

Dual Credit Checklist

1.) **Talk to the high school counselor or Homeschool Administration** about your interest and eligibility and receive permission to enroll in college classes

2.) **Complete NTCC's Dual Credit Application:**

Go to ntcc.edu → Myeagleportal → apply online → select correct term → Dual Credit
You'll receive an "acceptance" email from NTCC in about two to three days depending on registration traffic. Please follow the directions and set up your student portal and email. If you have any problems, please contact IT at 903-434-8140.

**You will need your TSDS number if you're in a public school. (Texas Student Data System Unique ID – 10 digits)(get from counselor or office) (Private or homeschool – not required)

3.) **Submit a copy of eligible TSI scores to NTCC showing that you are eligible to take college courses.**

Must complete TSI pre-assessment before testing:

- go to <https://www.ntcc.edu/> → select academics → select distance education → Dual Credit Courses → select TSI Pre Assessment (when selecting a campus make sure you select NTCC)
- Talk to your High School Counselor or Homeschool Admin about exemptions:
 - SAT – SAT administered on or after March 5, 2016: a minimum score of 480 on the Evidenced-Based Reading and Writing (EBRW) test shall be exempt for both reading and writing sections of the TSI Assessment; a minimum score of 530 on the mathematics test shall be exempt for the mathematics section of the TSI Assessment. There is no combined score., **OR**
 - ACT – 23 composite, with 19 or higher on math and/or English, After Feb. 15, 2023, a combined score of 40 on the English and Reading (E+R) tests shall be exempt for both reading and writing or ELAR sections of the TSI Assessment. A score of 22 on the mathematics test shall be exempt for the mathematics section of the TSI Assessment. There is no composite score., **OR**
 - TSIA2 -Mathematics: A College Readiness Classification (CRC) score of at least 950; or a CRC score below 950 and a Diagnostic level of 6. English Language Arts Reading: An essay score of at least 5; College Readiness Classification (CRC) score of at least 945 and an essay score of at least 4; or a CRC score below 945 and a Diagnostic level of 5 or 6 and an essay score of at least 4.

TESTING CENTER – You may take the TSI at the NTCC campus in the Student Services Building. <https://www.ntcc.edu/student-services/testing-center/texas-success-initiative-assessment-tsiatsia2>

Please bring your student ID number and a photo ID. Taking the TSI at NTCC will cost \$12 each. (Math, ELAR, & Writing)

4.) Complete the choice sheet (registration form) with your HS counselor or Homeschool Admin.

Course availability is different for each high school or homeschool. Please contact your high school counselor to find out what courses are available on your campus.

**Send current high school transcript from the public school or homeschool.*

**5.) Register for classes at your High School or with the Director of Dual Credit
jsumrow@ntcc.edu**

6.) Pay for tuition and course material fees: payment plans are available.

- You can make payment by calling the Business Office at (903) 434-8118 OR
- Visiting the Business Office in the Student Services building at NTCC

NOTE: You will be dropped or withdrawn from classes for failure to make payment by the deadlines posted in the *NTCC Course Schedule* and may still owe all or part of your tuition. See drop and withdrawal policy.