



Step-by-Step Guide to Apply for

✓ Step-by-Step Guide to Apply for Dual Credit (DC) at Collin College

Important Dual Credit Deadlines

- Dual Credit Information Session – Hosted by Collin College
Held prior to Thanksgiving break for Summer / Fall 2026

- October 14th - Virtual

Virtual Meeting:

- Oct 14, 2025 06:00 PM Central Time (US and Canada)
- Topic: Community ISD Dual Credit Information for Students/Parents
- <https://us02web.zoom.us/j/82827449905>

Milestone	What to Do	Deadline	Notes / Contact
 Spring Registration	Spring registration is OPEN.	December 1, 2025	All holds and payments must be cleared.
 Student Application – ApplyTexas	New students complete the Collin College application for Summer or Fall 2026	January 19, 2026	Apply via ApplyTexas
 Clear All Holds	Resolve any admissions, testing, or records holds with Collin College	February 20, 2026	Required for registration
 Summer 2026 Registration Opens	Register for Summer 2026 dual credit courses	March 5, 2026	First-come, first-served
 Fall 2026 Registration Opens	Register for Fall 2026 dual credit courses	April 14, 2026	Build your schedule early



Submit updated
Free/Reduced
Lunch status

**April 10,
2026**

If you're newly qualified, email
sarah.thrash@communityisd.org
so she can notify Collin to apply the
waivers or related benefits

Process to Apply

1. Apply to Collin College via ApplyTexas - **USE YOUR PERSONAL EMAIL**

If you plan to take dual credit classes this summer **or** start in the fall, go ahead and complete the **Summer 2026 application** now.

- **Create an Account:** Visit ApplyTexas.org and set up your account **using a personal email address (not a school email address)**.
- **Start a New Application:**
 - Select **"Two-Year Community/Junior College"**.
 - Choose **"Collin College (McKinney)"**.
 - For **"Admission Basis"**, select **"Non-Degree Seeking"**.
 - Choose the appropriate term (e.g., Fall 2025 or Spring 2026).
 - If you plan to take dual credit classes this summer **or** start in the fall, go ahead and complete the **Summer 2026 application** now.
 - If you decide not to take summer classes, no problem—your summer application will still count for the fall semester.
 - If you already know you'll start in the fall and won't be taking summer classes, complete the **Fall 2026 application** instead.
- **Submit the Application:** There is no application fee. After submission, you should receive a confirmation email from ApplyTexas.

2. Activate Your Collin College Account

- **Receive Credentials:** **Within three business days, Collin College will email you your College Wide ID (CWID) and your username. This is what you will use to set up OneLogin!**
- **Set Up OneLogin:** Use the provided credentials to access OneLogin. (See below)
- **Complete Safety Training:** Log in to OneLogin, navigate to Workday to view and complete the training.
 - Once WorkDay loads, scroll down, and you should see an option to complete safety training. Click on the box in the upper right-hand corner for tasks.
 - After clicking on "Safety Training," a red hyperlink will appear on the left. Click on the red hyperlink, and the safety training slide show will start.
 - Make sure to hit 'next' twice after completing the quiz; you will want to continue until you return to the Collin main webpage.

Setting Up OneLogin On Your Smartphone

You will need both a computer and smartphone for this setup



IMPORTANT:

You must have a **passcode** on your smartphone to use the OneLogin App. To setup a passcode on your device, refer to your device's operations manual.

1 On a Computer

Login to <https://collin.onelogin.com/> with your *Collin* username and password. When prompted, click on **Begin Setup**



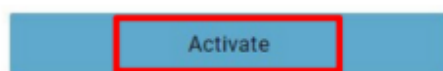
2 On Your Smartphone

Download the **OneLogin Protect App**



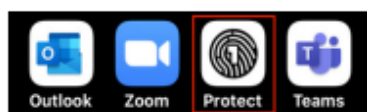
3 On a Computer

Click on **Activate**



4 On Your Smartphone

Open **OneLogin Protect App**



5 On Your Smartphone

Click on the **+** to add your first account



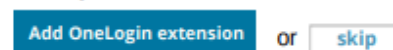
6 On Your Smartphone

With your smartphone scan the QR code on the computer. Frame the QR code in the **blue box** shown on your smartphone's camera



