



AHS/HCC Dual Credit Registration Steps

1. Make sure you requested the correct dual credit courses in SchooLinks by February 14, 2025.
2. **Submit HCC Application Through ApplyTexas**
 - If you have already taken dual credit through HCC previously and have an HCC ID, you do NOT need to apply again and can skip this step.
 - Apply Using: www.applytexas.org
 - Use your first and last name as they are listed in Skyward, not the name you go by casually.
 - Only fill out the required fields marked with the red asterisk(*).
 - Type of Application: Dual Credit
 - Program Plan: Scroll to Liberal Arts and Humanities → choose Associate of Arts in Multidisciplinary Studies
 - Term: Choose the one in which you will begin dual credit → Summer 2025, Fall 2025, or Spring 2026
 - You only submit **ONE** HCC application even if you are taking courses in multiple terms.
 - If you do not have a SS#, HCC will assign a P number to you.
 - Within 2-3 days, you will receive an acceptance email from HCC with an HCC ID # (Starts with a W with 9 digits after it). Do not lose this #.
 - *You cannot complete the next steps until you receive the HCC ID number.*
3. **Complete and Submit Required Paperwork**
 - Submit the following forms to Mrs. Richter in H1
 - FBISD Credit Course Request
 - HCC Dual Credit Waiver Approval Form
 - You cannot turn in these forms without an HCC ID#.

Application and paperwork due dates:
For SUMMER: February 12, 2025
For FALL/SPRING: March 26, 2025

Failure to complete all necessary steps above will result in ineligibility to take DC courses, and student's schedule will be changed to a non-dual credit class.

* Example for how to fill out this form



DUAL CREDIT COURSE REQUEST

Date: 1/12/2025

Student Name: Jane Doe

FBISD ID: 876543

HCC ID: W123456789

High School Graduation Year: 2026

Date of Birth: 01/22/2008

I am requesting to enrollment in the following Dual Credit Course(s):

Semester/Term Ex: Fall 2024	HCC Course Ex: English 1301	High School Course Ex: English IV DC	Location Ex. Austin
Summer 2025	PSYC 2301	Psychology	HCC Online
Fall 2025	ENGL 1301	Composition 1	Austin
Spring 2026	ENGL 1302	Composition 2	Austin

Student Signature:

Parent Signature:

DC Coordinator Approval/Date:

Both student and parent
must sign the form.

Note: Out-of-district fees are assessed based on a student's home school district may assume responsibility.

Dual Credit students are required to cover the cost of the required textbook for each course taken.

or the

11/2024

2-sided
form

* Example for how to fill out this form



Houston Community College

DUAL CREDIT WAIVER APPROVAL FORM

From your HCC
Acceptance letter

Doe

Last Name

Austin HS/FBISD

Name of High School / District

Jane

First Name

11

Current Grade

W123456789

HCC Student ID

06/2025

This form is valid for the dual credit waiver approval form. Student enrollment is contingent on the student's participation in the Dual Credit/Elective Credit Waiver Approval Form.

This is the Term you will begin taking DC

participation in the Dual Credit/Elective Credit Waiver Approval Form.

This is the Program and Degree you chose on your Apply Texas Application.

(YYYY)
Program.

Beginning Semester	Fall 2025	Ending Semester	Spring 202	Academic Program	Liberal Arts & Humanities	Academic Degree	Associate of Arts
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The Academic Program is subject to change based on course availability, student academic progression and interest. If a student decides to change their Academic Program, they must submit a new Dual Credit Waiver Approval Form.

The P-16 office should be notified immediately if a student withdraws from the dual credit program as the form will no longer be valid. Students transferring to a new school should submit a new form.

This is the term you will stop taking DC. Should be when you graduate.

Please refer to the [Houston Community Catalog](#) for the most recent information about course, program and degree requirements for all students. The catalog will provide guidance and background to all students enrolled at HCC, prospective students, and alumni to quickly locate and save details about our undergraduate courses and programs [credit bearing courses only].

