

# CHS

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CENTER HIGH SCHOOL

CTE Counseling Office

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*Handbook*

# Center High School's Dual Credit Program!

Through the dual credit program students will have many great opportunities to start their college career. Not only will students get a head start on their college education, they can earn both high school and college credit simultaneously, and will have a solid foundation and understanding of college expectations.

There are two tracks students can follow to receive dual credit:

- First:** There is the **ACADEMIC TRACK**. Students will begin working towards completing the college core curriculum to further their college education. Some may choose to take the courses needed to complete an Associate Degree.
- Second:** The second track for dual credit is the **CAREER AND TECHNICAL TRACK** which is designed for students who want to complete a Certificate or Associate Degree with an emphasis on a career-tech area.

Through dual credit partnership agreements, Center ISD and specific colleges have course offerings that meet both high school and college learning objectives. Courses may be taught at the high school campus, on a college campus, online or a combination of formats. In addition, students can also enroll in college credit only courses that will be reflected only on the college transcript; courses that students have prior credit for may not be taken again for dual credit.

Get the jump  
on your  
COLLEGE CAREER  
with  
DUAL ENROLLMENT

# | Dual Credit Program Overview |

## **Mission of Dual Credit**

Dual Credit provides students a transitional pathway to further their education, assist with college completion and retention rates, and increases interest in higher education. The district's partnerships with colleges provide opportunities and options for students related to post-secondary educational choices.

## **Benefits of Dual Credit**

Dual credit gives students the opportunity to get a jumpstart on their college education, and save money. Upon successful completion of a dual credit course, students will earn both high school and college credits.

**Financially smart:** Through dual credit, parents and students will save money by not incurring charges for college room and board and by paying a lower tuition rate after meeting the payment cap for district payment of classes. The tuition/fees charged by the colleges are discounted for students while in high school.

**Saves Time:** When completing a technical pathway in high school, students can shorten the time it takes to earn a certificate or technical Associate Degree. Core courses will usually transfer and reduce the academic load and time spent in a college program after graduation.

**Transition to College Easier:** Successfully completing college credit in high school helps many students make the transition to college life. Students will have the opportunities to take core courses or work on courses that lead to a certification. Academic dual credit courses are accepted by public colleges and universities. If a student plans to enroll in an out-of-state or private institution, he/she should check the transfer policy of the college. Texas Common Course Numbering Matrix can be located at: <http://www.tccns.org/> Many universities have a guide for transfer students on their website or a course equivalency guide to compare courses across institutions to check for acceptance.

**Convenient:** College courses are available at the high school campus, college campus, online as well as a combination online and classroom.

**Increases Student Success:** Students have the opportunity to participate in hands on technical courses or academic courses which can help them gain confidence and study skills needed to succeed in college and in chosen careers.

## **| Dual Credit Course Delivery Options |**

Dual Credit courses are taught by full-time or adjunct faculty who meet the Southern Association of Colleges and Schools Commission on Colleges credential requirements.

### **Classes may be offered in the following formats:**

- Face-to-Face on a high school campus. The classes are the same content, quality, and rigor as those offered on the college campus.
- College campus
- Online - student are scheduled in the Technology Learning classroom and go to class each day to work online.
- Hybrid - a portion of the instruction is provided in the classroom and a portion online.

### **Program requirements:**

- Students are required to be in good academic standing as certified by a high school principal or counselor.
- Students must have the social and behavioral maturity for college level courses.
- Student attendance and disciplinary records can impact approval for participation.
- High school students may enroll in dual credit beginning in 9<sup>th</sup> grade. A load of 12 hours per long semester is considered an advanced load for dual credit; most students enroll in 3 - 6 hours. Required forms/applications must be completed and submitted with supporting documents.
- A student may enroll in Workforce/CT dual credit courses for which the student has demonstrated eligibility.
- To be eligible for enrollment in dual credit by a public college, students must meet all of the college's regular pre-requisite requirements for the courses requested. (e.g., minimum score on a specified placement test, completion of specific prior courses if required)

Interested students must meet all of the eligibility requirements set by the Texas Higher Education Board. Eligibility requirements will also be addressed on the website of the college under "dual credit enrollment". Students being admitted for academic courses must meet the Texas Success Initiative assessment requirements appropriate for each course or provide test scores to demonstrate college readiness. Students are to complete dual credit admission documents and have approval from a high school counselor and/or principal.

