DUAL CREDIT

CENTRAL TEXAS COLLEGE®

PARTICIPANT HANDBOOK

Revised February 2014

FOR STUDENTS OF THE REAL WORLD.

Welcome to Central Texas College! We are delighted you have chosen to get a jump-start on your college education by participating in CTC's dual credit program offered in partnership with your school district.

The dual credit program provides you with some great opportunities and significant financial savings. Through the program you can earn both high school and college credit simultaneously. Because Texas has a common course-numbering system, credit is easily transferred between community colleges like CTC and upper-level or four-year public institutions.

There are two tracks you can follow to receive dual credit. First, there is the Academic Core track which is oriented towards students whose goal is a bachelor's degree. All instructors that teach Academic Core courses have the credentials required by the Southern Association of Colleges and Schools which include a master's degree with 18 graduate hours in the discipline they are teaching. 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 of Applied Science degree in two years or less and go directly to the work force.

While you may be taking some dual credit classes at your high school, it is important for you to make a mental distinction between college requirements and high school requirements. College instructors expect you to spend a considerable amount of time outside of the classroom to complete class assignments, research and study. Your instructor will explain concepts and methods, but you must invest the time needed to develop an understanding and command of the topics covered in class.

Central Texas College has a number of resources and services available to you. The list of services can be found on the Central Texas College home page, www.ctcd.edu. Please feel free to contact your Central Texas College dual credit representative at your high school should you have any questions concerning the dual credit program. We look forward to working with you!

This Dual Credit Program Handbook has been prepared by Central Texas College for use with area high schools, both private and public, homeschooled, and independent school districts that are interested in dual credit partnerships. The handbook explains the college's commitment to form these partnerships with the secondary school community to serve eligible high school students.

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Section 1: About Central Texas College and the Dual Credit Program

Institutional Mission Statement
Central Texas College's accessible education supports student success and employability.

About CTC
Founded more than 40 years ago, Central Texas College is a public, open-admission community college offering associate degrees and certificate programs in academic, professional and vocational/technical fields. Central Texas College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees and certificates of completion. This accreditation ensures quality and credit transferability.

CTC's Dual Credit Program- A High School and College Partnership
Central Texas College works with local school districts to establish dual credit agreements which allow eligible high school students to take college classes.

Purposes and Benefits of the Dual Credit Program
The primary purpose of the Dual Credit Program is to enable students who meet the requirements to earn college credits while completing their high school education. A successfully completed dual credit course earns the student college credit which may be applied toward an associate degree and/or may transfer to other colleges and universities.

Faculty collaborates on curriculum development and jointly facilitates the students' academic progress, strengthening the overall quality of curriculum and better preparing students for additional college-level course work. Conversely, the partnership helps college-level instructors to gain insight into the learning needs of high school students.

This program offers the following benefits:
- Expands academic options for college-bound high school students;
- Minimizes the duplication of courses taken in high school and college;
- Shortens the time required to complete an undergraduate degree; and,
- Significantly reduces the cost of higher education

Other Ways to Earn Dual Credit
In addition to dual credit courses taught in the high school, eligible students can enroll in classes taken on one of the Central Texas College campuses or online, and the student can earn both college and high school credit.

Section 2: Information for Students

Eligibility and Registration

Texas Success Initiative

The Texas Success Initiative (TSI) program requires students to be assessed in reading, writing and math skills prior to enrolling in college classes unless the student is TSI exempt or TSI waived. TSI uses assessment, advising and remediation to ensure that students have the skills to be successful in freshman academic coursework. The TSI is applicable to students attending CTC Texas locations (including dual credit programs) and in-state distant learners.

Eligibility Requirements to Enroll in Dual-Credit Courses

To be eligible to enroll in academic courses, the high school student must meet one of the three provisions below. Students must also meet the prerequisite requirements listed for each class requested.*See Table 1.1 for specific class requirements.

1. Be TSI Exempt from taking a mandatory TSI assessment test based on proof of ONE of the following minimum scores on the exit-level TAKS, ACT, or SAT test relevant to the courses to be attempted:

• 11th grade exit TAKS: 2200 in Mathematics and/or 2200 in ELA with at least a 3 on the writing essay

• ACT: 23 composite with 19 in English and/or 19 in Mathematics, or

• SAT: 1070 composite with 500 in Critical Reading and/or 500 in Mathematics.

2. TSI Complete is based on acceptable scores on the Mathematics, Reading, and/or Writing Minimum scores for TSI completion are:

- TSI Math – 350
- TSI Reading – 351
- TSI Writing – 363/4 or 5+ on essay

The Accuplacer, Asset, THEA/TASP, or Compass assessments may be *used if a student registered at a Texas institution prior to August 26, 2013.* Please see your counselor for specific scores regarding these assessments.

3. In lieu of a student being TSI Exempt or TSI Complete, an ***eleventh*** grade high school student is also eligible to enroll in dual credit courses under the following conditions. *(Note: Every effort should be made to ensure that CTC has received documentation that students are TSI Exempt or TSI complete prior to their graduation from high school to ensure that transcripts sent to other colleges can be marked TSI Complete)*

- ☐ Achieved a score of 2200 on the Mathematics and/or 2200 on the English/Language Arts with a writing subsection score of at least 3 on the 10th grade TAKS relevant to the courses to be attempted. The student does not need to demonstrate further eligibility to enroll in dual credit courses in the 12th grade.
- ☐ Achieved a score of 107 on the PSAT/NMSQT with a minimum of 50 on the Critical Reading and/or Mathematics test relevant to the course to be attempted. The student must demonstrate

further eligibility in the 12th grade.

