



# 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, private, or charter school, check with your school counselor or principal before enrolling since your school district officially grants credit 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). If you plan to enroll in a CBE, you will need your approved proctor's contact information in order to enroll.

## 4. ENROLL

- Enroll online – [www.k12.ttu.edu](http://www.k12.ttu.edu).
- Enroll by fax – 806.742.7222.
- Enroll by mail – Enrollment forms can be downloaded from our website at [www.k12.ttu.edu](http://www.k12.ttu.edu).
- Enroll by phone – 800.692.6877 or 806.742.7200.

Tuition and fees must be paid in full at the time of enrollment.

## 5. ORDER TEXTBOOKS AND MATERIALS ONLINE

**Courses:** Most of your courses, regardless of whether the course is online or in print, may require that you purchase textbooks and materials. Required textbooks and materials for courses are an additional cost.

TTUISD has partnered with MBS Direct to be our online bookstore. After enrolling, you will have the option to order books and materials through MBS Direct online, by phone or by mail. **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.**

**Credit by Exams (CBEs):** If you enroll in a CBE, you can use any Texas state-adopted textbook to study for the exam. You are not required to purchase any textbooks or materials to take a CBE.

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

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

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





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

### 1. PREPARE FOR THE EXAM

Download the Credit by Exam (CBE) review sheet for the CBE you plan to take at [www.k12.ttu.edu](http://www.k12.ttu.edu). The review sheet will explain how you should study for your exam and what assignments or additional materials are due at the time of the exam.

#### PROCTOR GUIDELINES

All exams require supervision from an approved proctor. Each course will require a final exam which you will request upon submission of all course lessons. You will designate a proctor when you request the final exam for a course, and/or when you enroll in a Credit by Exam (CBE). Please refer to the following guidelines when locating a proctor for your exams:

- 1) If you are enrolled as a full-time student in an accredited public/private/charter school, other than TTUUSD, your school counselor, principal, or superintendent must proctor your exams.
- 2) If you are enrolled in TTUUSD as a full-time student, refer to the TTUUSD student handbook for approved proctor guidelines.

- 3) If you are homeschooled, and not enrolled as a full-time student in an accredited public/private/charter school or TTUUSD's full-time program, you must choose a college or private testing center to proctor your exams.

Proctors may charge a fee for proctoring an exam. You should check with the testing site when scheduling the exam about any fees they may require. Tutors or officials from non-accredited schools cannot proctor an exam. To maintain the integrity and validity of the exam, TTUUSD requires that only the approved proctor may administer and return the final exam or Credit by Exam. Proctors cannot be related to you, or tutor you. If you live outside of the United States or need more proctor information, please contact our office, or visit [www.k12.ttu.edu](http://www.k12.ttu.edu).

### 2. TAKE THE EXAM

- You have 60 days to take your CBE after the enrollment is processed.  
*No extensions or refunds will be granted for CBEs. CBEs that expire cannot be taken without re-enrollment.*
- Before you can take an exam, you must identify an approved proctor. Visit [www.k12.ttu.edu](http://www.k12.ttu.edu) for more information on identifying approved proctors.

### 3. PERCENTAGE OF MASTERY SCORE

The minimum passing score on a CBE 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. Some schools have earlier deadlines; we recommend that you check with your school. These deadlines do not apply to full-time TTUUSD students.*

## IF YOU ENROLLED IN A COURSE

### 1. TAKE THE COURSE

**ONLINE COURSES:** Once enrolled, you will receive an e-mail with directions for accessing your online course. Be sure to add [fulfillment.uc@ttu.edu](mailto:fulfillment.uc@ttu.edu) as a safe sender and check your junk mail if you do not receive an e-mail in your inbox within two business days. If you have not received an e-mail within two business days, contact our office. Once you receive your username, password, and textbooks (if you ordered them through MBS Direct) you can login at [www.courseportal.uc.ttu.edu](http://www.courseportal.uc.ttu.edu) and begin your course. You have up to six months from the day you enrolled to complete a course. Print-based courses cannot be completed in less than 60 days. Online courses cannot be completed in less than 30 days. **PRINT-BASED COURSES:** Once you receive your course materials from TTUUSD and textbooks (if you ordered them from MBS Direct), you can begin your coursework. Please allow 8-10 days to receive your course materials. *Reminder: You must pass the final exam to pass the 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)



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