

# **Dual Credit Course Offerings through LEE COLLEGE**

## **Academic Courses**

### **FRESHMAN COURSES**

---

TSI Preparation Course – Fall semester  
(HS credit only)

EDUC 1200 – Learning Pathways – Spring semester  
KINE 1305/OL – Healthy American - Spring Semester

### **SOPHOMORE COURSES** (may also take any course above)

---

ARTS 1301/ OL - Art Appreciation  
SOCI 1301/ OL – Introduction to Sociology  
SPCH 1315 – Public Speaking

ARTS 1303/OL – Art History  
PSYC 2301/OL – Introduction to Psychology

### **JUNIOR COURSES** (may also take any course above)

---

HIST 1301 – History of US to 1877\*  
ENGL 1301 – English Composition I\*  
BIOL 2401 – Human Anatomy I\*  
BIOL 1406 – General Biology I\*  
MATH 1342 - Elementary Statistical Methods\*

HIST 1302 – History of US Since 1877\*  
ENGL 1302 – English Composition II\*  
BIOL 2402 – Human Anatomy II\*  
BIOL 1407 – General Biology II\*  
MATH 1314 – College Algebra\*

### **SENIOR COURSES** (may also take any course above)

---

ENGL 2322 – Literature – Beowulf to Romantic\*  
GOVT 2305/OL – Federal Government

ENGL 2323 – Literature – Romantic to Present\*  
ECON 2301/OL - Macro Economics

*-Course offerings subject to change based on enrollment*

OL – indicates online course

\* Indicates courses that count toward rank calculation and GPA (level 6.0). Elective, online, and summer courses do not count toward rank calculation and GPA.

Summer courses approved by Crosby High School may be taken at Lee College for dual credit. Current approved summer courses: EDUC 1200, SPCH 1315, SOCI 1301, PSYC 2301. Possible additions to summer courses will be announced in the spring semester.

*Learning Pathways, EDUC 1200, is a prerequisite for all freshmen and sophomore dual courses.*

*Incoming freshmen must take the TSI preparation course. TSI Assessment (reading and writing) will be given at the conclusion of the course.*

## **Technical Courses**

### **INSTRUMENTATION TECHNOLOGY PROGRAM (Junior and Senior year – at CHS)**

Courses offered are taken on a rotating basis – 4 courses offered are components of the certification/associate degree program at Lee College  
Two courses will be taken junior year, two courses will be taken senior year

---

INTC 1312 - Instrumentation and Safety  
INTC 1307 - Instrumentation Test Equipment  
IEIR 1302 - Introduction to Direct Current  
CTEC 1401 - Applied Petrochemical Tech

## Crosby High School Academic Dual Credit Registration

- Step 1 - Interested students in 8<sup>th</sup>, 9<sup>th</sup>, 10<sup>th</sup>, and 11<sup>th</sup> grades should meet with a counselor and fill out a dual credit request form. Forms may be obtained in the Next Level Center or from any counselor. Forms must be turned in to Mrs. Hoy, dual credit coordinator, in the Next Level Center by the due date indicated on the form.  
Alice Hoy – [ahoy@crosbyisd.org](mailto:ahoy@crosbyisd.org), 281-328-9237 x1812
- Step 2 - Students who have never taken dual credit will need to complete a free college application for Lee College. Dates will be set for all CHS students to apply with the help of Lee College. (usually Wednesday mornings before school) Application can be found at [www.applytexas.org](http://www.applytexas.org). Keep track of user name and password for future use.
- Step 3 - Students will receive an acceptance email from Lee College. This email will include your Lee College Student ID. Information will be emailed to the email address used on ApplyTexas application.
- Step 4 - Students will complete the Pre-assessment Activity (PAA). A date will be set to complete the activity as a group with a presentation from Lee College. May also be completed at [www.lee.edu/counseling/paa](http://www.lee.edu/counseling/paa)
- Step 5 - Sign up for college readiness testing, Texas Success Initiative (TSI). Testing sessions will be set at Crosby High School. Sessions will usually take place on Wednesday mornings. Students will need to arrive early during PLC time. Students must meet the TSI requirements for each course they wish to enroll in.
- Reading – required for all dual credit – passing score 351
  - Writing – required for all dual credit - passing score 5 or 340/4
  - Math – required for biology, economics, statistics, and college algebra
    - passing score 350
- Students will receive immediate TSI results after testing
  - Students who pass TSI will proceed to Step 6
  - Students who do not pass may retest on the next testing date. Cost of retest is \$15
- Step 6 - All of the following must be submitted to the Lee College Admissions/Records Office.
- Official high school transcript (only if using SAT, ACT, or STAAR/EOC scores to be TSI exempt)
  - FERPA release form, complete with student, parent, and school official signatures
  - Proof of Meningitis vaccination (if taking classes on LC campus)
- Step 7 - Complete the “Required Activities to Enroll” under the “To Do List” in my LC campus account. When Steps 1-6 are complete, Lee College dual credit office will enroll qualified students in dual courses.
- Step 8 - Payment online – [www.lee.edu](http://www.lee.edu) Log into myLC account for payment or pay in person at Lee College Rundell Hall. Students who do not pay by the due date will be dropped from the course by Lee College. Payment plans may be set up. Questions regarding payments may be addressed to Lee College Business Office at 281-425-6324

