

Dual Enrollment Admission Process

First time student begin at Step 1.

Returning students begin at Step 5.

1. **Apply.** Students will complete the ApplyTexas application but please note that processing time could take up to one-two weeks for processing. If you have any questions, please contact the Office of Dual Enrollment at (361) 354-2723. ***Please note, even though it is not required on the Apply Texas, students will need their SSN, and expected date of high school graduation.**
2. **Submit Official Transcript.** "Official" transcript means it has the HS seal, Registrar's signature and must be in a sealed envelope from HS. Home-schooled students must provide a notarized typed record of the school subjects completed from the official curriculum provider used (hand-written documents will not be accepted). Please submit the official transcript to The Office of Dual Enrollment at 3800 Charco Rd., Beeville, TX 78102 or directly to the CBC Admissions Office through your high school electronic system.
3. **Test Scores.** Submit one of following test scores: STAAR EOC, SAT, and ACT. These scores are used to determine if you are college-ready in Reading, Writing and Math. CBC does offer courses that are TSI exempt; please seek guidance from your assigned Dual Enrollment Specialist. To schedule your TSI assessment, contact the CBC Testing Center at (361) 354-2244 TODAY!
4. **TSI Release Form.** Dual Enrollment will now be using the TSIA Cross Institution Release Form for all high schools as a way to have students release their TSI scores to CBC upon completion of the exam. The testing department will handle the data retrieval of these scores.
5. **Bacterial Meningitis Vaccination Proof.** Texas Senate Bill 1107 requires all new entering students who are 21 years of age and under provide proof of a meningitis vaccination at least 10 days prior to the first day of classes. If you are attending courses at any CBC location (this do not include online or dual credit courses taught on the high school campus), you must provide proof that you have had the Bacterial Meningitis vaccination. All documents proofing the vaccinations needs to be submitted to admissions office via email to admissions@coastalbend.edu. Click [here](#) for Bacterial Meningitis requirements, instructions, or exemptions.
6. **DE Permission Form.** Complete the [Dual Enrollment Permission Form](#) with your counselor and have your parent/guardian sign the form. Once all required parties have signed the form, please submit permission form to your high school counselor. If your counselor is not available, you can scan and email it to your assigned DE Specialist (contact information is located on the homepage for DE) or schedule an appointment with a Dual Enrollment Team member by calling (361) 354-2723. It is very important that your high school counselor is involved with the registration process if it is during the school year. For Summer registration, you can contact the Dual Enrollment Office for assistance if your counselor is not available.
7. **Enroll in Dual Enrollment Courses.** If you are a NEW CBC student— remember the first course you MUST enroll in is EDUC 1300. Once the Office of Dual Enrollment receives your completed permission form, then the DE Team will register you for your requested courses. We encourage you to schedule an appointment with your assigned DE Specialist (dedicated advisor) so you can

learn more about your courses and your certificate/degree plan. Appointments can also occur at your high school if necessary. Call (361) 354-2723 to schedule your appointment TODAY!

8. **Pay for your Course(s)**. If your high school does NOT pay for your Dual Enrollment courses, please contact the CBC Business Office at (361) 354-2213, other extensions 2222, 2223, and 2220 to pay for your tuition and fees. You can make an online payment through your Cougar Den account. Select Student Self Services, and Click on Student Finances OR Set up an interest-free, automatic payment plan online through your Cougar Den account OR pay in person at any CBC location. We recommend that when paying online, that you print your receipt for confirmation and send it to business office to ensure that your account is cleared. Note: There are only certain dates where this option is available to you. Please contact the Business Office for more information.
9. **Buy your Textbooks**. Purchase your textbooks at the CBC bookstore at any CBC location or click [here](#) for the CBC online bookstore. If you need assistance you may contact the CBC Bookstore staff at (361) 354-2290.

ATTENTION NEW STUDENTS-ORIENTATION REQUIRED

Mandatory Orientation is required for ALL new students at Coastal Bend College. There are three ways to complete this mandatory orientation: (1) Cougar Day (2) Face-to-Face Orientation Workshop (3) Online Orientation. Please click [here](#) for all the information pertaining to New Student Orientation.

