Northeast Texas Community College 2012-2013 Counselor’s Resource Manual
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Contact Information
Service Area High Schools

Avinger High School
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P.O. Box 1257
Mt. Pleasant, TX 75455
Marc Levesque, Superintendent
Brandon Dennard, Principal
Pam McCain, Counselor
Secretary - Jennifer – ext. 589
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Penny Armstrong, Principal
Patsy Evans, Counselor
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202 Tiger Drive
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Dr. Larry Miears, Principal
Martha Clifton, Counselor
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Big Sandy, TX  75755
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Dennis Glenn, Principal
Lynn Elms, Counselor
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E-mail: elmsl@harmonyisd.net

Hughes Springs High School
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Terry Giddens, Principal
Heather McGregor, Counselor
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Mt. Pleasant High School
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Mt. Pleasant, TX  75456-1117
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Judd Marshall, Principal
Shirley Peterson, VP and Academic Dean
Lisa Quinonez – 903-434-8257
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Lela Elliot – 903-434-8731
Kelly Cowan – 903-434-8728
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Mt. Vernon High School
P. O. Box 1139
Mt. Vernon, TX  75457
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Kelly Baird, Principal
Craig Watson, Assistant Principal
Lou Colvin – Counselor  903-537-3700 ext. 5254
Sherry Keys – Counselor 903-537-3700 ext. 5253
Counselor's Telephone Number: 903-537-3700 Fax Number:  903-537-2536
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Ore City High School
P.O. Box 100
Ore City, TX  75683
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Scott Wright, Principal
Yvette Dauster, Counselor
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P. O. Box 1106
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Tommy Steward, Principal
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Pittsburg High School
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Vickie Sinclair ext.2020
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Kevin Woolley, Principal
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E-mail: kwoolley@saltilloisd.net

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Mr. Webster, Principal
Brenda Winchester, Counselor
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Amy Black, Counselor
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# NTCC Academic and Registration Calendar

The chart below highlights key dates for the academic year.

<table>
<thead>
<tr>
<th>Fall</th>
<th>Spring</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Registration</strong></td>
<td><strong>Registration</strong></td>
<td><strong>Registration</strong></td>
</tr>
<tr>
<td>- Current &amp; Former Students: April - August</td>
<td>- Current &amp; Former Students: November - January</td>
<td>- Current &amp; Former Students: April - May</td>
</tr>
<tr>
<td><strong>Sessions</strong></td>
<td><strong>Sessions</strong></td>
<td><strong>Sessions</strong></td>
</tr>
<tr>
<td>- 16-Week Semester: August – December</td>
<td>- 16-Week Semester: January - May</td>
<td>- 11-Week Session: June - August</td>
</tr>
<tr>
<td>- 1st 5-Week Hybrid: August – September</td>
<td>- 1st 5-Week Hybrid: January - February</td>
<td>- 1st 5.5-Week Session: June - July</td>
</tr>
<tr>
<td>- 2nd 5-Week Hybrid: Sept – November</td>
<td>- 2nd 5-Week Hybrid: March - April</td>
<td>- 2nd 5.5-Week Session: June - August</td>
</tr>
<tr>
<td>- 3rd 5-Week Hybrid: November - December</td>
<td>- 3rd 5-Week Hybrid: April - May</td>
<td>- Intersession: July - August</td>
</tr>
<tr>
<td>- 1st 8-Week Session: August – October</td>
<td>- 1st 8-Week Session: January - March</td>
<td>- 8-Week Session: June - August</td>
</tr>
<tr>
<td>- 2nd 8-Week Session: October – December</td>
<td>- 2nd 8-Week Session: March - May</td>
<td>- 2nd 8-Week Session: July - August</td>
</tr>
<tr>
<td><strong>Holidays</strong></td>
<td><strong>Holidays</strong></td>
<td><strong>Holidays</strong></td>
</tr>
<tr>
<td>- Labor Day</td>
<td>- Martin Luther King, Jr. Day</td>
<td>- Memorial Day</td>
</tr>
<tr>
<td>- Thanksgiving</td>
<td>- Spring Break</td>
<td></td>
</tr>
</tbody>
</table>
Application Process
How to Apply for Admission Online

1. Go to www.applytexas.org
2. Click on Create your account now.
3. Complete the information and click on Save Profile. (This is where you will obtain your username – make sure you write it down).
4. Click on Proceed to My Applications.
5. Click on Create a new application now. Select Create a New 2 Year College Admissions Application. Select Northeast Texas Community College from the drop down menu of colleges listed alphabetically, then select CONTINUE.
6. Select the Semester of Entry and then CONTINUE.
7. Under First Choice School, select either University Transfer Programs or Workforce Degree and Certificate Programs and then CONTINUE.
8. Select major and then CONTINUE.
9. Your “Basis for Admission” is “Dual Credit.”
10. Your “Reason for Attending” is to “Earn credit for transfer.”
11. Complete Page 1: Biographical Information, then click on Save Changes to this Page.
12. Your Application ID will be displayed. Write down your application ID number - YOU WILL NEED IT! It is required for all further communication concerning your application and it is needed to retrieve your application password. Select CONTINUE.
13. Complete Page 2: Educational Information, then click on Save Changes to this Page.
14. Complete Page 4: Residency Section, then click on Save Page and continue with application.
15. Complete Page 5: Custom University & Major Specific Questions, then click on Save, Acknowledge Page and then select Continue.
16. Complete Page 6: Certification of Information, Oath of Residency & Payment Information, click on Save Changes to this Page and then select Continue.
17. Select Submit Application Now!
Residency Requirements

- **In District:**
  - Texas residents are considered in-district if they physically reside within the geographic boundaries of the Northeast Texas Community College district (Camp, Morris and Titus counties), excluding student housing or residence halls.
  - Students must have lived in the taxing district for at least 90 days prior to the beginning of the semester.
  - Residence in the NTCC district cannot be established by moving into the district for the specific purpose of attending NTCC.

- **Out of District:**
  - Texas residents who do not physically reside within the geographic boundaries of the Northeast Texas Community College district.

- **NTCC Waivers:**
  - Undocumented students are granted a waiver to receive the same tuition as the students in their ISD. The business office applies the waiver after the student is registered.
  - Students whose physical address is out-of-district but attend an in-district school receive in-district tuition. The business office applies the waiver after the student is registered.
  - Hughes Springs ISD students receive in-district tuition as grandfathered in by the original bylaws of the college. The business office applies the waiver after the student is registered.

Although Northeast Texas Community College is an “open door” institution, state laws are very specific concerning residency requirements. Students are responsible for registering under the proper residency classification. Any questions concerning this classification should be clarified with the Admissions Office prior to, or at the time of enrollment. Rules and regulations for determining residence status are defined under Title 3 of the Texas Education Code. To determine the appropriate residency classification, NTCC is required to review enrollment documents for errors, inconsistencies or misclassifications of residency. The college will take the necessary steps to see that appropriate adjustments are made if a misclassification occurs. Additional documentation of Texas residency may be required if the college determines that the information given on the enrollment documents is not adequate to prove residency.
Advising and Orientation
Eligibility

Students must have completed the 10th grade year of a participating high school, private, charter or home school. Home schooled students must submit a notarized copy of their transcript.

