



Dual Credit Flat Fee Chart

Effective Fall 2014 Semester for classes taken at the High School Campuses
Revised 2-20-14

| | Residents of the TJC Tax District | Texas Residents Out-of-District | Non Residents Of Texas |
|-----------|-----------------------------------|----------------------------------|----------------------------------|
| | Dual Credit taken at High School | Dual Credit taken at High School | Dual Credit taken at High School |
| Flat Fee | In District | Out of District | Out of State |
| 1 class | 175 | 275 | 350 |
| 2 classes | 350 | 550 | 700 |
| 3 classes | 525 | 825 | 1050 |
| 4 classes | 700 | 1100 | 1400 |
| 5 classes | 875 | 1375 | 1750 |

High Cost VoTech Course Fee (per specified courses) \$80 / course

High Cost Health Prof Course Fee (per specified course) \$105/course

Other fees related to EMT:

Drug Screen \$25 Criminal Background Check \$10
Uniforms \$200 Textbooks \$150

AUMT/WLDG

EMT

Liability Insurance Fee \$85
Clinical badge \$5
CPR Card \$5

"Tuition, fees, and other expenses are subject to change by vote of the Board of Trustees or the legislature of the State of Texas." Payment of tuition and fees is due in full at the time of registration. There is no deferred payment. Students' schedules with unpaid tuition and fees will be dropped for non-payment.

To Determine Residency of the TJC Tax District Permanent Address.

Some Portions are In-District

Chapel Hill, Grand Saline, John Tyler,
Lindale, Robert E. Lee, Van, Winona,
All Saints, Grace

Pays Out-of-District Tuition

Arp, Alba-Golden, Brook Hill, Bullard, East Texas Christian Academy,
Hawkins, Jacksonville, Mineola, New Summerfield, Quitman,
Rusk, Troup, Whitehouse, Yantis

Installment Plan Reference Sheet for Flat Fee Courses

| | Residents of the TJC Tax District | | | Texas Residents Out-of-District | | | Non Residents Of Texas | | |
|-----------|-----------------------------------|-------------------------------|--------|----------------------------------|-------------------------------|--------|----------------------------------|-------------------------------|--------|
| | Dual Credit taken at High School | Payments 1st 2nd, 3rd, 4th | | Dual Credit taken at High School | Payments 1st 2nd, 3rd, 4th | | Dual Credit taken at High School | Payments 1st 2nd, 3rd, 4th | |
| 1 class | 175.00 | 73.75 | 43.75 | 275.00 | 98.75 | 68.75 | 350.00 | 117.50 | 87.50 |
| 2 classes | 350.00 | 147.50 | 87.50 | 550.00 | 167.50 | 137.50 | 700.00 | 205.00 | 175.00 |
| 3 classes | 525.00 | 161.25 | 131.25 | 825.00 | 236.25 | 206.25 | 1050.00 | 292.50 | 262.50 |
| 4 classes | 700.00 | 205.00 | 175.00 | 1100.00 | 305.00 | 275.00 | 1400.00 | 380.00 | 350.00 |
| 5 classes | 875.00 | 248.75 | 218.75 | 1375.00 | 373.75 | 343.75 | 1750.00 | 467.50 | 437.50 |

Please note:

1. The Installment Plan fee is a flat fee of \$30.00 and has been added to the first installment payment.

A late fee will be assessed on the first payment that is late in accordance with signed installment plan agreement.



TYLER JUNIOR COLLEGE

Dual Credit/Early Admissions

STUDENT CHECKLIST

ADMISSIONS PROCESS

Returning Dual Credit Students: Begin with Step 6B.

1. Visit with your high school counselor about eligibility. Obtain a Dual Credit Registration Form with counselor's signature for approval. Home school students need to meet with Dual Credit Staff.
2. Complete a TJC Admissions Application online at https://www.tjc.edu/info/20212/dual_credit/165/dual_credit_registration_steps.
3. Submit an official high school transcript. Homeschool transcripts must be notarized.
4. Submit any STAAR/SAT/ACT scores showing exemption (if taken).
5. Complete any other testing requirements if necessary (such as TSI Assessment).
6. **A.** Bring completed transcript, test scores, bacterial meningitis vaccination form and signed Dual Credit Registration Form to the Dual Credit Office.
B. For returning students: Only bring your signed Dual Credit Registration Form to the Dual Credit Office.
**Note: A NEW Dual Credit Registration Form is needed for every semester (Fall, Spring, Summer).*
7. Submit Bacterial Meningitis Vaccination form for any student taking classes on the Main Campus of TJC, (including internet). See www.tjc.edu for specific details.
8. Pay for classes by the posted deadlines.
9. Purchase textbooks (if needed).
10. Obtain a TJC student ID and Parking Permit from Campus Safety Office.
11. ATTEND CLASS – Online classes: Check Apache Access account for Internet Orientation information

TESTING INFORMATION

All students must take the TSI Assessment test, unless they are exempt based on STAAR, SAT or ACT, OR if they are enrolled in a Level 1 certificate.

