

DUAL CREDIT



NEW STUDENTS:

1. Choose your college course(s)

2. Apply

3. Submit your documents

4. Confirm your enrollment

RETURNING STUDENTS:

Visit with your high school counselor to select your dual credit course.

- Completion of your Freshman HS year is required. 7 credit hour max per semester. Your school will award high school credit. HPU will award college credit.
- Course Selection/Approval Form: www.hputx.edu/approval
- Common Dual Credit Courses: www.hputx.edu/commoncourses
- Course Schedule (upcoming term): www.hputx.edu/dualcredit
- Course Descriptions, prerequisites, etc.: www.hputx.edu/catalog (scroll to the back of the catalog)

Complete the online dual credit application: www.hputx.edu/dualcredit

- Priority deadline to apply: May-when applying for Fall term; December- when applying for the Spring term.
- High School Transcript – School Administrator’s signature required
- Test Scores*
- Shot Records if attending an on-campus course** (not required if online)
- Activate your Howard Payne University email and myGateway account
- Complete the New Student Orientation***
- Submit payment for your enrolled courses, tuition and fees****
- Order your textbooks (if applicable)

Complete the Returning Dual Credit Student Course Selection page: www.hputx.edu/returningstudent

ENROLLMENT

NEW or RETURNING dual credit students are enrolled in their requested course(s) each term through the HPU dual credit contact person at their respective HPU campus. Enrollment follows approvals of course selection and confirmation that documentation is in place. Students do not enroll themselves in their HPU student portal.

DUAL CREDIT ENROLLMENT AT HOWARD PAYNE UNIVERSITY

* TEST SCORES

Provide test scores that meet the **guidelines for college readiness**. Test scores can be provided by your High School Administrator, if you have taken the ACT, SAT, Accuplacer (TSIA2 or Next Generation), or the STAAR (State of Texas Assessment of Academic Readiness End of Course (EOC) exams).

If you need documentation to confirm college readiness, complete the appropriate placement exam at your HPU campus through **Accuplacer** testing.

Students may take the Accuplacer Assessment at HPU.

Students must score into college-level English and Reading (exception – enrolling in Math).

Students must score into college-level Math, if enrolling in College Algebra.

Students can schedule Accuplacer testing on their local HPU campus.

- Brownwood campus, contact Celeste Justice at cjustice@hputx.edu.
- New Braunfels Center, contact Helena MacCrossan at hmaccrossan@hputx.edu
- El Paso Center, contact Eva Gutierrez at egutierrez@hputx.edu.

** SHOT RECORDS

Per state law, all students who attend college classes on campus must have received **the Meningitis vaccine (MCV4)** at least 10 days prior to starting classes. This vaccine expires after five years. *At HPU, students must provide their vaccine record before they can be enrolled in their courses.* Please upload the shot record to your HPU application or email the record to your local HPU campus.

*** ORIENTATION

New Dual Credit students must complete the Orientation Session before the **start** of your first semester at your local HPU campus. Session dates, time, and location information will be emailed to your hputx.edu email address. Select and register for an orientation session. Orientation is mandatory to remain enrolled in dual credit classes.

**** TUITION AND FEES

Tuition and fees payment is due ten days before the start of the semester.

- Tuition: \$100 per credit hour
- Student Records Fee: \$15
- Textbook/Lab Fees: Some classes have lab or textbook fees in addition to the tuition. Textbook costs or fees are the responsibility of the student.

HPU Brownwood Campus, Celeste Justice

1000 Fisk St, Brownwood, TX 76801
cjustice@hputx.edu, 325-649-8620

HPU New Braunfels Center, Helena MacCrossan

2164 Oak Run Parkway, Suite 103
New Braunfels, TX 78132
hmaccrossan@hputx.edu, 830-629-2366

HPU El Paso Center, Eva Gutierrez,
805 Montana Ave., El Paso, TX 79902
egutierrez@hputx.edu, 915-533-8500