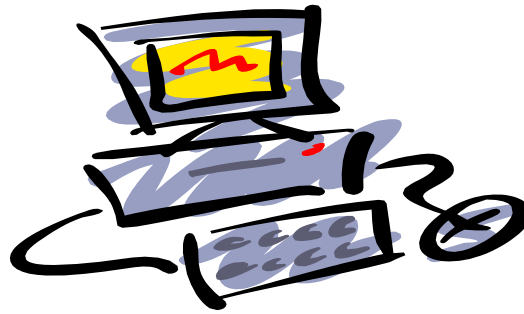


Important Dates for Dual Credit College Students

- **Deadline for registration-** Dual Credit deadlines for registration are different from all other college student registrations. This makes it possible for enrollment into the classes that are needed for DC students. DC students get preferred access so they will always be due earlier than all others.
- **Deadline for payment-** Payment processes vary from one ISD to another. Please check with your high school counselor for the date applicable to you.
- **Deadline to drop a class-** This is the same for all students and can be found on the Temple College website at <http://www.templejc.edu/news/calendar09-10.htm> Refund for classes diminishes if the class has already started. 100% refund is only possible if the class is dropped before the semester starts. Last possible day to drop a class will post a W and must have the needed drop form signed by the high school counselor.
- **Documentation for all processes (registration, testing, transcripts, application to the college, dropping of a Course) is required by the state of Texas. These documents must all go through the high school counselor and receive the needed signatures to ensure that the student will meet all graduation requirements.**



Are you in an ONLINE course?

- All registration and enrollment processes for an Online course are the same as any other class taken in college.
- Students taking their first online course with Temple College should attend one of our "eLearning Orientation" sessions (dates times and locations are posted on TC webpage www.templejc.edu) unless a live orientation session is scheduled by the instructor.
- Online courses are not self-paced. They have due dates for all assignments like any other college course. Instructors are able to see when a student has logged on and how long they stayed in. It is important that if your student is having trouble logging into the online class, please contact Kathryn Norris @ 254-228-9436
- Text books for these courses may be provided by the high school. If not, they are available at the campus bookstore.
- Online courses appear on a college transcript in the same way any other college course does. It will not have special designation showing that the course was taken online or as DC.

Temple
College

Important
Information
For
Success
In
Temple
College
Dual Credit
Classes

WARNING

Dual Credit Classes are not the same as high school classes. Dual Credit classes give you real college credit hours. To do that we must be sure that any course taught at the high school meets the same standard as the corresponding course taught at the main campus.



All students are given a syllabus. They are expected to read it upon receipt and understand that by taking this course, they have entered into a tacit agreement that they will adhere to all policy and processes detailed in the document. Deadlines and due dates are fixed. There are no "do overs". If you don't like the grade you have when you finish, there is no way to make it go away.

Family Education Right to Privacy Act (FERPA) requires that all institutions of higher education have a "Records Release" form on file before they can talk with a student's parent. Dual Credit students are included in this policy.

All students agree to adhere to all campus policy as list in the Student Handbook upon enrollment in any Temple College class. The handbook can be found online at the Temple College website.

How to Make Dual Credit Enrollment With Temple College Happen

Dual Credit enrollment requirements and processes are the same as for all college students. It is crucial that the high school is included in all aspects of the process.

First time DC students will need...

- A completed application for the college (including a correct Residency Status form).
- An official high school transcript (sealed).
- Qualified Test scores (TAKS, Accuplacer, SAT, ACT, or THEA)
- DC registration form signed by the high school counselor.

Returning DC students need only the registration form with counselor signature.

Payment Options

- **Cash**- We can only accept cash at the cashier locations (Main Campus, Taylor Center, Cameron Center).
- **Check**-make check payable to "Temple College". Check can be included with the registration form or turned in at the TC Cashiers office.
- **Charge**- Charge information can be entered on the back of the registration form or charge can be done over the phone (254) 298-8611 or 8610. All card information is destroyed after payment.
- **ECashier**- this is our online payment process.
<https://tconnect2.templejc.edu/WebLivProd/html/Facts/facts.htm> This is the only way to do a payment plan.

Note: Payment cannot be processed until the student is enrolled in our system. Confirmation of enrollment completion can be confirmed in the students' TConnect account (online).

For questions or help with any of these processes please contact Kathryn L. Norris - Dir. of DC at TC Anytime. Ph: 254-298-8621 or 254-228-9436 Kathryn.norris@templejc.edu