



# TTUISD

TEXAS TECH UNIVERSITY INDEPENDENT SCHOOL DISTRICT



Dear Student:  
Thank you for choosing TTUISD.  
Whether you are taking a  
course or credit by Exam, you  
will need to follow the steps  
below to enroll.  
Good luck!

## 1. DECIDE WHAT COURSE OR CBE YOU WILL TAKE

Search our online catalog at [www.k12.ttu.edu](http://www.k12.ttu.edu).

## 2. OBTAIN APPROVAL

If you attend a public or private school, check with your school counselor or principal before enrolling. Ultimately your school district will grant credits earned.

*Failure to receive approval could cause enrollment delays and may result in your school not granting credit.*

## 3. READ OUR POLICIES

Our policies can be found by visiting our website at [www.k12.ttu.edu](http://www.k12.ttu.edu).

## 4. ENROLL

- Enroll online – [www.k12.ttu.edu](http://www.k12.ttu.edu).
- Enroll by fax – 806.742.7222.
- Enroll by mail – submit the enrollment form available online at [www.k12.ttu.edu](http://www.k12.ttu.edu).
- Enroll by phone – 800.692.6877 or 806.742.7200.

## 5. ORDER TEXTBOOKS AND MATERIALS ONLINE

Tuition and fees must be paid in full when you register and do not include the required textbooks and materials. TTUISD recommends you buy textbooks and materials when you enroll (unless otherwise stated in the course description in the online catalog).

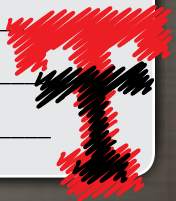
*If you secure books from another source or choose not to purchase books and materials when you enroll, you are responsible for obtaining the correct edition of each book.*

STUDENT NAME: \_\_\_\_\_

COUNSELOR NAME: \_\_\_\_\_

NOTES: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_





## IF YOU ENROLLED IN A CREDIT BY EXAM (CBE)

### 1. PREPARE FOR THE EXAM

- Download CBE review sheets at [www.k12.ttu.edu](http://www.k12.ttu.edu). The review sheets will explain how you should study for your exam and what assignments or additional materials are due at the time of the exam.
- Before you can take an exam, you must identify an approved proctor (see guidelines below).
- Once you have identified a proctor, you will need to schedule the exam with them before the expiration date. CBEs will be sent to the proctor.

#### PROCTOR GUIDELINES

You must find an approved proctor to supervise if you are enrolled in a course or you are taking a credit by exam. Proctors usually charge a fee for proctoring an exam; check at the testing site when scheduling the exam. Tutors or officials from non-accredited schools cannot proctor an exam. To maintain the integrity and validity of the exam, no student, relative of the student, or unauthorized person may issue or return the final exam or credit by exam. If you live outside the United States, or for more testing-site options, contact our office.

#### TYPE OF STUDENT

Middle school or high school student

Homeschooled student not enrolled in TTUISD (diploma program)

TTUISD full-time diploma students and elementary school students

#### APPROVED PROCTOR

Your school principal, counselor, or superintendent

College testing center

Refer to the TTUISD Student Handbook

### 2. TAKE THE EXAM

- You have 60 days to take your CBE once the enrollment is processed.  
*No extensions or refunds will be granted for CBEs.*
- CBEs that expire cannot be taken without re-enrollment.

### 3. PERCENTAGE OF MASTERY SCORE

Schools use the percentage of mastery score to determine whether or not to award credit. The minimum passing score for these exams is determined by local district policy. Check with a school administrator to determine your school's policy. *High school seniors who want to meet a Spring graduation deadline will need to take the exam by May 7. Check with your school since some schools have earlier deadlines.*

## IF YOU ENROLLED IN A COURSE

### 1. TAKE THE COURSE

We will mail you directions for accessing your online course (if you enrolled in an online course) or your course materials (if you enrolled in a print-based course).

### 2. COURSE ACCESS AND SUPPORT – [www.courseportal.uc.ttu.edu](http://www.courseportal.uc.ttu.edu)

- Access Courses (online courses only)
- View courses in which you are enrolled
- Check grades
- Request exams

\*Information on CBEs is not available on the portal.

# CONNECT WITH US!

Online Support Center: [www.help.k12.ttu.edu](http://www.help.k12.ttu.edu)



Become a fan on Facebook:  
Texas Tech University ISD

Follow us on **twitter**:  
**@TTUISD**

