

ACC Dual Credit and Co-Enrollment Instructions for NEW Students

1. APPLY to ACC

- a. Go to www.austincc.edu.
- b. Click on “Apply Now”
- c. You must have your SSN to apply.
- d. There are 4 steps to the admissions process – please complete all 4!
- e. Be sure to select **DUAL CREDIT** as Basis for Admission. You may answer “no” to questions concerning SAT, ACT, TSI testing. When asked about your major, choose anything; this is not relevant to the dual credit program.
- f. Completing the application only gets your name in the system—*it does not register you for classes*.
- g. After about 24 hours you should receive an email with your ACC ID# - once you receive your ID, proceed with additional steps below

2. CLAIM your ACCeID

- a. Go to www.austincc.edu.
- b. Click on **Students** at top of the page, then **ACCeID**.
- c. Click on **Activate your ACCeID**.
- d. Your ACCeID will start with the first letter of your first name followed by 7 digits.
- e. Follow steps to create a password & security questions.

3. SET UP your ACCmail account

- a. Go to <https://aceid.austincc.edu/AccMAIL/accmail.pl>
- b. Enter you ACC eID and password that you created in step #2 and click Login.
- c. Note your ACC email on the next screen and click Submit
- d. Create a new password for your ACC email and cluck Submit
- e. Click Login to ACC email.

4. Complete Online Advising Session

- a. Go to Hsporientation.austincc.edu to complete this step. **You cannot register for classes until this step is complete!**

5. FILL OUT the attached ACC High School Programs Early Admission Contract

Read each line carefully and initial and fill out the bottom section completely IN INK! **No need to see your counselor for a signature**...Mrs. Painter will sign the Counselor Signature section when you turn in the form.

6. **AFTER you have completed all 5 steps above**, scan or take a photo (scan preferred) and email to catherine.painter@austinisd.org, If you aren't able to do so, send me an email as follow-up.

7. ENROLL in your classes!

Congratulations! You are now ready to enroll in your classes. **You may enroll online during the ACC registration / enrollment period**. We will have virtual FIT periods to assist with this process and you will be notified well in advance.

Summer enrollment for ALL students begins May 4th
Fall enrollment for ALL students begins June 15th



High School Programs Early Admission Contract

Office Use ONLY

E&O Staff:

Date:

Career Academy (DUAL) Dual Credit (DUAL) Early College High School (ECHS) Innovative Academy/PTECH (ECHS)

ELIGIBILITY:

A student must have completed the 8th grade, be enrolled in high school, completed admissions & testing requirements, and meet course prerequisites. Please see the back page of this form for additional program-specific information and requirements.

Student Acknowledgement and Commitment (Initial AND Sign). Use black or blue ink ONLY

As part of my enrollment, I consent to the following:

_____ Meet with my high school counselor each semester I plan to enroll to ensure ACC classes meet high school graduation requirements.
(Initials)

_____ Maintain Satisfactory Academic Progress (SAP) with a minimum college GPA of 2.0 and course completion rate of 67%.
(Initials)

_____ I understand I must meet ACC skills and course prerequisites for each class I enroll. Failure to do so may result in being withdrawn from my class.
(Initials)

_____ Make daily attendance and punctuality to college classes a priority.
(Initials)

_____ Behave in a way that demonstrates maturity and respect for all students, faculty, and staff.
(Initials)

_____ Meet with my High School Programs advisor every semester to review progress and courses for next semester.
(Initials)

_____ I understand I must check my tuition and fees balance each semester and make necessary payments or contact the High School Programs office regarding my balance by the posted deadline or I will be dropped from my classes. The dual credit tuition and fees waiver is subject to change without notice by the ACC Board of Trustees.
(Initials)

_____ I understand all ACC communications are sent using ACC's secure student email.
(Initials)

_____ A release of my TSI scores, grades, attendance, course progress, and other educational records will be provided to high school officials until revoked in writing to the Office of College and High School Relations.
(Initials)

_____ I have read and understand the Additional Program Requirements on the reverse side of contract.
(Initials)

Name of High School Attending

Anticipated Graduation (MM/YYYY)

Student Name (PRINT)

ACCeID

Student Signature

Date

Parent/Guardian

I approve of my student's participation in ACC's dual credit programs. I also understand program requirements, including FERPA, which states that a parent/guardian may not obtain academic records or complete ACC processes without my student's written consent.