## | Student Eligibility for Dual Credit/College Credit Courses |

Students must show college readiness in the testing area relevant to the course(s) enrolling in to be eligible to take college courses. Students must demonstrate college readiness by achieving the minimum passing standards under the provisions of the Texas Success Initiative (TSI). As a part of the TSI, Texas state law requires that students be tested in the areas of reading, writing, and mathematics prior to enrolling in college courses. (Texas Administrative Code Rule 4.85)

<b>DUAL CREDIT TESTING REQUIREMENTS</b>	
<b>Test</b>	<b>Score Explanation/Requirements</b>
<b>TSIA2 Assessment</b>	<p>College Readiness scores for each area of the TSI Assessment:</p> <p>ELAR: CRC score of 945-990 with essay of 5 - 8, OR CRC score of 910-944 w/ Diagnostic of 5-6 and essay of 5-8</p> <p>Math: CRC score of 950-990 or CRC score of 910-949 w/Diagnostic level of 6</p>
<b>STAAR End-of-Course (EOC)</b>	<p>An English II EOC score of 4000 or higher shall waive for both the reading and writing sections of the TSI. An Algebra I EOC score of 4000 or higher and a passing grade in Algebra 2 shall waive the math section of the TSI. Note: These waivers apply while student is in high school; not after graduation.</p>
<b>PSAT/NMSQT</b>	<p>For tests taken March 5, 2016, or later - Minimum score 530 on the math section and a minimum score of 480 on the Evidence-Based Reading and Writing (EBRW). No combined score required.</p>
<b>ACT</b>	<p>A composite of 23 with a minimum of 19 on the English test shall be EXEMPT for both the reading and writing sections of the TSI, and/or 19 on the mathematics test shall be EXEMPT for the mathematics section of the TSI assessment.</p>
<b>SAT</b>	<p>Administered after March 5, 2016: A minimum score of 480 on the Evidenced-Based Reading and Writing (EBRW) test shall be EXEMPT for both the reading and writing sections of the TSI assessment; a minimum score of 530 on the mathematics test shall be EXEMPT for the mathematics section of the TSI. There is no combined score.</p>
<b>STAAR EOC</b>	<p>An English 3 EOC score of 4000 or higher - EXEMPT for both reading and writing on TSI. An Algebra 2 EOC score of 4000 or higher - EXEMPT for the mathematics section of the TSI.</p>

Eligibility cont.

Students that have not met the acceptable dual tests (listed above) must take a College Placement Exam (TSIA2 Assessment). Students who are exempt from one part of the placement test will be required to take the TSIA2 Assessment in the other area prior to enrolling in related college courses.

## **| Career & Technical Dual Credit Eligibility |**

### **Workforce Education (Texas Administrative Code Rule 4.85)**

A high school student is eligible to enroll in Workforce Education Dual Credit courses contained in a LEVEL 1 Certificate program, or a program leading to a credential of less than a Level 1 Certificate, at a public junior college or public technical college and shall not be required to provide any additional demonstration of college readiness.

Students enrolling in Workforce Education Dual Credit academic courses contained in a Level 2 or Applied Associate Degree program will be required to meet testing requirements relevant to the courses to be attempted.

## **| DUAL CREDIT ADMISSION AND ENROLLMENT PROCESS |**

Students are responsible for meeting all deadlines and policies for admission and enrollment.

### **New Student Admission and Enrollment Process**

1. Discuss dual credit opportunities with your high school counselor.
2. Complete an application for admission using ApplyTexas - the application system for Texas state colleges/universities. [www.applyTexas.org](http://www.applyTexas.org)
  - Create an account; provide the social security # if available.
  - Select the two or four year college tab, and complete the application section.

Note: The email address provided in the application will be used to communicate important information. DO NOT use your school email; use a personal email that is checked regularly. If you have not created a "professional" email for use with college applications, scholarships, etc. do so now.

3. Secure the following documents and return to your counselor:
  - Dual credit enrollment form. Used for college credit courses as well. Secure needed signatures.

- District policy regarding college enrollment and responsibility of parents and students regarding payment.
  - Current high school transcript
  - Test scores showing TSIA2 college readiness requirements have been met for the course(s) requested
3. Bacterial meningitis vaccination proof of compliance IF taking a course on a college campus.
  4. After the counselor submits the forms and the student is enrolled:
    - Log in to the college student account using the Student ID information sent by the college.
  5. Check your schedule to make sure your dual credit courses are included.

**Note:** Students must register for classes each semester; new registration forms are required.

## **| ATTENDANCE AND DROP POLICIES |**

Regular and punctual class attendance in college courses is expected since students chose to enroll. College staff will discuss the course attendance policy at the beginning of the semester; however, students are responsible for reviewing the course syllabus and outline for every course taken and knowing the attendance requirements. Should a student be dropped for excessive absences, the student will fail the high school course as well.

### **Dropping a Course**

The appropriate drop form must be signed and submitted to the college to drop enrollment. The student will be responsible for any funds billed for the course. A student who does not officially drop a course will still be considered enrolled. This will result in the student receiving a failing grade which will become a part of their college transcript.

