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NORTHEAST TEXAS
COMMUNITY COLLEGE

2016-2017
COUNSELOR'S
RESOURCE MANUAL

focused

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Contact Information
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Business Office

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Eric Posey - 903-434-8119
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Testing

Elayne Peters - 903-434-8273
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Contact Information Service Area High Schools

Avinger High School

245 Connor St
Avinger, TX 75630
Jacquelyn Smith, Superintendent
Tim Phy, Principal (tphy@avingerisd.net)
Ms. Jacquelyn Smith (jsmith@avingerisd.net)
Telephone Number: 903-562-1355
Fax Number: 903-562-127

Chapel Hill High School

P.O. Box 1257
Mt. Pleasant, TX 75455
Marc Levesque, Superintendent (mlevesque@chisddevils.com)
Brandon Dennard, Principal (bdennard@chisddevils.com)
Allison Duke, Counselor (aduke@chisddevils.com)
Counselor's Telephone Number: 572-8096, ext. 590
Fax Number: 572-1086

Como-Pickton High School

13017 TX Hwy 11 E.
Como, TX 75431
Kay Handlin, Superintendent (handlink@cpcisd.net)
Chris Bradshaw, Principal (bradshawc@cpcisd.net)
Christie Phillips, Dean of Students (phillipc@cpcisd.net)
Danetta Carpenter, Registrar (carpentd@cpcisd.net)
Counselor's Telephone Number: 903-488-3671, ext. 3050
Registrar's Telephone Number: 903-488-3671, ext. 3100

Daingerfield High School

202 Tiger Drive
Daingerfield, TX 75638
Sandra Quarles, Superintendent (squarles@dlsisd.org)
Ryan Carroll, Principal (rcarroll@dlsisd.org)
Sharmeca Harris, Counselor (shillis@dlsisd.org)
Jeanie Williams, Registrar (jwilliams@dlsisd.org)
Counselor's Telephone Number: 903-645-3968
Fax Number: 903-645-7662 (P) 903-645-7665

Harmony High School

9788 State Hwy 154 W

Big Sandy, TX 75755

Dennis Glenn, Superintendent (glennd@harmonyisd.net)

Michael Alphin, Principal (alphinm@harmonyisd.net)

Lynn Elms, Counselor (elmsl@harmonyisd.net)

Counselor's Telephone Number: 903-725-5492/5495 ext.114

Fax Number: 903-725-7079

Hughes Springs High School

P.O. Box 399

Hughes Springs, TX 75656

Rick Ogden, Superintendent (ogdenr@hsisd.net)

Heather McGregor, Principal (mcgregorh@hsisd.net)

Misty Lake, Counselor (lakem@hsisd.net)

Counselor's Telephone Number: 903-639-3869

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Mt. Pleasant High School

P.O. Box 1117

Mt. Pleasant, TX 75456-1117

Judd Marshall, Superintendent (jmarshall@mpisd.net)

Dustin Cook, Principal (dcook@mpisd.net)

Shirley Peterson, Director of State & Federal Programs (speterson@mpisd.net)

Lisa Bradley, Counselor (lbradley@mpisd.net)

Dawn Trickey, Counselor (dtrickey@mpisd.net)

Lela Elliot, Counselor (lelliot@mpisd.net)

Todd Burns, Counselor (tburns@mpisd.net)

Counselor's Telephone Number: 903-575-2020

Fax Number: 903-575-2036

Mt. Vernon High School

P. O. Box 1139

Mt. Vernon, TX 75457

Gregg Weiss, Superintendent (gweiss@mtvernonisd.net)

Kelly Baird, Principal (kbaird@mtvernonisd.net)

Lou Colvin, Counselor (lcolvin@mtvernonisd.net)

Sherry Keys, Counselor (skeys@mtvernonisd.net)

Counselor's Telephone Number: 903-537-3700, ext. 5253/5254

Fax Number: 903-537-2536

Ore City High School

P.O. Box 100

Ore City, TX 75683

Lynn Heflin, Superintendent (heflinl@ocisd.net)

Nathan Heflin, Principal: (heflinn@ocisd.net)

Lisa Wright, Counselor (wrightl@ocisd.net)

