Santa Fe High School

College of the Mainland

Dual Credit Registration Guide

 **NEW STUDENTS BEGIN HERE**

* Apply to COM at [www.applytexas.org](http://www.applytexas.org). You must apply with your Social Security number. If you don’t have a SS number, please contact the COM advisor assigned to your school. There is no application fee for College of the Mainland. **First-time users to this website must** **create a new account** before you can complete an application.

Username \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Password \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Once you have created an account you must **complete an application**. Pick “2-year school” and select College of the Mainland from the drop down box. The entire application is six pages and you will receive an Application ID once you submit your application. Application ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

It takes four business days to process the application. You will receive an email once your application has been processed on how to receive your COM ID number via email from the COM Admissions and Records Office. You must have a COM ID number in order to take the TSI assessment at your high school. COM ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Submit proof of Bacterial Meningitis vaccination within the past five years to the COM advisor

 **RETURNING STUDENTS BEGIN HERE**

* Complete the TSI assessment (see dates below) or submit official test scores. Submit official test scores if you have exemption level scores to the COM DC advisor. See Testing Information Handout for exemption scores and testing requirements available in your high school Counseling Center and online at [www.com.edu/dual-credit](http://www.com.edu/dual-credit).

**TSI Assessment Days at SFHS**

Sign up in SFHS Career Center

Monday, March 9th 2:30pm-5:30pm

And

Tuesday, March 10th 2:30pm-5:30pm

**Application Day at SFHS**

February 11th 2:30pm-5:30pm

SFHS Career Center (E103)

* Register and pay for your Dual Credit classes at your high school on: ­­­­­April 29th 2:30pm-4:30pm in the Career Center (E103)

You must have your signed Dual Credit Form to register. Students taking an online Dual Credit class must complete the Online Learner Workshop prior to registering for Dual Credit classes. Please see Online Dual Credit Class Handout available in your high school Counseling Center or online at [www.com.edu/dual-credit](http://www.com.edu/dual-credit).

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**Tuition and Fees 2015-2016**

* In District: $200 for 1-2 classes per semester
* $75 for 3rd class
* Online fee $35 per class, hybrid $25 per class
* Additional fees for online and lab classes will be applied.