If a student moves or leaves the high school district and fails to withdraw according to the college withdraw/drop dates and guidelines and/or does not complete a dual credit drop form, he/she will earn an "F" in the course. If the student is aware of any situation that may interfere with his/her ability to complete the college semester, the student should NOT enroll in the college course.

## **| EXPECTATIONS AND RESPONSIBILITIES OF THE STUDENT |**

- **Dual credit students must adhere to all policies of the high school and college of enrollment.**
- **All students in the program must have the required, signed paperwork on file.**
- **Dual credit students are not eligible for federal financial aid.**
- **Students are expected to do their own school work at all times. Any student guilty of dishonesty in academic work will be held accountable according to the college's policy.**
- **Students should remember that a dual credit course is a college course in all respects and will be a part of his/her official college transcript.**
- **Students are expected to attend class. Students participating in extra-curricular activities are responsible for class requirements. Speak to your instructor immediately if there is a conflict. The high school activity is not "excused" in college. The course is a college course, not a high school course.**
- **College courses may deal with controversial issues or subject matter that high school courses may not. Within the college environment, students may encounter adult language and images, different philosophical viewpoints and belief systems.**
- **All college students should expect to invest at least as much time out-of-class in reading, studying, and preparing for college course assignments as they are in class...some students will need to invest additional time.**
- **Often the college grading system is different from the system used in the high school. If students do poorly on a test or assignment, they should not expect to repeat the work to improve their grade. Also, instructors may not allow students to do extra work to bring up a poor grade; it is the instructor's discretion.**
- **Students are expected and encouraged to speak with the instructor to discuss any concerns or ask questions.**
- **The curriculum is the same that is used on the college campus, and the dual credit student's responsibilities are the same as all other college students.**



## | STUDENTS WITH DISABILITIES/ADA |

Students who currently receive 504/IDEA accommodations for their high school courses should coordinate college accommodations with the college's Office of Disability Services. At the college level, college students, rather than staff or parents, are responsible for initiating the request for accommodations. Friends or family who are advocates for students in the public school system ARE NOT able to speak with instructors or the District Coordinator of Disability Accommodations without written permission.

Colleges will have an application for services and often require proof of high school accommodations or diagnosis records. Do not wait until classes begin to address this issue; begin the process approximately 4 weeks before the first day of class to insure processing time.

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## | PARENT INFORMATION |

Your child has expressed a desire to take dual credit classes. This means that you, as a parent, can assist your child as he transitions to a student enrolled in both high school and college courses. Your support is one of your child's most important resources. It doesn't matter whether or not you went to college. Encourage your child and assure him/her that college is important and that success is possible! Your support can help them far more than the support from anyone else. Below you will find some helpful information regarding your support as your students enrolls in dual credit courses!

### What's Different In College ?

- In college, parents move from being their child's primary advocate to becoming a supporter.
- There are no parent conferences.
- No one is monitoring their progress on a daily basis; no one other than the student and instructor know whether they are doing the assignments. Many colleges send home mid-term grade alerts, but the alert will go to the student.
- Let them do the work on their own. Dual credit students are college students and expected to perform at a college level.
- Do not contact the college on their behalf. Communication regarding college students is restricted due to the Family Educational Rights and Privacy Act (FERPA)
- Encourage them to balance extra-curricular activities with academics. There could be a conflict, and students are responsible for all materials related to the

course whether or not they are in class the day the assignment was given or due. They will need to talk with the instructor to make arrangements for receiving handouts, classroom information, notes, or turning in work. There is no “re-teach” in college. Fewer grades are taken in the class, which means the grades earned have a greater impact than in high school courses.

- Encourage them to set aside study time. Many high school dual credit students earn good grades in high school classes without a lot of study time. A general guideline for a college course: For every one hour spent in class, college students should spend two hours out of class reading, studying and completing assignments. Encourage them to establish those study habits now!
- Encourage them to establish open communication with their instructors. If they are experiencing challenges in a course, they need to communicate this to the instructor. Instructors provide valuable information in the course syllabus...be sure your student reads it!
- Some topics covered in a college class may seem controversial. College is a time for students to critically analyze information and formulate their own viewpoints. College instructors do not change the course material because the class contains high school students.
- Help your student take ownership for success and responsibility for failures. Remind them that they earned the opportunity to enroll in the class, and have the ability to pass the course. They just may have to study more than they are used to!

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## ??? FREQUENTLY ASKED QUESTIONS ???

