



North Lake College

DALLAS COUNTY COMMUNITY COLLEGE DISTRICT

DUAL CREDIT / CONCURRENT
ENROLLMENT
PACKET



Educational opportunities are offered by the Dallas County Community College District without regard to race, color, age, national origin, religion, sex, disability or sexual orientation.



North Lake College
Dual Credit & Concurrent Enrollment
Packet

This packet contains information and documentation needed in order to **ensure** students get credit for any dual credit classes taken at North Lake College. Please be sure to follow and complete the following steps:

1) APPLY TO NORTH LAKE COLLEGE AND GET CONNECTED:



APPLICATION:

Complete NLC Admissions Online Application: <https://www1.dcccd.edu/stuapp/>

- Print the Admissions Results (Letter of Acceptance, Pending, or Unfortunately)
- If you receive anything other than the “Congratulations” Letter of Acceptance, email NLC Dual Credit office at dualcreditnlc@dcccd.edu with your Name, High School, Birth date, and Application number (located on the bottom left of the last page)



SET UP ECONNECT ACCOUNT (DCCCD ID# IS NECESSARY TO COMPLETE THIS STEP)

- Use the “Setup My eConnect Account” link at the end of your Acceptance Letter to create your account using your DCCCD ID# assigned in the letter.
- You may also go to <https://econnect.dcccd.edu/index.jsp> and utilize the “I’m New to eConnect” link
- Ensure you use the same email address submitted on your application to create your eConnect account.

2) TESTING AND/OR EXEMPTIONS



IDENTIFY YOUR TEXAS SUCCESS INITIATIVE QUALIFICATIONS (SAT, ACT, EXIT LEVEL TAKS, STARR EOC) OR EXEMPTION.

- For complete list, go to https://www1.dcccd.edu/catalog/admiss/tsi_exempt.cfm
- If you do not meet one of the TSI qualifications listed above, you will need to complete the Pre-Assessment Activity in order to take the TSI exam.
- For Junior high school students the following waivers may apply https://www1.dcccd.edu/catalog/admiss/hs_dual.cfm?loc=econ



PRE-ASSESSMENT ACTIVITY (MUST BE COMPLETED AT LEAST ONE WEEK PRIOR TO TAKING THE TSI EXAM)

1. Go to <http://econnect.dcccd.edu/PreAssessmentVideo/NLC.jsp>
2. Watch the Pre-Assessment Video (15 minutes)
3. Following the video, click on the link beneath it
4. Log into eConnect and complete all three sections (Reading, Writing and Math) of the Pre-Assessment.
5. Once completed, email NLC Dual Credit office at dualcreditnlc@dcccd.edu with your Name, High School, Birth date, NLC ID# confirming you have completed the pre-assessment.



MAKE ARRANGEMENTS TO TAKE THE TSI EXAM IF YOU DO NOT MEET ONE OF THE TSI QUALIFICATIONS LISTED ABOVE

- Students must meet the minimum TSI requirements for a course before being allowed to enroll
- TSI Exam may be taken at NLC or at your High School

@ High School	@ North Lake College
Complete Pre-assessment Activity	Complete Pre-assessment Activity
Check with HS counselor if testing is available.	Obtain referral with NLC Dual Credit before testing (See attached Testing Center Hours)



IF YOU DO MEET ONE OF THE TSI QUALIFICATIONS LISTED ABOVE

- Provide NLC Dual Credit Office with acceptable qualification scores during the enrollment process

3) ENROLL FOR CLASSES:

- Make sure you have all the following forms and requirements before you proceed for enrollment at North Lake College.

DEADLINES FOR DUAL CREDIT
 Turning in complete application to North Lake College – Check with your high school counselor or with NLC Dual Credit Office for deadlines



FORMS

- Complete and have the following forms signed (forms available in this packet or with HS counselor)
 - **Consent for Emergency Treatment Contact Form**
 - Signed by parent if student is under 18 years
 - **Release of Proxy Registration** (if applicable)
 - Copy of Picture ID is required for student and proxy representative
 - **Enrollment Form**
 - Have your High School counselor complete the High School Enrollment Form Obtain all signatures. **For more than two dual credit classes, the high school principal must also sign the enrollment form.**



TRANSCRIPT:

Request a High School Transcript from your high school

- Home School Transcripts must include title of each course with letter grade, signature of educator and/or principal, and seal of notary public



VACCINATION:

Meningitis Vaccination

- Students taking classes at the college campus or online must provide proof of meningitis vaccination.
- Students who are taking dual credit classes solely at their high school are not required to obtain a meningitis vaccination.
- Based on State laws, proof of vaccination is **due no later than 10 days before the 1st day of class** for all Dual Credit Students of each semester session for courses taken on any DCCCD campus.