Counselor's Telephone Number: 903-968-3300, ext. 3221

Fax Number: 903-968-8726

Paul H. Pewitt High School

P. O. Box 1106

Omaha, TX 75571

Andy Reddock, Superintendent (areddock@pewittcisd.net)

Scott Wright, Principal (swright@pewittcisd.net)

Kathy Stringfellow, Counselor (kstringfellow@pewittcisd.net)

Counselor's Telephone Number: 903-884-2293 Ext. 3553

Fax Number: 903-884-3111

Pittsburg High School

300 Texas St.

Pittsburg, TX 75686

Judy Pollen, Superintendent (jpollen@pittsburgisd.net)

Jonathan Hill, Principal (jhill@pittsburgisd.net)

Cindy Yocum, Counselor (cyocum@pittsburgisd.net)

Kera Stewart, Counselor (kstewart@pittsburgisd.net)

Vickie Sinclair, Dual Credit Liason (vsinclair@pittsburgisd.net)

Counselor's Telephone Number: 903-856-3646

Fax Number: 903-855-3325

Saltillo High School

4100 US Hwy 271 South

Bogota, TX 75417

Kevin Woolley, Superintendent/High School Principal (kwoolley@saltilloisd.net)

Counselor's Telephone Number: 903-537-2386

Union Hill High School

2197 FM 2088

Gilmer, TX 75644

Troy Batts, Superintendent (battst@uhisd.com)

Jason Crow, Principal (crowj@uhisd.com)

Jone' Robinson-Heflin, Counselor (heflinj@uhisd.com)

Counselor's Telephone Number: 903-762-2138, ext. 208

Fax Number: (903) 762-6742

Winnsboro High School

409 Newsome

Winnsboro, TX 75494

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David Pinnell, Principal (dpinnell@winnsboroisd.org)

Amy Black, Counselor (ablack@winnsboroisd.org)

Debbie May, Counselor (dmay@winnsboroisd.org)

Counselor's Telephone Number: 903-342-3641

Fax Number: 903-342-3645

Application Process

How to Apply for Admission Online

1. Go to www.ntcc.edu/dualcredit
Number 2 under the “Steps to Enroll” section provides a link to the application for admissions. Students WILL NEED a social security number (can be provided by high school counselor) or enter “000000000” for students without a social security number.
2. Click on “Dual Credit Student Application.”
3. Click on “Click here to start filling out this application.”
4. Click on “Next Page→”

The next section points out any special interest items on each page of the application that raise the greatest number of questions:

Page 1

- #10 must include SSN

Page 3

- #1 For May or Summer 2016 entry:
 - Anticipated enroll year will be 2015-2016
- For Fall 2016 entry:
 - Anticipated enroll year will be 2016-17
- #3 Primary reason for attending should be “Earn credits for transfer”
- #4 Should be marked “Part Time”

The review page at the end of the application will point out any required items that are missing.

Residency Requirements

- **In District:**
 - Texas residents are considered in-district if they physically reside within the geographic boundaries of the Northeast Texas Community College district (Camp, Morris and Titus counties), excluding student housing or residence halls.
 - Students must have lived in the taxing district for at least 90 days prior to the beginning of the semester
 - Residence in the NTCC district cannot be established by moving into the district for the specific purpose of attending NTCC.

- **Out of District:**
 - Texas residents who do not physically reside within the geographic boundaries of the Northeast Texas Community College district.

- **NTCC Waivers:**
 - Undocumented students are granted a waiver to receive the same tuition as the students in their ISD. The business office applies the waiver after the student is registered.
 - Students whose physical address is out-of-district but attend an in-district school receive in-district tuition. The business office applies the waiver after the student is registered.
 - Hughes Springs ISD students receive in-district tuition as grandfathered in by the original by-laws of the college. The business office applies the waiver after the student is registered.

Although Northeast Texas Community College is an “open door” institution, state laws are very specific concerning residency requirements. Students are responsible for registering under the proper residency classification. Any questions concerning this classification should be clarified with the Admissions Office prior to, or at the time of enrollment. Rules and regulations for determining residence status are defined under Title 3 of the Texas Education Code. To determine the appropriate residency classification, NTCC is required to review enrollment documents for errors, inconsistencies or misclassifications of residency. The college will take the necessary steps to see that appropriate adjustments are made if a misclassification occurs. Additional documentation of Texas residency may be required if the college determines that the information given on the enrollment documents is not adequate to prove residency.