Parent/Guardian Signature Date

Parent/Guardian Email

High School Counselor/Designee

I approve the above student's participation in dual credit course(s) and verify the student has completed the 8th grade. I understand I must submit recommended classes for high school graduation to the High School Programs Enrollment and Outreach department each semester.

HS Counselor/Designee Signature Date

HS Counselor/Designee Email

ADDITIONAL PROGRAMS REQUIREMENTS

ACADEMIC FREEDOM

ACC course content and student expectations are not modified in any way to accommodate a student under the age of 18.

ENROLLMENT

All students must complete a High School Programs Student Commitment Form once, prior to their first semester at ACC. Students are responsible for their own registration.

FERPA

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. Students own their college academic records; therefore, academic records may not be released to a parent or guardian without a student's written consent.

COURSES

Students must meet all skills and course requirements. Students may register only for courses approved by their high school counselor and ACC advisor. Austin Community College cannot guarantee that all college course sections will be available.

DROPS/WITHDRAWALS

Students must follow ACC deadlines for dropping or withdrawing from courses, and will be subject to course completion and academic progress policies (see Satisfactory Academic Progress below). Classes dropped after the add/drop period has ended will count as a tuition waiver used.

CREDITS/GRADES

Each school district determines its own dual credit equivalences according to state and district policies. Each school district also determines the conversion of ACC letter grades to numeric grades, if applicable. All ACC courses are issued a letter grade, only.

SATISFACTORY ACADEMIC PROGRESS

All students must maintain a Satisfactory Academic Progress (SAP) level of 2.0 GPA. Students who fall below SAP will be placed on Academic Probation for a semester. Failure to maintain SAP for two semesters (consecutive or non-consecutive) will result in a student being ineligible for participation. College records are permanent; therefore, it is important to maintain SAP while enrolled at ACC as failure to do so may impact future college financial aid and transfer eligibility.

ACCeID & ACCmail

All students are issued a secure ACCeID (electronic ID number) and an ACCmail (e-mail) account. All students are required to use their ACCeID to access their ACC student records, and their ACCmail student account for official ACC correspondence.

Dual Credit & Career Academies

TUITION & FEE WAIVERS

Austin Community College will waive tuition and fees for up to 12 eligible classes. Out-of-district students will be charged a \$150 per-course fee for courses taken at any ACC campus, Center, or via distance learning for up to 12 eligible classes. Out-of-district students will not be charged the per-course fee if they take classes scheduled at a high school campus or demonstrate financial need through documented eligibility for free lunch or family eligibility for public assistance. Documentation must be submitted each school year for eligibility. The dual credit tuition and fees waiver will only be applied to college credit courses that are a part of the current ACC Core Curriculum or a workforce course included in a certificate or associate of applied science degree. All remaining ACC courses will be assessed regular tuition and fees according to a student's residency. Course withdrawals and dropped courses will be counted against the 12 course waiver limit after the second class day of each session. The student will be charged full tuition and fees based on residency for courses taken above the 12-course waiver limit and non-eligible courses.

ACC reserves the right to modify its programs, policies, and procedures as needed without prior notice. **The dual credit tuition and fees waiver is subject to change without notice by the ACC Board of Trustees.**

TEXTBOOK

Textbooks and course supplies are not included in the tuition and fees waiver. Textbooks can be purchased at any ACC Bookstore or other book retailers. ACC Bookstores are located on ACC campuses or online at www.austin.bncollege.com.

TRANSCRIPTS

Official ACC transcripts are available 1-2 weeks after the last day of each session and can be requested online. Transcripts are also available in person at any ACC campus Admissions and Records office.

Early College High School, Innovative Academy, & PTECH

TUITION & TEXTBOOKS

Students enrolled in partnering Early College High Schools will have tuition and textbooks provided by the school district.

COURSE SEQUENCE

Students will follow the prescribed course sequence for the declared degree, certificate, or award.

SKILLS REQUIREMENTS

All students must demonstrate college readiness in the areas required for enrolling in ACC college credit course(s). Students must achieve TSI Math completion in order to continue on to courses with math skill requirements.