How do I apply for Dual Credit?

To apply for dual credit, you will complete an online application. A step-by-step video tutorial on how to complete the application can be found here: http://www.lonestar.edu/dualcredit-start.htm.

Please keep the following in mind when you are creating your account and filling out your application:

- The application starts the process of your permanent record for college. Please be sure that you use your legal name that is on your birth certificate. NO NICKNAMES.
- Verify all information (name, address, birthdate, etc.) on the “Create Account” page before you click submit.
- On the application, select A.A. or A.S. for the Degree & Certificate Options
- When choosing your campus, please select TOMBALL.
- Under “Interest and Educational Background,” make sure you select “I will not graduate PRIOR to attending college.”

See your high school counselor (or www.lonestar.edu/tomball-aip) for written instructions on how to complete the online application.

What happens if a student earns a D or an F in a Dual Credit class?

If a student earns a D in a dual credit course he/she may receive high school credit but will not receive college credit. A grade of D does not transfer to another institution. This would result in the student needing to retake the college course to transfer the credit earned.

If a student earns an F in a dual credit course, he/she will not receive high school or college credit for the course. Students earning a dual credit grade below C will no longer be eligible to continue in the dual credit program. A student must earn a C or higher to continue to be eligible to enroll in dual credit courses.

How do Dual Credit classes impact athletic eligibility?

According to UIL rules, dual credit courses are eligible for UIL exemptions, but due to the limited number of grades issued in these college courses, students may not have the opportunity to become UIL eligible after a failing mid-term grade.
How many grades are issued in a Dual Credit Course?

Dual credit courses are actual college courses and therefore follow the traditional college requirements for grades issued to students. As a result, students should expect a midterm grade and a final grade. It is at the discretion of the dual credit instructor to issue additional grades to students.

How do I add a Dual Credit Course?

Students may not add a course after the class has met once.

FAQ’s about Dropping Dual Credit Classes

There are certain rules that may apply if you make the decision to drop or withdraw from a dual credit class. Please consider the decision and the rules that are associated with dropping a class.

What are the rules associated with dropping college classes?

The Six Drop Rule states:

- You are limited to 6 dropped courses while attending Texas public college or universities
- Your drop record will follow you when transferring.
- If you still choose to drop a course, you must be specific in regards to your reason for withdrawing from the course.

What is the process for dropping or withdrawing from a Dual Credit class?

Prior to the first day of the college semester, a student must inform his/her counselor. No Dual Credit Drop Form is required from the student before the term begins. After the term begins, a student must complete a Lone Star College drop form so that the withdrawal from the Dual Credit course can be properly processed. Failure to complete a drop form could result in an F on a student’s college transcript.

How Do I Withdraw/Drop a Dual Credit Course?

If a student chooses to withdraw from a college course, he or she must meet with their high school counselor FIRST. The high school counselor can assist the student in withdrawing from the college side of a dual credit course. The student must complete and submit an official college Withdrawal Form at LSC prior to the college’s last official date for withdrawal. Failure to do so could result in the student receiving an "F" on his/her official LSC transcript. The student will also need to work with the high school counselor to enroll in the appropriate high school course.
What are the consequences of dropping a Dual Credit course at the beginning of the semester?
For high school Dual Credit courses, changes and/or drops can occur only within the first ten days of the semester. Courses dropped before the Official Day of Record will not be reflected on the student’s college transcript. After the Official Day, a grade will be reflected on the student’s college transcript.

What are the consequences of dropping a Dual Credit course after the first ten days of a semester and prior to the drop date?
The student will receive a W on his/her college transcript. A W has no academic consequences; however, if a student has more than the 6 allowed Ws in his/her college career, a student’s admission to college and/or financial aid could be affected (See the six-drop rule).

What are the consequences of dropping a Dual Credit course after the official drop date?
Withdrawals after the official drop-date will result in a student receiving an F on the student’s college transcript.