4) YOU ARE NOW ENROLLED FOR CLASSES



REGISTRATION SUMMARY:

Once you enrolled in North Lake classes, you will receive a Registration Summary. Take the Registration Summary to your high school counselor to have your schedule adjusted accordingly.



BOOKS:

Go to <http://www.nlcdccd.bkstr.com/> to find out the books required for your college courses.

Please refer questions to North Lake Colleges Dial Credit Office at dualcreditnlc@dccd.edu



North Lake College Testing Center Hours and TSI Testing Information

(Students must obtain a testing referral from Dual Credit Office prior to testing)

Testing Center Hours:

*Hours are subject to change

Central Campus: Room A425 (5001 N. MacArthur Blvd., Irving, TX 75038 - Ph#: 972-273-3160)

Monday-Thursday

8:30am-8:00pm

All three sections of TSI Test - must be at testing center before 3:00pm

Friday-Saturday

8:30am-3:30pm

All three sections of TSI Test - must be at testing center before 10:00am

Closed on Sunday

North Campus: (101 S. Royal Lane, Coppell, TX 75019 – Ph#: 972-860-4422)

Monday-Thursday

8:00am-8:00pm

All three sections of TSI Test - must be at testing center before 3:00pm

Friday

8:00am-2:00pm

All three sections of TSI Test - must be at testing center before 9:00am

Closed Saturday and Sunday

South Campus: (1081 W. Shady Grove Rd., Irving 75060 – Ph#: 214-891-1349)

Monday-Thursday

8:00am-7:00pm

All three sections of TSI Test - must be at testing center before 2:00pm

Friday

8:00am-2:00pm

All three sections of TSI Test - must be at testing center before 9:00am

Closed Saturday and Sunday

TSI PRACTICE TEST SITES

1. http://media.collegeboard.com/digitalServices/pdf/accuplacer/13b_7784_TX_SampleQuestions_3P_130624.pdf
2. <http://www.thecb.state.tx.us/index.cfm?objectid=233A17D9-F3D3-BFAD-D5A76CDD8AADD1E3>

**Dual Credit/Concurrent Credit
Consent to Emergency Treatment
Dallas County Community College District (“DCCCD”)
(North Lake College)**

Student’s Name (Last, First, Middle)

Date of Birth

DCCCD on behalf of North Lake College (College) is an educational institution in which _____, a student, is enrolled and College has received written authorization to consent to emergency medical treatment from a person having the right to consent as follows:

I, _____, the _____ [relationship to student] grant College permission to authorize emergency medical treatment for the above named student. This authorization is effective until the student’s graduation date, which is _____ [date]. The undersigned is responsible for all medical costs associated with this authorization.

Signature of Parent or legal guardian

Date

Home No.

Work No.

Cell Phone

In the event that parent or legal guardian cannot be reached, please contact

Emergency Contact #1:

Name

Relationship

Work/Home No.

Emergency Contact #2:

Name

Relationship

Work/Home No.

Voluntary Health Information

Allergies: _____

Current Medications & Dosages: _____

List Health Problems You Believe the College Should Be Aware of In Case of Emergency:



North Lake College - Dual Credit
FERPA Release for *Proxy* Registration
(Valid for one Academic Year)

PLEASE PRINT AND USE BLUE OR BLACK INK

_____ DCCCD ID No. _____
 Student Last Name First Name MI
 Mailing _____ Phone: _____
 Address: Street No. _____
 _____ Email: _____
 City, State and ZIP code

In order to comply with federal laws¹ dealing with confidentiality of official student records (FERPA), you must sign a release authorizing registration by proxy. The form below must be completed, signed and submitted at admission and/or registration time. **The student to be registered (not the proxy) has the ultimate responsibility to make sure the registered courses are correct.**

