

IMPORTANT DATES

ACADEMIC YEAR 2019-2020 REGISTRATION PERIODS

Fall 2019

All sessions

Returning Student Open Registration

May 13 – Aug 25

New Student Open Registration

May 28 – Aug. 25

Spring 2020

All sessions

Returning Student Open Registration

Oct. 14 – Jan. 20

New Student Open Registration

Oct. 28 – Jan. 20

Summer 2020

All sessions

Returning Student Open Registration

Apr. 6 – May 31

New Student Open Registration

Apr. 20 – May 31

**See the full calendar of important dates and deadlines at austincc.edu/calendars*

Student Accessibility

Services (SAS)

If you need accommodations during the enrollment process, please visit

www.austincc.edu/SAS

Accommodations and assistive technology are provided to students with documented disabilities.

High School Programs

☎ 512-223-7066

✉ dual@austincc.edu

💻 www.austincc.edu/highschool

DON'T FORGET

☐ ACC Student ID Card

Obtain your free ACC Student ID card in person at any campus Admissions & Records Office at least one business day after registering for classes. Bring an official photo ID for identification. You will need your ID card to access on-campus services. Bonus, you can

☐ Parking

Parking Permit - Go online to order your parking permit and apply for green car and carpool tags - and find a carpool partner. You'll then retrieve your parking permit at a campus Cashier or Administration Office. Parking permits are valid for the current academic year, lasting September 1 through August 21. You must be a registered student to obtain a permit.

☐ Green Pass

ACC's Green Pass program provides unlimited rides on Capital Metro services for free. After you register and pay for classes, pick-up a Green Pass at any campus Cashier or Administration Office the week before the semester begins. You must show your ACC Student ID card when boarding transportation. Each pass is good for one semester.

AY
2020

HIGH SCHOOL PROGRAMS

APPLICATION STEPS & CHECKLIST



1 ATTEND INFORMATION SESSION

- ☐ High School Programs Information Sessions are a great way to learn more about all ACC has to offer for dual credit and beyond. You will learn what dual credit means, enrollment choices, and costs and benefits. Plus, learn the next steps to becoming an ACC student. Check with the HS Programs office or your high school counselor to learn more!

2 APPLICATION

- ☐ Go to www.austincc.edu/application to begin the enrollment process.
- ☐ Set up an application account and click **Create Account** at the bottom of the page. *Note: This is not your ACC application. You must complete this step before moving on to the actual application.*
 - Click on **Start an Application** and be sure to select the **"Dual Credit Applicant"** option. *If you get interrupted or need to finish later, you may simply log back in and click the third checkbox titled **Complete an Application**.*
 - On the **Academic Information** tab, make sure to search for and select the high school you attend and also input your dates of attendance (*i.e. when you will start & finish high school!*)
 - Make sure to click **Submit Application** on the Certification & Signature tab.
 - Within 24hrs (excluding weekends/holidays) you will receive a confirmation e-mail at the address provided on the application containing your ACCeID, instructions on how to activate your online tools, and ACCeID account. *Keep your ACCeID and password somewhere safe and accessible.*
- ☐ Activate ACC online tools: set up your ACCeID and then activate your ACCmail account. *See next page for instructions.*

3 ORIENTATION

- Complete the required new student HS Programs online Orientation **and** Assessment (*link below*):
<https://hsorientation.austincc.edu/>
**Failure to complete the orientation and its assessment quiz will result in a registration hold!*

4 TEST SCORES

- ☐ Visit with your high school counselor to determine if testing is required. You may be exempt from testing. See *Important Information* section for testing exemptions.

If testing is required, schedule a TSI Assessment at an ACC campus Assessment Center.
Cost of the test is \$29.00.

Complete the **Pre-Assessment Activity (PAA)** prior to testing at www.austincc.edu/tsiprep. Purchase your test ticket and present it with your PAA Completion Certificate and Photo ID to assessment staff upon arrival for testing.

