Dual Enrollment/Early Admission

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Application Checklist

Application Critical Fields

On Page 1 of the Application
- Social Security Number* (SSN)
- Date of Birth*
- Full, Legal Name
- Gender*
- Student's Current Physical Address
- Permanent Mailing Address
- Primary E-mail Address
- Emergency Contact Name

On Page 2
- Primary Language
- Parents' Highest Level of Education
- Month and Year of Expected Entry
- Admit Status
- Basis of Admission
- Educational Goal
- Education Level

On Page 3
- High School Attended
- Institutions Attended
- Military Affiliation

On Page 4
- Residency County* (Texas addresses)
- Residency Information (pgs. 4 – 6)

On Page 7
- Signature Required

Residency

- Print the Supplemental Residency labels and code the Residency and Student Type of the applicant. Next, Initial and Date in the designated fields.

- Residency must be determined to provide the correct tuition rate. This is based on the responses to the Residency Claim section on page 4 of the CTC Application.

*Required field in Colleague. It will not allow you to save without information entered. If student does not provide a social security number, create one using 99 and the seven digits of the Colleague generated ID. If a date of birth is not given, use 11/11/1911. Notify the student that they will be put on hold until the correct date of birth is received.
DE/EA Documents

Central Texas College Application for Admission

1. Residency must be completed on the form before data entry.

2. The application must be completely filled out with authorized signatures **BEFORE** data entry begins.
Central Texas College
Application for Admission

1. A Parent is **not authorized** to sign for the student in the **Student Signature** block.

2. Writing **“Signature on File”** in the **Student Signature** block **IS NOT** an authorized signature. The **STUDENT** must sign ALL FORMS REQUIRING HIS/HER SIGNATURE.
Dual Enrollment/Early Admissions Application

1. Fields completed by the Advisor:
   a. Printed Name (of student)
   b. CTC ID
   c. Semester and Year
   d. High School
   e. Grade Level

2. Mark the correct categories that apply.

3. Enter the HS Course Code(s), the corresponding CTC Course(s) Equivalent, and the Course Start Date(s).

4. Under the OFFICIAL USE ONLY section, enter the CTC GPA for continuing DE/EA students or the HS GPA for a First-Time DE/EA student.

5. Enter the student’s qualifying test scores for the corresponding courses. This needs to be completed for ALL students. It does not take the place of Official Test Scores. Official Test Scores come directly from the Institution or College Board.

6. Enter Prerequisite Courses. If the student has met pre-requisites from another institution, enter that information here along with course grade.
1. In **Part IV**, please check all the boxes that apply.

2. All signature blocks must have an authorized signature **BEFORE** registration and definitely before sending to DE Quality Control.
   a. A Parent is **not authorized** to sign for the student in the **Student Signature** block.
   b. Writing “**Signature on File**” in the **Student Signature** block is **NOT** an authorized signature. The STUDENT **must** sign ALL FORMS **REQUIRING HIS/HER SIGNATURE**.
   c. Principal/designee must sign prior to registration.
   d. CTC site representative signature is required as indicated.

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**Part IV. Please check the boxes that apply. The student must meet the appropriate standards listed.**

- Student will need to meet the following requirements:
  - is classified as a high school student.
  - Has obtained approval from parent/guardian, high school counselor, and HS principal/designee before enrollment.
  - Has met TSI requirements and individual course pre-requisites relevant to the course(s) to be attempted in academic coursework. If student is taking only CTE, they are TSI-waived. The student must arrange for testing, if necessary.
  - Has completed and submitted a Dual Enrollment/Early Admission Application, CTC Application for Admission, Release of Information Form, Registration Form, and official transcript(s) to the CTC representative in a timely manner. College admission requirements are the responsibility of the student.
  - **Continuing dual enrollment student**: CTC GPA of 2.0 minimum and must follow the GPA rules outlined in the CTC course catalog.

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**Part V. Guidelines:** As a Dual Enrollment/Early Admissions participant, I understand I must abide by all rules and regulations of CTC and my own school district.* Note: CTC assumes no responsibility for loss of Interscholastic League eligibility of high school students enrolled under this program. The high school determines whether CTC courses will be used for high school credit.

Acknowledgment: I have read and understand the eligibility requirements and guidelines for the Dual Enrollment/Early Admissions Program. If at any time I do not meet the minimum requirements to be placed in a course, even if the course already started, I will be withdrawn from this course and placed in a different course, possibly not dual-enrollment, as selected by the HS counselor.

If at any time the student’s CTC GPA falls below a 2.0, the student will be subject to the CTC probation policy per the CTC course catalog. If the student’s CTC term GPA during subsequent semester is not 2.0+, the student will be placed on academic suspension.
Dual Enrollment/Early Admissions Authorization for Release of Information

1. **ALL** blank fields on this form MUST be completed before data entry and before forwarding to Main Campus.

2. A Parent is **not authorized** to sign for the student in the **Student Signature** block.

3. If the student is 18, a parents’ signature is not required.

4. Writing **"Signature on File"** in the **Student Signature** block **IS NOT** an authorized signature. The **STUDENT** must sign **ALL FORMS** REQUIRING HIS/HER SIGNATURE.
1. Students should complete fields 1, 2, 3. The form is not complete without the legal signature of the student. A Parent is **not authorized** to sign for the student in the *Student Signature* block.

2. If the student has a change of address, he or she can post the new address in the *Change of Address* box.

3. The Advisor is responsible for completing the fields below. These fields are required and must be completed before data entry and before forwarding to main campus.
   
   a. *Student’s Location*
   b. *Term*
   c. *Year*
   d. *Course Synonym Number*
   e. *Course Name*
   f. *Course Number*
   g. *Course Section #*
   h. *Class Start & End Date*
   i. *Number of Weeks*
   j. *Credit Hours*

4. Identify **EACH** course as **DE** or **EA** for coding purposes.

5. Advisor’s signature is required along with date and total number of hours.
This form is not required. It is a helpful tool to assist you and the student with tracking documents before sending the entire DE/EA Admission package to Central Campus.
Application for Admission
Data Entry
Application Data Entry

Screen Checklist

- **ASUM**
- **NAE**
- **BIO**
- **DADD**
  - **MINF**
  - **FINF**
- **IASU**
- **SPIR**
- **COMMENTS**
- **AMSC**
- **TSUM**
- **SHAP**
- **PERC**
- **CRI**
- **EMPC**

New Applicant

- **ASUM** – Applicant Summary
  
- Enter **ASUM** in the *Form Search* Field and click Search.
Student Search

Perform all three of the following search methods in the **Person LookUp** prompt before adding the applicant to the system to avoid duplication.

