pre-Assessment Activity and obtain a testing referral from the Dual Credit Office prior to TSI testing. Students **must** provide a photo ID at the time of testing.

Testing Center Hours:

*Hours are subject to change

Central Campus: Room A425 (5001 N. MacArthur Blvd., Irving, TX 75038 - Ph#: 972-273-3160)

Monday-Thursday

8:30am-8:00pm

Testing on two sections of TSI Assessment Test - Must be at testing center before 3:00pm

Friday-Saturday

8:30am-3:30pm

Testing on two sections of TSI Assessment Test -Must be at testing center by 9:00am

Closed on Sunday

North Campus: (101 S. Royal Lane, Coppell, TX 75019 – Ph#: 972-860-4422)

Monday-Thursday

8:00am-7:00pm

Testing on two sections of TSI Assessment Test - Must be at testing center before 3:00pm

Friday

8:00am-2:00pm

Testing on two sections of TSI Assessment Test - must be at testing center before 9:00am

Closed Saturday and Sunday

South Campus: (1081 W. Shady Grove Rd., Irving, TX 75060 – Ph#: 214-891-1342)

Monday-Thursday

8:00am-7:00pm

Testing on two sections of TSI Assessment Test - Must be at testing center before 3:00pm

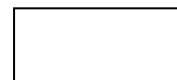
Friday

8:00am-2:00pm

Testing on two sections of TSI Assessment Test - must be at testing center before 9:00am

Closed Saturday and Sunday

Brookhaven Cedar Valley Eastfield El Centro Mountain View North Lake Richland
Colleges of the Dallas County Community College District
HIGH SCHOOL STUDENT ENROLLMENT FORM
PLEASE USE ONLY BLUE OR BLACK INK



This certifies that _____, DCCCD-College ID No. _____, is or will be enrolled as a student at _____ High School and has permission to concurrently enroll with Brookhaven, Cedar Valley, Eastfield, El Centro, Mountain View, North Lake, and/or Richland for the purpose of taking dual credit or concurrent courses.

List your College Course Names and complete the checklist for each course to be taken, pending approval , in the appropriate semester. <i>College Course Name(s)</i> <i>EX: ENGL 1301 71001</i>	Fall 2019	Spring 2020	5 Week SS I 2019	5 Week SS II 2019	Flex Term M W F	Dual Credit (College & HS Credit)	Concurrent (College Credit Only)
1.							
2.							
3.							
4.							
5.							
6.							

I understand I will be enrolling in a college credit course(s) at one or more of the colleges and will be receiving a letter grade that will be recorded on my permanent college transcript. A numerical grade will appear on the high school transcript for dual credit courses; conversion of grades is the responsibility of the respective high school. It is the student's responsibility to verify the transferability of courses with the institution of choice.

Eligibility for continued participation in this program requires satisfactory academic performance at the high school; earned grades of A, B or C in all college courses; and parental and school approval for each subsequent semester of enrollment. A student who earns grades of D or F may not be eligible for future dual credit courses or may have restrictions. Also, students are not eligible for state or federal financial aid while enrolled in high school. However, because they are recorded on the college transcript, grades earned for dual credit/concurrent courses can impact a student's future financial aid.

I understand that if I wish to withdraw from my college course(s), it is my responsibility to first discuss this matter with my high school counselor. Also, it is my responsibility to submit the required withdrawal form to the College Dual Credit/Concurrent Enrollment Coordinator or College Registrar by the published deadline.

A non-immigrant visa student is responsible for maintaining his/her own visa status. I understand it is my responsibility to verify my status and my ability to take college courses through dual credit enrollment.

I understand that I **MUST** be enrolled as a full-time student at my high school.