Have approval from a high school counselor or principal with a signed dual credit permission form. The parents of home schooled students can sign the permission form but the classes must count for high school credit.

Fulfill appropriate admissions criteria for the college.

Meet minimum test scores (see below). Home schooled students do not take TAKS so they must have met the requirements from one of the other tests below.

Test Score Requirements for Academic Courses (TSI)

TSI refers to the Texas law (Texas Success Initiative) that requires all students attending a Texas public college or university to be assessed in reading, writing, and math before attending college credit classes, unless student demonstrates an assessment-exempt or assessment-waived status.

- TAKS English Language Arts (ELA) score of 2200 AND writing sub-score of 3 (for reading and writing intensive college courses), TAKS Math score of 2200 for math or math-related college courses, NOTE - Juniors can use eligible tenth grade scores to meet TSI requirements. Sophomores must pass the Accuplacer to meet TSI requirements, OR

- SAT – 1070 combined, with 500 or higher on math and/or verbal, OR

- ACT – 23 composite, with 19 or higher on math and/or English, OR

- THEA – Reading 230, Mathematics 230, Writing 220, OR

- Accuplacer – Reading Comp 78, Elem Algebra 63, Written Essay 6 (or Written Essay 5 AND Sentence Skills 80).

Test Score Requirements for Workforce Education Courses

A high school student is eligible to enroll in workforce education dual or concurrent credit courses in the eleventh and/or twelfth grade if the student demonstrates that he or she has
achieved the minimum high school passing standard on the Mathematics section and/or the English Language Arts section on the tenth or eleventh grade TAKS.

A. A student may enroll only in those workforce education dual or concurrent credit courses for which the student has demonstrated eligibility.

B. A student who is exempt from taking TAKS is not considered to have met high school graduation requirements for the purpose of enrolling in workforce education dual or concurrent credit courses.

**Accuplacer Testing**

Location and Hours:
The testing center is located on the main Northeast Texas Community College (NTCC) campus in the Business Technology (BT) Building. For information, please call 903.434.8273.

Testing Center Hours:
Monday & Thursday: 8:00 a.m. to 7:00 p.m.
Tuesday & Wednesday: 8:00 a.m. to 6:00 p.m.
Friday: 8:00 a.m. to 12:00 noon
Closed on Saturdays & Sundays

During summer hours the Testing Center closes at 6:00.

Student must take the Accuplacer if their TAKS scores do not meet the minimum requirement to be able to take college courses. The Accuplacer consists of three tests: reading, writing, and math. If a student’s TAKS ELA scores do not the minimum standard, the student must meet the standard on both the reading and the writing portion of the Accuplacer to take most academic courses. If a student’s TAKS math scores do not meet the minimum standard, the student must meet the standard on the math portion of the Accuplacer.

The tests are untimed and each test cost $15. A student can take all three tests at one time or one or more tests at the same time. Any portion of the test can be retaken, but a student cannot retake the same test on the same day. Students must bring a photo ID to the testing session.

**Review Resources**

[http://depts.gallaudet.edu/EnglishWorks/writing/fiveparagraph.html](http://depts.gallaudet.edu/EnglishWorks/writing/fiveparagraph.html)
[http://www.testprepreview.com](http://www.testprepreview.com)
[http://www.nv3.commnet.edu/BCASERTA/MATHREVIEW/Adobe.pdf](http://www.nv3.commnet.edu/BCASERTA/MATHREVIEW/Adobe.pdf)
# NEW STUDENT CHECKLIST

## Dual Credit

<table>
<thead>
<tr>
<th>Step</th>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td><strong>APPLICATION</strong>&lt;br&gt;• Apply online at <a href="http://www.applytexas.org">www.applytexas.org</a></td>
</tr>
<tr>
<td>2.</td>
<td><strong>TESTING</strong>&lt;br&gt;• Check your TAKS scores to see if you are eligible –OR–&lt;br&gt;• Visit high school counselor to sign-up for ACCUPLACER test if offered at high school –OR–&lt;br&gt;• Schedule test by contacting an NTCC Testing Center&lt;br&gt;• Present photo ID and social security number on day of test&lt;br&gt;NTCC Testing Center 903-434-8273</td>
</tr>
<tr>
<td>3.</td>
<td><strong>ADVISING</strong>&lt;br&gt;• Meet with an NTCC representative and talk with your high school counselor&lt;br&gt;• Submit all paperwork to NTCC Admissions office or NTCC representative&lt;br&gt;  ✓ Test scores (ACT, SAT, 11th grade TAKS, if used for TSI exemption)&lt;br&gt;  ✓ Current high school transcript&lt;br&gt;  ✓ Permission letter from the high school</td>
</tr>
<tr>
<td>4.</td>
<td><strong>ORIENTATION</strong>&lt;br&gt;• Participate in an orientation at your high school.</td>
</tr>
<tr>
<td>5.</td>
<td><strong>REGISTRATION</strong>&lt;br&gt;• Check <a href="http://www.ntcc.edu">NTCC Course Schedule</a> to determine registration time&lt;br&gt;• Register online (if eligible) at <a href="http://www.ntcc.edu">www.ntcc.edu</a></td>
</tr>
</tbody>
</table>
| 6.   | **PAYMENT**<br>Tuition payment can be made by:<br>• Using Campus Connect on the NTCC website [www.ntcc.edu/campusconnect](http://www.ntcc.edu/campusconnect)<br>• Calling the Business Office at (903) 434-8100<br>• Visiting the Business Office in the Administration Building at NTCC<br>• Setting up a FACTS payment plan on the NTCC website [www.ntcc.edu](http://www.ntcc.edu)<br>• Applying for the dual credit scholarship for at [www.ntcc.edu/dualcredit](http://www.ntcc.edu/dualcredit).<br><br>**NOTE:** You will be withdrawn from classes for failure to make payment by the deadlines posted in the [NTCC Course Schedule](http://www.ntcc.edu) and may still owe all or part of your tuition. See drop and withdrawal policy.
Dual Credit Orientation

Dual Credit Orientation is an information session for first time students which guides students through the NTCC admission and registration process so that students are informed about college procedures and can register for courses. Representatives from the college provide the orientation at the area high schools.

Once a student has completed this session, they will:

- know the requirements for being admitted to NTCC as a dual credit student.
- be aware of college policies and procedures
- know how to read the course schedule to find appropriate courses.
- be able to register for classes

NTCC Course Catalogue and Schedule

NTCC Catalog:

The College Catalog is published online each semester at www.ntcc.edu. The catalog includes:

- Degree Plans for all Associate of Arts, Associate of Science, and Associate of Applied Science degrees offered through NTCC.
- Degree Plans for all Certificates Programs.
- Course Description including course prerequisites, if any, for all NTCC courses.
- Complete academic calendar.