We encourage all new students that are taking internet courses to view the [Blackboard Orientation](#). This orientation is also available in your Blackboard account and can be completed at any time.

If you have any questions or concerns regarding your Blackboard account, please contact **Cynthia Abrigo** at cabrigo@coastalbend.edu or call (361) 354-2508. NOTE: Your courses can not be viewed in Blackboard until the first day of class. Also, you must be registered for courses to view them in Blackboard. If you are unsure about your enrollment, please view your schedule on your Cougar Den account.

BLACKBOARD LOGIN INFORMATION:

- Username will be provided by DE specialist and sent to counselor
- Password is your CBC Student ID number

Dual Enrollment Team

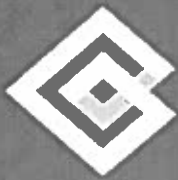
Susie Gaitan, Dual Enrollment Director
Office: (361) 354-2714
Email: mgaitan@coastalbend.edu

Daniel Rea, Dual Enrollment Coordinator
Office: (361) 354-2272
Email: drea@coastalbend.edu

Angie Abrigo, DE Specialist
Office: (361) 354-2720
Email: aabrigo1@coastalbend.edu

Matthew Saldivar, DE Specialist
Office: (361) 354-2426
Email: msaldivar@coastalbend.edu

Diana Landreth, Dual Enrollment Administrative Assistant
Main Line: (361) 354-2723
Email: dlandreth@coastalbend.edu



Dual Enrollment Prices

Cost Efficient for Everyone!!

No. of Hours	Registration Fee	Dual Enrollment Tuition	Total Cost
1	48	33	81
2	48	66	114
3	48	99	147
6	48	198	246
8	48	264	312
12	48	396	444
15	48	495	543

Internet Based Course Fee- \$53 (per course)

Registration Fee- \$48 (per semester: Fall, Spring, Summer I, Summer II)

Dual Enrollment Fee- \$25 (yearly from Fall-Summer II)

Installment Service Fee- \$25

Installment Late Fee- \$15

Late Registration Fee- \$50

Refund Information:

Any drop before the first course day = 100% refund

Please see Course Catalog for Full Refund Policy

Susie Gaitan, Dual Enrollment Director

Office: (361) 354-2714

Email: mgaitan@coastalbend.edu

Daniel Rea, Dual Enrollment Coordinator

Office: (361) 354-2272

Email: drea@coastalbend.edu

Matthew Saldivar, DE Specialist

Office: (361) 354-2426

Email: msaldivar@coastalbend.edu

Diana Landreth, Dual Enrollment

Administrative Assistant

Main Line: (361) 354-2723

Email: dllandreth@coastalbend.edu

Angie Abrigo, DE Specialist

Office: (361) 354-2720

Email: aabrigo1@coastalbend.edu





Coastal Bend COLLEGE

TSI College Readiness Standards Dual Enrollment Eligibility

A high school student is also eligible to enroll in academic dual credit courses that require demonstration of TSI college readiness in reading, writing, and/or mathematics under the following conditions:

- Courses that require demonstration of TSI college readiness in reading and/or writing:
 - (i) if the student achieves a Level 2 final recommended score, as defined by the Texas Education Agency (TEA), on the English II State of Texas Assessment of Academic Readiness End of Course (STAAR EOC); or
 - (ii) if the student achieves one of the following scores on the PSAT/NMSQT (Mixing or combining scores from the PSAT/NMSQT administered prior to October 15, 2015 and the PSAT/NMSQT administered on or after October 15, 2015 is not allowable.):
 - (I) a combined score of 107 with a minimum of 50 on the reading test on a PSAT/NMSQT exam administered prior to October 15, 2015; or
 - (II) a score of 460 on the evidence-based reading and writing (EBRW) test on a PSAT/NMSQT exam administered on or after October 15, 2015; or
 - (iii) if the student achieves a composite score of 23 on the PLAN with a 19 or higher in English or an English score of 435 on the ACT-Aspire