Advising and Orientation

Eligibility

Any high school student is eligible for dual credit courses provided that they have applied to Northeast, established appropriate college readiness (if necessary), and received permission from the high school or home school supervisor. Home schooled students must submit a current notarized copy of their transcript.

Students must have approval from a high school counselor or principal with a signed dual credit permission form. The parents of home schooled students can sign the permission form but the classes must count for high school credit.

Fulfill appropriate admissions criteria for the college.

Meet minimum test scores (see below). Home schooled students do not take STAAR so they must have met the requirements from one of the other tests listed below.

Test Score Requirements for Academic Courses (TSI)

TSI refers to the Texas law (Texas Success Initiative) that requires all students attending a Texas public college or university to be assessed in reading, writing, and math before attending college credit classes, unless student demonstrates an assessment-exempt or assessment-waived status.

- SAT – 1070 combined, with 500 or higher on math and/or verbal, OR
- ACT/PLAN – 23 composite, with 19 or higher on math and/or English, OR
- PSAT/NMSQT – 107 combined w/minimum critical reading and/or math score of 50, OR
- TSI Assessment – Reading Comp 351, Elem. Mathematics 350, Written Essay 5 (or Written Essay 4 AND Multiple Choice of 360), OR
- English II EOC – 4000 plus the student must be new to dual credit going into the junior year.
- Algebra 1 EOC – 4000 plus the student must be new to dual credit going into the junior year.

Test Score Requirements for Workforce Education Courses

A high school student is eligible to enroll in workforce education dual or concurrent credit courses if the student is enrolled in courses that lead to a Level I certificate program at Northeast.

Texas Success Initiative (TSI) Testing

Location and Hours:

The Testing and Assessment Center is located on the main Northeast Texas Community College (NTCC) campus in the Business Technology (BT) Building. For information, please call 903.434.8273.

Testing Center Hours:

Monday & Thursday: 8:00 a.m. to 7:00 p.m.

Tuesday & Wednesday: 8:00 a.m. to 6:00 p.m.

Friday: 8:00 a.m. to 12:00 noon

Closed on Saturdays & Sundays

During summer hours the Testing Center closes at 6:00.

The tests are untimed and each test cost \$4. A student can take all three tests at one time or one or more tests at the same time. Any portion of the test can be retaken, but a student cannot retake the same test on the same day. Students must bring a photo ID and social security number to the testing session.

Review Resources

<http://depts.gallaudet.edu/EnglishWorks/writing/fiveparagraph.html>

<http://www.testprepreview.com>

<http://www.nv3.comnet.edu/BCASERTA/MATHREVIEW/Adobe.pdf>

NEW STUDENT CHECKLIST
Dual Credit

<p>1. <u>APPLICATION</u></p> <ul style="list-style-type: none">• Apply online at www.ntcc.edu/dualcredit
<p>2. <u>TESTING</u></p> <ul style="list-style-type: none">• Check your SAT/ACT/PLAN/PSAT/EOC scores to see if you are eligible –OR–• Visit high school counselor to sign-up for the TSI Assessment test if offered at high school –OR–• Test anytime at the NTCC Testing Center• Present photo ID and social security number on day of test <p>NTCC Testing Center 903-434-8273</p>
<p>3. <u>ADVISING</u></p> <ul style="list-style-type: none">• Meet with Director of Dual Credit and talk with your high school counselor• Submit all paperwork to NTCC Office of Dual Credit or high school counselor.<ul style="list-style-type: none">✓ Test scores (EOC, ACT, SAT, PSAT, PLAN, TSI Assessment, if used for TSI exemption)✓ Current high school transcript✓ Permission letter from the high school
<p>4. <u>ORIENTATION</u></p> <ul style="list-style-type: none">• Participate in an online dual credit orientation. (upcoming)
<p>5. <u>REGISTRATION</u></p> <ul style="list-style-type: none">• Check <i>NTCC Course Schedule</i> to determine registration time• Register through Director of Dual Credit
<p>6. <u>PAYMENT</u></p> <p>Tuition payment can be made by:</p> <ul style="list-style-type: none">• Using Campus Connect on the MyEagle Portal - myeagle.ntcc.edu• Calling the Business Office at (903) 434-8100• Visiting the Business Office in the Administration Building at NTCC• Setting up a FACTS payment plan via the MyEagle Portal• Applying for the dual credit scholarship for at www.ntcc.edu/dualcredit. <p>NOTE: You will be dropped or withdrawn from classes for failure to make payment by the deadlines posted in the <i>NTCC Course Schedule</i> and may still owe all or part of your tuition. See drop and withdrawal policy.</p>