NTCC Course Schedule:

The Course Schedule is published online at http://www.ntcc.edu. The schedule includes:

- Registration dates and times for each semester
- List of all course offered at NTCC for that semester including times, days, and locations
- Tuition & Fees
## Determining Which Course Format Is Right for a Student

The section number which follows the course number identifies the course and the delivery format. The table below will help a student decide which format best fits.

<table>
<thead>
<tr>
<th>Section # Range</th>
<th>Delivery Format</th>
<th>In-Class Hours</th>
<th>Lab Hours</th>
<th>Suggested MINIMUM Study Hours</th>
<th>General Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>.01 - .19</td>
<td>On-Campus Day Class</td>
<td>3</td>
<td>0</td>
<td>4.5</td>
<td>2 days/week – MW or TR</td>
</tr>
<tr>
<td>.01 - .19*</td>
<td>On-Campus Day Class</td>
<td>4</td>
<td>If Science – additional 3-4 hr course</td>
<td>6</td>
<td>2 days/week + 1 day/week lab</td>
</tr>
<tr>
<td>.21</td>
<td>16-week Hybrid</td>
<td>1.5</td>
<td>0</td>
<td>6</td>
<td>1 day/week + online component</td>
</tr>
<tr>
<td>.22</td>
<td>Honors Permission only</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>.32 - .33</td>
<td>8-week Class</td>
<td>6</td>
<td>Depends on class</td>
<td>9</td>
<td>2 days/week for 8 wks</td>
</tr>
<tr>
<td>.34 - .36</td>
<td>5-week Fast Track</td>
<td>4.5</td>
<td>0</td>
<td>12-15</td>
<td>1 night/week for 5 wks</td>
</tr>
<tr>
<td>.40 -.59</td>
<td>For High School Students Only</td>
<td>Depends on course and location</td>
<td>4-6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>.60 -.69</td>
<td>Night Classes</td>
<td>3-4</td>
<td>Depends on class</td>
<td>4-6</td>
<td>1 night/week</td>
</tr>
<tr>
<td>.70 -.79</td>
<td>Naples/Omaha Class</td>
<td>Depends on course</td>
<td>4-6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>.80 -.99</td>
<td>Online Class</td>
<td>0</td>
<td>0</td>
<td>8-10</td>
<td></td>
</tr>
</tbody>
</table>

When making a selection, be sure to consider that the suggested minimum study hours are only a **minimum**. The actual amount of study time depends on the student’s knowledge, experience, and skills in that subject area.
Suggested Dual Credit Academic Transfer Courses

Some NTCC courses will meet students’ high school graduation requirements while also counting toward a college associate degree, bachelor’s degree, or technical certificate. School districts and/or high schools determine whether an NTCC course can receive high school dual credit. Other colleges and universities determine which courses will be accepted for credit toward a student’s degree requirements. Students should consult their high school counselor for a listing of their school district’s approved dual credit courses. Students should consult the university they plan to attend to confirm if a course will count toward the student’s major for college graduation.

To facilitate the transfer of courses, Northeast Texas Community College has joined the Texas Common Course Numbering System Consortium and began using common courses numbers in the fall of 1992. Courses that are equivalent have been designated a common number for use by participating colleges and universities. Students can thus more easily choose the appropriate courses to take as they plan to transfer.

<table>
<thead>
<tr>
<th>Accounting (1 credit)</th>
<th>Spanish 2 (1 credit)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Theater Arts 1 (1 credit)</td>
<td>Spanish 3 (1 credit)</td>
</tr>
<tr>
<td>Theater Arts 2 (1 credit)</td>
<td>Math (1/2 to 1 credit)</td>
</tr>
<tr>
<td>Humanities (1/2 credit)</td>
<td>Calculus (1 credit)</td>
</tr>
<tr>
<td>Journalism (1/2 credit)</td>
<td>Pre-Calculus (1/2 to 1 credit)</td>
</tr>
<tr>
<td>English 3 or 4 Comp. (1/2 credit)</td>
<td>Anatomy and Physiology I (1/2 credit)</td>
</tr>
<tr>
<td>English 3 or 4 Comp. (1/2 credit)</td>
<td>Anatomy and Physiology II (1/2 credit)</td>
</tr>
<tr>
<td>Creative Writing (1/2 credit)</td>
<td>Chemistry (1 credit)</td>
</tr>
<tr>
<td>English 4 Lit. (1/2 credit)</td>
<td>Geology (1/2 credit)</td>
</tr>
<tr>
<td>English 4 Lit. (1/2 credit)</td>
<td>Physics (1 credit)</td>
</tr>
<tr>
<td>English 3 Lit. (1/2 credit)</td>
<td>Economics (1/2 credit)</td>
</tr>
<tr>
<td>English 3 Lit. (1/2 credit)</td>
<td>World Geography I (1/2 credit)</td>
</tr>
<tr>
<td>Technical Writing (1/2 credit)</td>
<td>World Geography II (1/2 credit)</td>
</tr>
<tr>
<td>Communications Applications (1/2 credit)</td>
<td>Government (1/2 credit)</td>
</tr>
<tr>
<td>Public Speaking (1/2 to 1 credit)</td>
<td>U.S. History (1 credit)</td>
</tr>
<tr>
<td>BCIS I (1 credit)</td>
<td>Psychology (1/2 credit)</td>
</tr>
<tr>
<td>BCIS II (1 credit)</td>
<td>Sociology (1/2 credit)</td>
</tr>
<tr>
<td>Computer Science I (1/2 credit)</td>
<td>Multimedia (1/2 to 1 credit)</td>
</tr>
<tr>
<td>Computer Science II (1/2 credit)</td>
<td></td>
</tr>
</tbody>
</table>
TSI Waived Certificate Programs

Agriculture Farm & Ranch Management Certificate
Auto Body Repair Tech Certificate
Auto Mechanics Tech Certificate
Business Management:
  Financial Accounting Certificate
  Industrial Manufacturing
Certificate
Business Management Certificate
Human Resources Specialization
Leadership Specialization
Strategic Management
Specialization
  Criminal Justice Specialization
Computer Information Science:
  Advanced Computer Applications
Cosmetology Operator Training Program
  Operator Certificate
Cosmetology Instructor Training Program
Criminal Justice:
  Law Enforcement Certificate –
  Basic Peace Officer Certification
  County Corrections Certificate
Julia Truitt Culinary Arts Certificate:
  Pastry
  Culinary
Electrical Occupations Certificate
Emergency Medical Services:
  EMT - 12 Month Paramedic
Certificate
  EMT Intermediate Certificate Plan
Mechanical Power Technology
  Automotive Technician
  Mod Shop Technician
  High Performance Technician
  Vehicle Service Technician
  Welding/Mechanical Technician
  Basic Welding
  Welding Fabrication
Nursing:
  Vocational Nursing
Office Technology:
  Legal Office Assistant
  Medical Office
Support/Transcriptionist
  Office Support Assistant
  Office Assistant
Approved Dual Credit Courses by High School

**Avinger**

**Chapel Hill**
- English I & II, Government, Economics, Speech, One Math Credit, One Elective Credit

**Como-Pickton**

**Daingerfield**

**Harmony**
- English I & II, Government, Economics, History I & II

**Hughes Springs**
- Chemistry, Communication Applications, Computer Science, Economics, English I and II, Fine Art, Health Education, Math, Physics, Psychology

**Mount Pleasant**
- Automotive Brake Systems, Steering and Suspension, Auto Engine Theory, Government, Economics, EMT Basic, English I & II (only hybrid course on HS campus), British Lit I and II, History I & II, College Algebra, College Trigonometry, Pre-Calculus, Speech, Sociology, Psychology, Intro to Industrial Maintenance, Hydraulics and Pneumatics, Mechanical Maintenance, Workplace Skills, Fundamentals of Electricity, Motor Control, Residential Wiring.

**Mount Vernon**
- English I & II, Statistics, College Algebra, History I & II, College Trigonometry, Pre-Calculus, Government, Economics, Speech

**Ore City**

**Paul Pewitt**
Pittsburg

Saltillo
   History I & II, English I & II, Government, Economics

Union Hill
   English I & II, Government, Economics, Sociology, History I & II, College Algebra

Winnsboro
Registration Process
myEagle Campus Portal

After students have been accepted to the college, they will have access to the myEagle campus portal. To log in to the portal, students will use their first initial + their last name+ the last three digits of their SSN. The password is the student’s date of birth in the format of mmdyyyy (Ex: February 2, 1994 would be 02021994).

The myEagle Campus Portal is designed to be the students’ entry to tools, applications and information to successfully manage their educational business at NTCC. In a convenient dashboard view, students can:
- have single sign-on access to Eagle Mail, Campus Connect, Blackboard and more. Single sign-on means that students login to myEagle and do not need to re-enter any credentials to access these applications. A single click of a button gets students in!
- see a consolidated NTCC calendar with academic, athletic, student, and several other types of events included on a single calendar. Students can also filter events so they only see the events they want to see.
- have quick access to news and local weather, as well as the official NTCC Facebook page
- receive important campus announcements and messages
- participate in campus polls and surveys
- create or join other portal communities with web content and tools accessible only to them
- save documents in a centralized document library so students can access them from any computer with internet access. No need to carry them around on external storage devices.
- access the NTCC Student Handbook
- take the SmarterMeasure online readiness assessment (now required before registering for online courses)
- provide important feedback so we can continue to improve myEagle!

Campus Connect

Eligible students may register using Campus Connect after being enrolled one full semester, but students will still be required to obtain permission from the high school. The student number is the eight digit NTCC Student ID or Social Security number without dashes or spaces, and the PIN number is the student’s date of birth in the format of mmdyyyy (Ex: February 2, 1994 would be 02021994). This service also allows students the opportunity to:

- Register/add/drop courses prior to the start of a semester (if eligible)
- View/print the student’s class schedule
- View/print a current grade report
- Determine course availability
- View/print a copy of the student’s Unofficial Transcript
- View/print the student’s Financial Aid History
- Access the degree audit feature to determine courses needed to complete the student’s degree plan
- View/print account billing and history
Student Registration

1. Click on the Campus Connect icon on NTCC’s main web page at http://www.ntcc.edu
2. Click on Students Click Here to Log into Campus Connect. Put in your Student ID (Social Security Number or Student ID Number), and PIN (Date of Birth – mmdyyyy)
3. Roll your mouse over Registration and click on Add/Drop Course
4. Select Term Code and Course Department. Click on List Courses button.

5. Select the Course which you want to add to your schedule, click the Add button. **Remember the importance of the section numbers when making your selection.**

6. Once you have added the course you want, you can continue adding courses from that department, or scroll down to change departments.

7. To change departments, and search for another course, scroll down and click on the Select a different term code or department button at the bottom of the page.

8. This will take you back to the original page, make sure to select the correct term code and department, then click the List Courses button, and continue adding courses to your schedule.
9. Once you have completed adding all courses, click on **Student Information** at the top of the screen. Select **Review/Pay Account**. This will allow you to see your current statement and payment due date.

10. Clicking on the **Pay Account button** at the bottom of the screen will allow you to pay your account in full with a credit or debit card or set up an installment plan.

**Course Load**

Dual credit students can take two courses (6-8 semester hours) per semester. Under special circumstances, students may be allowed to take additional courses with permission from the high school counselor or principal and the Vice President for Instruction at the college.

**Tuition Costs**

In-District Tuition (Camp, Morris, and Titus Residents)
- $222 per 3-hour course
- $296 per 4-hour course

Out-of-District Tuition (All Other County Residents)
- $366 per 3-hour course
- $488 per 4-hour course

Note – Some workforce programs may have additional fees.
Payment of Tuition and Fees

Tuition and fees are due following registration, according to the tuition deadlines listed in the NTCC Course Schedule. Failure to pay tuition and fees by payment deadline will result in the student being dropped from classes. **IMPORTANT: It is the student’s responsibility to ensure payment is made or a payment plan is in place by the deadline.** For questions regarding tuition and fees due, contact the NTCC Business Office at (903) 434-8118 or 434-8109.

Methods of Payment

Payment due dates can be found on the student’s statement of charges or by accessing the student’s statement through Campus Connect under student information. Northeast Texas Community College offers a variety of ways to pay for classes. Student can pay using cash, checks, MasterCard, VISA, or DISCOVER by visiting the Business Office located within the Administration Building. If paying by check, students are required to furnish the current driver’s license number and date of birth of the person signing the check.

Students can also pay in full or establish a payment plan online by accessing the NTCC website and clicking the Campus Connect button. Northeast Texas Community College offers FACTS as a convenient payment plan option. FACTS is not a loan program. You have no debt, there are no interest or finance charges assessed, and there is no credit check. The cost to initiate your interest-free monthly payment plan is a $35 nonrefundable enrollment fee. Students must establish a payment plan through Campus Connect. Visit [www.factsmgt.com](http://www.factsmgt.com) for additional information on this payment option.

Add, Drop, and Withdrawal Policy

Students can change their schedules by adding or dropping courses using Campus Connect prior to the close of registration. Students cannot drop, add, or withdraw using Campus Connect after the last day of regular registration. After that date, all changes must be submitted to the Director of Dual Credit.

**It is the student’s responsibility to notify the college of any schedule changes done at the high school level that involve a dual credit class.** Dual credit students follow the same add/drop/withdrawal policy as all college students.

Students may **DROP** a class prior to the official reporting day (twelfth day - regular semester; fourth day - summer term). In this case, the class will not appear anywhere on the student’s transcript. **If a student WITHDRAWS from a class after the official reporting date and before the last posted date of withdrawal, a “W” will be recorded on his or her transcript. Students are only allowed six (6) “W”s for their entire college career. After the sixth “W”, students will receive an F for these withdrawn courses instead of a “W”**.
Refund Policy

Students who officially drop or withdraw from NTCC shall have their tuition and mandatory fees refunded according to the following schedule as adopted by the Texas Higher Education Coordinating Board. Refunds are based on the date that the drop or withdrawal form is received in the Admissions and Records Office.

Students will receive a 100% refund for courses dropped prior to the first class day.

Students who drop or withdraw from a course after the first day of class will be refunded based on the chart below. NOTE: Class day means the day the semester is designated to begin and each consecutive school day thereafter.

Fall, Spring

During the first fifteen (15) class days...............................................................70 %
From the 16th through 20th (16-20) class days...............................................25 %
After the twentieth (20) class day.................................................................0 %

For students who reduce their course load, but do not completely withdraw, the following refund schedule will apply:

During the first twelve (12) class days............................................................100 %
From the thirteenth through fifteenth (13-15) class days.................................70 %
From the sixteenth through twentieth (16-20) class days.................................25 %
After the twentieth (20) class day.................................................................0 %

Summer I and Summer II

During the first five (5) class days.................................................................70 %
During the sixth and seventh class days...........................................................25 %
After the seventh class day.............................................................................0 %

For students who reduce their course load, but do not completely withdraw, the following refund schedule will apply:

During the first four (4) class days.................................................................100 %
The fifth (5) class day....................................................................................0 %

Mini-Mester, Intersession, Summer I & II Fast-Track

During the first three (3) class days.................................................................70 %
During the fourth (4) class day........................................................................25 %
After the fourth (4) class day.........................................................................0 %
For students who reduce their course load, but do not completely withdraw, the following refund schedule will apply:
During the first two (2) class days..............................................................100 %
During the third (3) class day.................................................................0 %

Refund checks will be mailed by the Business Office to the student. Refunds must be applied for within the same school year as withdrawal.
Student Services and Additional Information
Family Educational Rights and Privacy Act

- Family Educational Rights and Privacy Act – this law, commonly referred to as FERPA, prohibits colleges from providing information (other than directory information) to anyone other than the student. What this means to parents is that the college cannot give information about a student’s grades or attendance. The college also is prohibited from allowing a parent to enroll a student in classes or discuss the student’s financial accounts without a note authorizing such from that student. Dual credit students sign a waiver to allow college representatives to share information with the high school officials.

Blackboard Instructions for Students Taking Online or Hybrid Courses

2. Click on Blackboard on the left toolbar.
3. On the login page, click the “Check Browser” button to make sure your computer is configured correctly.
4. Disable your popup blocker.
5. Type in the user name and password. To log in to Blackboard, students will use their first initial + their last name + the last three digits of their SSN. The password is the student’s date of birth in the format of mmddyyyy (Ex: February 2, 1994 would be 02021994). Once a student has logged in through the myEagle portal, he or she will only enter this information the first time.
6. Once you are logged in, you will see your course(s) listed.
7. Access your course by clicking on the course title.
How to Read a Course Schedule

1. Go to NTCC’s website at www.ntcc.edu.
2. Select “ Academics and Instruction” from the left menu.
3. Select “ Schedule of Classes.”
4. Click on the semester you that you plan to take courses.
5. Scroll to the subject.
Learning Resource Center

The Learning Resource Center (LRC), conveniently located in the center of campus, provides an attractive atmosphere for study and research. Carrels, tables, and lounge furniture make for an environment conducive either to working on assignments or recreational reading. Tours of the LRC and instruction in the use of the library may be provided to groups on request; individual assistance is always available. Use of the library and materials is extended to members of the community. Each user is responsible for materials borrowed with his or her library card. The LRC participates in the TexShare Library Card program, a reciprocal lending program that allows users to borrow materials in person at libraries across the state.

The LRC maintains a Web site with links to its online catalog and other Internet resources, as well as information about library and media services. Audiovisual equipment is available for use in individual carrels for those wishing to use audiotapes and videocassettes. Public computers provide access to the Internet, online databases, and instructional and productivity software. Photocopying of both print and microform materials is possible.

The LRC is open during the fall and spring semesters 8:00 a.m. to 9:00 p.m. Monday through Thursday, 8:00 a.m. to 12:00 p.m. Friday, and 1:30 p.m. to 5:30 p.m. Sunday. The LRC also houses the College Store and Graphic Arts Department. Hours for these and other departments may be obtained by calling the campus switchboard at 903-434-8100 and asking for the appropriate department.

Tutoring

- Free Tutoring is available for NTCC students in Humanities Room 109 from 8 a.m.-6 p.m., Monday-Thursday.
- Check the schedule to see what time a tutor for your subject is available.
- Any subject not listed may be available. To request a tutor call the ASC (903.434.8244) or ask at the front desk.

Academic Skills Center and Computer Labs

- Writing help is available to students working on papers for any class.
- Help is available in generating ideas, drafts, grammar, punctuation, usage, etc.
- Computers with word processing programs and printers are available for student use.
- Students desiring to print must purchase an Academic Skills Center print card from the NTCC College Store.

- Computers equipped with various software programs are available for student and community use.
- Printing capabilities are available.
- Users are required to purchase a print card from the NTCC College Store.
Accommodations for Students with Disabilities

It is the policy of Northeast Texas Community College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, state and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student’s responsibility to arrange an appointment with a College counselor to obtain a Request for Accommodations form. For more information, please refer to the Northeast Texas Community College Catalog or Student Handbook.
Forms

Note – All forms can be found at www.ntcc.edu/dualcredit.
PERMISSION AND REGISTRATION FORM
NORTHEAST TEXAS COMMUNITY COLLEGE
DUAL CREDIT

Student’s Full Name (please print) _______________________________________________________

Street Address (with city, state, zip) ______________________________________________________

Social Security Number __ __ __ - __ __ - __ __ __ __ OR NTCC student ID __ __ __ __ - __ __ __ __

High School ____________________________________________________________

Cell Number ____________________________ Home Number _____________________________

What is your current grade level? (Circle one) Sophomore         Junior          Senior

Have you taken courses at NTCC before? No_____    Yes______

Course Selections:

<table>
<thead>
<tr>
<th>Course Name, Course Prefix, Number and Section and term</th>
<th>Location</th>
<th>Time</th>
<th>Day</th>
<th>For High School Credit Circle Yes or NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: ENGL1301.01 - fall</td>
<td></td>
<td></td>
<td></td>
<td>Yes or NO</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Yes or NO</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Yes or NO</td>
</tr>
</tbody>
</table>

I understand that my college credit will be transcribed but held in escrow until I furnish an official high school transcript showing that I have graduated. I understand that my signature on this form gives NTCC permission to release an official copy of my transcript to my high school at the end of each semester.

