

# JNHS Dual Credit Checklist

- Fill out an online application at [www.cjc.edu](http://www.cjc.edu).
  - Go to **Admissions**
  - Click on **Application**
- Send official transcript and a letter of permission from your high school principal to Cisco Junior College. (Mrs. Cooley will do this for you if you let her know).
- Take a placement test- **ACCUPLACER, THEA, ASSET, OR COMPASS** (we will be giving Accuplacer at CJC each week throughout the summer). If you are exempt from taking the placement test, bring or send the documentations with scores to prove your exemption. (The scores listed below should be documented on the back side of your high school transcript that Mrs. Cooley sends).
  - **TAKS**- 2200 in E/LA with a 3 on your essay to take English or any reading required course such as History, Government or Economics and  
To be eligible to take College Algebra a 2200 on the Math
  - **ACT**- composite of 23 with at least 19 on verbal (for English and reading required courses) and 19 on Math for College Algebra
  - **SAT**- composite of 1070 with at least 500 on the Critical Reading (for English and reading required courses) and 500 for Math for College Algebra
- Students taking High School “on campus” dual credit classes may pay in full by check at the time I register you for classes or may pay online through their **Campus Connect** account. **You must carefully observe all payment deadlines to avoid being dropped from your classes. If you are dropped from your CJC class for non-payment, you will not receive credit for your course, which may affect your high school graduation status.** Each course taught on the JNHS campus for fall and spring will be \$181.00 per semester. So if you are taking English in fall and spring, you will pay \$181.00 for the fall class and \$181 again in the spring (early January). If you take 2 classes per semester your bill will be \$362.00 for fall and \$362.00 again in the spring.
- View course schedules of classes, access grades or review/pay your bill online.
  - Go to **Campus Connect**
  - Click on the blue **Campus Connect** box
  - Enter a user id (SS# no dashes) and a PIN number, your birth date, (mmddyyyy).
  - Click on **Student Information** to review or pay account with a credit card
  - Click on **Registration** to view schedules, grades or unofficial transcripts.
- If you come to the Abilene Educational Center, identify yourself as a **“Dual Credit Student”** and ask to see a counselor to discuss any concerns. If you take the Accuplacer or THEA during the summer, make sure you give or send a copy of your scores to the CJC Admissions Office. I will register you for the high school “on campus” classes for fall between August 24<sup>th</sup> and August 28<sup>th</sup>. This will allow you to sign up for a payment plan with Nelnet (FACTS), our tuition management system.

It is policy of Cisco Junior College to provide equal employment, admission, and educational opportunities without regard to race, color, religion, national origin, sex, age, disability.