1. **SSN**
2. **Date of Birth**: `BIRTH.DATE MM/DD/YY` format
3. **Name** (Partial Name)
4. Once you have ruled out all possible matches for a current applicant, select **Add** from the alert prompt or the **Search Results** menu. The **NAE – Name and Address Entry** screen will open.
Data Entry Fields

1. **Name LFM**
2. **Suffix (if applicable)**
3. **Address** *(see pg. 16)*
4. **Cty/St/ZP/Cnty**
5. **Res Cnty/State**
6. **Phone/Ext/Type**
7. **Origin/Date: EA**
8. **SSN**
9. **Gender**
10. **Birth Date**
11. **Ethnic(s): DO NOT LEAVE BLANK!**
Enter one of the following:
   a. **HIS Hispanic/Latino**
   b. **NHS Non-Hispanic/Latino**
   c. **UNK Unknown**
12. **Race(s): Enter race by the stipulations listed below:**
   a. **IF** the applicant has marked their Ethnicity as HIS, Hispanic/Latino, and has left the Race section blank, **DO NOT ENTER UNK, Unknown!** For State Reporting purposes, this is the ONLY time to leave the Race field blank! **IF** the applicant has marked any race on the application, go ahead and enter this data in the Race field.
   b. **IF** the applicant has previously marked NHS or UNK for their Ethnicity, **DO NOT LEAVE THE RACE FIELD BLANK!** If the Race section is left blank on the application, enter **UNK**.
   c. **IF** two or more races are checked, insert them all in the system in the order in which they are listed on the application. **DO NOT USE THE OPTION TWO or more races!!**
13. **E-Mail Address(es)**
14. **Preferred: Y**

*Save and Update back to the ASUM screen when complete.*
Data Entry Fields

**If** the student has a separate mailing address from the physical address, you must enter **ALL ADDRESSES** and phone numbers on the **ADR (Person Addresses)** screen:

1. Once you have entered the first address on **NAE**, **Save & Update** back to **ASUM**. **YOU MUST SAVE ALL INFO ON THE NAE SCREEN BEFORE PERFORMING THIS PROCESS OR THE DATA WILL DISAPPEAR!**

2. On **NAE**, detail into the magnifier at the end of the **Address** line. This will take you to the **ADSU** screen.

3. On the **ADSU** screen, detail into the magnifier next to the first empty address line.

4. Select **ADR** from the pop-up **Menu** and click **OK**.

**NEXT...**
Data Entry Fields

1. On the ADR screen, enter the other address information:
   a. Address
   b. Cty/St/Zp/Cnty - Enter the zip code in the Cty field. The city, state, and zip code will auto complete. Verify that the city and state are filled in correctly.
   c. Eff. Start – Should default to today’s date
   d. Status – Should be Current unless you are closing out an address.
   e. Type – Select MAI for Mailing address if applicable
   f. Mail Pref – Yes or No
   g. Pref Res – Yes or No
   h. Phone(s) – If there is another phone #
   i. E-Mail – If there is a secondary email, enter it here.
   j. Change Source – Select the source last. This action will prompt the ADR screen to Update.
   k. Select Update to take you back to the ADSU screen.

**Address - NOTE**

1f & 1g. Mark with a "Y" which address is the preferred mailing and residency address.

NEXT...
1. Back on ADSU, notice that the **Status** for Address 1 lists **Current** and **Preferred Residence**. The **Type** shows **Local Physical Address**.

2. For Address 2, the **Status** reads **Current Preferred Mailing Address**. The **Type** shows Mailing as well.

*Save and Update all the way back to ASUM when complete.*
Next...

- ASUM
- NAE
- BIO
- DADD
  - MINF
  - FINF
- IASU
- SPIR
- COMMENTS
- AMSC
- TSUM
- SHAP
- PERC
- CRI
- EMPC

- From the **ASUM** screen, detail into the *Demographics* field and select **BIO – Biographic Information** from the Menu. Select **OK**.
Data Entry Fields

- **BIO**

Fill in other names listed on the application under the *Other LFM* field if applicable.

**Note:** Do Not Use the *Nickname* field or *Birth LFM* field.

*Save and Update back to the ASUM screen when complete.*
From the **ASUM** screen, detail into the **Demographics** field **ONLY** if the following are true:

- **a)** *IF* the applicant *does not* have a SSN, this is where you will post the alternate ID number.
- **b)** *IF* the applicant has **Military** or **Foreign** person information, you will need to detail into **Demographics** as well.

Select **DADD – Additional Demographics** from the Menu. Select **OK**.
Data Entry Fields

1. **Alternate IDs:** *(For students WITHOUT A SSN!!)* Enter the High School ID number from the applicant’s transcript **ONLY** if it is a Verified Texas High School. Enter an “S” before the ID number.

2. **Types:** Select *HSID HS/PEIMS Student ID.*

*If* the applicant is Military affiliated, detail into the *Military Info* field. This will take you to the MINF screen.

*If* the applicant is a Permanent Resident, detail into the *Foreign Info* field. This will take you to the FINF screen.
Data Entry Fields

1. Military Status
2. Branch
3. Govt Benefits
4. Start Dt and End Dt: For those students providing official documentation, such as Military ID card, etc.

Save and Update back to the DADD screen. If complete on the DADD screen, Save and Update again back to the ASUM screen.
Data Entry Fields

1. **Landed Immigrant:**
   Select *IM* from pull-down and enter their ID number in the next field (i.e. an “A” with a 9 digit number)

2. **Citizenship Country**

3. **Immigration Status**

4. **Birth Country**

5. **Primary Language**

---

Save and Update back to the DADD screen. If complete on the DADD screen, Save and Update again back to the ASUM screen.
• From the **ASUM** screen, detail into the *Demographics* field and select **IASU – Institutions Attended Summary** from the Menu. Select **OK**.
Data Entry Fields

1. **Institutions Attended**: Enter the Colleague ID number for the High School or the partial name plus ellipses (...).

2. Select the correct school from the search results. This will open the HSA – **High Schools Attended** screen.

3. **Start/End Dates**: *Enter ONLY the Start Date!!*

4. **Graduation Type**: **PRE Preliminary-Anti**

5. If you receive the following:

   Warning: Field(s) INSTA.TRANSCRIPTS.STATUS are required

   Select **OK**, and continue.

*Save and Update all the way back to the ASUM screen when complete.*
• From the **ASUM** screen, detail into the *Spec Int Recruiting* field.

![Diagram showing details under Spec Int Recruiting]
1. **Recruiting For:** *EAD* (Early Admissions)

2. **Recruited By:** Enter the name of the current *Director of Distance Learning and Public Education Operations* (KISD,CCISD) or *Area Coordinator* (SVC Areas) for your location.

3. **Date:** Enter the expected High School graduation date according to the status entry term in the following format: **MM (Month; Always use May) DD (Date is the year of graduation) YY (13; the previous year).** Datatel is unable to post FUTURE DATES in this section.

*Examples*

- **Sophomores** – 05/17/13 *(c/o 2017)*
- **Juniors** – 05/16/13 *(c/o 2016)*
- **Seniors** – 05/15/13 *(c/o 2015)*

*(ex. A student in the Class of 2016, the date would be 05/16/13)*

*Save and Update back to the ASUM screen when complete.*
• From the **ASUM** screen, detail into the *Comments* field.
1. Post the anticipated *Entry Term* (in the Enrollment Information box on page 2 of the application).

