



North Lake College

DALLAS COUNTY COMMUNITY COLLEGE DISTRICT

DUAL CREDIT/CONCURRENT EDUCATIONAL PARTNERSHIPS



Educational opportunities are offered by the Dallas County Community College District without regard to race, color, age, national origin, religion, sex, disability or sexual orientation.

Hours of Operation

North Lake College – Central Campus

5001 N. MacArthur Blvd.

Irving, TX 75038

Monday-Thursday: 8:30a-5:00p

Friday: 8:30a-4:30p

North Lake College – North Campus

101 S. Royal Ln.

Coppell, TX 75019

Tuesday & Wednesday: 8:30a-5:00p



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:**

1) APPLY TO NORTH LAKE COLLEGE:



APPLICATION:

Complete NLC Admissions Online Application: <https://www1.dcccd.edu/stuapp>

1. Click “**Admissions Application for High School Students**”
2. 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).
3. Complete Admissions Application for High School Students.
4. Letter of Acceptance page with college ID# will generate if application was accepted.
5. 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).



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/index.jsp.
- Click “Current Credit Student Menu”
- Click “Setup My eConnect Account” (2nd column table “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.
- Click Submit.



TESTING and/or EXEMPTIONS

- Identify your Texas Success Initiative Qualifications (SAT, ACT, PSAT, 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 if you meet one of the following TSI 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”

ACT Test score report from the “ACT Assessment College”

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:** 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. ****The new SAT scores will not be accepted until the Texas Higher Education Coordinating Board evaluates the new scores in July 2016.**
2. **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.
3. **STAAR (EOC):** minimum score of Level 2 on the English III shall be exempt from the TSI Assessment required under this title for both reading and writing, and a minimum score of Level 2 on the Algebra II EOC shall be exempt from the TSI Assessment required under this title for the mathematics section. Scores must be less than 5 years old.

Dual Credit Eligibility Requirements

There are other Dual Credit eligibility requirements and TSI exemptions approved by the Texas Higher Education Coordinating Board. Dual Credit students may receive a TSI waiver based upon the eligibility requirements below.

1. ****PSAT:** 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. ****The new PSAT scores will not be accepted until the Texas Higher Education Coordinating Board evaluates the new scores in July 2016.**
2. **ACT the PLAN:** a composite score of 23 on the PLAN with a 19 or higher in Mathematics and a 19 or higher in English.
3. **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.



PRE-ASSESSMENT ACTIVITY (MUST BE COMPLETED AT LEAST ONE WEEK PRIOR TO TAKING THE TSI EXAM)

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 assessment.
****If you do not see this confirmation page then you did not complete the Assessment****
6. Once completed, email NLC Dual Credit office at dualcreditnlc@dcccd.edu with the following information confirming you have completed the pre-assessment: **Name, High School, Birth Date, NLC ID#**



TSI ASSESSMENT EXAM ARRANGEMENTS (the TSI Assessment may be taken at NLC Central, North, South Campuses or at your High School during the Spring Semester).

@ High School	@ North Lake College
Check with HS counselor if testing is available.	Present qualifying TSI scores to Dual Credit Office to verify exemption or eligibility. See Dual Credit Office 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 (Included in this packet):

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

1. Complete top section of Enrollment Form
 - ✓ Print Name (Please use name provided on admission application)
 - ✓ NLC/DCCCD ID#
 - ✓ High School attending
2. 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 yrs of age or older, you must provide parent/guardian signature until you officially graduate high school)
 - ✓ High School Counselor/Official



TRANSCRIPT:

Request a High School Transcript from your high school

- Home School Transcripts must include title of each course with letter grade and credit received (.5 or 1 credit), signature of educator and/or principal, and seal of notary public



VACCINATION:

Meningitis Vaccination

- 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. 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 link <https://corequestjc.dsh.texas.gov>. Please fill our form and print. The State will send you the official form to be completed and notarized. This process can take up to 3 weeks.
- Students who are taking dual credit classes solely at their high school are not required to obtain a meningitis vaccination.
- Based on State laws, proof of vaccination is due **no later than 10 days before the 1st day of class** for all Dual Credit Students of each semester session for courses taken on any DCCCD campus



Consent for Emergency Treatment Contact Form (Included in this packet): Required if under the age of 18. Must be signed by parent/legal guardian.



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

USED 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.nlcdcccd.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@dcccd.edu.



North Lake College

DALLAS COUNTY COMMUNITY COLLEGE DISTRICT

North Lake College Testing Center Hours

Students must complete the Pre-Assessment Activity and obtain a testing referral from the Dual Credit Office prior to TSI 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 2:00pm

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-8:00pm

Testing on two sections of TSI Assessment Test - Must be at testing center before 2:00pm

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: No Testing or Registration for Dual credit at the South Campus.

**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# _____, 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>	Fall 2016	Spring 2016 or 2017	Sum I 2016 or 2017	SS II 2016 or 2017	Flex Term			Dual Credit (College & HS Credit)	Concurrent (College Credit Only)
					M	W	F		
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 - Dual Credit

FERPA Release for Proxy Registration

(Valid for one Academic Year)

PLEASE PRINT AND USE BLUE OR BLACK INK

DCCCD ID No. _____

Student Last Name _____ First Name _____ MI _____

Mailing _____ Street No. _____ Phone: _____

City, State and ZIP code _____ Email: _____

In order to comply with federal lawsⁱ dealing with confidentiality of official student records (FERPA), you must sign a release authorizing registration by proxy. The form below must be completed, signed and submitted at admission and/or registration time. Your proxy must have the following form with the student's photo I.D. in order to receive registration materials. The student to be registered (not the proxy) has the ultimate responsibility to make sure the registered courses are correct.

AUTHORIZATION TO RELEASE EDUCATION INFORMATION AND OR REGISTRATION BY PROXY

Please select from the following: Academic Year: _____

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

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

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 approval for the person mentioned above to serve as my authorized proxy for the purpose of my admission and/or registration at North Lake College according to my selections above.

Signature of Student _____ Date _____

Signature of Proxy #1 _____ Date _____

Signature of Proxy #2 _____ Date _____

ⁱ Family Education Rights and Privacy Act of 1974