Dual Credit Orientation (upcoming)

Dual Credit Orientation is an information session for first time students which guides students through the NTCC admission and registration process so that students are informed about college procedures and can register for courses. Representatives from the college provide the orientation at the area high schools.

Once a student has completed this session, they will:

- know the requirements for being admitted to NTCC as a dual credit student.
- be aware of college policies and procedures
- know how to read the course schedule to find appropriate courses.
- be able to register for classes

NTCC Course Catalog and Schedule

NTCC Catalog:

The College Catalog is published online each academic year at catalog.ntcc.edu. The catalog includes:

- Degree Plans for all Associate of Arts, Associate of Science, and Associate of Applied Science degrees offered through NTCC.
- Degree Plans for all Certificates Programs.
- Course Description including course prerequisites, if any, for all NTCC courses.
- Complete academic calendar.

NTCC Course Schedule:

The Course Schedule is published online at <http://www.ntcc.edu>. The schedule includes:

- Registration dates and times for each semester
- List of all course offered at NTCC for that semester including times, days, and locations
- Recognized Holidays
- Tuition & Fees
- Final Exam Schedule

Suggested Dual Credit Academic Transfer Courses

Some NTCC courses will meet students' high school graduation requirements while also counting toward a college associate degree, bachelor's degree, or technical certificate.

School districts and/or high schools determine whether an NTCC course can receive high school dual credit. Other colleges and universities determine which courses will be accepted for credit toward a student's degree requirements. Students should consult their high school counselor for a listing of their school district's approved dual credit courses. Students should consult the university they plan to attend to confirm if a course will count toward the student's major for college graduation.

TSI Waived Certificate Programs

- Agriculture
 - Farm and Ranch Management Certificate
 - Sustainable Agriculture Level 1 Certificate
 - Sustainable Agriculture Level 2 Certificate
- Art
 - Advanced Graphic Design Level 1 Certificate
 - Graphic Design Level 1 Certificate
- Auto Body Repair Tech Certificate
- Automotive Technology
 - Automotive Maintenance and Light Repair Level 1 Certificate
 - Automotive Maintenance Specialist Level 1 Certificate
 - Carroll Shelby Automotive Service Technician Specialization Level 2 Certificate
 - Carroll Shelby Performance Academy Level 1 Certificate
- Business Management
 - Business Management Certificate
 - Criminal Justice Specialization Certificate
 - Financial Accounting Certificate
- Computer and Information Sciences
 - Advanced Computer Applications Certificate
 - Computer Applications Certificate
 - Computer Maintenance & Repair Certificate
 - Computer Programming Certificate
- Cosmetology
 - Instructor Training Certificate
 - Operator Certificate
- Criminal Justice
 - County Corrections Certificate/Enhanced Basic Jailer Certification
 - Criminal Justice Certificate/Enhanced Peace Officer Certification
 - Criminal Justice Law Enforcement Certificate/Basic Peace Officer Certification
- Culinary Arts Certificate
- Electrical Occupations Certificate
- Emergency Medical Services
 - 12-Month Paramedic Certificate
 - Intermediate Certificate
- Industrial Technology
 - Industrial Electro-Mechanical Technology Level 2 Certificate
 - Industrial Technology - Level 1 Certificate
- Medical Assistant - Medical Coding Specialist Level 1 Certificate

- Nursing - Vocational Nursing Certificate
- Office Technology
 - Legal Office Assistant Certificate
 - Medical Office Support/Transcriptionist Certificate
 - Office Assistant Certificate
 - Office Support Assistant Certificate

- Patient Care Technology
- Welding
 - Basic Structural (Plate) Welding Certificate
 - Basic Welding Certificate
 - Pipe Welding Fabrication Certificate

Registration Process

myEagle Campus Portal

After students have been accepted to the college, they will have access to the myEagle campus portal. To log in to the portal, students will use their first initial + their last name+ the last three digits of their SSN. The password is the student's date of birth in the format of mmddyyyy (Ex: February 2, 1994 would be 02021994). If students do not have a SSN, they will use their first initial + their last name+ the last three digits of their birth year.

