

I. CONCURRENT ENROLLMENT (CCEN)

Concurrent Enrollment (CCEN), or "Dual Enrollment" as it's called by TCC, allows high school juniors and seniors to take college courses as part of their high school schedule. In this way, students may earn both high school and college credit.

HOW DOES THE SCHEDULE WORK?

Students may replace one HS class for each 3-credit college course. When choosing in-person or online-live college courses, students must be very careful to choose courses that do not conflict with their in-person high school courses. Students should remember to calculate driving time as they plan their schedules. Students may also choose to take summer courses through concurrent enrollment.

HOW MUCH DOES IT COST

At TCC, the [High School Tuition Waiver](#) provides for up to 18 eligible credit hours for all Oklahoma seniors, and up to 12 eligible credit hours for all Oklahoma juniors. It is the responsibility of the student to pay for any course fees (approximately \$110 per class) and materials, any any tuition tht exceeds the waiver.

HOW DO I KNOW IF I'M ELIGIBLE

APPLICATION: Requires a 19 Composite ACT/Pre-ACT score - OR - a 3.0 GPA

ENROLLMENT in courses requires admission AND specific test scores in subject areas - OR -may allow a specific GPA to override a low test score.

The following link shows the test scores needed to ENROLL IN SPECIFIC COURSES: [TESTING \(and GPA\) REQUIREMENTS to Enroll in Courses](#)

Next Steps for Ineligible Students

The TCC Accuplacer Test is available to students that test below the minimum required score for course enrollment. TCC Accuplacer is a course placement test and is not used for college admission. Students must [obtain a testing referral \(Links to an external site.\)](#) from a TCC academic advisor and must comply with all testing requirements. For additional questions about testing visit with [Testing Services](#)

II. STEPS TO APPLY FOR DUAL ENROLLMENT AT TCC

(Other colleges have different enrollment procedures):

I. Step One: WHAT'S YOUR GOAL?

USE THE INFORMATION BELOW TO MAKE SOME DECISIONS

1. HOW DO COLLEGE COURSES TRANSFER TO JHS:

Some TCC courses are approved for core credit (ie: meets your high school graduation requirements): Generally, the following TCC courses are often taken to replace their counterpart HS-required courses:

ENG 113- Comp 1 and ENG 1213-Comp 2 can replace **English 12 (seniors only)**

HIST 1493-US Civil War Era to Present can replace **US History**

POLS 1113 - American Federal Govn't can replace **Government**

Science and Math courses? Must be approved to earn core credit.

Most other courses at TCC earn elective credit at JHS

2. DO THESE COURSES TRANSFER TO THE COLLEGE I'VE CHOSEN: JHS counselors recommend that you go to that college's Transfer Credits page to see if the TCC course will be accepted by that college.

3. WHAT COURSES ARE TYPICALLY TAKEN: [General Education Requirements](#)

4. Courses can be in-person, virtual, blended -- any method of instruction is approved by JHS. Consider your learning style and your level of self-direction as well as which type of instruction provides you with the support you need to learn. Decide if you want to take 2 courses at Riverside w/other JHS students (explanation below) or if you prefer to take courses at any other TCC campus locations or even a virtual course.

RIVERSIDE TCC COURSES (aka "600-LEVEL" COURSES)- Students can take two, in-person college courses per semester at the TCC campus at Jones Riverside Airport. A limited selection of in-person classes are offered and will take the place of the 1st and 2nd hour of the high school schedule. One benefit is that the professors in these classes are specifically chosen for their willingness to work with high school students - so these professors may be more understanding of the JHS schedule and the challenges faced by HS students taking college classes for the first time.

Enrollment for these courses opens to JHS students in mid-March, several weeks before they open to the general public ensuring our eligible students can get a seat in these courses. Classes are small - about 20 students per class and you can choose your specific section (ie: so you can get into the same class as a friend).

Fall 2022 course offerings: Comp 1 (ENG 1113), US History (HIST 1493), American Federal Govn't (POLS 1113) and Psychology (PSYC 1113)

Spring 2023 (tentative): Comp 2 (ENG 1213), US History (HIST 1493), Govnt (POLS 1113) Psychology (PSYC 1113) and PreCalculus

II. Step Two: Meet with your JHS counselor

Bring this signed form to show you agree to the JHS policies and procedures for Concurrent Enrollment: [CCEN Procedures and Agreements](#)

Meet with your JHS Guidance Office to:

1. Determine if you're eligible to take Concurrent Enrollment courses
2. Decide which courses you're approved for and how you'd want your HS schedule to change
3. **Request a pdf of your transcript and test scores;** you will need these to apply to TCC. Your counselor will not send this to you until you return a signed copy of the JHS Policies and Procedures form (linked above - hard copies are available in the Guidance Office)

III. Step Three: Apply to TCC

[TCC Application - click here to apply](#)

All students must apply and be accepted to a college before they can enroll in classes. You will need a copy of your transcript and test scores to apply (see step # 2). Several days after you complete the admissions process, you will receive an email with a T-Number (your TCC id number). The T identification number is necessary to enroll in courses. **SAVE THIS EMAIL.**

IV. Step Four: Enroll in course(s) through the TCC Portal

Students who have been admitted (have a T-number) and have eligible test scores can complete their enrollment in the Dual Credit Enrollment Portal (link to the portal as well as written and video instructions below).

PLEASE fill in the alternate course in case the class you're asking for fills up before your enrollment is processed.

RIVERSIDE COURSES: In the Enrollment Portal, students can find these courses by searching for the Campus Location - remember to choose one Monday/Wed course and one Tues/Thursday course.

Key Enrollment Dates

The dual credit enrollment portal opens **Monday, March 28, 2022**. You can begin to enroll for courses on this date (ie: your enrollment will be put "in line" with everyone else who enrolls on March 28 and beyond) but it will not be processed until the dates shown below for non-Riverside courses:

April 4, 2022: Enrollments opens for students with 12+ completed college credits

April 11, 2022: Enrollment opens for all students

Student Enrollment Portal Instructions

You should **watch the student tutorial video** before enrolling with the portal for the first time.

[Click here for video tutorial](#)

1. Login to the [Dual Credit Enrollment Portal](#)
2. Start your enrollment by choosing a term (fall, spring, summer)
3. Select your courses and list multiple sections for each of your requested courses
4. Upload any new test scores (ACT, PSAT, SAT, etc.)
5. Enter your parent/guardian email address
6. Submit your enrollment

Watch your TCC email **daily** for updates, questions, and registration processing.

Parent/Guardian Enrollment Portal Instructions

TCC recommends parents **watch the parent/guardian tutorial video** before using the portal for the first time. [Click here for Parent/Guardian video tutorial](#)

1. Login to the **Dual Credit Enrollment Portal** using the link you received from your student's email.
2. Approve your student's enrollment in college courses
3. Acknowledge Oklahoma State Regents for Higher Education and TCC dual credit policy.
4. Submit for routing to your student's high school counselor

V. Step Five: Verify enrollment and correct your HS schedule

Your enrollment verification will be sent to your MyTCC e-mail. TCC Advisors say it is very important to check your MyTCC e-mail on a regular basis; it is the only way TCC professors will communicate with you.

Students can also verify TCC enrollment by: Clicking on MY Account in MyTCC. Select enrollment and registration tools, select view schedule, and select schedule details.

Once you've verified enrollment, e-mail or hand deliver a copy of your TCC schedule to your JHS counselor and explain how you wish your JHS schedule to be adjusted (what JHS class you want to drop and what hour you wish "CCEN" to appear in your HS schedule).