I understand that my signature on this form gives NTCC representatives permission to share information with respect to grades, attendance, and class status to high school officials. I have read and understand the rules governing the Dual Credit Program and will abide by those requirements.

________________________________________  Date  ___________________________
Student Signature

The above named student has permission to take college courses at Northeast Texas Community College.

__________________________________________  Date ___________________________
Counselor/Advisor Signature
PROOF OF EXCEPTIONAL ACADEMIC ABILITY
NORTHEAST TEXAS COMMUNITY COLLEGE
DUAL CREDIT

(For compliance with Chapter 4, Subchapter D, Section 4.85, b7 of the Texas Higher Education Coordinating Board Rules and Regulations.)

Student Name: ________________________________________________________________

Student Social Security Number: _______________________ Phone Number: ______________

Mailing Address: _______________________________________________________________

City/State/Zip: _________________________________________________________________

High School Attending: __________________________________________________________

High School Counselor: __________________________________________________________

Data for consideration of Exceptional Academic Ability:

<table>
<thead>
<tr>
<th>Item of Information</th>
<th>Student Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade Point Average</td>
<td></td>
</tr>
<tr>
<td>ACT/SAT score</td>
<td></td>
</tr>
<tr>
<td>TSI Testing Requirement Exemption</td>
<td></td>
</tr>
<tr>
<td>Gifted and Talented Program Participant</td>
<td>Yes _____ No _____</td>
</tr>
<tr>
<td>National Honors Society Member</td>
<td>Yes _____ No _____</td>
</tr>
</tbody>
</table>

Written Statement: (Give a written statement as to the reason the above mentioned student should be able to take more than two dual credit classes from Northeast Texas Community College.)

_____________________________   _______________________________
High School Official Dr. Ron Clinton, Vice President of Instruction

_______________________________ ________________________________
Date Date
Northeast Texas Community College provides a limited number of need-based institutional scholarship awards for high school students who wish to take college courses. The scholarship will pay $200 per semester during the fall and spring semesters toward tuition, fees and books for dual credit classes. Students must apply each semester. Scholarships are awarded on a first-come first-serve basis and based on the guidelines below.

1. Students must be approved for admission to NTCC and meet TSI requirements with eligible TAKS, SAT, ACT, or Accuplacer test scores before applying for the scholarship.
2. Students receiving this scholarship must enroll in a minimum of three credit hours.
3. The $200 scholarship award is for tuition, fees, and book charges for dual credit classes during the fall and spring semesters.
4. Students applying for this scholarship must provide a copy of their legal guardian’s Federal income tax return or documented untaxed income. W2 forms will not be accepted.
5. Students must have at least a 3.0 high school grade point average.
6. Students must show acceptable academic progress. Students who are awarded a scholarship and withdraw or fail the course will be ineligible for future scholarship funds.
7. To qualify, students must use the family income levels listed below.

<table>
<thead>
<tr>
<th>Number in Household</th>
<th>Family Income</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>$22,695</td>
</tr>
<tr>
<td>3</td>
<td>$28,635</td>
</tr>
<tr>
<td>4</td>
<td>$34,575</td>
</tr>
<tr>
<td>5</td>
<td>$40,515</td>
</tr>
<tr>
<td>6</td>
<td>$46,455</td>
</tr>
<tr>
<td>7</td>
<td>$52,395</td>
</tr>
<tr>
<td>8</td>
<td>$58,335</td>
</tr>
<tr>
<td>9</td>
<td>$64,215</td>
</tr>
</tbody>
</table>

If family income as indicated on the previous year’s Federal income tax form is greater than the amount identified for the family, the student will not be eligible for the scholarship.

Directions for Submitting Scholarship Application

1. Check eligibility guidelines.
2. Complete the application.
3. Obtain a copy of your parents’ Federal 1040 Income Tax return.
4. Send the application and a copy of the first page of the income tax return that shows your parents’ adjusted gross income to:

   Jennifer Myers  
   Dual Credit Office, Humanities Bldg.  
   Northeast Texas Community College  
   P. O. Box 1307  
   Mount Pleasant, TX 75457  
   903-434-8257  
   Fax 903-434-4452  
   jmyers@ntcc.edu

This information can mailed, faxed, or hand delivered. The deadline for submitting applications for the fall semester is August 10. The deadline for submitting applications for the spring semester is January 10. For additional information please contact Jennifer Myers, Coordinator of Dual Credit, at 903-434-8257.
NORTHEAST TEXAS COMMUNITY COLLEGE
DUAL CREDIT SCHOLARSHIP APPLICATION

Name ___________________________________________ Social Security Number ________________________

Mailing Address __________________________________ Phone Number ________________________________

City ______________________________ State __________ Zip ___________ County ________________

High School Currently Attending ____________________________

Course(s) To Be Taken ___________________________________

Number in Household ____________

High School Grade Point Average ____________

Scores Used for Eligibility ________ TAKS ________ ACT ________ SAT ________ Accuplacer

Have Been Accepted to NTCC ________ Yes ________ No

High School Classification ________ Senior ________ Junior

I certify that the above information is true and correct.

Signature ___________________________ Date ________________________

Northeast Texas Community College is an affirmative action, equal opportunity institution.
NTCC Dual Credit Overview for Students and Parents

www.ntcc.edu
Jennifer Myers
Coordinator of Dual Credit
903-434-8257
jmyers@ntcc.edu

Eligibility:

Students must have completed the 10th grade year of a participating high school, private, charter or home school. (Home schooled students must submit a notarized copy of their transcript)

Have approval from a high school counselor or principal with a signed dual credit permission form.

Fulfill appropriate admissions criteria for the college.

Meet minimum test scores (see below).

Test Score Requirements for Academic Courses:

· TAKS English Language Arts (ELA) score of 2200 AND writing sub-score of 3 (for reading and writing intensive college courses), TAKS Math score of 2200 for math or math-related college courses, OR
· SAT – 1070 combined, with 500 or higher on math and/or verbal, OR
· ACT – 23 composite, with 19 or higher on math and/or English, OR
· THEA – Reading 230, Mathematics 230, Writing 220, OR
· Accuplacer – Reading Comp 78, Elem Algebra 63, Written Essay 6 (or Written Essay 5 AND Sentence Skills 80).

Test Score Requirements for Workforce Education Courses:

A high school student is eligible to enroll in workforce education dual or concurrent credit courses in the eleventh and/or twelfth grade if the student demonstrates that he or she has achieved the minimum high school passing standard on the Mathematics section and/or the English Language Arts section on the tenth or eleventh grade TAKS.

C. A student may enroll only in those workforce education dual or concurrent credit courses for which the student has demonstrated eligibility.

D. A student who is exempt from taking TAKS is not considered to have met high school graduation requirements for the purpose of enrolling in workforce education dual or concurrent credit courses.
Accuplacer Testing:

Location and Hours:
The testing center is located on the main Northeast Texas Community College (NTCC) campus in the Business Technology (BT) Building. For information, please call 903.434.8273.