Once logged into the portal, students may access their free Eagle Mail account by clicking on the Webmail Icon found on the right-hand side of the page under the "Student" tab. It is very important for students to follow the setup instructions and regularly access their Eagle Mail, as it is the official method of communication used by Northeast.

The myEagle Campus Portal is designed to be the students' entry to tools, applications and information to successfully manage their educational business at NTCC. In a convenient dashboard view, students can:

- have single sign-on access to Eagle Mail, Blackboard and more. Single sign-on means that students login to myEagle and do not need to re-enter any credentials to access these applications. A single click of a button gets students in!
- see a consolidated NTCC calendar with academic, athletic, student, and several other types of events included on a single calendar. Students can also filter events so they only see the events they want to see.
- have quick access to the official NTCC Facebook page.
- receive important campus announcements and messages.
- participate in campus polls and surveys.
- create or join other portal communities with web content and tools accessible only to them.
- save documents in a centralized document library so students can access them from any computer with internet access. No need to carry them around on external storage devices.
- access the NTCC Student Handbook.
- access the NTCC course catalog.
- provide important feedback so we can continue to improve myEagle!

Course Load

Dual credit students can take as many courses as the individual high school approves. Course load decisions should be made between the counselor, student, and/or the Director of Dual Credit.

Tuition Costs

In-District Tuition (Camp, Morris, and Titus Residents)
\$70 per credit hour

Out-of-District Tuition (All Other County Residents)
\$105 per credit hour

Payment of Tuition and Fees

Tuition and fees are due following registration, according to the tuition deadlines listed in the NTCC Course Schedule. Failure to pay tuition and fees by payment deadline will result in the student being dropped from classes. **IMPORTANT: It is the student's responsibility to ensure payment is made or a payment plan is in place by the deadline.** For questions regarding tuition and fees due, contact the NTCC Business Office at (903) 434-8118 or 434-8119.

Methods of Payment

Payment due dates can be found on the student's statement of charges or by accessing the student's statement through the MyEagle Portal. Northeast Texas Community College offers a variety of ways to pay for classes. Student can pay using cash, checks, MasterCard, VISA, or DISCOVER by visiting the Business Office located within the Administration Building. If paying by check, students are required to furnish the current driver's license number and date of birth of the person signing the check.

Students can also pay in full or establish a payment plan online by accessing the MyEagle Portal. Northeast Texas Community College offers FACTS as a convenient payment plan option. FACTS is not a loan program. You have no debt, there are no interest or finance charges assessed, and there is no credit check. The cost to initiate your interest-free monthly payment plan is a \$35 nonrefundable enrollment fee. Students must establish a payment plan through the MyEagle Portal. Visit www.factsmgt.com for additional information on this payment option.

Add, Drop, and Withdrawal Policy

All changes to a dual credit student's schedule must be submitted to the Director of Dual Credit for processing.

It is the student's responsibility to notify the college of any schedule changes done at the high school level that involve a dual credit class. Dual credit students follow the same add/drop/withdrawal policy as all college students.

Students may **DROP** a class prior to the official reporting day (twelfth day - regular semester; fourth day - summer term). In this case, the class will not appear anywhere on the student's transcript. If a student **WITHDRAWS** from a class after the official reporting date and before the last posted date of withdrawal, a "W" will be recorded on his or her transcript.

Refund Policy

Students who officially drop or withdraw from NTCC shall have their tuition and mandatory fees refunded according to the following schedule as adopted by the Texas Higher Education Coordinating Board. Refunds are based on the date that the drop or withdrawal form is received in the Admissions and Records Office.

Students will receive a 100% refund for courses dropped **prior** to the first class day.

Students who drop or withdraw from a course after the first day of class will be refunded based on the chart below. NOTE: Class day means the day the semester is designated to begin and each consecutive school day thereafter.

