San Antonio College
Dual Credit Department

Telephone: 210-486-0177 Fax: 210-486-0896

2012-2013 CHECKLIST FOR HOME SCHOOL DUAL CREDIT STUDENTS

STUDENT NAME: _____

Check List	Who is responsible?	What to do?	Where do I get this?	How often?	Who will student give this to?
	Student	Complete Apply Texas Application	www.ApplyTexas.org	Before the Start of the Semester	Online Application Site
	Student	Sign up for a THEA or Accuplacer exam	Call 210-486-0444 to set up an appointment	Only needs one test, but has to demonstrate Proficiency	Assessment Office ($29 or $15 charge)
	Student and parent	Submit a Parent Consent Form	Dual Credit Liaison at SAC	Once every 2 years	Dual Credit Liaison at SAC
	Parent	Submit a notarized home school transcript	Dual Credit Liaison at SAC	Before the start of the first semester	Dual Credit Liaison at SAC
	Student	Registration of Courses	Dual Credit Liaison at SAC	Every semester	Dual Credit Liaison at SAC
	Parent and Dual Credit Liaison at SAC	Sign Memorandum of Understanding	Dual Credit Liaison at SAC	Every semester	Dual Credit Liaison at SAC
	Dual Credit Liaison at SAC	DC liaison sends documentation to bursars dept. for payment	N/A	Every semester	N/A

*For additional information call The Dual Credit Department at (210) 486-0752.

***Deadline for New Students for the Fall 2012 is March 30, 2012.**

Student will need to complete / submit the following:

1. **Completed online application at Applytexas.org**
2. **Must have taken placement test and obtained college level scores**
3. **Submit Parental Consent form**
4. **Submit Notarized home schooled transcript**
5. **Memorandum of Understanding is signed after the student registers**

***Deadline for Returning Students for the Fall 2012 is June 29, 2012.**

1. Student need to submit updated notarized transcript that includes their SAC classes, thus indicating the progress being made towards their H.S. graduation requirements

2. If the previous consent form signed was not the 2 year version, then a new one is needed