Testing Center Hours:
Monday & Thursday: 8:00 a.m. to 7:00 p.m.
Tuesday & Wednesday: 8:00 a.m. to 6:00 p.m.
Friday: 8:00 a.m. to 12:00 noon
Closed on Saturdays & Sundays

During summer hours the Testing Center closes at 6:00.

Student must take the Accuplacer if their TAKS scores do not meet the minimum requirement to be able to take college courses. The Accuplacer consists of three tests: reading, writing, and math. If a student’s TAKS ELA scores do not the minimum standard, the student must meet the standard on both the reading and the writing portion of the Accuplacer to take most academic courses. If a student’s TAKS math scores do not meet the minimum standard, the student must meet the standard on the math portion of the Accuplacer.

The tests are untimed and each test cost $15. A student can take all three tests at one time or one or more tests at the same time. Any portion of the test can be retaken, but a student cannot retake the same test on the same day. Students must bring a photo ID to the testing session.

Steps to Enroll

1. Talk to the high school counselor about your interest and eligibility, and receive permission to enroll in college classes.

2. Complete the Application for Admission – now available online at www.ntcc.edu. Select the “Admissions & Records” link on the left side of the home page. Then select “Apply Online” from the list on the right side of the page.

3. Complete and turn in the “Dual/Concurrent Credit Choice Sheet Permission Form” signed by both the student and counselor.

4. Request copies of your TAKS scores and permission letter from high school to be sent to NTCC.

5. Register for class(es).

6. Pay tuition in person, over the phone or on line in Campus Connect or set up a payment plan online in Campus Connect
In-District Tuition (Camp, Morris, and Titus Residents)
$222 per 3-hour course
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7. Purchase textbooks and supplies

How to Apply for Admission Online

1. Go to www.applytexas.org
2. Click on Create your account now.
3. Complete the information and click on Save Profile. (This is where you will obtain your username – make sure you write it down).
4. Click on Proceed to My Applications.
5. Click on Create a new application now. Select Create a New 2 Year College Admissions Application. Select Northeast Texas Community College from the drop down menu of colleges listed alphabetically, then select CONTINUE.
6. Select the Semester of Entry and then CONTINUE.
7. Under First Choice School, select either University Transfer Programs or Workforce Degree and Certificate Programs and then CONTINUE.
8. Select major and then CONTINUE.
9. Your “Basis for Admission” is “Dual Credit.”
10. Your “Reason for Attending” is to “Earn credit for transfer.”
11. Complete Page 1: Biographical Information, then click on Save Changes to this Page.
12. Your Application ID will be displayed. Write down your application ID number - YOU WILL NEED IT! It is required for all further communication concerning your application and it is needed to retrieve your application password. Select CONTINUE.
13. Complete Page 2: Educational Information, then click on Save Changes to this Page.
14. Complete Page 4: Residency Section, then click on Save Page and continue with application.
15. Complete Page 5: Custom University & Major Specific Questions, then click on Save, Acknowledge Page and then select Continue.
16. Complete Page 6: Certification of Information, Oath of Residency & Payment Information, click on Save Changes to this Page and then select Continue.

17. Select Submit Application Now!

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Students may DROP a class prior to the official reporting day (twelfth day - regular semester; fourth day - summer term). In this case, the class will not appear anywhere on the student’s transcript. If a student WITHDRAWS from a class after the official reporting date and before the last posted date of withdrawal, a “W” will be recorded on his or her transcript. Students are only allowed six (6) “W”s for their entire college career. After the sixth “W”, students will receive an F for these withdrawn courses instead of a “W”.

Family Educational Rights and Privacy Act

• Family Educational Rights and Privacy Act – this law, commonly referred to as FERPA, prohibits colleges from providing information (other than directory information) to anyone other than the student. What this means to parents is that the college cannot give information about a student’s grades or attendance. The college also is prohibited from allowing a parent to enroll a student in classes or discuss the student’s financial accounts without a note authorizing such from that student. Dual credit students sign a waiver to allow college representatives to share information with the high school officials.

Blackboard Instructions for Students Taking Online or Hybrid Courses

9. Click on Blackboard on the left toolbar.
10. On the login page, click the “Check Browser” button to make sure your computer is configured correctly.
11. Disable your popup blocker.
12. Type in your user name and password. To log in to Blackboard, students will use their first initial + their last name + the last three digits of their SSN. The password is their date of birth in an 8-digit format, mmddyyyy, as the password. Once you are logged in, you will see your course(s) listed.
13. Access your course by clicking on the course title.
Un Repaso del Crédito Doble de NTCC

www.ntcc.edu

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Directora del Crédito Doble
903-434-8257
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Elegibilidad:
Los estudiantes deben haber terminado el décimo grado de la escuela secundaria (High School), escuela privada, o escuela casera que participa en el programa. (Los estudiantes de escuela casera deben someter una copia certificada por notario de sus calificaciones.)

Tener la aprobación de su consejero o de su director de la High School con una forma de permiso para crédito doble firmada.

Satisfacer los requisitos apropiados de admisión a la universidad.

Pasar las pruebas con notas mínimas (véase abajo).

Notas Mínimas Para Los Cursos Académicos:
- Inglés y Escritura de TAKS (ELA) una calificación de 2200 Y sub-calificación de un 3 (en escritura para los cursos intensivos de la universidad de lectura y escritura), calificación de Matemáticas de TAKS de 2200 para matemáticas o cursos relacionados de la universidad,
- SAT - 1070 combinados, con 500 ó más alto en matemáticas y/o lenguaje verbal,
- ACT - compuesto 23, con 19 ó más alto en matemáticas y/o inglés,
- THEA - Lectura 230, matemáticas 230, Escritura 220,
- “Accuplacer” – Comprensión de Lectura 78, álgebra 63, Ensayo Escrito 6 (o ensayo escrito 5 Y Destreza en Oraciones 80).

Requisitos De Pruebas Para Los Cursos De La Educación De Fuerza De Labor:

Un estudiante de la High School queda elegible de matricularse para crédito doble o concurrente para cursos de fuerza de labor en el grado once o doce, si el estudiante demuestra que él o ella haya alcanzado el estándar mínimo de la High School en la sección de matemáticas y/o Inglés/Escritura del examen de TAKS.

A. Un estudiante puede matricularse sólamente en las clases de crédito doble o concurrentes de fuerza de labor para las cuáles el estudiante haya demostrado elegibilidad.

B. Un estudiante exento de tomar el TAKS no se considera como graduado de la high school para propósitos de matricularse en cursos dobles o concurrentes de fuerza de labor.

Máximo de Cursos:
Los estudiantes de crédito doble pueden tomar dos cursos (6-8 horas) por semestre. Bajo ciertas circunstancias, un estudiante puede tomar cursos adicionales con el permiso del consejero o director de la High School y el Vice Presidente de Instrucción en la universidad.
Pasos de Matriculación:
1. Discutir su interés y eligibilidad de obtener crédito doble con el/la consejero(a) de la High School, y recibir permiso de registrarse en tales clases de la universidad.