Fall, Spring

During the first fifteen (15) class days.....	70 %
From the 16th through 20th (16-20) class days.....	25 %
After the twentieth (20) class day.....	0 %

For students who reduce their course load, but do not completely withdraw, the following refund schedule will apply:

During the first twelve (12) class days.....	100 %
From the thirteenth through fifteenth (13-15) class days.....	70 %
From the sixteenth through twentieth (16-20) class days.....	25 %
After the twentieth (20) class day.....	0 %

Summer I and Summer II

During the first five (5) class days.....	70 %
During the sixth and seventh class days.....	25 %
After the seventh class day.....	0 %

For students who reduce their course load, but do not completely withdraw, the following refund schedule will apply:

During the first four (4) class days.....	100 %
The fifth (5) class day.....	0 %

Intersession, Summer I & II Fast-Track

During the first three (3) class days.....	70 %
During the fourth (4) class day.....	25 %
After the fourth (4) class day.....	0 %

For students who reduce their course load, but do not completely withdraw, the following refund schedule will apply:

During the first two (2) class days.....	100 %
During the third (3) class day.....	0 %

Refund checks will be mailed by the Business Office to the student. Refunds must be applied for within the same school year as withdrawal.

Student Services and Additional Information

Family Educational Rights and Privacy Act

- Family Educational Rights and Privacy Act – this law, commonly referred to as FERPA, prohibits colleges from providing information (other than directory information) to anyone other than the student. What this means to parents is that the college cannot give information about a student’s grades or attendance. The college also is prohibited from allowing a parent to enroll a student in classes or discuss the student’s financial accounts without a note authorizing such from that student. Dual credit students sign a waiver to allow college representatives to share information with the high school officials.

Blackboard Instructions for Students Taking Online or Hybrid Courses

1. Log into the MyEagle Portal by going to myeagle.ntcc.edu.
2. Type in the user name and password. To log in to the Portal, students will use their first initial + their last name+ the last three digits of their SSN. The password is the student’s date of birth in the format of mmddyyyy (Ex: February 2, 1994 would be 02021994). If students do not have a SSN, they will use their first initial + their last name+ the last three digits of their birth year.
3. Once a student has logged in through the myEagle portal, he or she will only enter this information the first time.
4. Click on Blackboard on the right-hand side under the “Student” tab.
5. On the login page, click the “Check Browser” button to make sure your computer is configured correctly.
6. Disable your popup blocker.
7. Once you are logged in, you will see your course(s) listed.
8. Access your course by clicking on the course title.
9. If your course is not listed, please contact the Director of Dual Credit immediately for assistance.

Learning Resource Center

The Learning Resource Center (LRC), conveniently located in the center of campus, provides an attractive atmosphere for study and research. Carrels, tables, and lounge furniture make for an environment conducive either to working on assignments or recreational reading. Tours of the LRC and instruction in the use of the library may be provided to groups on request; individual assistance is always available. Use of the library and materials is extended to members of the community. Each user is responsible for materials borrowed with his or her library card. The LRC participates in the TexShare Library Card program, a reciprocal lending program that allows users to borrow materials in person at libraries across the state.

The LRC maintains a Web site with links to its online catalog and other Internet resources, as well as information about library and media services. Audiovisual equipment is available for use in individual carrels for those wishing to use audiotapes and videocassettes. Public computers provide access to the Internet, online databases, and instructional and productivity software. Photocopying of print materials and a scanner is available. Access to online material can be found at www.ntcc.edu/library. Any information accessed through the LRC website is password protected and new credentials are released every year. The current username/password is: library/ze7n4t

The LRC is open during the fall and spring semesters 8:00 a.m. to 7:30 p.m. Monday and Tuesday, 8:00 a.m. to 6:00 p.m., Wednesday and Thursday, and 8:00 a.m. to 12:00 p.m. on Friday. The LRC also houses the College Store and Graphic Arts Department. Hours for these and other departments may be obtained by calling the campus switchboard at 903-434-8100 and asking for the appropriate department.

Accommodations for Students with Disabilities

It is the policy of Northeast Texas Community College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, state and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with the Advisor/Special Populations Coordinator or visit www.ntcc.edu/specialpopulations to obtain a Request for Accommodations form. For more information, please refer to the Northeast Texas Community College Catalog or Student Handbook.

