

Enrolling in Dual Credit Courses

Upon enrollment in your high school course, you will be given a CRN (course identification number) and instructions as to how to enroll in the HCC Dual Credit course and pay the required fees.

Times for enrolling and paying the fees at the Town & Country Center Campus are:

Monday through Thursday	8:30AM to 8:00 PM
Friday	8:30 AM to noon

To enroll, you will:

- Go to <http://www.hccs.cc.tx.us>, and then select the “For Students” link, then the “On-line Registration & Grade Inquiry” line. From there, click on “Student Web Services”. If you need additional assistance, please call 713.718.2233.
- Enter your User ID and Password- If you have forgotten your User ID and Password, call 713.718.8800 to request a password reset.
- Select link- “For Students” from the sidebar on the left side of the page
- Select link- “Enrollment” from the sidebar on the left side of the page
- You should now have the page: Your Class Schedule Search. Select button “Search”
- Select the “Career/Term”
- Select link “Add Classes to this Schedule”
- Enter the CRN (class identification number)
- If registering for more than one class select button “Insert Class” and enter the next CRN (class identification number)
- Once you have selected all the classes in which you wish to enroll, select button “Continue”. Review this information. You have the opportunity to drop any class at this point.
- Once you are sure these are the classes in which you wish to enroll, select button “Submit”.
- The message Class Added Successfully should appear.
- Review and print your final schedule by selecting link “Your Class Schedule” from the sidebar on the left side of the page
- Select “Logout” from the sidebar on the left side of the page to exit from the system.

To purchase books: A bookstore is located at the Town & Country Center. Your high school teacher/HCC instructor will tell you exactly what is needed for the course.

Student Support Services: Dual Credit students may take advantage of college services such as libraries, counseling, computer access, and bookstores.

College Grades: HCCS reports only final grades that are recorded on the student’s HCCS Official Transcript. Final grades may be accessed via computer at <http://www.getgrades.com> or by calling 1-877-341-4300. Copies of official transcripts to be sent to another college may be ordered by phone at 713.718.8518. To receive a personal copy of an official college transcript, a student must complete a Transcript Request Form at an HCCS campus. There is no charge.