AUTHORIZATION TO RELEASE EDUCATION INFORMATION AND OR REGISTRATION BY PROXY

Please select from the following:

Academic Year: _____

Admissions – *Includes application and documents received for admission status, documents pending, and conditions of admission, correction of address and telephone numbers and signing documents on my behalf*

Registration – *Includes current enrollment, dates of enrollment, enrollment status, residency status, semester attending, mailing address information, course selection, adding and dropping courses, and paying tuition if necessary*

Release to _____
Name

Relationship _____

Release to _____
Name

Relationship _____

Student's educational records will not be released or discussed through email or telephone.

I hereby grant approval for the person mentioned above to serve as my authorized proxy for the purpose of my admission and/or registration at North Lake College according to my selections above.

PLEASE ATTACH TO THIS FORM A COPY OF EACH PROXY'S PHOTO ID AS WELL AS STUDENT'S

Signature of Student Date

Signature of Proxy #1 Date

Signature of Proxy #2 Date

¹ Family Education Rights and Privacy Act of 1974

Brookhaven Cedar Valley Eastfield El Centro Mountain View North Lake Richland
Colleges of the Dallas County Community College District
HIGH SCHOOL STUDENT ENROLLMENT FORM
(PLEASE USE ONLY BLUE OR BLACK INK)

This certifies that _____, DCCCD ID/ SSN optional _____,
 is or will be enrolled as a student at _____ **High School** and has permission to
 concurrently enroll with Brookhaven, Cedar Valley, Eastfield, El Centro, Mountain View, North Lake, and/or Richland.

List your College Course Names and complete the checklist for each course to be taken, pending approval, in the appropriate semester. <i>College Course Name(s)</i>	FALL 2015	Winter Term	SPR 2014	May Term	SUM I 2014	SUM II 2014	Dual Credit	College Credit Only
1.								
2.								
3.								
4.								
5.								

I understand I will be enrolling in a college credit course(s) at one or more of the colleges and will be receiving a letter grade that will be recorded on my permanent college transcript. A numerical grade will appear on the high school transcript for dual credit courses; conversion of grades is the responsibility of the respective high school. It is the student's responsibility to verify the transferability of courses with the institution of choice.

Eligibility for continued participation in this program requires satisfactory academic performance at the high school; earned grades of A, B or C in all college courses; and parental and school approval for each subsequent semester of enrollment. A student who earns grades of D or F may not be eligible for future dual credit courses or may have restrictions.

I understand that if I wish to withdraw from my college course(s), it is my responsibility to first discuss this matter with my high school counselor. Also, it is my responsibility to submit the required withdrawal form to the College Dual Credit/Concurrent Enrollment Coordinator or College Registrar by the published deadline.

A non-immigrant visa student is responsible for maintaining his/her own visa status. I understand it is my responsibility to verify my status and my ability to take college courses through dual credit enrollment.

I understand that **I MUST** be enrolled as a full-time student at my high school, and **I cannot enroll in more than two college courses per semester, district-wide, without special permission.** Only **one** dual credit waiver per approved course is allowed. However, a student is responsible for tuition of a repeated course and costs of online dual credit courses offered outside Dallas County.

I understand that **ACADEMIC FREEDOM** is practiced at all of the colleges of the Dallas County Community College District. Academic Freedom allows faculty and students to pursue whatever inquiry they feel is important and to speak about it in the classroom without fear of censorship. I understand that within a college environment, students may encounter adult language and images, different philosophical viewpoints and belief systems. I understand that appropriate and essential discipline-specific terminology, concepts and principles are utilized as needed in the classroom setting. All high school students are held accountable to policies, rules, and regulations of the colleges of the Dallas County Community College District. For more information see www.dcccd.edu

I authorize the college to release my transcript to the above named high school related to my college enrollment.

 Student Signature

 Date

 Parent/Guardian Signature

 Date

 Signature of High School Official

 Title

 Date

 Signature of College Official

 Date

Approval signatures are required for a student to take more than two college courses per semester (district-wide).

 College Chief Academic Officer or Authorized Designee

 Date

 High School Principal

 Date