3. Completar y entregar la forma “Dual/Concurrent Credit Choice Sheet Permission Form” firmado por ambos el estudiante y el consejero.

4. Pedir copias de sus calificaciones de TAKS y su carta de permiso de la High School para enviarlas a NTCC.

5. Matricularse en las clases

6. Pagar el costo por clase en persona, sobre el teléfono, o en línea en “Campus Connect” o pedir un plan de pagos por “Campus Connect”
   
   Cuota por curso En-Distrito (residentes de Camp, Morris,Titus)
   $222 por curso de 3 horas
   $296 por curso de 4 horas

   Cuota por curso Fuera-de-Distrito (no residentes de los 3 condados)
   $366 por curso de 3 horas
   $488 por curso de 4 horas

7. Comprar libros de texto y demás materiales

Cómo solicitar la admisión en línea:

1. Vaya a www.applytexas.org

2. Haga Clic en “Create Your Account Now.”

3. Termine la información y haga clic en “Save Profile”. (Aquí obtendrá su nombre de usador – guárdelo para después).

4. Haga clic en “Proceed to My Applications.”


6. Seleccione el semestre de su entrada y luego CONTINÚE.

7. Debajo de la primera escuela escogida, seleccione o Programas de Transferencia o Títulos y Certificados de Fuerza de Labor de la universidad y luego CONTINÚE.
8. Seleccione una carrera de interés y CONTINÚE.
9. Su “Basis for Admission” es “Dual Credit.”
10. Su “Reason for Attending” es “Earn Credit for Transfer.”
11. Termine la página 1: La Información Biográfica, entonces seleccione “Save Changes” a esta página.
12. Su Número de Identificación será exhibida. Anote su número de identificación —¡LO NECESITARÁ! Se le requiere para toda otra comunicación referente a su aplicación y se ocupa para conseguir su contraseña. Seleccione CONTÍNUE.
13. Termine la página 2: La Información Educativa, entonces seleccione “Save Changes”
14. Termine la página 4: La Sección de Residencia, entonces seleccione “Save Page” y continúe con la aplicación.
15. Termine la página 5: Preguntas Específicas, entonces seleccione “Save, Acknowledge Page” y después “Continúe.”
16. Termine la página 6: Certificación de Información, el Juramento de la Residencia e Información del Pago. Seleccione “Save Changes to this Page” y Continúe
17. ¡Seleccione “Submit Application Now”!

**Prueba de “Accuplacer”:**

Localización y Horas:
El centro de pruebas está ubicado en el campus principal de Northeast Texas Community College (NTCC) en el edificio de Business Technology (BT). Para más información, llame al 903.434.8273.

Horas del Centro de Pruebas:
Lunes y jueves: 8:00a.m.- 7:00 p.m.
Martes y miércoles: 8:00a.m.- 6:00 p.m.
Viernes: 8:00a.m.- 12:00
Cerrado los sábados y domingos

Durante el verano el Centro de Pruebas se cierra a las 6:00 p.m.

El estudiante debe tomar el “Accuplacer” si sus cuentas de TAKS no llegan al mínimo para poder tomar cursos de la universidad. El “Accuplacer” consiste de tres pruebas: lectura, escritura, y matemáticas. Si no tiene calificaciones mínimas en el TAKS ELA, el estudiante debe llegar al estándar en ambos la lectura y la porción de escritura del “Accuplacer” para tomar la mayoría de los cursos académicos. Si las calificaciones de matemáticas de TAKS no llegan al estándar mínimo, el estudiante tiene que alcanzar el estándar en la porción de matemáticas del “Accuplacer”.
Las pruebas no tienen límite de tiempo para completarse y el costo es $15 por cada una. Los estudiantes pueden tomar las tres pruebas al mismo tiempo o una o más pruebas al mismo tiempo. Cualquier porción de la prueba puede ser tomada más de una vez, pero el estudiante no puede retomarla el mismo día. Los estudiantes deben presentarse con una identificación de foto a la sesión de pruebas.

**CampusConnect:**
Los estudiantes elegibles pueden matricularse por CampusConnect después de completar un semestre. El número del estudiante son los ocho números de la identificación que el colegio asigna o el número de Seguro Social sin usar ni rayitas ni espacios. El “Pin Number” es la fecha de nacimiento del estudiante en el formato de mmddyyyy (ex: El 2 de febrero de 1994 sería 02021994). Con este servicio los estudiantes pueden hacer lo siguiente:

- Colocar/agregar/dejar los cursos antes del comienzo de un semestre (si es elegible)
- Ver/imprimir el horario de clases del estudiante
- Ver/imprimir un informe actual de calificaciones
- Determinar la disponibilidad de los cursos
- Ver/imprimir una copia no oficial de la transcripción del estudiante
- Ver/imprimir la Historia de Ayuda Financiera del estudiante
- Tener acceso al auditorio del plan de cursos para determinar los cursos necesarios para graduarse
- Ver/imprimir la historia de la cuenta del estudiante

**Agregar o Dejar Cursos y Política del Retiro de Clases:**
Los estudiantes pueden cambiar sus horarios agregando o dejando cursos por CampusConnect antes del cierre del registro. Los estudiantes no pueden dejar, agregar, ni retirarse con el CampusConnect después del último día del registro regular. Después de esa fecha, todos los cambios se deben someter a la directora del crédito doble.

Recuerde, es su responsabilidad de notificar al colegio de cualquier cambio al horario de las clases de crédito doble hecho en la High School. Los estudiantes de crédito doble siguen el mismo proceso del colegio en cuanto a agregar/dejar/retirarse que los otros estudiantes universitarios.

Los estudiantes pueden **DEJAR** una clase antes del día de reportar oficial (dodécimo día - semestre regular; cuarto día - término del verano). En este caso, la clase no aparecerá en la transcripción del estudiante. Si un estudiante **SE RETIRA** de una clase después de la fecha de divulgación oficial y antes del último día de retirarse, una “W” se le registrará en su transcripción. Los estudiantes sólo pueden recibir seis (6) “W”s durante toda su carrera universitaria. Después de la sexta “W”, el estudiante recibirá una “F” para estos cursos en vez de una “W”.

**Acta de Privacidad y Derechos Educativos de Familia:**

- La Acta de Privacidad y Derechos Educativos de Familia—esta ley, designada comúnmente como FERPA, prohíbe que las universidades proporcionen la información (con excepción de la información del directorio) a cualquier persona con la excepción del estudiante mismo.
Esto indica que la universidad no puede dar ninguna información sobre los grados o la asistencia de un estudiante ni a la familia. La universidad también queda prohibida de permitir que un padre matricule a un estudiante en clases o discutir las cuentas financieras del estudiante sin una nota de autorización del estudiante. Los estudiantes de crédito doble firman una renuncia de estos derechos para permitir que los representantes de la universidad compartan la información con los oficiales de la High School.