- Courses that require demonstration of TSI college readiness in mathematics:
 - (i) if the student achieves a Level 2 final recommended score, as defined by TEA, on the Algebra I STAAR EOC and passing grade in the Algebra II course; or
 - (ii) if the student achieves a Level 2 final recommended score, as defined by TEA, on the Algebra II STAAR EOC; or
 - (iii) if the student achieves one of the following scores on the PSAT/NMSQT (Mixing or combining scores from the PSAT/NMSQT administered prior to October 15, 2015 and the PSAT/NMSQT administered on or after October 15, 2015 is not allowable.):
 - (I) a combined score of 107 with a minimum of 50 on the mathematics test on a PSAT/NMSQT exam administered prior to October 15, 2015; or
 - (II) a score of 510 on the mathematics test on a PSAT/NMSQT exam administered on or after October 15, 2015; or
 - (iv) if the student achieves a composite score of 23 on the PLAN with a 19 or higher in mathematics or a mathematics score of 431 on the ACT-Aspire

A high school student is eligible to enroll in workforce education dual credit courses contained in a Level 1 certificate program, or a program leading to a credential of less than a Level 1 certificate, at a public junior college or public technical institute and shall not be required to provide demonstration of college readiness or dual credit enrollment eligibility.

For further information, please see Texas Admin. Code, Title 19: Part 1 Ch. 4, RULE §4.85



Coastal Bend COLLEGE

The following Core Curriculum courses may be taken by students who are not yet TSI Compliant.

Core Component	Course Number	Course Title	Credit Hours
Communications	SPCH 1311	Intro to Speech Communication	3
	SPCH 1315	Public Speaking	3
Language, Philosophy, and Culture	**SPAN 2311	Intermediate Spanish I	3
	ARTS 1301	Art Appreciation	3
Creative Arts	ARTS 1303	Art History I	3
	MUSI 1306	Music Appreciation	3
	EDUC 1300	Learning Frameworks–Cougar Course	3
Component Area Option	BCIS 1305	Business Computer Applications	3
	KINE 1304	Personal Health	3
	KINE 1338	Concepts of Fitness	3
	KINE 1346	Drug Education	3

**** SPAN 2311: Pre-Requisite SPAN 1411 and SPAN 1412, OR 2 years of high school Spanish and instructor approval.**

The following are TSI Restricted Courses. For more information regarding TSI restrictions for courses please see *Course Descriptions* in the back of the Coastal Bend College Catalog.

Coastal Bend College homepage → Publications and Marketing (towards bottom of webpage) → Catalogs (click on recent catalog year)

TSI Reading Complete	TSI Writing Complete	TSI Math Complete
CHEM 1306/1106; CHEM 1311/1111	CHEM 1306/1106; CHEM 1311/1111	CHEM 1306/1106; CHEM 1311/1111
ENGL 1301; ENGL 1302; All College Sophomore ENGL courses	ENGL 1301; ENGL 1302; All College Sophomore ENGL courses	All College Math Courses
College Biology Courses: BIOL 1408/ 1322/ 2306, etc.	College Biology Courses: BIOL 1408/ 1322/ 2306, etc.	
College Philosophy Courses: PHIL 1301, 2306, etc.	College Philosophy Courses: PHIL 1301, 2306, etc.	
HIST 1301 and HIST 1302		
GOVT 2305 and GOVT 2306		
Social Sciences: PSYC 2301, SOC 1301, ECON 2301, etc.		
Intro to Humanities: HUMA 1301		

College Preparatory Course Placement

2019-2020 Placement Chart for Reading, Writing, and Math

Test scores are valid for 5 years from the testing date. If a student does not meet any of the state of Texas exemptions, he/she must take the TSI Assessment for placement. The following placement chart is effective for Fall 2019 – Spring 2020 Placement:

<u>Section</u>	<u>TSI Assessment Score</u>	<u>Course Placement</u>
READING	351	College Ready
	342-350	HB2223 Co-Requisite NCBW 0112 & ENGL 1301
	310-341	**IRW 0311
WRITING	Essay 5 or Essay 4 & Multiple Choice 340	College Ready
	330-339	HB2223 Co-Requisite NCBW 0112 & ENGL 1301
	310-329	**IRW 0311
MATH	350	College Ready (3 PATHWAYS) Algebra Pathway: MATH 1314 Contemporary Math Pathway: MATH 1332 Statistics Pathway: MATH 1442
	343-349	HB2223 Co-Requisite NCBM 0124 & MATH 1314 OR MATH 1332 (by degree option)
	336-342	**MATH 0321 (16 week course)
	310-335	**NCBM 0110 (4 week Flex course) & **MATH 0321 (12 week Flex course)

When advising a student in accelerated courses like the Flex courses, make sure to co-enroll students in BOTH classes.