Students and Parents please read the statements below:

- I acknowledge that the student is responsible for paying all costs (tuition, fees, textbooks, supplies, or instructional software) associated with taking dual credit course(s) unless otherwise stated by high school.
- I understand that the student must have written permission from the high school counselor before he/she can withdraw from a dual credit course.
- I understand that Academic Freedom allows faculty and students to pursue relevant course content that may be adult in nature.
- I understand that once the student is registered in a college course, he/she controls access to his or her educational records under the Family Educational Rights and Privacy Act (FERPA) and—unless an exception applies—I may not have access to my student's records without his/her written permission or proof that I claimed the student as a dependent on my most recent income tax return.
- I understand that a college level standard of conduct is required. It is my responsibility to comply with the admission policies, student code of conduct, policies, academic standards of HCC, and standards set forth in the course syllabus.
- I acknowledge that I have read the Student Commitment Statement and understand that I can only succeed through hard work and will take the initiative in my education.
- I understand that Out-Of-district fees are assessed based on a student's residence. The student is responsible for paying the fee, or the school district may assume responsibility.

My signature below acknowledges that I have read and understand the Student Commitment Statement and understand the Dual Credit Program at Houston Community College due to the student's participation in the Dual Credit Waiver Approval Form.

Fill out form above. Both student and parent must sign and date.

to pay the fee, or the school district may assume responsibility. to enroll in the Dual Credit Program at Houston Community College due to the student's participation in the Dual Credit Waiver Approval Form.

Student Signature

Date:

Parent/Guardian Signature

Date:

High School Official Signature

Date:

★ Complete Front AND back of this form!



DUAL CREDIT COURSE REQUEST

Date:

Student Name:

FBISD ID:

HCC ID:

High School Graduation Year:

Date of Birth:

I am requesting to enrollment in the following Dual Credit Course(s):

*Reference your DC PowerPoint presentation for correct course names.

Semester/Term Ex: Fall 2024	HCC Course Ex: English 1301	High School Course Ex: English IV DC	Location Ex: Austin

Student Signature:

Parent Signature:

DC Coordinator Approval/Date:

Note: Out-of-district fees are assessed based on a student's home address. Students may be required to pay the fee or the school district may assume responsibility.

Dual Credit students are required to cover the cost of the required textbook for each course taken.





Houston Community College

DUAL CREDIT WAIVER APPROVAL FORM

Last Name

First Name

HCC Student ID

Austin High School, FBISD

Name of High School / District

Current Grade

HS Graduation Date (MM/YYYY)

This form is valid for the duration of the student's participation in the Dual Credit/ECHS/PTECH/Homeschool High School Program. Student enrollment is contingent on qualification and submitted High School Rosters.

Beginning Semester		Ending Semester		Academic Program	Liberal Arts & Humanities	Academic Degree	Associate of Arts
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The Academic Program is subject to change based on course availability, student academic progression and interest. If a student decides to change their Academic Program, they must submit a new Dual Credit Waiver Approval Form.

The P-16 office should be notified immediately of students wishing to withdraw from the dual credit program as the form will no longer be valid. Students transferring to a new school must complete a new form.

Please refer to the [Houston Community Catalog](#) for the most recent information about course, program and degree requirements for all students. The catalog will provide guidance and background to all students enrolled at HCC, prospective students, and alumni to quickly locate and save details about our undergraduate courses and programs [credit bearing courses only].

Students and Parents please read the statements below:

- I acknowledge that the student is responsible for paying all costs (tuition, fees, textbooks, supplies, or instructional software) associated with taking dual credit course(s) unless otherwise stated by high school.
- I understand that the student must have written permission from the high school counselor before he/she can withdraw from a dual credit course.
- I understand that Academic Freedom allows faculty and students to pursue relevant course content that may be adult in nature.
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- I understand that a college level standard of conduct is required. It is my responsibility to comply with the admission policies, student code of conduct, policies, academic standards of HCC, and standards set forth in the course syllabus.
- I acknowledge that I have read the Student Commitment Statement and understand that I can only succeed through hard work and will take the initiative in my education.
- I understand that Out-Of-district fees are assessed based on a student's home address. Students may be required to pay the fee, or the school district may assume responsibility.

My signature below acknowledges that I have read and understand the statements above and give my child permission to enroll in the Dual Credit Program at Houston Community College during the duration of their high school career.

Student Signature

Date:

Parent/Guardian Signature

Date:

High School Official Signature

Date: