

KILGORE COLLEGE DUAL CREDIT PROGRAM

ENROLLMENT CHECKLIST

Submit the following:

- ❑ **Application for Admission** (*first-time students only*) www.kilgore.edu see: **Quick Links!**
Caution: There are seven screen pages before Application is complete!
- ❑ **Current high school transcript** (*first-time students only, unless needed to show completion of Algebra II for math enrollment*)
- ❑ **Test scores** (*first-time students only, unless re-testing to improve score*) see below!
- ❑ **Proof of bacterial meningitis vaccination, if applicable** (see below for more information)
- ❑ **Dual Credit Registration Form** (*new form required each semester*)

Pay tuition

Tuition must be paid by the deadlines published in each semester's registration guide or classes will be dropped. Payment may be made at the Cashier's Office on the 1st floor of the Devall Student Center in Kilgore, the KC-Longview Office, or on-line through the MyKC web portal at www.kilgore.edu.

Purchase textbooks (*if not provided by your school*)

Books may be purchased at the Bookstore on the 1st floor of the Devall Student Center in Kilgore, on-line at www.kcbookstore.com, or at KC-Longview if the class is meeting there.

DUAL CREDIT POLICY

Policies are current as of the date of this revision. All policies are subject to change without notice to meet mandates of the Texas Higher Education Coordinating Board, Texas Education Agency, or the Texas Leg.

1. To be eligible for enrollment in dual credit, students usually will have completed their sophomore year in high school by the time the course begins. *Exception:* Students who demonstrate college readiness on state approved tests may be approved by the high school and the KC VP of Instruction to enroll in college courses prior to completion of the sophomore year.
2. High school students are generally limited to two courses per semester. *Exception:* Students who have met the required minimum scores in reading, writing, and math may enroll in three or more dual credit courses during the fall or spring semesters. Students wishing to take more than two courses who have not met required minimum scores in all three areas require permission from the Vice President of Instruction. In a standard summer term, a student may enroll in a maximum of two courses. Students may enroll in only one mini-term course at a time.
3. Students enrolling in more than two dual credit courses in a semester must pass all courses during that semester with a grade of C or better to continue to enroll in more than two courses in the following semesters, per State of Texas regulations.
4. A student must meet all of the college's regular course prerequisites and demonstrate college readiness by achieving the minimum passing standards under the provisions of the Texas Success Initiative (TSI).
5. A student may neither enroll in a college level course in which he/she requires remediation nor take remedial classes at Kilgore College.
6. While taking courses through Kilgore College, the student must adhere to all college policies and regulations contained in the dual credit handbook, college catalog, student handbook, registration guide, and course syllabus.
7. A final high school transcript must be provided after graduation, even if not attending KC after graduation.
8. General academic courses offered through the dual credit program are courses that are commonly required for either an associate's or bachelor's degree. Acceptance of credit by another institution, however, is left to the discretion of the receiving institution. Public universities in Texas are not required to accept more than 66 hours of transfer coursework from a community college, and some private universities do not accept dual credit courses.

Dual Credit eligibility requirements for academic courses and workforce education courses not included in a level 1 certificate program (corrosion technology and process technology):

- **ACT:** composite score of 23 with 19 on English for Reading and Writing and/or 19 on Math.
- **SAT: on or after March 5, 2016:** 480 on Reading and Writing (EBRW) and/or a score of 530 on Math. There is no composite score. *Mixing or combining scores from the SAT administered prior to March 2016 and the SAT administered on or after March 5, 2016 is not allowed.*
- **TSI Assessment** standards: Reading, 351; Writing, 340 with 4+ on essay or a score of less than 340, and an ABE Diagnostic level of at least a 4, and an essay score of at least a 5; Math: 350.
- **PSAT:** score of **460** on the Evidence-Based Reading and Writing (EBRW) test on a PSAT/NMSQT exam administered **on or after October 15, 2015**, for Reading and Writing. For Math: A score of **510 on the Mathematics test** on a PSAT/NMSQT exam administered **on or after October 15, 2015**.
- **PLAN:** composite score of 23 with a 19 or higher in Mathematics and/or English, or a Mathematics score of 431 and/or an English score of 435 on the ACT-Aspire.
- ***STAAR End-of-Course (EOC)**
 - a Level 2 score (4000) on the English II STAAR EOC
 - a Level 2 score (4000) on the Algebra I STAAR EOC and passing grade in Algebra II
 - a Level 2 score (4000) on the Algebra II STAAR EOC
 - a Level 2 score (4000) on the English III STAAR EOC