5 ENROLLMENT DOCUMENTS

- ☐ Meet with your High School Counselor/designee to discuss course options for the semester and obtain a **HS Programs Early Admission Contract**. *Fill out completely and return to your High School Counselor/designee.*

Your HS Counselor/designee will submit your student & course information to the designated HS Programs Enrollment & Outreach Coordinator via an electronic **Enrollment Spreadsheet***. They will also submit your **Early Admission Contract**.

Homeschool students will continue to submit the **HS Programs Co-Enrollment Form.*

6 PLAN & REGISTER

- ☐ Use the Self-Service planning tool to plan & register for classes during the open registration period, and be sure to check your balance to verify if payment is due. *See next page for instructions.*

HOW TO:

LET US HELP YOU GET STARTED!

If you have any questions along the way, contact the ACC Help Desk.

www.austincc.edu/help

Key Set Up Your ACC eID

1. Your ACC eID will be sent to the email you shared on your application account. Make note of your ACC eID, then visit austincc.edu/aceid.
2. If you have **not received your ACC eID** through email, under First-time Users, click on **Find ACC eID** to look it up.
 - Enter last four digits of your Social Security Number, your official Last Name, and your Birth Date. Click **Lookup**.
 - If your account is not found, wait 24 hours and try again. If still not found after 24 hours, call 512-223-INFO (4636).
3. Once you have your ACC eID, click **Activate ACC eID under First-time Users**.
4. Enter your ACC eID. Click **Find**.
5. Enter the last four digits of your Social Security Number and your Birth Date. Click **Continue**.
6. Review the privacy policy and check the box once you read and understand the terms. Click **Continue**.
7. Create your ACC eID password. Click **Continue**.
8. For account security, follow the steps to choose answers to the authentication questions by clicking on the link provided.
9. Your setup is complete once you have your ACC eID, password, and answers to authentication questions.

TIP: You will use your ACC eID and password frequently. Commit them to memory and make a note of them in the space provided on the next page. Keep this document

Envelope Activate your ACCmail Account

1. Go to austincc.edu/activatemail. Click **Activate ACCmail**.
2. Enter your ACCeID and password where indicated. Click **Login**.
3. Confirm your ACCmail account in the dropdown window. Click **Submit**.
4. You will be directed to a page to set and confirm your ACCmail password. *(It must contain at least 8 characters including 1 numeral.)*
5. After setting and confirming your password, click **Submit**. You now may log in to your ACCmail account powered by Google.

TIP: Check your ACCmail regularly for updates concerning registration status and communication from High School Programs, instructors, and the college.

Checkmark Plan, Register & Pay

- PLAN**
1. Visit selfservice.austincc.edu. This will route you to Self-Service.
 2. Enter your ACCeID and password and click **Login**.
 3. Click **Student Planning** to search for courses, plan, and register.
 4. Select **Plan your Degree & Register for Classes**.
 5. Click the **+** button and select the appropriate credit term from the drop-down menu (ex: Credit Summer 2019). Click **Add Term**.
 6. Using the "Search for courses..." box at the top right, enter the course abbreviation and number (ex. ENGL-1301, HIST-1302). You can enter multiple classes by separating with a comma.
 7. Using the Filter Results menu on the left, you can filter the course section by term, location, session, and instruction type (ie. classroom or online).
 8. Click **View Available Sections**.
 9. Locate the course section that fits your schedule. Click **Add Section to Schedule**.
 10. Review section details, then click **Add Course to Schedule**. At the top of your screen, you will see a brief message indicating your course has been added. *Note: To add more classes, repeat steps #6-#10.*
 11. Go to Student Planning tab. (Mobile users: On the upper left drop down menu, choose **Academics**, then **Student Planning**) and select **Plan & Schedule**. The planned courses will be listed in yellow. *Note: Use directional arrows to ensure that you are planning for the correct semester.*
- REGISTER**
12. Click **Register** for each course individually or **Register Now** to register for all courses at once. *Note: Courses you have successfully registered into will be highlighted in green.*
 13. If you are unable to click Register, check your registration date or review the Notifications at the top of your screen. Follow instructions to remove holds. Your selected courses will remain on your plan until you register or remove the courses from the plan.
- PAY**
14. If payment is required, visit austincc.edu/pay to pay tuition with check, credit, or debit card. First, click **Pay for**. After logging in, click on the green box **Make Payment**, and follow the prompts to complete payment. Payment can also be made in person at a campus Cashier Office.
 15. If required, pay your tuition/fees by the published deadline or you will be dropped from classes. *Failure to pay balance due does not constitute college error.*

See important dates and deadlines at austincc.edu/calendars

IMPORTANT INFORMATION

Tuition and Fees Waiver: ACC will waive tuition & fees for 12 eligible courses per student for those residing within the ACC taxing district.

- Out-of-district students will be charged a \$150 per-course fee for courses taken at any non-high school location or via distance learning for 12 eligible courses per student, after which regular tuition & fees will be charged.
- Out-of-district students will not be charged the \$150 per-course fee if they take classes scheduled at a high school campus or demonstrate financial need through documented eligibility for free/reduced lunch or family eligibility for public assistance.
- The dual credit tuition & fees waiver can only be applied to eligible college credit courses that are a part of the ACC core curriculum, a workforce course leading to a certificate or associate of applied science degree, and foreign languages. *All other ACC courses will be assessed regular tuition.*

Payment: If applicable, pay tuition & fees by the payment deadline. If payment is not made, you will be dropped from your course(s). *If you receive a balance due at the time of registration and you believe it is an error, you MUST contact the HS Programs office immediately or you will be dropped for non-payment.*

Textbooks: Books and course materials are NOT included in tuition & fees. Textbooks can be purchased at an ACC Bookstore or other retailers (avg. price per class is \$100). ACC Bookstores: austin.bnccollege.com

Satisfactory Academic Progress (SAP): College records are permanent. Therefore, it is important to maintain satisfactory academic progress while enrolled at ACC, even as a dually enrolled high school student. Failure to do so may affect future college financial aid and/or transfer eligibility. The elements of SAP are Grade Point Average, Completion Rate, and Maximum Time Frame.

- All dually enrolled HS program students must maintain a cumulative GPA of 2.0.
- Students who fall below a cumulative GPA of 2.0 will lose their tuition waiver for one probationary semester.
- Failure to maintain a cumulative GPA of 2.0 for two semesters (*consecutive or non-consecutive*) will result in a student being ineligible for the dual credit tuition & fees waiver.

***The Dual Credit tuition and fees waiver is subject to change without notice by the ACC Board of Trustees.**

Texas Success Initiative (TSI):

Reading- 351 Writing- Essay 5 OR Essay 4 and 340 Math- 350

College Readiness Exemptions*:

ACT: Composite 23, with English-19+ and Math- 19+
SAT: (prior to 3/2016): 1070 Combined w/ scores of CR-500+ & Math-500+
SAT: (3/5/2016 and newer): EBRW-480+ and Math-530+
STAAR: English III- 4000+
STAAR: Algebra II- 4000+

College Readiness Waivers* (*while in high school only*):

ACT/ASPIRE: English-435+ Math-431+
PLAN: Composite 23, with English-19+ and Math-19+
PSAT/NMSQT: Effective 10/2015 & beyond: EBRW-460+, Math-510+
STAAR: English II- 4000+
STAAR: Algebra I- 4000+ with 70+ average in high school Algebra II course

**Exemptions and Waivers established by the Texas Higher Education Coordinating Board.*



ACCeID & ACCmail

Write your ACCeID and ACCmail address in the spaces provided below and keep this document somewhere safe.

ACCeID:

ACCmail: