



BARBERS HILL INDEPENDENT SCHOOL DISTRICT

MONT BELVIEU, TEXAS

P O Box 1108 • 9600 Eagle Drive
Mont Belvieu, Texas 77580

281/576-2221 (LOCAL)
281/385-6038 (METRO)

A RECOGNIZED
SCHOOL DISTRICT

Dual Credit Registration Process

Board of Trustees

CARMENA GOSS
President
BECKY TICE
Vice-President
BENNY MAY
Secretary
GEORGE BARRERA
Member
CYNTHIA ERWIN
Member
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Member
FRED SKINNER
Member

Superintendent

GREG POOLE, Ed.D.

Assistant Superintendents

JAMES BANKS
Technology
SANDRA DUREE
Curriculum & Instruction
STANLEY FRAZIER
Planning & Operations
JOHN KOONCE, C.P.A.
Finance
BARBARA PONDER
Personnel

Directors

RONNIE GAGE
Athletic Director
STEPHANIE GAGE
Auxiliary Services
SUE GARCIA
Special Services
BECKY JOHNSON
Operations
SUSAN LEBLANC
School Nutrition
BECKY MCMANUS
Finance

Principals

TOM HOLLAND
High School
LANCE MURPHY
Middle School
RICK KANA
Intermediate School
SUE CHATHAM
Elementary School
KIRVEN TILLIS
Primary School
LISA WATKINS
Kindergarten Center
JIM BERGSTROM
D.A.E.P.

Chief of Police

CHARLES K. WIDNER, JR.

1. Meet with High School Counselor
 - a. This is necessary to decide which college courses are appropriate and eligible for high school credit
2. Complete Application to Lee college
 - a. Apply in person at the Lee College Admissions Office in Moler Hall
 - b. Apply online via www.applytexas.org
3. Meet with Lee College Counselor, Advisor or Dual Credit Coordinator/HS Counselor*
 - a. Submit Supplemental Paperwork
 - i. Official High School Transcript
 - ii. Dual Enrollment Authorization to Release Information Form
 - iii. Proof of college readiness exam scores (TAKS, SAT, ACT, PSAT, PLAN)
4. Test – Accuplacer Exam (if necessary)
5. Register for Classes
 - a. See Lee College Counselor, Advisor or Dual Credit Coordinator for assistance
6. Pay Tuition/Fees**
 - a. Pay in person at the Lee College Business Office in Moler Hall
 - b. Pay online via the student's myLC Campus account
7. Purchase Books
 - a. Purchase books in at the Lee College Bookstore in Moler Hall
 - b. Purchase books online via the www.lee.edu Book Store page
8. Show up for class!

*If meeting with Lee College Counselor/Advisor at the Lee College Campus, collect a copy of your "Advising Worksheet" from the Admissions Office, prior to speaking with a counselor/advisor.

Dual Credit students are NOT eligible for FAFSA (Free Application for Federal Student Aid), but they CAN apply for state funds through **TASFA (Texas Application for State Financial Aid). Applications are available online at www.lee.edu under the "Forms" section of the Financial Aid page. Automatic Payment Plan is another option to pay tuition and fees. For more details visit the Business Office page and click on the "Payment Plan" tab.