

KILGORE COLLEGE DUAL CREDIT PROGRAM

ENROLLMENT CHECKLIST

Submit the following:

- ❑ **Application for Admission** (*first-time students only*)
www.kilgore.edu see: **Quick Links/Dual Credit**
Caution: There are seven screen pages before Application is complete!
- ❑ **Test scores, if needed** (*first-time students only, unless re-testing to improve score*) see below! Test scores are mainly needed for academic courses. Most workforce courses do not require test scores.
- ❑ **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 online through the AccessKC web portal at www.kilgore.edu. As a participant in the Kilgore College dual credit program, I acknowledge responsibility for any portion of tuition and fees not covered by my high school. I further authorize Kilgore College to communicate any outstanding balance directly to my parent/guardian/counselor via telephone, email or my mailing address.

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, online at the [KC Campus Store](#).

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 Legislature.

1. To be eligible for enrollment in dual credit courses, students must be in grade nine or higher and demonstrate appropriate college readiness for the courses that are taken.
2. During the 16-week semester, dual credit students should take no more than four classes, which could range from 12 to 16 credit hours. The maximum course load during a summer term is 8 semester hours for each term. Students may enroll in only one mini-term course at a time. Students who are employed, have family responsibilities, or are involved in various extra-curricular activities are cautioned to consider carefully the course load they take. The student who is overly extended is likely to have scholastic difficulties. Students should contact the dual credit coordinator for permission to add hours above the maximum scholastic load mentioned above.
3. 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).
4. While taking courses through Kilgore College, the student must adhere to all college policies and regulations including but not limited to those contained in the Dual Credit Handbook, Course Catalog & Student Handbook course syllabi.
5. 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. As such, it is the student's responsibility to consult with their transfer institution to ensure all dual credit coursework will transfer appropriately. Most academic courses require students to demonstrate college readiness through a variety of placement tests such as the TSIA2 or EOC.
6. Workforce courses offered through the dual credit program can be applied towards a certificate of completion, associate's degree, or can be used to obtain an industry certification. Most workforce courses do not require students to demonstrate college readiness.

Dual Credit eligibility requirements for academic courses and workforce education courses not included in a level 1 certificate program:

- ❑ **ACT: Prior to Feb 15, 2023:** Composite score of 23 with 19 on English for Reading and Writing and/or 19 on Math. **On or after Feb 15, 2023:** 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.
- ❑ **SAT:** 480 on Reading and Writing (EBRW) and/or a score of 530 on Math.
- ❑ **TSI Assessment standards: on or after January 11, 2021:** English, 945 or greater with an essay score of 5 or greater. If less than 945, Diagnostic Test Score of 5 or greater and an Essay Score of 5 or greater. Math, Score of 950 or greater. If less than 950, Diagnostic Score of 6. **Before January 11, 2021** 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 for Reading and Writing. For Math: A score of **510 on the Mathematics test** on a PSAT/NMSQT exam.
- ❑ ***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).

Note: Students who are placed into dual credit courses using one of the following scores may be required to take TSIA2 after high school graduation: English II STAAR EOC, Algebra I STAAR EOC, and PSAT.

ADDITIONAL QUESTIONS MAY BE ANSWERED BY CONSULTING THE DUAL CREDIT WEBSITE.

[Dual Credit Students](#)

Kilgore College Contacts:

Yvonne Bethune, Dual Credit Specialist: 903-983-8114 or ybethune@kilgore.edu

Janet Sledge, Assistant to the Dean: 903-983-8213 or jsledge@kilgore.edu

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 AccessKC 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)

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

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

	Course Prefix Example: ENGL	Course Number Example: 1301	Section Number Example: 0085	Semester & Year Example: Fall 2020	Office Use Only Initial once registration is complete
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 consent to authorized representatives of Kilgore College and my High School/ISD disclosing personally identifiable information from my education records to each other for legitimate educational purposes. I further authorize Kilgore College to release my grades and transcript to my High School/ISD. By signing below, I release Kilgore College from any and all liability or damages of any kind whatsoever related to its release of information or educational records to my High School/ISD.

I understand that it is the High School's responsibility to determine if any dual credit will be awarded for the registered courses. I ALSO AGREE TO FURNISH MY COMPLETED HIGH SCHOOL TRANSCRIPT TO KILGORE COLLEGE UPON MY GRADUATION.

As a participant in the Kilgore College Dual Credit Program, I acknowledge liability and responsibility for any portion of tuition and fees not covered by my high school or the FAST Scholarship Program. I further authorize Kilgore College to communicate any outstanding balance directly to my parent/guardian/High School officials/employees via telephone, email, or my mailing address.

Parent/Guardian Signature Date

Student Signature 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 TSIA STAAR PSAT PLAN

☐ Test Scores not needed due to student enrolling in Workforce/CTE Courses that does not require test scores.

Principal/Counselor Signature Date