

Steps for Dual Enrollment at the Howard Payne University

1. Visit with your high school counselor to select your desired courses and to get dual credit approval. Your school will award high school credit. HPU awards college credit. Go to www.hputx.edu/dualcredit to view campus schedules.
2. Placement Testing **Options**:
 - A. Submit TSI scores from your high school if available **OR**
 - B. Take the Accuplacer Assessment at HPU. Students must score into college-level English and reading (\$15 fee) for all classes; however, if you would like to take a math course, you must also score into college-level math. To be admitted, students must test into college-level English, reading, and, if applicable, math.
 - C. At the Brownwood campus, contact Celeste Justice at cjustice@hputx.edu. At the New Braunfels campus, contact Cammie Bowren at cbowren@hputx.edu. At the El Paso campus, contact Matt Rutkowski at mrutkowski@hputx.edu.
3. Print out and submit the HPU Dual Credit Application from the HPU Dual Credit website: www.hputx.edu/dualcredit.
4. Students are limited to two courses or seven hours total per semester.
5. Request an official transcript from your high school to be sent to HPU.
6. 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.*
7. Complete **mandatory** orientation. Students may be removed from their classes for not completing orientation. New spring enrollees will complete orientation on an individual basis.
8. Tuition, fees, and payment:
 - a. Tuition: \$100 per credit hour
 - b. Student Records Fee: \$15
 - c. Textbook/Lab Fees: Some classes have lab or other fees that must be paid. Online and math classes typically require an e-book, which is added to the student's bill (no external textbook cost, however). Textbook costs or fees are the responsibility of the student.
 - d. Payment must be made ten days prior to the first day of class (or before the beginning of a summer session). This includes tuition, student fees, and course/textbook fees when applicable.
9. Contact Alexa Maddox, Academic Services Coordinator at HPU, for more information at amaddox@hputx.edu or call 325-649-8618.