**Q: Why should I take dual credit classes?**

**A: Dual credit offers students the opportunity to experience college courses before graduation. Center ISD will help students get started:**

<b>Students on Free/Reduced Lunch</b>	<b>Students on "Full pay" Lunch</b>
<b>Up to 18 hours plus course materials</b>	<b>Up to 12 hours plus course materials</b>

Colleges often offer reduced tuition/fees for students while in high school as long as students enroll in courses in the Core Curriculum. Students can save a lot of money!

**Q: Can I register myself for dual credit classes?**

**A: No. Dual credit students must secure the required paperwork and approval from a school counselor.**

**Q: Can I take courses online?**

**A: Students may take courses online, face-2-face or a combination, hybrid class. Online learning is very different from a regular classroom. Students who are successful are self-motivated and do not procrastinate! Online classes are taken in the CHS Technology Learning Lab.**

**Q: Will the grades I receive in dual credit appear on my high school transcript?**

**A: Yes! You will have two transcripts...a college transcript and high school transcript. The grade earned in the college class is assigned a number grade; if extra points are added to the dual credit grade, they are added to the high school transcript. The college grade does not change.**

**Q: Will my dual credit classes transfer?**

**A: Dual Credit Academic Core classes with a grade of "C" or higher will transfer to a Texas public college or university. Private and out-of-state school use their own discretion when determining credit...check their policy if you are considering an out-of-state school. Note: Many workforce education courses (welding, etc) are not designed for academic transfer, but may be accepted by a junior college towards a certificate program or Applied Science Associate Degree.**

**Q: What are semester hours?**

**A:** A “credit hour” is the weight a course is given toward graduation. Most college courses are worth three “credit hours”. This means that in the semester, students will be in class for three hours each week. If the class has a lab attached, it may require an additional class time in the lab. These courses are often “four hour” classes.

**Q: Can my high school accommodations through my 504 or IEP be utilized in my dual credit courses?**

**A:** Students must coordinate with the college Office of Disability Services and provide requested information regarding accommodations provided. The student, not parents, are responsible for initiating the request for accommodations. Start the process four weeks before the first day of class. Most colleges have a website link with forms and applications required.

**Q: Do I need to take the Bacterial Meningitis shot?**

**A:** Students taking classes on a college campus, must comply with the requirement. Shots are valid for 5 years; check with the nurse regarding your immunization record. Students taking courses online or on the high school campus are not required to show proof for enrollment.

**Q: How do I register for the TSIA2?**

**A:** We are fortunate that the Shelby Regional College Center across the street from the high school administers the TSIA2. Students must have proof of having completed the pre-TSI activity and a photo ID. **Contact the SRTC to make a testing appointment: 936-591-9075.**

**Q: What if I move or leave my high school?**

**A:** If you move or change school districts and are enrolled in a face-to-face you must withdraw. If you are enrolled in an online course, you may be able to remain enrolled, but must pay the district for the cost of the course if the tuition/fees/materials were paid for by the district. Contact the college.

**Q: What if I enroll and then decide I am not ready for college level work?**

**A:** Withdrawal dates are posted on the college website and a drop form must be completed and sent to the college. If the school district covered the cost of the course, the student must reimburse the district for any expenses incurred.

## DUAL CREDIT CHECKLIST

Name: \_\_\_\_\_ Student ID# \_\_\_\_\_

Review the following and "check off" as completed!

- 1. **Begin** by discussing opportunities with your high school counselor!
- 2. **Application for Admission:** (Note the email used to create the account in the [www.applytexas.org](http://www.applytexas.org) system should not be a school email.)
  - I created an account and submitted an application via ApplyTexas on \_\_\_\_\_ (date)
  - I am a current dual credit student who has taken courses at the college I plan to attend; I do not need a new application.
- 3. **Early Admission Enrollment Form**  
I have obtained the early admission form required by the college and secured the required signatures; my part of the application is complete.
- 4. **High school transcript:** My most recent transcript is attached to the early admission form.
- 5. **Testing Requirements**
  - I took/will take the TSIA2 placement exam on \_\_\_\_\_ (date) and passed the section(s) required for my course(s) of choice.
  - I have scores that will waive/exempt me from TSI testing.
  - I am enrolling in a Workforce certificate course that does not require the TSIA2; however, I have taken any placement test for the program that is required.
- 6. **Bacterial Meningitis Vaccination**
  - I do not need the vaccination because my dual credit classes will all be at my high school or online.
  - I am taking a class on the college campus and have attached a copy of my immunization record showing my vaccination has been administered within 5 years of my course enrollment.
- 7. **District Agreement/Payment Responsibility Form**
  - I have taken a college course before and have a form on file.
  - I have attached the form with both parent & student signatures/initials.

\_\_\_\_ The Checklist and required documents are attached. Clear for enrollment.

\_\_\_\_ The Checklist is incomplete; documents are missing.

Counselor signature/date: \_\_\_\_\_