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.

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.

**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
   - $296 per 4-hour course

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

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!
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 mmddyyyy (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!

CampusConnect

Eligible students may register using CampusConnect after being enrolled one full semester. 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 mmddyyyy (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
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.

Remember, 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”.

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 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.
6. Access your course by clicking on the course title.