

Steps for Dual Enrollment at the Howard Payne University Brownwood Campus

Dual Credit Coordinator: Alexa Maddox, amaddox@hputx.edu, 325-649-8618, TAC #308

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 the class schedule. Students may take two courses or seven hours total per semester. Students may choose most freshman-level, general education courses that are approved by their counselor. Classes are offered on the HPU campus and online. Such courses include speech, music appreciation, history, English, government, math, economics, Spanish, and science.

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.

Contact Celeste Justice, testing coordinator, at cjustice@hputx.edu to schedule your test.

3. Print out and submit the HPU Dual Credit Application from the HPU Dual Credit website:

www.hputx.edu/dualcredit. Submit the application to Alexa Maddox in TAC #308 or by email to amaddox@hputx.edu.

***The priority deadline for applications is the first week in May for fall and summer enrollment and the first week of December for spring enrollment. After these priority dates have passed, students may still apply, but the application process will be delayed and class availability becomes limited.

4. Request an official transcript from your high school to be sent to HPU (Attention: Alexa Maddox).

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. *At HPU, students must show proof of receipt before they can be enrolled in their courses.* You can send by email or bring in person to Alexa Maddox.

7. Complete **mandatory** orientation in August before the fall semester begins. Orientation is mandatory to attend classes. New spring enrollees will complete orientation on an individual basis.

8. Tuition, fees, and payment due ten days before the start of the semester:

- a. Tuition: \$100 per credit hour
- b. Student Records Fee: \$15
- c. Textbook/Lab Fees: Some classes have lab or textbook fees that must be paid. Textbook costs or fees are the responsibility of the student.
- d. Payment must be made ten days before the start of class. This includes all tuition, student fees, and course/textbook fees when applicable.