



New Student Registration Checklist

Please visit our website for more information on program procedures and restrictions

www.collin.edu/apply/index.html

Apply at applytexas.org (New Students)

- Double check you are applying for the correct term and that you fully submit your application.
- Please allow 2-3 business days for your application to be processed.
- Your Workday login information will be emailed to your personal email once accepted. Be sure to check your spam folder.
- *Do not use your ISD email to apply, ISD emails block outside emails from Apply Texas and Collin College*

Set up OneLogin (New Students)

- You'll receive your OneLogin username and temporary password via helpdesk@collin.edu
- *Tip: Set up OneLogin on a device that you will have access to at all times.*
- Click on the Workday app in the OneLogin portal to access your student account

Complete Workday Action Items (New Students)

- Review your customized list of registration requirements through the "My Tasks" button in the top right corner of your Workday account
- Complete the Campus Safety Training and New Student Orientation tasks to be eligible to register.
- After graduating high school, send a final high school transcript to Collin (not necessary to register if you are still currently in high school)

TSI (New Students)

- Take the TSIA2 or provide proof of exemption.
 - Minimum score requirements for the TSIA exemptions on page 2
- Additional information and sign up instructions are available online at: www.collin.edu/studentresources/testing/availabletesting/tsi.html
- Students with a partial TSI status may not see a TSI hold, but will need to provide scores if they are signing up for a course in the subject that they do not have scores for on file.

Bacterial Meningitis Vaccine (Only for students taking courses on a Collin Campus)

- Students taking courses **on a Collin campus** will need to provide a valid bacterial meningitis vaccine record or exemption at least 10 days prior to the start their course.
- More information available online at www.collin.edu/meningitis

Registration (Completed by Student)

- Search and register for courses using the "Course Section Search" in Workday.
- Log in to Workday > Click "Academics Hub" > "Planning and Registration" > "Find Course Sections"

Payment

- You may pay online through Workday or through the Cashier's Office
- More information about payment methods, policies and installment plans is available online at www.collin.edu/bursar/paymentpoliciesandmethods.html

Get Ready to Start Classes!

- Purchase textbooks if needed
- ACCESS/Disability Services (*Request accommodations*)
 - Accommodations do not transfer over from your High School classes.
 - To receive accommodations, you must apply through the ACCESS Office. More information is available at <https://www.collin.edu/studentresources/disabilityservices/index.html>
- Get your Collin ID made in any Student Engagement Office

Additional Information

Texas Success Initiative (TSI)

Exemption Scores (minimum scores listed):			
Test	Combined/Composite Requirement	Exempts TSI Reading & Writing	Exempts TSI Math
SAT (after March 2016)	N/A	Evidence Based Reading/Writing 480	Math 530
ACT (after 2/14/23)	N/A	English 40	Math 22
ACT (before 2/14/23)	Composite 23	English 19	Math 19

Complete a [CTCC form](#) and send it to tsi_info@collin.edu together with a copy of your score report that shows your full name, scores and date of test. A PDF copy works best if available.