Where do I go to find out more information about Dual Credit?
Several websites you can visit provide information on the Dual Credit Program.
- www.lonestar.edu/dualcredit: This site will provide you with more information you should know, like eligibility requirements, TSI and approved assessment scores, approved dual credit courses, steps to success, and more.
- www.lonestar.edu/tomball-aip: This site is for LSC-Tomball dual credit students. On this site, you can find resources to help dual credit students, forms, and guides on how to fill out an application, check your Lone Star grades, and more!

Who is my LSC-Tomball contact?
Your immediate contact for all dual credit questions is Latoya Lewis who serves as the Director for Academic Initiatives and Partnerships. You can contact her directly at 281-401-1860 or by email at Latoya.H.Lewis@lonestar.edu.

You can also send an email to TC-DualCredit@lonestar.edu for general dual credit questions.
High School Dual Credit Student Checklist

Step 1: Admissions (S-105)  
- Meet with your dual credit high school counselor.
- Complete the online LSC application as a New Credit Student. Go to: lonestar.edu/admissions
- Complete the Pre-Assessment Activity in your myLoneStar account checklist.
- First time dual credit students & parents must complete and sign the Parental Consent and Waiver Form for Minor Students.
- Sign & Submit Financial Agreement
- Optional: Submit FERPA
- Optional: Submit notarized Advising Proxy

*Note: Many of the above steps may be completed at the high school. Contact your high school counselor to determine the best way to complete the admissions process.

Step 2: Advising (C100), Testing (L201)  
- If you need to complete TSI placement testing, visit with an advisor in C100 to obtain a Dual Credit Testing Ticket. (If your application day is at your school, you will receive your testing ticket at that time).
- Not appointment needed to test. The Testing Center is opened 8a-8p Monday-Thursday, 8a-5p on Friday and 10a-4p on Saturday. Summer hours are different so check the schedule at the Testing Center._
- More information at: www.lonestar.edu/testing-tomball
- After you have tested, take your scores to your high school counselor to determine course eligibility.

Step 3: Registering for Course(s)  
- Complete & Sign the Dual Credit/Exceptional Admission Course Approval Form, signed by YOU AND YOUR PARENT, regardless of student’s age. High school counselor will sign as school administrator.
- Submit your completed registration form to your dual credit high school counselor
- When your counselor lets you know that you have been registered, log into myLonestar student portal to ensure you are enrolled for the correct course(s).

Step 4: Pay tuition, fees, & books  
- Tomball business office personnel will add the Dual Credit Tuition Waiver at time of registration. If you are taking class as DUAL CREDIT, LSC pays 100% tuition & student pays all fees.
- If you are an exceptional admit student taking course(s) as COLLEGE CREDIT ONLY, you will pay tuition & fees.
- TO PAY ONLINE: Go to: lonestar.edu and click MyLoneStar and login using your User ID and password Or visit the Bursar’s/Cashier Office at LSC-Tomball and pay in person.
- Be aware of PAYMENT DEADLINES. If you do not pay on time, you risk being DROPPED!

*If you find you need to DROP/Withdraw from your dual credit course(s), you MUST talk with your DC advisor to obtain a DROP form and submit form, in person, to LSC-Tomball or email to: TC-DualCredit@lonestar.edu.
Address: 30555 Tomball Parkway Tomball, TX 77375

Important Contacts at LSC-Tomball:

General DC Information  281-401-1860
Admissions & Records (S105)  281-401-5370
Advising & Testing Tickets (C100)  281-351-3310 or tcinfo@lonestar.edu
Testing Center (L201)  832-559-4245 or tctesting@lonestar.edu
Outreach & Recruitment (W127)  281-357-3782 or TC-OutreachandRecruitment@lonestar.edu
Bursar/Cashier Office (C120)  281-401-5303
Counseling/Disability Services  281-401-5311
Exceptional Admit/Dual Credit Registration  281-401-1860 or TC-DualCredit@lonestar.edu
Library  281-401-5390
Tutoring Services  281-401-5386
MyLoneStar Help Desk  1-832-813-6600 or ots@lonestar.edu
## Exhibit B
### Dual Credit Tuition and Fee Schedule