Students must attend college within five (5) years from the date of their ACT, SAT and STAAR End-of-Course (EOC) test in order to use the scores for an exemption. ACT, SAT, and TSI Assessment tests are administered by Kilgore College testing centers. Contact the Kilgore College Testing Center at (903) 983-8215 or the Kilgore College-Longview Testing Center at (903) 236-2051 (TSI Assessment only).

Eligibility requirements for workforce education courses in Level 1 Certificate programs: (excludes Corrosion Technology and Process Technology)

- It is **STRONGLY RECOMMENDED** that students have passed the English II STAAR EOC in order to be successful in workforce education courses.
- Additional aptitude testing may be required for some programs to ensure that students have the skills necessary to be successful in the program.

Bacterial Meningitis Vaccination. As of October 1, 2013, Texas state law requires that college students under 22 years of age must provide proof of receiving an initial bacterial meningitis vaccination dose or booster within the last 5 years. ***Dual credit students who are not taking classes on a Kilgore College campus are exempt from this requirement.***

Therefore, if students are enrolling only in classes taught on their high school campus or through distance education (online, interactive television), they are not required to show proof of vaccination. ***However, dual credit students seeking to enroll in a course taught on a Kilgore College campus must provide proof of vaccination prior to registration.*** Exemptions from the vaccine are available in cases in which a physician has determined that receiving the vaccination is not in the best interest of the student, or through completion of the conscientious objection form from the Department of State Health Services. Visit www.kilgore.edu/meningitis.asp for more information and to obtain the DSHS conscientious objection form.

ADDITIONAL QUESTIONS MAY BE ANSWERED BY CONSULTING THE DUAL CREDIT HANDBOOK ON OUR WEBSITE and/or THE DUAL CREDIT ORIENTATION PAGE.

<https://www.kilgore.edu/sites/default/files/documents/file/Dual-Credit-Handbook-2019-update.pdf>

<https://www.kilgore.edu/academics/dual-credit-for-high-school-students>

CONTACT: Yvonne Bethune at 903-983-8114 or Jobeth Morris at 903-983-8202 at Kilgore College.

KILGORE COLLEGE DUAL CREDIT REGISTRATION FORM

The student must register through the Registrar's Office or the KC-Longview Office as long as the student is in high school. An application for admission, high school transcript, and all required test scores must be on file prior to registration. A new registration form must be submitted each semester. Bills are available on the MyKC student web portal.

Name _____ KC ID # _____

Phone Number _____ E-mail _____

I am classified as a _____ and will graduate in _____ from _____
(ex: junior, senior) (month/year)

(name of high school)
 I have met the minimum test scores as listed in the KC dual credit policy.

I request permission to enroll at Kilgore College for the following course(s):

	Course Prefix <i>Example:</i> ENGL	Course Number <i>Example:</i> 1301	Section Number <i>Example:</i> 085	Semester & Year <i>Example:</i> Fall 2018	Office Use Only <i>Initial once registration is complete</i>
1.					
2.					
3.					
4.					

My application for admission, high school transcript, and all required test scores are on file or are being submitted with this form.

I understand my grades can be confirmed between educational institutions. Further, I authorize Kilgore College to release my grades and transcript to my high school Counselor upon written or verbal request from my high school. I understand that it is the high school's responsibility to determine if any dual credit will be awarded for the above courses. **I ALSO AGREE TO FURNISH MY COMPLETED HIGH SCHOOL TRANSCRIPT TO KILGORE COLLEGE UPON MY GRADUATION.**

 Parent/Guardian Signature

 Student Signature

 Date

 Date

Principal/Counselor Approval Statement:

I approve this student's request to attend Kilgore College. This student is eligible for enrollment based on:

ACT SAT TSI STAAR PSAT PLAN

 Principal/Counselor Signature

 Date