2. **Timestamp** and **Save back to the ASUM screen when complete.**

**From pg. 2 of the Application**

<table>
<thead>
<tr>
<th>ENROLLMENT INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term Expected to Enter</td>
</tr>
<tr>
<td>Fall (Aug-Dec)</td>
</tr>
<tr>
<td>Spring (Jan-Apr)</td>
</tr>
<tr>
<td>Summer I (May)</td>
</tr>
<tr>
<td>Summer II (June-July)</td>
</tr>
<tr>
<td>Year: 2014</td>
</tr>
</tbody>
</table>

**Term Date Ranges**
- **Fall**: August 1 – December 31 **FALYY**
- **Spring**: January 1 – April 30 **SPRYY**
- **Summer I**: May 1 – June 30 **SU1YY**
- **Summer II**: July 1 – July 31 **SU2YY**
NEXT...

- ASUM
- NAE
- BIO
- DADD
  - MINF
  - FINF
- IASU
- SPIR
- COMMENTS
- AMSC
- TSUM
- SHAP
- PERC
- CRI
- EMPC

- From the **ASUM** screen, detail into the *Misc/Spec Serv* field. This will take you to the *Applicant Miscellaneous* screen.
Data Entry Fields

1. **Miscellaneous 1**: *FR* (applicant’s highest level of education; do not use anything below Freshman)
2. **Parent1 Education**: *Father’s highest level of education.*
3. **Parent2 Education**: *Mother’s highest level of education.*
4. **Special Services**: *DE Dual Enrollment HS Student*

Save and Update back to the ASUM screen when complete.

**From pg. 2 of the Application**

<table>
<thead>
<tr>
<th>ADDITIONAL INFORMATION</th>
<th>Are you participating in your school’s Fast Track 2 Central Texas College Program?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is English your native language?</td>
<td>Yes  No</td>
</tr>
<tr>
<td>Indicate father or legal guardian’s highest educational background level:</td>
<td>Indicate mother or legal guardian’s highest educational background level:</td>
</tr>
<tr>
<td>No high school</td>
<td>No high school</td>
</tr>
<tr>
<td>Some high school</td>
<td>Some high school</td>
</tr>
<tr>
<td>High school diploma or GED</td>
<td>High school diploma or GED</td>
</tr>
<tr>
<td>Some college</td>
<td>Some college</td>
</tr>
<tr>
<td>Associates Degree</td>
<td>Associates Degree</td>
</tr>
<tr>
<td>Bachelor’s Degree</td>
<td>Bachelor’s Degree</td>
</tr>
<tr>
<td>Graduate/Professional Degree</td>
<td>Graduate/Professional Degree</td>
</tr>
<tr>
<td>Unknown</td>
<td>Unknown</td>
</tr>
</tbody>
</table>
• From the **ASUM** screen, detail into the *Tests* field. This will take you to the *Test Summary* screen.
1. All authorized personnel MUST read the Colleague Test Score Processing Learning Guide. THERE IS NO SHORT CUT AROUND IT!!

2. Use the link below to go to the Student System Learning Guides section on the CTCD website. Save and Update back to the ASUM screen when complete.

http://www.ctcd.edu/faculty-staff/information-technology/computer-system-access/student-system-learning-guides/
• From the **ASUM** screen, detail into the *Acad Program* field. This will take you to the *Short Application Entry* screen.

![ASUM - Applicant Summary](image)

- **ASUM**
- **NAE**
- **BIO**
- **DADD**
  - **MINF**
  - **FINF**
- **EMER**
- **IASU**
- **SPIR**
- **COMMENTS**
- **AMSC**
- **TSUM**
- **SHAP**
- **PERC**
- **CRI**
Data Entry Fields

1. Start Term: **FALYY, SPRYY, SU1YY, or SU2YY**
2. Catalog: *add or verify the correct catalog year.*
3. Acad Pgm: **GST4.AA**
4. Location: **T...** *(choose your Texas location)*.
5. Admit Stat: **EA**
6. Ed Goals/Dt: **HST**. Tab to enter or verify application date.
7. Orig Ed Goals: **HST**
8. Language: **E** *(for English). **N** *(if English is not their first language)*.
9. Appl Date
10. Res Stat: **TXR or TXNR**
11. Special Serv: *Should carry over from the AMSC screen.*
12. Intended Load: **DL, FTF, or DLFTF**
13. Student Type: **TXRI, TXRO, TWV21** or **NRUSA** *(for undocumented students)*

*NEXT...*
From the **SHAP** screen, detail into the *Addnl Info* field. Then, select **PERC** – *Person Restrictions* from the Menu. Select **OK**.
Enter the following holds in this order:

1. **AHGC** (No comment needed)
2. **REAH** (Early Admissions Hold)
3. **RDEH** (Dual Enrollment Hold)
4. **If applicable**, the **RSCH** hold is used **only** if there is a residency issue stated on the front of the application.
5. **If applicable**, the **DEPQC** hold (Dual Enrollment Paperwork Quality Control) hold may be applied to the student record if documents are missing or not signed from the admission packet. This will block future registration until the documents are received or signed.
6. **If applicable**, the **ABMH** hold may be applied. If the student is registering for a FTF section with an ICC Credit Type that is scheduled **after** the regular school day (during the Fall and Spring terms only), BM requirements apply. **Do Not** register the student in this class type until the vaccination requirement is cleared by Main Campus Admissions. Apply this hold until requirements are met. **In addition**, the DE Office Assistant or Associate Registrar must code any DE student registering for an ICC section. **Email the student’s information immediately.**
Enter the following holds in this order:

1. **REAH**: Enter the **Term**, then “DE/EA form on file with (insert the name of the documents that were included in the applicant’s DE packet from their high school).” **Timestamp & Save**.

2. **RDEH**: Enter the **Term** and the course(s) the applicant was approved to take listed on the DE/EA form (ex. HIST 1301). **Timestamp & Save**.

3. **If Applicable**, for the **RSCH** hold, enter the comment written on the front of the application for missing residency documentation and the name of the admissions officer that completed the residency. **Timestamp & Save**.

---

*Do not Copy & past this info. Example only!!*
Once all holds have been applied, Save & Update back to the SHAP screen.
DO NOT CHANGE THE APPL STATUS TO AC – APPLICATION COMPLETE, UNLESS YOU ARE READY TO REGISTER THE STUDENT IMMEDIATELY AFTERWARDS!!

1. If you are ready to register the student for classes today, change the Appl Stat field from AI Application Incomplete to AC Application Complete.

2. Save & Update back to the ASUM screen.

3. If you are NOT registering the student for classes today, LEAVE THE APPL STAT FIELD AS AI – APPLICATION INCOMPLETE. Save & Update back to the ASUM screen.
1. **If** you are *not* registering the student today, the field should still read *AI*.

2. **If** you entered *AC* in the *Appl Stat* field on *SHAP*, once you *Save* and *Update* all data entry from the *ASUM* screen, the *Appl Stat* will change to *MS Move to Student* automatically if the student is registering today.

3. Since this applicant has *PERC* holds, we will need to edit *CRI – Communication Code Entry* through the *Comm Mgmt* field.

   Next...
• From the **ASUM** screen, detail into the *Comm Mgmt* field. Then, select **CRI** - *Communication Code Entry* from the Menu. Select **OK**.