I understand that **ACADEMIC FREEDOM** is practiced at all of the colleges of the Dallas County Community College District. Academic Freedom allows faculty and students to pursue whatever inquiry they feel is important and to speak about it in the classroom without fear of censorship. I understand that within a college environment, students may encounter adult language and images, different philosophical viewpoints and belief systems. I understand that appropriate and essential discipline-specific terminology, concepts and principles are utilized as needed in the classroom setting. All high school students are held accountable to policies, rules, and regulations of the colleges of the Dallas County Community College District. For more information see www.dcccd.edu

I authorize the college to release my transcript to the above named high school related to my college enrollment.

Student Signature

Date

Parent/Guardian Signature

Date

Signature of High School Official

Title

Date

Signature of College Official

Date

Consent to Emergency Treatment
Dallas County Community College District (“DCCCD”)
Under Age 18

Print Name (Last, First, Middle)

Date of Birth

NLC Student ID#

DCCCD on behalf of _____ College (College) is an educational institution in which _____, a student, is enrolled and College has received written authorization to consent to emergency medical treatment from a person having the right to consent as follows:

I, _____, the _____ [relationship to student] grant College permission to authorize emergency medical treatment for the above named student. This authorization is effective until _____ [date]. The undersigned is responsible for all medical costs associated with this authorization.

Signature of Parent or legal guardian

Date

Work No.

Home No.

Cell Phone

Pager No.

In the event that parent or legal guardian cannot be reached, please contact

Emergency Contact #1:

Name

Relationship

Work/Home No.

Emergency Contact #2:

Name

Relationship

Work/Home No.

Voluntary Health Information

Allergies: _____

Current Medications & Dosages: _____

List Health Problems You Believe the College Should Be Aware of In Case of Emergency:



North Lake College

DALLAS COUNTY COMMUNITY COLLEGE DISTRICT

FERPA release and Registration by Proxy Form for Dual Credit
The Family Education Rights and Privacy Act

DCCCD-College ID No. _____

Student Last Name First Name MI

Mailing Street Address City State Zip

Phone Email

Dual Credit students enrolled in college classes are protected by the Family Educational Rights and Privacy Act (FERPA) of 1974. In order to comply with federal laws dealing with the confidentiality of official student records (FERPA), the student must sign a written release authorizing registration by a proxy and/or authorizing the release of the student's educational information to the proxy. If the student wishes to be registered by the parent(s) or allow parent(s) to have access to certain educational records this form must be completed, signed and submitted to North Lake College. The student has the ultimate responsibility to make sure the registered courses are correct. The student may cancel the release at any time by submitting another FERPA form. The release is valid until the date of the student's High School Graduation as confirmed on the final official high school transcript or when an updated form is received by North Lake College. Anticipated High School Graduation Date: - (Month/Year)

AUTHORIZATION TO RELEASE EDUCATION INFORMATION AND OR REGISTRATION BY PROXY

[X] Admissions - Includes application and documents received for admission status, documents pending, and conditions of admission, correction of address and telephone numbers and signing documents on my behalf

[X] Registration - Includes current enrollment, dates of enrollment, enrollment status, residency status, semester attending, mailing address information, course selection, adding and dropping courses, and paying tuition if necessary

[X] Academic Records - Includes grades received, GPA, and academic progress

[X] Registration by Proxy - Includes course selection, obtaining copy of advising report, adding and dropping courses, and paying tuition if necessary

Release to _____ Name

Relationship _____

Release to _____ Name

Relationship _____

Student's educational records will not be released or discussed through email or telephone.

I hereby grant North Lake College permission for the release of my educational information selected above and/or permission for the individual(s) designated above to serve as the authorized proxy for the selected services above.

Signature of Student Date

Signature of Proxy #1 Date

Signature of Proxy #2 Date

NOTE: STATE ISSUED IDENTIFICATION CARD WITH PICTURE IS REQUIRED FOR BOTH THE STUDENT AND THE PROXY WITH THIS FORM: Official state driver's license is preferred. Students may submit a high school identification card, but will be required to sign and print legal name on photo copy.