



RPHS/HCC Dual Credit Registration Steps

STEP 1: Request your dual credit courses in SchooLinks by February 14, 2025. If you are taking summer DC classes only you will skip this step.

STEP 2: Submit your HCC application through ApplyTexas at www.applytexas.org. 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.

Use your first and last name as they are listed in Skyward, not a nickname. Only fill out the required fields marked with the red asterisk (*). **Type of application:** Dual Credit. **Academic Program Plan:** Undecided. **Academic Degree:** 0-14 Credit Hours (No TSI Needed). **Term:** Choose the one in which you will begin dual credit (Summer 2025, Fall 2025 or Spring 2026)

You will only submit **ONE** HCC application even if you are taking courses in multiple terms.

Within 2-3 days, you will receive an acceptance email from HCC with an HCC student ID number. Your HCC ID starts with a W followed by nine digits. If you do not have a Social Security number, HCC will assign a P number to you. **Do not lose your student ID.**

STEP 3: Complete and submit the following required forms to Mrs. Jakubik in K145 by the deadline below.

- Ridge Point Dual Credit Course Request
- HCC Dual Credit Waiver Approval Form (do not change the pre-selected fields: Name of High School/District, Academic Program, Academic Degree)

Application and paperwork due dates:

For SUMMER: February 19, 2025

For FALL/SPRING: March 26, 2025



Scan to access
electronic forms

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



DUAL CREDIT COURSE REQUEST

Student Name: _____

Student FBISD ID: _____ Student HCC ID: _____

Student Graduation Year: _____ Student Date of Birth: _____

Student Personal Email: _____

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

	Semester/Term Ex: Fall 2025	HCC Course Ex. HIST 1301	RPHS course Ex: US Hist to 1877	Location Ex: RPHS, HCC	I have requested this course in SchoolLinks*
1					Yes No
2					Yes No
3					Yes No
4					Yes No
5					Yes No

*All Fall 2025 or Spring 2026 courses must be requested in SchoolLinks prior to completing this form.
Summer 2025 classes do not need to be added to SchoolLinks but do require approval.

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.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

For Office Use Only

DC Coordinator Approval Signature: _____ Date: _____



Houston Community College

DUAL CREDIT WAIVER APPROVAL FORM

Last Name

First Name

HCC Student ID

Name of High School / District

Current Grade

HS Graduation Year (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 the high schools' approval and roster submission.

Beginning Semester		Ending Semester		Academic Program		Academic Degree	
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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 by the counselor/liaison if the student wishes 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/district.
- 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.
- 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.
- An HCC Dual Credit advisor will be assigned to guide me through my college career.
- 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.
- I commit to take part of the HCC Commit to Complete Initiative and achieve the necessary steps to support my academic journey as a Dual Credit student.

My signatures below acknowledges that I have read and understand the statements above. I grant 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:

DUAL CREDIT COURSES AVAILABLE TO FBISD STUDENTS

FBISD Course	HCC Course	Grade Level	Term	Location
English IV (EL642)	English Composition I & II (ENGL 1301 & 1302)	12	Fall & Spring 25/26	High School Campus or HCC
US Government (SS4461)	American National Government (GOVT 2305)	12	Summer I or II	HCC, HCC Online
			Fall or Spring 25/26	High School Campus, HCC (Grade 12 Fall Only)
Economics (SS4561)	Principles of Economics (Macro) (ECON 2301)	12	Summer I or II	HCC, HCC Online
			Fall 2025	High School Campus, HCC, HCC Online
Independent Study Math (MA555)	College Algebra Spring semester is the DC class portion at HHS	12	Summer I or II	Students taking Summer class must have passed Alg II
			Fall 2025 / Spring 2026	High School Campus ONLY
US History (SS436)	US History to 1877 & US History after 1877 (HIST 1301 & 1302)	11-12	Fall & Spring 25/26	High School Campus ONLY
Professional Communication (CAT381)	Public Speaking (SPCH 1315)	10-12	Summer I or II	HCC, HCC Online
			Fall or Spring 25/26	High School Campus, HCC (Grade 12 Fall Only)
Psychology (SS513)	Introduction to Psychology (PSYC 2301)	10-12	Summer I or II	HCC, HCC Online
			Fall or Spring 25/26	High School Campus, HCC, HCC Online
Sociology (SS523)	Introduction to Sociology (SOCI 1301)	10-12	Summer I or II	HCC, HCC Online
			Fall or Spring 25/26	High School Campus, HCC, HCC Online
Humanities (EL413D)	Humanities (HUMA 1301)	10-12	Summer I or II	HCC, HCC Online
			Fall or Spring 25/26	HCC, HCC Online
College Transitions (LP111)	Learning Framework (EDUC 1300)	9-12	Fall or Spring 25/26	High School Campus, HCC, HCC Online
American Sign Language I & II (FL711/721)	American Sign Language Beginning I & II (SGNL 1401 & 1402)	9-12	Fall/Spring 25/26	HCC
German I & II (FL311/321)	Beginning German I & II (GERM 1411 & 1412)	9-12	Fall or Spring 25/26	HCC



RPHS APPROVED SUMMER 2025 DUAL CREDIT COURSES

The followed HCC courses are approved to take during summer 2025.

Please ensure you review the grade levels that are eligible to take these courses; "10" means a rising sophomore who is in 9th grade in spring 2025 and will be in 10th grade in fall 2025.

- PSYC 2301 (10-12)
- SOCI 1301 (10-12)
- GOVT 2305 (12)
- ECON 2301 (12)
- HUMA 1301 (10-12)
- SPCH 1315 (10-12)
- MATH 1314 (12)