Registration Form

**Note – Scholarship form can be found
at www.ntcc.edu/dualcredit.**

**PERMISSION AND REGISTRATION FORM
NORTHEAST TEXAS COMMUNITY COLLEGE
DUAL CREDIT**

Student's Full Name (please print) _____

Street Address (with city, state, zip) _____

Social Security Number ____ - ____ - ____ OR NTCC student ID ____ - ____

High School _____

Cell Number _____ Home Number _____

What is your current grade level? (Circle one) Sophomore Junior Senior

Have you taken courses at NTCC before? No _____ Yes _____

Course Selections:

Course Name, Course Prefix, Number and Section and term Example: ENGL1301.01 - fall	Location	Time	Day	For High School Credit Circle Yes or NO
				Yes or NO
				Yes or NO
				Yes or NO

I understand that my college credit will be transcribed but held in escrow until I furnish an official high school transcript showing that I have graduated. I understand that my signature on this form gives NTCC permission to release an official copy of my transcript to my high school at the end of each semester.

I understand that my signature on this form gives NTCC representatives permission to share information with respect to grades, attendance, and class status to high school officials. I have read and understand the rules governing the Dual Credit Program and will abide by those requirements.

_____ Date _____
Student Signature

The above named student has permission to take college courses at Northeast Texas Community College.

_____ Date _____
Counselor/Advisor Signature

Lista de Detalles para Nuevos Estudiantes

Cursos de Crédito Doble

www.ntcc.edu

Miles Young

Director del Crédito Doble

903-434-8257

myoung@ntcc.edu

Aplicación (Solicitud)

- Haga su aplicación en línea en www.ntcc.edu/dualcredit

Examinaciones

- Revise sus notas en EOC/SAT/ACT/PSAT/PLAN para averiguar si usted es elegible, -o-
- Visite con su consejero de la high school para inscribirse en TSI Assessment (prueba) ofrecida en la high school –o-
- Regístrese para tomar una prueba en el Centro de Pruebas de NTCC (Testing Center)
- Debe presentar su ID con foto y su número de Seguro Social en el día de la prueba NTCC Testing Center (Centro de Pruebas) 903-434-8273

Servicio de Consejeros

- Visite con el Director de Crédito Doble y hable con su Consejero de la High School
- Entregue todos los formularios a la Oficina de Crédito Doble de NTCC

*Calificaciones de las Pruebas (EOC, ACT, SAT, PSAT, TSI Assessment, si se usa para la extensión de TSI

*Transcripción de la High School

*Carta de Permiso de la High School

Orientación

- Participe en una orientación en-línea de crédito doble

Registración

- Revise el Programa de Cursos de NTCC (Course Schedule) para determinar el horario de registraci3n
- Haga la registraci3n con el Director del Cr3dito Doble

C3mo Pagar

El pago de la matr3cula se puede hacer en las siguientes maneras:

- Usar el MyEagle Portal - myeagle.ntcc.edu
- Llamar a la Oficina de Negocios al 903-434-8100
- Visitar la Oficina de Negocios en el Edificio de Administraci3n de NTCC
- Establecer un FACTS Plan de Pagos en el MyEagle Portal
- Solicitar una beca de cr3dito doble por www.ntcc.edu/dualcredit.

Nota Final: Usted ser3 quitado de las clases si usted no hace los pagos para la fecha vencida imprimida en el NTCC Course Schedule (Programa de Cursos) y usted puede tener una deuda de una parte o el total de la matr3cula. V3ase la Pol3tica de Salir de un Curso (Drop and Withdrawal Policy).

Acta de Privacidad y Derechos Educativos de Familia:

La Acta de Privacidad y Derechos Educativos de Familia--esta ley, designada com3nmente como FERPA, proh3be que las universidades proporcionen la informaci3n (con excepci3n de la informaci3n del directorio) a cualquier persona con la excepci3n del estudiante mismo. Esto indica que la universidad no puede dar ninguna informaci3n sobre los grados o la asistencia de un estudiante ni a la familia. La universidad tambi3n queda prohibida de permitir que un padre matricule a un estudiante en clases o discutir las cuentas financieras del estudiante sin una nota de autorizaci3n del estudiante. Los estudiantes de cr3dito doble firman una renuncia de estos derechos para permitir que los representantes de la universidad compartan la informaci3n con los oficiales de la High School.