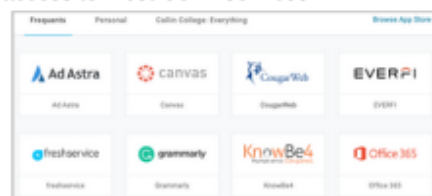
7 On a Computer

You may be prompted to add the OneLogin extension to your browser. You can select **Add OneLogin extension** (if available) or select **skip**



8 On a Computer

After the OneLogin extension prompt, you should see the **OneLogin Portal** with access to most Collin services



Student Technical Support



studenthelpdesk@collin.edu



972.377.1777 (Available 24x7)

3. Submit Required Documents

- **Dual Credit Permission Form:** Complete this [FORM](#) and email it to Ms. Thrash at sarah.thrash@communityisd.org

4. Registration

- Once you have met the testing requirements, completed the ApplyTexas application, and returned the permission form, email Ms. Thrash at sarah.thrash@communityisd.org to select the classes you wish to take.

5. Payment

Note: If you qualify for **free or reduced-price lunch**, your **dual credit tuition will be completely covered**. You'll only be responsible for any additional costs, such as textbooks, supplies, or other required tools.

 **Apply here:** [Free/Reduced Lunch Application](https://www.communityisd.org/departments/child-nutrition/child-nutrition-home)

(<https://www.communityisd.org/departments/child-nutrition/child-nutrition-home>)

Tuition and Fees: Pay any applicable tuition and fees through the Workday system.

- 3-Hour Course = \$203 + First Day Access (FDS) Book (if required)*
- 3-Hour Course for students who qualify for free or reduced lunch = First Day Access Book (if required) ONLY*
 - *** Additional fees may apply**
 - The following non-exhaustive list includes courses that typically have an FDS Book:
 - Math
 - Science
 - Economics
 - History
 - Business Courses
- Online Payments can be made through your Collin OneLogin platform. Once you're logged in, select "Workday" then "Production." Under student, select "Financials Hub". Under Suggested Links, select "Transact Payment"

If you have any questions or would like to set up a payment plan, please contact the cashier's office at Collin College at

- **Fall Payment Plan Information** (if you owe over \$200)
- **Student Financials**
- **Cougar Book Bundle website**
- Payment Deadlines: Adhere to [payment deadlines](#) set by Collin College.

Email - studentfinancials@collin.edu

Cashiers Office - 972-548-6616

- Option 6.
- You will need your CWID#

6. Textbook & Supplies (NEW)

Starting this **spring semester**, all Collin students will be part of the **Barnes & Noble First Day Complete** program.

Here's what that means for you:

- You'll be charged a **flat rate of \$23 per credit hour**, and that covers **all your textbooks** — no matter the price of each individual book.
You can **opt out** if it ends up being cheaper to buy your own books. Barnes & Noble will give you a calculator to help you compare.

You'll be able to **opt in or out** until a specific date (to be announced).

Important notes:

- Supplies like **scrubs or lab kits aren't included**.
- Most books will be **digital**, so you'll have them **on the first day of class**.
- If your schedule changes, your book access automatically moves with your new class — no need for refunds or reorders.
- Every student in the same class pays the **same textbook cost**.

Some instructors might still choose a physical textbook outside the program (for now). The cost will show up in your **tuition and fees**, so don't be surprised if that total looks a little higher.

This new setup is designed to save money, reduce stress, and make sure you're ready to learn from day one.

7. Prepare for Classes

- **Explore Resources:** Take advantage of student services, including tutoring, library access, and counseling. ([Collin College](#))

8. **Ferpa**

- Parents, if you wish to access information on your student's progress, billing, or general questions, your student must complete the **FERPA** in OneLogin, and they must add you. This is the only way Collin will provide any information you're requesting!

9. **Disability Services**

- The ACCESS (Accommodations at Collin College for Equal Support Services) Office provides support to eliminate barriers. We offer a variety of services that provide equal opportunities for qualified students with disabilities.
collin.edu/studentresources/disabilityservices
- If you need accommodations for any part of the Collin College admission and assessment process, please contact us.

Email: access@collin.edu

Phone: 972.881.5898

Need Assistance?

- **Collin College Dual Credit Office:**
 - Email: dualcredit@collin.edu
 - Phone: 469-365-1850

Student Technical Support

- 972.377.1777 (Available 24x7)
- Student Technical Support can also be reached by sending an email to: studenthelpdesk@collin.edu
- [Collin College Access Office - Accommodations](#)
- [CHS Dual Credit Page](#)
- [Popular FAQs](#)



Tab 2