Minimum Test Scores Needed:

- *ACT Math-19, English-19, Composite-23
- *SAT (prior to March 2016) Math-500, Critical Reading-500, Combined Math/Reading-1070
- SAT (after March 5, 2016) Math-530, Read/Writ (EBRW) -480, no combined score needed
- STAAR ENG III – 4000, ALG II - 4000
- **STAAR ENG II – 4000, ***ALG I – 4000
- TSI Math-350, Reading-351, and Writing-4 on essay plus 363 sentence skills OR 5 on essay only
- **PLAN Math-19, English-19, Composite-23
- **PSAT Since the test changed, we can't currently use PSAT as we do not have those cutoff scores.
*Students using ACT, old SAT, or PLAN exemptions must meet the composite score first, before the individual score can be used.
**PLAN/STAAR ALG I and ENG II scores for exemptions can only be used while the student is in high school. Once a student graduates, PLAN/STAAR ALG I and ENG II scores are not permitted for exemptions.
***Students using ALG I STAAR score for math placement will also need to submit transcript showing they have completed and passed high school Algebra II.

High School Students: Must have appropriate test scores in subject areas related to the course. For example: ENGL 1301 /BIOL 2401– must pass writing and reading
MATH 1314, 1316 – must pass math
All other courses – must pass reading
EDUC 1300 – no TSI required
For Testing Center hours, please call 903-510-2617.

THE DUAL CREDIT OFFICE

Located at the Wesley Building, 1421 S. Baxter on the Main Campus of Tyler Junior College.

Office Hours:

Monday – Friday 8:00am – 5:00pm
903-510-2716 or 1-800-687-5680 ext. 2716

Email: dualcredit@tjc.edu



TJC Dual Credit Application Instructions

1. Go to www.tjc.edu and click on Admissions
2. Next, click on the yellow box that says apply online.
3. This will take you to the Admissions Login page. Students will create a Login ID and PIN number. The whole application process only takes around 15 – 20 minutes.
4. When filling out the application, be sure to select Dual Credit for your application type if you are planning to take the class while you are still in high school. That will help us to process your application correctly.

Once students have applied, their application should be processed within a couple of days and students will receive an email with their TJC student id number. Gmail accounts should check their promotions folder if they don't see it in their regular inbox.

Please refrain from using all lowercase/uppercase when filling out your name on the application.

For example:

Acceptable – Jane Alice Smith, Jane A. Smith, or Jane Smith

Unacceptable – jane alice smith or JANE ALICE SMITH

Any questions, please contact the Dual Credit Office at 903-510-2716 or dualcredit@tjc.edu



Dual Credit/Early Admissions Registration Form

Please fill out the form using a blue or black ballpoint pen and print legibly.

| TJC Dual Credit Office Use Only | |
|---------------------------------|-----------------|
| Overload (if appl.): TJC GPA: | _____ |
| HRS Completed: | _____ |
| Reading _____ | Writing _____ |
| Math _____ | |
| Bennett (Auto/Weld) | _____ |
| Counselor/Advisor Approval | _____ |
| Registered By _____ | Date/Time _____ |

Student's Full Name: _____

TJC ID#: _____

Birthdate: _____

High School: _____

Grade Level: FR / SO / JR / SR

E-Mail: _____

Phone: _____

This student is exempt from the Texas Success Initiative (TSI) based on:

- ACT
- SAT
- TSI
- PLAN
- STAAR
- Technical Dual Credit-Level 1 Cert.

Students needing information about the TSI Assessment testing requirements should call the Dual Credit Office at 903-510-2716. The student bears the cost of testing.

Enrollment is requested in the following course/s:

Year: 20____ Semester: Fall, Wintermester, Spring, Maymester, Summer I, MidSummer, Summer II

| TJC Course Title | Section | CRN # | Will HS credit be awarded? | | Professor Name |
|--------------------|---------|-------|----------------------------|----|----------------|
| Example: ENGL 1301 | 001 | 12345 | Yes | No | John Doe |
| | | | Yes | No | |
| | | | Yes | No | |
| | | | Yes | No | |
| | | | Yes | No | |
| | | | Yes | No | |

By the signature of the high school official below, this indicates that the above student is in good academic standing with the high school and is approved to enroll at Tyler Junior College to the Dual Credit or Early Admissions program.

 High School Official's Signature HS Official Printed Name Title Date (Req.)

Students wanting to enroll in more than the allotted two courses must also have High School Principal signature approval. Overload approval is not guaranteed with High School principal signature.

Approval for Course Overload: _____
HS Principal/Designee TJC Designee

Students/Parents---Please read: Conditions of Enrollment at Tyler Junior College

- Students may not enroll in courses for which they have not complied with TSI or skill level prerequisite requirements.
- Application for Admission, Transcript, Test scores, Meningitis Vaccination, and the Dual Credit/Early Admissions form must be received by TJC prior to registration. Students enrolling in courses to be taken at their high school will not be required to turn in the Meningitis Vaccination unless they plan to enroll in courses on the TJC Campuses.
- LATE FEE:** A fee of \$100 per class will be assessed for each student enrolled after the College's Census Date when it is determined that the student or school was responsible for not meeting the deadline. This includes courses dropped due to non-payment/incomplete paperwork/testing.

I, the student undersigned below, have read and understand the Dual Credit/Early Admissions conditions for enrollment as stated in the Tyler Junior College Catalog. I authorize the exchange of grade/transcript/test score data between the high school and Tyler Junior College for purposes related to Dual Credit. Also, I give permission for my parent or legal guardian to discuss my grades, attendance, and other necessary information regarding my status with Tyler Junior College Faculty Members, Administration, or Employees.

 Student's Signature (Required) Date (Req.) Parent/Guardian Signature Date (Req.)

Once all signatures are acquired, please return this form to the Office of Dual Credit so that student can be enrolled.