

# CURRENT HIGH SCHOOL STUDENT - DUAL CREDIT

The Dual Credit program is designed to provide high school students the opportunity to earn college credit while still in high school. Students enrolled in local high schools or students who are home-schooled may be eligible to earn credit toward high school graduation by completing certain college-level courses. Courses are taught at the high school campuses, League City site, online, and at the main COM campus. For more information about Dual Credit, students should contact the Dual Credit Department at 409-933-8679.

To be eligible for dual credit enrollment at College of the Mainland, students must:

- be classified as a high school student,
- meet all requirements for standard admission to COM as outlined in this catalog,
- meet prerequisite requirements for coursework, including demonstration of college readiness by achieving the minimum passing standards under the Texas Success Initiative (TSI) requirements as outlined in the Testing section of this catalog, and
- meet any high school requirements.

## Step 1 - Meet with High School Counselor

- Meet with your high school counselor to discuss the Dual Credit Program and to determine if Dual Credit is the appropriate pathway for you.

## Step 2 - Complete an Interest Form

- Let us know you are interested in Dual Credit by clicking on the "Ready to Join Dual Credit?" button here (<https://www.com.edu/dual-credit/>).

## Step 3 - Submit Supporting Documents

- Submit minimum passing standard scores under the TSI requirements or take the TSIA exam as outlined in the Testing (<https://www.com.edu/dual-credit/testing-information-for-high-school-students.html>) section of this catalog. To upload qualifying scores to the Admissions and Records Office, click Upload Documents for Admissions (<https://www.com.edu/admissions/academic-records.html>).
- Submit proof of bacterial meningitis vaccination to the Admissions and Records Office if enrolling in a face-to-face class taught at a College of the Mainland facility. Learn more about meningitis vaccinations here (<https://www.com.edu/admissions/meningitis-vaccinations.html>). You can upload vaccination records to the Admissions and Records Office here. (<https://www.com.edu/admissions/academic-records.html>)

## Step 4 - Apply to COM

- Apply for admission online at the ApplyTexas (<https://www.applytexas.org/>) website (<https://www.applytexas.org/>).

## Step 5 - COM Email

- Establish an official COM email account at <https://www.com.edu/its/email.html>. Official communication from the College to the student is sent through the COM Email account.

## Step 6 - Register

Students eligible to enroll in dual credit courses will be registered for approved courses as indicated on their submitted Dual Credit Enrollment Form. For questions regarding registration, contact the Dual Credit Office at [dualcredit@com.edu](mailto:dualcredit@com.edu) or 409-933-8679.

## Step 7 - Tuition Balance

- Submit payment for Dual Credit courses prior to the payment deadline as outlined in this catalog. Payment options include:
  - a. Payment Installment Plan
  - b. Online (via WebAdvisor)
  - c. On-Campus by visiting the Cashier's Office in the Doyle Family Administration Building during operation hours
  - d. Over the phone by calling the Cashier's Office at 409-933-8377 to pay in full with a debit card or credit card

For assistance, contact the Cashier's Office at 409-933-8377.

## Step 8 - Secure Textbooks

Secure required course textbooks. Required textbooks are available in the COM Bookstore; however, students may purchase textbooks from other preferred vendors.

A student attending COM is not under any obligation to purchase a textbook from the official college-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

Students may wish to contact their high school counselor to determine if the school district will provide required textbooks.

## Step 9 - Complete Orientation

Dual Credit students are required to complete Dual Credit Orientation. For questions, contact the Dual Credit Department at [dualcredit@com.edu](mailto:dualcredit@com.edu) or 409-933-8679.

## Step 10 - Student ID

The college offers current COM students and employees the COM ID card. The COM ID card is not only the official identification card of the college, but also the means to access facilities and services such as the library, tutoring center, computer labs, gym facility, and bookstore.

The first COM ID card is free for students and employees. A replacement ID card is \$5. The COM ID card is available at the Doyle Family Administration Building - Student Help Center during normal operating hours.

To obtain a COM ID Card:

1. Go to <https://bit.ly/COMStudentIDForm> (<https://bit.ly/COMStudentIDForm/>) and log in to your COM account.
2. Select your student type and press "Continue" to complete the form.
3. Upload your photo. Be sure to review the photo criteria.

4. Your ID will be ready on the next business day. You will be notified by email and phone call.
5. Visit the Welcome Desk in the Doyle Family Administration Building to obtain your COM ID Card.

The COM ID card is non-transferable. Misuse of the card may result in disciplinary action by the college. Lost, stolen or damaged cards should be reported to the Doyle Family Administration Building – Student Help Center immediately.

## **Step 11 - Parking Permit**

A parking permit should be displayed on each automobile parked on any COM campus.

Vehicles with temporary license plates (paper) or those regarded as rental vehicles should display a temporary parking permit. Learn more about the temporary parking permit here (<https://www.com.edu/campus-police/temporary-parking-permit.html>). Vehicles with permanent license plates (metal) should display a traditional parking permit. Follow the instructions below to obtain a traditional parking permit:

1. Log in to WebAdvisor (<https://webadvisor.com.edu/WebAdvisor/WebAdvisor/?TYPE=M&PID=CORE-WBMAIN&TOKENIDX=1833789733>).
2. Click on the Student tab.
3. Click on “Register a Vehicle” (beneath User Account).
4. Complete and submit the online form with vehicle information.
5. After submission, visit the Doyle Family Administration Building – Student Help Center.
6. Place the sticker on the outside lower, left-hand corner of the rear window.

COM parking permits are free and issued for as many vehicles as needed when requested via WebAdvisor. An official government issued photo ID must be presented in order to obtain a COM parking permit. The parking permit number will be cataloged using your name and vehicle information.

## **Step 12 - Attend**

Attendance is required for all classes. Students unable to attend class should contact their instructors of record. (Instructor contact information is available in the course syllabus.)

## **Need Assistance?**

For assistance, please contact the Dual Credit Office at [dualcredit@com.edu](mailto:dualcredit@com.edu) or 409-933-8679.