- Step 9 - TEXTBOOKS – books may be purchased through the Lee College Bookstore or any other textbook source. A textbook list will be published during the summer through the Next Level Center. Textbooks selections may also be viewed online at [www.leecollegebooks.com](http://www.leecollegebooks.com) . Select semester in which registered, enter course number, and section number to see required/suggested books.
- Step 10 - Students will attend a MANDATORY new student orientation session on CHS campus. If students miss session at CHS, they must attend a session on Lee College campus in the summer before beginning course. Parents may attend an evening Q/A session at CHS during the first week of school.

Students must meet the Dual Enrollment eligibility requirements as outlined by the Texas Higher Education Coordinating Board and the Lee College Dual Enrollment office according to specified deadlines. Students cannot be tested and registered until the admissions process and pre-assessment activity is completed. Lee College is required to have all admission requirements on file for all dual credit students in order to comply with The Texas Higher Education Coordinating Board's audit process.

Students must earn a C or better in all courses enrolled to continue in the dual credit program. If a student earns below a C in a course, the course must be re-taken with an earned grade of C or better before continuation with any other dual credit courses.

# Dual Enrollment Tuition and Fees

## *Reduction of Fees for Dual Enrollment Students*

- Tuition for dual enrollment classes are \$100 per course per semester.

## *Automatic Payment Plan*

Students may elect to make installment payments through a credit/debit card or bank account. The following charges may apply:

- \$25 payment plan enrollment fee per semester (non-refundable)
- \$2 full payment processing fee (if paying entire amount online)
- \$30 fee if the payment is returned

Payment plans are only available online through the student's **myLC Campus** account under "account inquiry". (For full instructions visit [www.lee.edu/leetcv/view-balance-online/](http://www.lee.edu/leetcv/view-balance-online/))

The Business Office will **only** accept payment for the full fee amount. No phone payments are allowed.

## *Financial Aid/Scholarships*

High school dual enrollment students are not eligible for federal aid (Pell Grant), but may apply for state funds through TASFA (Texas Application for State Financial Aid). Applications are available online at <http://www.lee.edu/financialaid/forms/>.

**\*To apply for scholarships you must wait until you have registered for classes. Your myLC email account must be used to complete the application and does not activate until after you have registered for classes.**

Scholarships are available for Dual Credit students at <http://lee.academicworks.com/> under the scholarship name "Dual Enrollment Student".

## Additional Information

Registration is handled through the Dual Enrollment Office once the Dual Enrollment Request Form is completed. If you delay registration until close to the deadline, classes may be full and you may not be allowed to take the course. There is no late registration after the semester has started. Payment must be made **prior** to the deadline in order to secure a class or classes.

Students must sign the FERPA (Family Educational Rights and Privacy Act) Form with Lee College for the parent to have access to information such as grades, college account, transcript, etc.

Students are required to use the "myLC" account, the online system utilized by Lee College to access billing information, grades, etc. It is the student's responsibility to access the system and learn how to use it.

***Lee College email is the official way to communicate online with instructors.***

## Lee College Contacts

### **Dual Enrollment Office**

281-425-6295

[dualenrollment@lee.edu](mailto:dualenrollment@lee.edu)

### **Advising/Counseling Center**

281-425-6384

[counselor@lee.edu](mailto:counselor@lee.edu)

### **Financial Aid Office**

281-425-6389

[finaid@lee.edu](mailto:finaid@lee.edu)

### **Business Office**

281-425-6321

[businessofficehelp@lee.edu](mailto:businessofficehelp@lee.edu)