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<th># Credits</th>
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<th>Out-of-district Texas resident²</th>
<th>International/Out-of-State³</th>
<th>Dual Credit In-District⁴</th>
<th>Dual Credit Out-of-district TX Resident⁴</th>
<th>Dual Credit International/Out-of-State⁴ (Not enrolled in TX high)</th>
<th>Dual Credit International/Out-of-State⁴ (Enrolled in TX High School)</th>
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¹ Includes tuition ($44/credit hour); $11/SCH technology fee which supports overall college technology infrastructure, $2/SCH student activity fee which supports student activities that dual credit students may participate in, $7/SCH general use fee to maintain quality support programs, and a $12 registration fee.

² Includes tuition and fees from note 1 plus $75 per credit hour out-of-district tuition fee.

³ Includes tuition and fees in note 1 plus $90 per credit hour international/out-of-state student fee. By legislative action, tuition may not be less than $200 minimum.

⁴ Includes fees noted in note 1 and tuition waiver for dual credit.

Add lab fees, if applicable.

Add liability (insurance) fees, if applicable.

Add $15 per credit hour distance learning fee for online courses.

Add $20 infrastructure fee, per student, per semester if classes will be taken on a LSC campus or LSC maintained facility.

Differential tuition fees will apply to non-dual credit courses (vary by program; please see www.lonestar.edu/tuition).

Tuition, waivers, and fees listed above are based on LSC Board approved rates as of Fall 2017, and are subject to change.
Making a Payment

To access making a payment online go to www.lonestar.edu --click on myLoneStar---login---, take the following steps:

1. From the home page, proceed to your Student Center (Quick View) and select “Pay Now” or payments.

2. Click on the “Make a Payment” box.

3. Click “Make a Payment” one more time.

Please note 'Holds' will not prevent you from paying. Please click on the ‘Close X’ to close the holds box and proceed to pay.
Making a Payment

4. Select the term and input the amount you will be paying and click “Continue”

5. Click on “Select” after choosing a payment method. Enter the appropriate information and click “Continue”

6. Confirm the payment and click “Submit Payment”

7. You have now completed your online payment.
ABOUT THE TSI

• TSI is comprised of reading, writing, essay, and math questions
• With the exception of the essay, the test can be paused and finished later (within 14-calendar days)
• TSI is self-paced (untimed), but can take between 4-6 hours depending on the sections you take
• You can choose what section you take first: reading, writing, or math
• For college-level placement, you must score the following:
  o Reading: 351+
  o Writing: 340 and 4 on essay OR 5+ on essay only
  o Math: 350+

REVIEW OPTIONS

• [link] – FREE TSI Web-based study app and sample questions
• [link] – FREE Math and English prep sessions
• [link] – FREE Review and practice tests

TIPS

When taking the test… **DO:**

✓ Use your LSCS ID number
✓ Bring a photo ID
✓ Use only the calculator provided on-screen when taking the math section
  o **NOTE:** Not all math questions will have the option to use a calculator
✓ Write a five-paragraph persuasive essay (300-600 words) that includes a main idea, specific examples, and details to back up your main idea
✓ When writing the essay use “Enter” to go to the next line, and “Space bar” to indent paragraphs
✓ Complete the Pre-Assessment Activity (PAA)
✓ Get a green testing ticket from a counselor or advisor.

When taking the test… **DO NOT:**

• Click outside the test screen (to use Microsoft Word or Internet). It will automatically lock the exam
• Use another calculator other than the one provided on-screen for select math questions
• Start the essay portion if you do not intend to finish it before you leave
• Close your exam without printing your results