- ASUM
- NAE
- BIO
- DADD
  - MINF
  - FINF
- IASU
- SPIR
- COMMENTS
- AMSC
- TSUM
- SHAP
- PERC
- **CRI**
- EMPC
Data Entry Fields

1. **Code Instance**: For holds that were placed on the **PERC** screen, choose the corresponding code. Use “A...” to search for the appropriate code.

2. **Status Comment**: Delete ALL status comments that have **Incomplete** in this field.

3. **Stat Dt**: Delete the *date* in the field.

4. **Assign Dt**: Will auto-populate to today’s date. Leave there.

5. **Save** and **Update** back to the **ASUM** screen.

**Once missing documents have been received and updated on the **PERC** screen, find the corresponding code:**

6. **Status Comment**: Enter **Received**.

7. **Stat Dt**: Enter the received date.

8. **Save** & **Update** all changes all the way out of **ASUM**.
**EMPC**

- Enter **EMPC** in the Form Search field and hit **Enter** or click **Search**. This will open the Emergency/Missing-Person screen.

**EMPC** has replaced **EMER** for emergency contact information. It is currently NOT embedded within Demographics and must be accessed separately.
1. Enter the student ID number in the Person LookUp prompt and hit Enter or OK.

2. Enter the following information:
   a. Contact Name
   b. Relationship to student
   c. Daytime Phone Number (Cell number)
   d. Emer Contact field – Enter “Y” for Yes
   e. Missing-Person Contact – Enter “N” for No.
   f. The Effective Date field will auto-populate with today’s date.

3. Only use OTHER Phone if no cell phone is given. If no emergency contact is provided, enter “None Provided” in the Contact Name field. If no phone number is provided, enter “None Provided” in the Daytime Number field as well.

4. Save and Update out of the EMPC screen.
DE/EA Registration

- Before Registering a student
  - Complete the Correct Forms
  - Move the Applicant to Student (SHAP)
  - Post *End Dates* to all DE/EA holds in PERC
  - Once registration is complete, remove the *End Dates* in PERC

- **RGN**
  - Data Entry
  - Alert Messages
  - ADD/DROP Statuses
1. Used **BEFORE** the **Start Day** of a **Term** or if this is the **first class** that the student is registering for within a term.

2. **If** a CTC course was **not** built with the Dual Enrollment type, send the student Name, CTC ID, and Course information to the Dual Enrollment Office Assistant via email for Coding **immediately**.

3. **If** you do not have the course information, **DO NOT MOVE THE APPLICANT TO STUDENT** in Datatel Colleague (SHAP).
1. Either Schedule Change Request forms can be used to Add/Drop courses for a student before or AFTER the start date of the term, but before the census.

2. If prerequisite approval is needed for a course, the approving counselor must sign and date here.

3. If the section the student wants to Add is closed, the Instructor or Department Chair must sign and date here for approval to add the student to closed section.
Once the form is complete, scan & email to the DE Office Assistant or the Associate Registrar. The original documents must be sent to the DE Office Assistant as well.

**Documents**

Withdrawal Form – **processed AFTER the Census Date**

**ONCE** the form is complete, scan & email to the DE Office Assistant or the Associate Registrar. The original documents must be sent to the DE Office Assistant as well.

1. This form is completed if the student wants to withdraw **AFTER** the census date. All the fields in light blue are required.

**ALERT:** Only authorized personnel are allowed to process Withdrawals (i.e. Records & Registration, Office Administrator for the Associate Dean/Systems Registrar, DL Records & Registration, C&I Records)

**The advisor is required to sign and date the form if he or she advises the student. Review the withdrawal dates in the Schedule Bulletin to verify that it is not too late for student to withdraw. Students should be advised to contact the instructor if the deadline to withdraw has passed. (See SRGD chart on next page).
Below is an example of the Registration Dates for SU114 & SU214 that the Scheduling Office develops. If you do not receive a copy of a spreadsheet for each term, please contact the Course Scheduling Department or the Coordinator for Records & Registration.

If you are responsible for building course sections, these are the dates to use for the 2014 Summer term. If you use a different date range, you will need to inform the Course Scheduling POC, the Dual Enrollment Office Assistant, and the Associate Registrar of the alternate dates.

<table>
<thead>
<tr>
<th>Term</th>
<th># Weeks</th>
<th>Start Date</th>
<th>End Date</th>
<th>Pre-Registrat. Reg.</th>
<th>Add Date</th>
<th>Drop Dates</th>
<th>Drop Grade Census Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>SU114 MAIN</td>
<td>10</td>
<td>06/02/14</td>
<td>08/08/14</td>
<td>05/05 - 05/05</td>
<td>05/05 - 06/01</td>
<td>06/02 - 06/06/14</td>
<td>06/02 - 07/18/14</td>
</tr>
<tr>
<td>SU114 MAIN</td>
<td>5</td>
<td>06/02/14</td>
<td>07/03/14</td>
<td>05/05 - 05/05</td>
<td>05/05 - 06/01</td>
<td>06/02 - 06/05/14</td>
<td>05/02 - 06/25/14</td>
</tr>
<tr>
<td>SU214 MAIN</td>
<td>6</td>
<td>07/07/14</td>
<td>08/08/14</td>
<td>05/05 - 05/05</td>
<td>05/05 - 07/05</td>
<td>07/07 - 07/10/14</td>
<td>07/07 - 07/30/14</td>
</tr>
<tr>
<td>Term</td>
<td># Weeks</td>
<td>Start Date</td>
<td>End Date</td>
<td>Pre-Registrat. Reg.</td>
<td>Add Date</td>
<td>Drop Dates</td>
<td>Drop Grade Census Date</td>
</tr>
<tr>
<td>-------</td>
<td>---------</td>
<td>------------</td>
<td>----------</td>
<td>--------------------</td>
<td>----------</td>
<td>------------</td>
<td>------------------------</td>
</tr>
<tr>
<td>SU114 DL</td>
<td>16</td>
<td>05/05/14</td>
<td>08/22/14</td>
<td>01/31 - 01/31</td>
<td>01/31 - 06/01</td>
<td>05/01 - 05/01</td>
<td>05/02 - 07/25</td>
</tr>
<tr>
<td>SU114 DL</td>
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<td>06/02/14</td>
<td>09/19/14</td>
<td>01/31 - 01/31</td>
<td>01/31 - 05/29</td>
<td>05/29 - 06/29</td>
<td>06/18/14 - 06/17/14</td>
</tr>
<tr>
<td>SU214 DL</td>
<td>12</td>
<td>05/05/14</td>
<td>08/22/14</td>
<td>01/31 - 01/31</td>
<td>01/31 - 06/01</td>
<td>05/01 - 05/01</td>
<td>05/02 - 07/04</td>
</tr>
<tr>
<td>SU114 DL</td>
<td>12</td>
<td>06/02/14</td>
<td>09/19/14</td>
<td>01/31 - 01/31</td>
<td>01/31 - 05/29</td>
<td>05/29 - 06/29</td>
<td>06/18/14 - 06/17/14</td>
</tr>
<tr>
<td>SU214 DL</td>
<td>12</td>
<td>07/07/14</td>
<td>09/25/14</td>
<td>04/30 - 04/30</td>
<td>04/30 - 07/03</td>
<td>07/07 - 09/05</td>
<td>07/23/14 - 07/22/14</td>
</tr>
<tr>
<td>Term</td>
<td># Weeks</td>
<td>Start Date</td>
<td>End Date</td>
<td>Pre-Registrat. Reg.</td>
<td>Add Date</td>
<td>Drop Dates</td>
<td>Drop Grade Census Date</td>
</tr>
<tr>
<td>-------</td>
<td>---------</td>
<td>------------</td>
<td>----------</td>
<td>--------------------</td>
<td>----------</td>
<td>------------</td>
<td>------------------------</td>
</tr>
<tr>
<td>SU114 DL</td>
<td>10</td>
<td>06/02/14</td>
<td>08/08/14</td>
<td>01/31 - 01/31</td>
<td>01/31 - 06/01</td>
<td>05/29 - 05/29</td>
<td>05/30 - 07/18</td>
</tr>
<tr>
<td>SU114 DL</td>
<td>8</td>
<td>05/05/14</td>
<td>08/27/14</td>
<td>01/31 - 01/31</td>
<td>01/31 - 06/01</td>
<td>05/01 - 05/01</td>
<td>05/02 - 06/13</td>
</tr>
<tr>
<td>SU114 DL</td>
<td>8</td>
<td>06/02/14</td>
<td>07/25/14</td>
<td>01/31 - 01/31</td>
<td>01/31 - 06/01</td>
<td>05/01 - 05/01</td>
<td>05/02 - 06/13</td>
</tr>
<tr>
<td>SU214 DL</td>
<td>8</td>
<td>07/07/14</td>
<td>09/29/14</td>
<td>04/30 - 04/30</td>
<td>04/30 - 07/03</td>
<td>07/07 - 08/16</td>
<td>07/15/14 - 07/14/14</td>
</tr>
</tbody>
</table>
Below is an example of a *Dual Enrollment Course Master Schedule FAL14*. If you are responsible for building sections for your area, you will need to send in a Master Schedule of the courses built. If you make any changes during the duration of the term, update the spreadsheet and email to the Dual Enrollment Office Assistant, the Associate Registrar, and the DSA Course Scheduling POC.

![Dual Credit Courses for DSA Burnet](image)

**TERM: FAL14**

<table>
<thead>
<tr>
<th>Subj</th>
<th>Crsa</th>
<th>Sect#</th>
<th>SYM#</th>
<th>Start</th>
<th>Ends</th>
<th># of Wks</th>
<th>Days</th>
<th>Start Time</th>
<th>End Time</th>
<th>Instructor</th>
<th>Location</th>
<th>Meth</th>
<th>Online (Y/N)</th>
<th>Petition Y/N</th>
<th>Census</th>
<th>Last Day W</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL</td>
<td>1302</td>
<td>TD020</td>
<td>24579</td>
<td>8/29/2014</td>
<td>12/12/2014</td>
<td>16</td>
<td>M-F 8:45 AM</td>
<td>9:50 AM</td>
<td>Hudelson, Schahara</td>
<td>TDLRN</td>
<td>OLL</td>
<td>Y</td>
<td>N</td>
<td>9/10/2014</td>
<td>12/5/2014</td>
<td>Non-DC section</td>
<td>Y/Y</td>
</tr>
<tr>
<td>GOVT</td>
<td>2305</td>
<td>TDD05</td>
<td>36277</td>
<td>8/29/2014</td>
<td>12/12/2014</td>
<td>16</td>
<td>Mon-Th 4:00 AM</td>
<td>5:50 AM</td>
<td>Buckstead, Jonathan</td>
<td>TDLRN</td>
<td>OLL</td>
<td>Y</td>
<td>Y</td>
<td>9/10/2014</td>
<td>12/5/2014</td>
<td>Y/Y</td>
<td>Y/N</td>
</tr>
<tr>
<td>ECON</td>
<td>2301</td>
<td>TS009</td>
<td>36257</td>
<td>8/29/2014</td>
<td>10/6/2014</td>
<td>8</td>
<td>M-F 7:30 AM</td>
<td>8:30 AM</td>
<td>Blankenship, Jerry</td>
<td>TSBUR</td>
<td>OBL</td>
<td>Blended</td>
<td>9/10/2014</td>
<td>12/5/2014</td>
<td>Y/Y</td>
<td>Y/N</td>
<td></td>
</tr>
<tr>
<td>MATH</td>
<td>1325</td>
<td>TS000</td>
<td>36326</td>
<td>8/29/2014</td>
<td>12/12/2014</td>
<td>16</td>
<td>M-F 10:00 AM</td>
<td>11:00 AM</td>
<td>Cruz-Sealey, Audrie</td>
<td>TDLRN</td>
<td>OLL</td>
<td>Y</td>
<td>Y</td>
<td>9/10/2014</td>
<td>12/5/2014</td>
<td>Y/Y</td>
<td>Y/N</td>
</tr>
</tbody>
</table>
Registration
Data Entry
Data Entry Fields

• **PERC** — Before any section changes can be made in RGN, End Dates must be placed on the Dual Enrollment Holds in PERC.

1. Enter **PERC** in the *Form Search* field and click **Search**.

2. Bring up the student in the *Person LookUp* prompt by **SSN**, **CTC ID #**, or **Name**. Click **OK**.

3. Next, enter **End Dates** for all **DE/EA** holds.

4. **Save All**.

3. **Place End Dates to enable registration.**
1. Enter RGN – Registration in the Form Search field and hit ENTER or Search.

2. Select your Texas location from the Search Results if more than one option appears. Hit ENTER or click Open.

3. Enter the student’s name, ID# or SSN in the Student LookUp prompt and click OK. Select the correct student for the search results if necessary.
Data Entry Fields

- **RGN**

1. Enter the **TERM**, **COURSE NAME**, **NUMBER**, and the **SECTION** (ex. **SPR14 MATH 1414 TD043**). You can also search by ellipsis for a course (ex. **SPR14 Math 1414 TD...**) Hit ENTER.

<table>
<thead>
<tr>
<th>Term</th>
<th>Dates</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall:</td>
<td>August 1 — December 31</td>
<td><strong>FAL14</strong></td>
</tr>
<tr>
<td>Spring:</td>
<td>January 1 — April 30</td>
<td><strong>SPR14</strong></td>
</tr>
<tr>
<td>Summer 1:</td>
<td>May 1 — June 30</td>
<td><strong>SU114</strong></td>
</tr>
<tr>
<td>Summer 2:</td>
<td>July 1 — July 31</td>
<td><strong>SU214</strong></td>
</tr>
</tbody>
</table>

1. Save and Update once all classes have been entered.

**Note:** We do not recommend using the synonym because it may be different from what is published in the course catalog. We also wish to avoid selecting the wrong course from the Search Results if the same synonym was used from a previous term.
1. When **adding** a student to a class **BEFORE THE START DATE**, the status on the RGN screen should be an “N”.