When advising a student in a **HB2223 Co-Requisite Course**, make sure to enroll the student in BOTH classes.

** Students must pass these College Preparatory Classes with a "C" or better to move into next course sequence

FERPA Release

Name _____ Date of Birth _____

CBC ID _____

I give permission for Coastal Bend College to release all records listed to the recipient(s) list below:

Authorization to release Educational Information (valid for one year from date of signature)

ALL RECORDS

Academic Records – includes courses taken, grades received, GPA, academic progress, honors, transfer credit award and degrees awarded

Admissions – includes date of application, program selection, documents received, documents pending, date of admission, admission status and conditions of admission

Business Office – includes tuition and fees, financial aid holds mailing and filing address, payment plans, accounting statements, collections information and debt information

Financial Aid – includes all general financial aid information, please note that dollar amounts cannot be discussed over the phone

Registration – includes current enrollment, dates of enrollment, dates of enrollment activity, enrollment status, residency status, semesters attended and mailing address information

Testing – TSI scores results – (Fall 2013 to present)

Release 1

Name _____ Relationship _____

Release ALL Check all that apply

Release for . . .

Academic Records Admissions Business Office

Financial Aid Registration Testing

Release 2

Name _____ Relationship _____

Release ALL Check all that apply

Release for . . .

Academic Records Admissions Business Office
 Financial Aid Registration Testing

Release 3

Name _____ Relationship _____

Release ALL Checked all that apply

Release for . . .

Academic Records Admissions Business Office
 Financial Aid Registration Testing

Release 4

Name _____ Relationship _____

Release ALL Check all that apply

Release for . . .

Academic Records Admissions Business Office
 Financial Aid Registration Testing

Signature

Date

Please mail, fax, or scan and email the form to:

Coastal Bend College
Admissions/Registrar's Office
3800 Charco Road
Beeville, TX 78102

Fax: 361-354-2254
Email: admissions@coastalbend.edu

Coastal Bend College does not discriminate on the basis of race, creed, color, national origin, gender, age or disability.

Form is protected by FERPA (Coastal Bend College Policy FB (LEGAL) & FJ (LOCAL)) & may not be copied or disbursed without written permission of Registrar.



Dear Dual Enrollment High School Parents and Students,

The Coastal Bend Bookstore on the Beeville campus recognizes the importance of the Dual Enrollment program to accelerate college readiness and college course completion for your high school student. By completing college courses while in High school, your student can reduce time and money in pursuit of an associate degree or specialized technical degree/certificate.

As a committed partner to this critical program, we offer the following to assist you:

- **Easy access to required textbook information and ordering**
Once your student has their course schedule there are multiple ways to contact the bookstore: (Open Mon- Fri, 8am – 5pm & website is open 24/7)
Phone- 361- 354-2290
Email- cbc@texasbook.com
Website- www.coastalbendbooks.com, shop for books & supplies 24/7
- **We have access to the largest supply of used books in the industry**
Buying *used* books instead of *new* books saves you money. Students and CBC high school partners saved over \$106K last year by buying *used* versus *new* books.
- **Textbook Rental**
“Renting” books is now the most cost effective way to acquire textbooks. Students and CBC high school partners saved over \$69K last year by renting directly from the bookstore. No hassles with where and how to return your books at the end of the semester.
- **Specialized “Kits”, Supplies & Uniforms**
The bookstore carries all of the required materials for all programs such as Nursing, Cosmetology, Welding and Automotive technologies.
- **Year Round Textbook Buyback**
Students can sell back their textbooks every single day we are open for business. This past year the bookstore purchased back over \$21K in textbooks.

Any questions? Contact Bookstore Manager Sarah Benavidez
361- 354-2290
sbenavidez@texasbook.com