   ![Example Image 1](image1)

2. When **adding** a student to a class **AFTER THE START DATE**, but **BEFORE THE CENSUS DATE** in RGN, the status should be an “A”. **A Schedule Change form should accompany this transaction**

   ![Example Image 2](image2)

3. When dropping or **DELETING** a course **BEFORE THE START DATE**, change the status to an “X” in RGN to remove the class. **A Schedule Change form should accompany this transaction**

   ![Example Image 3](image3)

4. When dropping a course **AFTER THE START DATE**, but **BEFORE THE CENSUS DATE** in RGN, change the status to an “X” in RGN to remove the class. **A Schedule Change form should accompany this transaction**

   ![Example Image 4](image4)
**Note:** You may receive the following “Alert Messages” when registering DE students. This is designed to keep non-DE students from enrolling in designated Dual Enrollment built courses.

1. *Section is “Closed” (R)egister or (C)ancel:* R

2. *A Granted Petition is required for registration in...:* OK

3. *Save* and *Update* once all classes have been entered.
1. If you receive this alert prompt when trying to register a student, that means they have some type of restriction, usually in PERC, that needs to be removed **BEFORE** the student can register. Click **OK** on the alert prompt, and the **RLES** screen will appear.

2. The message indicates that the DE PERC holds **have not been closed out prior to registering**. Cancel all the way out of RGN.

3. Go back to the PERC screen, post **End dates** in the **END** column for the DE Holds Only (at least 2 days **prior to the registration date**).

4. **Save** & **Update** out of PERC.

5. Once the student is registered, go back to PERC and **REMOVE** the **END DATES**. Be sure to **Save** & **Update** ALL changes.
Data Entry Fields

• PERC

1. Once all classes have been added, go back to PERC and remove the End Dates for the DE/EA holds.
2. Save All.

** ALERT**
Leaving the End Dates on the PERC screen allows the students access to Register through WebAdvisor for unauthorized classes. The student and parent(s) will assume that these classes will be designated as Dual Enrollment, but they will not.
Once you have organized all the signed student documents, prepare a spreadsheet (Transmittal) listing the students’ names and the documents that you are sending to the DE Office Assistant for filing.

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
<th>H</th>
<th>I</th>
<th>J</th>
<th>K</th>
<th>L</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Last</td>
<td>First</td>
<td>CTC ID</td>
<td>Last 4 SSN</td>
<td>Reg Form</td>
<td>DC/EA</td>
<td>App</td>
<td>Release</td>
<td>Test</td>
<td>Transcript</td>
<td>Classes</td>
</tr>
<tr>
<td>2</td>
<td>Brooks</td>
<td>Blue</td>
<td>1234567</td>
<td>6789</td>
<td>x</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td>ENGL 2322 TMD01</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Chaplin</td>
<td>Test</td>
<td>2345678</td>
<td>1234</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>GOVT 2305 TDD01</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Edwards</td>
<td>Mister</td>
<td>3456789</td>
<td>4567</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>ENGL 1301 TMD01</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Harper</td>
<td>Missus</td>
<td>9876543</td>
<td>4321</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>ECON 2301 TDD01</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
<td>3456789</td>
<td>4567</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>ECON 2302 TDD01</td>
<td>Drop</td>
</tr>
<tr>
<td>7</td>
<td>Harper</td>
<td>Missus</td>
<td>9876543</td>
<td>4321</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>HIST 1301 TMD01</td>
<td>Add</td>
</tr>
<tr>
<td>8</td>
<td>Martin</td>
<td>Testing</td>
<td>8765432</td>
<td>9876</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>ENGL 1301 TMD01</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td></td>
<td></td>
<td>8765432</td>
<td>9876</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>HIST 1301 TMD01</td>
<td></td>
</tr>
</tbody>
</table>
Verify all that apply before forwarding the documents to Central Campus:

- Application for Admission (New)
- DE/EA Admissions Application (New and returning)
- DE/EA Authorization of Release of Information (New)
- Class Registration Form (New and returning)
- Transcripts (New; Returning if any are turned in)
- Test Scores (New or continuing if new test scores are available)
- DE Checklist (New)
- Certified Rolls (ALL)
- Add/Drop forms (if applicable)
- Withdrawal forms (if applicable)
The Dual Enrollment student has graduated from High School!!!

Congratulations!

He or she is no longer a DE/EA student. For the student wishes to continue his or her education with CTC, we will now treat them as a regular college student.
What We Need Now For Graduated DE Students

If the former DE/EA student HAS attended within the past 12 months:

• Complete a Core Residency Questionnaire**
• Official High School transcript needs to be sent to CTC.
• Post an End Date for the REAH and the RDEH holds on the PERC screen.
• Close out the Dual Enrollment/EA Degree Plan.
• Student needs to see a CTC counselor for an OFFICIAL degree plan. We need to have a physical degree plan on file.

If the former DE/EA student HAS NOT attended within the past 12 months:

• CTC Application for Admission with Core Residency.
• Official High School transcript needs to be sent to CTC.
• Post an End Date for the REAH and the RDEH holds on the PERC screen.
• Close out the Dual Enrollment Degree Plan.
• Student needs to see a CTC counselor for an OFFICIAL degree plan. We need to have a physical degree plan on file.

**Link for Core Residency Questionnaire
http://www.ctcd.edu/myctcd/assets/File/Admissions/Core%20Residency.pdf
Appendix 1 – Dual Enrollment Residency Flowchart

Circle correct residency and apply label (Pg. 4)

Paperwork necessary for current military dependents:
- Military ID verification
- IF LES claims TX, need current and 12 month old end of month LES
- IF LES does not claim TX, need orders to TX

If student has lived at current address less than 12 months, need addresses for at least 12 months.

To prove VA educational benefits, the sponsor must provide a VA certificate of educational benefits (GI Bill, 9/11, etc.).

If student has lived in Killeen, Harker Heights, Copperas Cove or Fort Hood for less than 6 months, they are TXRO and we need a parent driver’s license issued at least 12 months prior to prove residency.

Created by Aimee Finegan, Dual Enrollment Office Assistant/Quality Control, May 28, 2014
Appendix 2 – Dual Enrollment Data Entry Workflow

Search for student in ASUM. If the student is not found, add the student. (Pgs. 14)

Enter appropriate fields in NAE (Pg. 15)

Does the student have different mailing and physical addresses? Yes

SU out to ASUM. Detail back into NAE. Detail into ADSU. Enter appropriate info. (Pgs. 16-17)

No

SU back to ASUM.

Does the student have an alternate name? Yes

Detail into Demographics—BIO. Enter the other name. SU back to ASUM. (Pg. 20)

No

Is the student a military dependent or a foreign national? Yes

Detail into Demographics—DADD military

No

Foreign: Detail into FINF. Enter appropriate info. SU back to ASUM. (Pgs. 22/24)

Detail into Demographics—IASU. Enter HS and Colleges attended. Enter appropriate info. SU back to ASUM. (Pgs. 26)

Detail into Spec Int Recruiting. Enter EA, coordinator and graduation date in MM/YY/YY where YY is the previous year. SU back to ASUM. (Pg. 28)

Detail into Comments. Enter expected start term/year. Timestamp. SU back to ASUM. (Pg. 30)

Detail into Misc/Serv. Enter appropriate info. SU back to ASUM. (Pg. 32)

Detail into Tests. Enter test scores according to the “TestScore Processing Learning Guide.” SU back to ASUM. (Pg. 34)

Detail into Acad Program. Enter appropriate info in SHAP. (Pg. 36)

Detail into Addnl Info—PERC. Enter AHGC, REAH and RCCH with appropriate comments. Enter RCCH if needed. SU to SHAP. (Pgs. 38-40)

Do you have a completed Registration and DC/EA form AND will register the student in the next 48 hours? Yes

Enter AC in App/Stat. SU back to ASUM. (Pgs. 41)

No

SU back to ASUM. (Pg. 41)

Detail into Comm Mgmt—CRI. Enter AMOHSGED (leave blank); AMCREDT (received, date); and AMCPROG (received, date). SU back to ASUM. Save All out of ASUM (Pg. 44)

Go to EMPC. Enter appropriate info. Save All out of EMPC. (Pg. 46)
Appendix 3 – Dual Enrollment Areas of Concern

Application Data Entry: Data Entry Screens

- ASUM
- NAE
- BIO
- DADD (if applicable)
  - MINF (if applicable)
  - FINF (if applicable)
- IASU
- SPIR
- COMMENTS
- AMSC
- TSUM
- SHAP
- PERC
- CRI
- EMPC

Comments in Datatel:

Comments left with Timestamps and Dates in Datatel SHOULD NEVER BE DELETED! Comments are a history of changes made to a student’s record (ex. SSN changes/updates, PERC hold document tracking, residency form tracking, etc.) Unless you are the person who originally left a Comment and you are correcting a spelling error, NEVER delete or edit any Comments on a student’s record. If there is an update that must be made to a previous Comment, do so by entering a few lines above the MOST RECENT Comment, type in the new information, then Timestamp and Save.

Application Status: SHAP
DO NOT CHANGE THE APPL STATUS TO AC – APPLICATION COMPLETE UNLESS YOU ARE READY TO REGISTER THE STUDENT IMMEDIATELY AFTERWARDS.

If you are ready to register the student for classes TODAY, change the Appl Stat field from AI – Application Incomplete to AC – Application Complete. If you have problems with registering the student, please contact the Dual Enrollment Office Assistant for help (see POCs on page 67).

Important Changes: DADD

Only enter data on the DADD, Demographics screen IF ANY of the following are TRUE...

a) IF the applicant does not have a SSN, this is where you will post the alternate ID number.

b) IF the applicant has Military or Foreign person information, you will need to detail into Demographics as well.

Section Building: Section Building Learning Guide

LOCN, Locations on Pg. 4 – 5. Please review if you build DE courses. You must enter the CORRECT Building ID and Dates on the SOFF screen. Use LOCN prior to building the course if you are not sure of the correct Building ID.

- Do Not enter student in system until you verify Admission Status with Accredited High School Attendance/Graduation.
- Do Not make record “Application Complete/Move to Student” Until you are actually registering the student for classes THE SAME DAY.
- Do Not register students without entering Passing Test Scores.
- Throw away all old format CTC Applications and DE/EA Applications. All sites should be using the most current version of the CTC Application for Admissions and DE/EA forms.
- BEFORE YOU REGISTER: Check to make sure Bacterial Meningitis requirement does not apply. If only taking classes built with DE Credit Type with DEXXX high school building code, requirement does not apply. If the student is registering for a FTF section with an ICC Credit Type that is scheduled after the regular school day (during the Fall and Spring terms only), BM requirements apply. Do Not register the student in this class type until the vaccination requirement is cleared by Main Campus Admissions. In addition, the DE Office Assistant or Associate Registrar must code any DE student registering for an ICC section. Email the student’s information immediately.

- Use the Excel Transmittal provided to track paperwork and ensure all students have all required documents. A transmittal from the site rep is required for paperwork to be accepted by the Systems Registrar Dept. If no transmittal is received, all paperwork will be sent back to site. Sites can email the spreadsheet to the Dual Enrollment Office Assistant as notification that paperwork is on its way. A Pivotlink report is not acceptable.

- Approval for sophomores and students with more than two classes should be sent to the CTC President via the Associate Dean for Central Texas prior to registration. Suggesting all sites acquire scanners to email documents for approval. Actual copy of test scores and HS transcript may be requested for review.

- Register both first and second 8-week classes at beginning of semester. Students have been known to register with more than one site. Sites are not always checking STAC to see how many classes student is scheduled to take, resulting in too many classes and no approval.

- Write Student Name, ID# and SSN# on left side of application where indicated.

- Students should fill out paperwork in black or blue ink; not pencil or other bright colored ink.

- Do not use white-out paperwork in black or blue ink; not pencil or other bright colored ink.

- Using a single staple, put forms in the following order:
  1) Registration form
  2) DE/EA Form
  3) Drop/Add/Withdrawal Forms if they apply
  4) Application
  5) Release Form
  6) Test Scores and Transcripts
# Points of Contact

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Phone</th>
<th>Email</th>
<th>Issues</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dean Jan Anderson</td>
<td>Dean, Central Campus &amp; DSA</td>
<td>Ext. 1116</td>
<td><a href="mailto:Janice.Anderson@ctcd.edu">Janice.Anderson@ctcd.edu</a></td>
<td>Central Campus and All DSA.</td>
</tr>
<tr>
<td>Sheree Stover</td>
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<td><a href="mailto:Sheree.Stover@ctcd.edu">Sheree.Stover@ctcd.edu</a></td>
<td>Training Manual Updates/Security Access inquiries.</td>
</tr>
<tr>
<td>Kerstin Brooks</td>
<td>Associate Dean, Central Campus</td>
<td>254-501-3093</td>
<td><a href="mailto:Kerstin.Brooks@ctcd.edu">Kerstin.Brooks@ctcd.edu</a></td>
<td>District SVC Area Coordinator (SPIR). Fredericksburg/Gatesville/Marble Falls</td>
</tr>
<tr>
<td>Amy Churchill</td>
<td>Coordinator, Distance Learning Operations</td>
<td>Ext. 1656</td>
<td><a href="mailto:Amy.Churchill@ctcd.edu">Amy.Churchill@ctcd.edu</a> <a href="mailto:DL.Coordinator@ctcd.edu">DL.Coordinator@ctcd.edu</a></td>
<td>Course Section Builder of DE/DL sections for KISD &amp; CCISD and DL for DSA.</td>
</tr>
<tr>
<td>Janill Deal</td>
<td>Director of Public Education Special Projects</td>
<td>Ext. 1566</td>
<td><a href="mailto:Janill.Deal@ctcd.edu">Janill.Deal@ctcd.edu</a></td>
<td>Oversees ALL DE issues.</td>
</tr>
<tr>
<td>Rebecca Brooks</td>
<td>Office Assistant II, DE/DL Records</td>
<td>Ext. 1679</td>
<td><a href="mailto:Rebecca.Brooks@ctcd.edu">Rebecca.Brooks@ctcd.edu</a></td>
<td>Document processing for all ECHS/KISD /CCISD DE/EA students. Quality control of all DE/EA records for CTC.</td>
</tr>
<tr>
<td>Tonia Griffin</td>
<td>Counselor/Recruiter, Admissions</td>
<td>Ext. 1409</td>
<td><a href="mailto:Tonia.Griffin@ctcd.edu">Tonia.Griffin@ctcd.edu</a></td>
<td>DE/EA Counseling &amp; Recruitment.</td>
</tr>
<tr>
<td>Debra Knudson</td>
<td>Office Assistant I</td>
<td>Ext. 1515</td>
<td><a href="mailto:Debra.Knudson@ctcd.edu">Debra.Knudson@ctcd.edu</a></td>
<td>HOSP POC</td>
</tr>
<tr>
<td>Stephanie Ledlow-Arndt</td>
<td>Associate Registrar of Technology</td>
<td>Ext. 1431</td>
<td><a href="mailto:Sledlow-Arndt@ctcd.edu">Sledlow-Arndt@ctcd.edu</a></td>
<td>Oversees all issues and changes with DE/EA.</td>
</tr>
<tr>
<td>Diane Hernandez</td>
<td>Dual Enrollment Liaison</td>
<td>Ext. 1125</td>
<td><a href="mailto:Diane.Hernandez@ctcd.edu">Diane.Hernandez@ctcd.edu</a> <a href="mailto:dliaison2@ctcd.edu">dliaison2@ctcd.edu</a></td>
<td>Main contact for any missing documentation, registration, drop/adds, &amp; withdrawals for KISD/CCISD.</td>
</tr>
<tr>
<td>Stephen O’Donovan</td>
<td>Associate Dean, Admissions &amp; Recruitment, Records &amp; Registration</td>
<td>Ext. 1663</td>
<td>SO’<a href="mailto:Donovan@ctcd.edu">Donovan@ctcd.edu</a></td>
<td>Systems Registrar/Associate Dean, Admissions &amp; Recruitment, Records &amp; Registration</td>
</tr>
<tr>
<td>Mark Pollett</td>
<td>Associate Dean, Service Area Campus, Adult Education</td>
<td>Ext. 1120</td>
<td><a href="mailto:Mark.Pollett@ctcd.edu">Mark.Pollett@ctcd.edu</a></td>
<td>District SVC Area Coordinator (SPIR). Burnett/Brady/Hamilton/Lampasas/San Saba</td>
</tr>
<tr>
<td>Amy Williams</td>
<td>Admissions Counselor/TSI Coordinator</td>
<td>Ext. 1180</td>
<td><a href="mailto:Amy.Williams@ctcd.edu">Amy.Williams@ctcd.edu</a></td>
<td>Admissions &amp; Recruitment/Residency/TSI</td>
</tr>
<tr>
<td>Cassandra Spearman</td>
<td>Office Specialist II</td>
<td>Ext. 1865</td>
<td><a href="mailto:Cassandra.Spearman@ctcd.edu">Cassandra.Spearman@ctcd.edu</a></td>
<td>Service Area POC</td>
</tr>
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<td>Christina Troy</td>
<td>Office Specialist I</td>
<td>Ext. 1235</td>
<td><a href="mailto:Christina.Troy@ctcd.edu">Christina.Troy@ctcd.edu</a></td>
<td>AUMT POC</td>
</tr>
<tr>
<td>Caroline Williams</td>
<td>Coordinator, Records &amp; Registration</td>
<td>Ext. 1711</td>
<td><a href="mailto:Caroline.Williams@ctcd.edu">Caroline.Williams@ctcd.edu</a></td>
<td>Possible registration/course issues.</td>
</tr>
<tr>
<td>Jenilee Williams</td>
<td>Director of Guidance &amp; Counseling</td>
<td>Ext. 1452</td>
<td><a href="mailto:Jenilee.Williams@ctcd.edu">Jenilee.Williams@ctcd.edu</a></td>
<td>Incoming Transcripts/Advising</td>
</tr>
<tr>
<td>Date</td>
<td>Pages</td>
<td>Add or Update</td>
<td>Description</td>
<td></td>
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<td>04/29/2012</td>
<td>ALL</td>
<td>Add</td>
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<td>05/29/2012</td>
<td>1,3,17,24,57,59, 60</td>
<td>Add &amp; Update</td>
<td>Modified title on 1, modified table of contents on 3, Modified DADD info on 17, typo on 24, added graduate info on 57, added Revision History on 59, removed Notes &amp; added back page on 60.</td>
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<tr>
<td>06/27/2012</td>
<td>9, 57, 58</td>
<td>Add &amp; Update</td>
<td>Modified image on 9, added page 57 for high school grads, &amp; modified page 58 for what is needed for former DE/EA students.</td>
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<tr>
<td>07/03/2012</td>
<td>3</td>
<td>Update</td>
<td>Contents</td>
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<tr>
<td>07/09/2012</td>
<td>24 &amp; 42</td>
<td>Update</td>
<td>Pg. 24, HSA note. Pg. 42, CRI instruction update.</td>
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<tr>
<td>10/02/2012</td>
<td>1-4, 13, 56</td>
<td>Update</td>
<td>Pgs. 1-4, Intro added for Wav purposes. Pg. 13, clarification or Ethnicity and Race fields. Pg. 56 “Transcript” added for clarification of all documents needing to be turned in.</td>
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<tr>
<td>10/08/2012</td>
<td>7, 17, 18, &amp; 30</td>
<td>Update</td>
<td>Pg. 7 &amp; 30, update of new DE/EA Admissions Application. Pg. 17 &amp; 18, additional clarification on entering Alternate IDs on the DADD screen for students <strong>without</strong> SSNs.</td>
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<td>10/23/2012</td>
<td>32</td>
<td>Update</td>
<td>Image update for Student Services (Learning Guides)</td>
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<td>03/25/2012</td>
<td>10</td>
<td>Update</td>
<td>DE/EA Application update</td>
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<tr>
<td>10/09/2013</td>
<td>All</td>
<td>Updates</td>
<td>Name of Guide changed. All updates made for UI 4.4 and document updates. Removal of XRGC access information. CTC Logo. Withdrawal procedures through RGN added. Appendix 1 added with DE Areas of Concern on pg. 58. Points of Contact updated on pg. 59.</td>
<td></td>
</tr>
<tr>
<td>05/20/2014</td>
<td>All</td>
<td>Updates</td>
<td>Complete Update</td>
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</tr>
<tr>
<td>12/09/2014</td>
<td>46, 47,67, 68</td>
<td>Updates/Add</td>
<td>EMER has been replaced with EMPC at the end of the data entry process for emergency contact information. Updates to the POCs. Updates to all images with ID #s. Update to Flowchart pg. 67.</td>
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<tr>
<td>06/22/2016</td>
<td>Title, Revision, 3, 7-9, 11, 22,48</td>
<td>Updates</td>
<td>Changed Dual Credit to Dual Enrollment throughout. Updated DE/EA Approval/Advising Plan, Release of Information form, DADD screen and Texas Registration form. Points of Contact and Revision contacts were updated.</td>
<td></td>
</tr>
</tbody>
</table>
This concludes our presentation.

Dual Enrollment/Early Admission
Data Entry & Registration Learning Guide

Revised by
Sheree Stover, Application Information Specialist/Trainer
Rebecca Brooks, Dual Enrollment Office Assistant II
Stephanie Ledlow-Arndt, Associate Registrar of Technology

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FOR STUDENTS OF THE REAL WORLD