- Achieved a composite score of 23 on the ACT PLAN with a 19 or higher in Mathematics and/or English. The student must demonstrate further eligibility in the 12th grade.

Central Texas College offers the TSI Assessment year round and the cost is $20. Testing may also be available in your school. Check with your counselor for details.

Course Limits/Exceptions to Course Limits

High school dual-credit students are limited to two dual credit classes, but not more than four per semester. Exceptions to this requirement are for students who demonstrate exceptional academic performance and capability (as evidenced by grade point average, ACT or SAT scores, or other assessment instruments as listed above). Approval of the student's high school principal/counselor and chief academic officer/campus dean of CTC is also required.

A. Requirements to take up to 2 classes per semester:

1. Must be classified as a Sophomore, Junior, or Senior.
2. Must obtain approval from parent/guardian, high school counselor, and HS principal or designee, before enrollment.
3. Meet TSI requirements and individual course pre-requisites relevant to the course(s) to be attempted in academic coursework or STAARS minimum high school passing standards on math and/or ELA test to enroll in career/technical education courses. The student must arrange for testing, if necessary.
4. Student must have a Dual Credit/Early Admission Approval/Advising Plan and submit a CTC application with an official transcript. This application must be completed and submitted to the counselor in a timely manner. College admission requirements are the responsibility of the student.
5. A new Dual Credit/Early Admissions Approval/Advising Plan is required each semester or to add courses not previously approved.
6. In addition, **sophomores** must have a 3.5 or higher high school GPA on a 4.0 scale, 4.375 or higher high school GPA on a 5.0 scale, or 5.25 or higher high school GPA on an 6.0 scale **and** receive course load approval of CTC President, Texas Operations & Online Programs.

B. Requirements to take more than 2 and no more than 4 classes per semester - juniors and seniors ONLY:

1. Must meet all of the above eligibility requirements and if:
   a. First time dual credit student – Be commended on STAAR (ENGL III – 2000+) TSI Assessment (Reading 356+ score, Writing 368/4 or 5 on the essay, SAT 1070 combined with Critical Reading 500/ACT 23 Composite with English 19)
   b. Continuing dual credit student – CTC GPA of minimum 2.5
2. Course load approval of High School Principal or Principal designee **and** approval of CTC President, Texas Operations and Online Programs
3. If at any time your CTC GPA falls below a 2.0, regardless if you meet the testing criteria, you will not be allowed to take more than 2 courses in one semester. If you do not improve your CTC GPA, you will be placed on suspension.

C. Requirement to take 5 classes per semester - juniors and seniors only: CTC GPA 3.0

Workforce Education College Credit Courses

Students who were enrolled in workforce education courses while in high school based on meeting the minimum high school passing standard of the TAKS, may continue to enroll in workforce education courses after high school graduation if the courses are included in a certificate program of one year or less (42 semester hours or fewer). Students enrolling in a certificate program of more than 42 semester hours must meet TSI requirements. *See Table 1.1 for local high school test requirements.

High School Students from Private/Non-accredited High Schools or Home Schooled

High school students who attended private or non-accredited high schools or who were home schooled must still meet the same requirements as a student enrolled in a Texas public secondary high school, as outlined in this handbook and in the CTC catalog.

Enrollment after High School Graduation, Early Admissions/Dual-Credit Students

High school graduates who were enrolled in dual credit courses under the above provisions must be TSI exempt, TSI complete, or enrolled in a TSI waived certificate program in order to enroll in college courses (in ANY Texas public higher education institution) after high school graduation. They must update their application and send in final high school transcripts prior to enrollment as a regular student.

Application and Registration Process

1. Meet with a high school counselor to determine eligibility for the program and discuss procedures at your high school. Your counselor will assist you in preparing application/registration information including:

- ☐ Dual Credit Checklist
- ☐ CTC Application for Admission, (required only for initial course).
- ☐ Official high school transcript
- ☐ Dual Credit Release of Information Form (required only for initial course)
- ☐ Official test scores verifying Texas Success Initiative (TSI) requirements have been met (required only for initial course)
- ☐ Dual Credit/Early Admission Approval/Advising Plan (submit each semester or with each new enrollment request)
- ☐ Class Registration Form (submit each semester or with each new enrollment request) – complete only through the signature line

2. For students that are military dependents the following documents are needed:

- Complete Military Verification ID Form (signed by Mentor).
- If Texas is claimed on LES as Home of Record- Provide current LES and 12 month old LES.
- If Texas is NOT claimed on LES as Home of Record- Provide Military Orders stating assignment to Texas or Military Verification Form (signed by Commanding Officer).

All forms are available on the CTC website at www.ctcd.edu/collegenow and the guidance office of high school participating in the program.

3. Submit all completed forms to your high school counselor for courses taken as a part of your high school schedule. For courses taken at the college campus or online that are not part of the high

school schedule, students/counselors complete all paperwork as above and make an appointment with the CTC representative to register for classes. Payment for classes is due at the time of registration.

Dropping and Adding Courses

Adding a Course - Dual credit students wishing to add a dual credit or early admission course must submit the following:

- Dual Credit/Early Admission form (submit with each new enrollment request) with counselor approval
- Class Registration Form or Add Form

The CTC Registration form should be used to register in a class **prior** to the course start date. An Add Form should be used once the course has started. The deadline for adding dual credit courses is ***no more*** *than two days after the beginning* of classroom courses or the Thursday prior to the start date for online courses (no late registration for online courses).

Dropping a Course

Dual credit students wishing to drop a dual credit course must submit a completed and signed CTC Application for Drop or Withdrawal Form through their high school counselor prior to the last day to drop or withdraw. The CTC dual credit coordinator will provide these dates each semester prior to course registration, as dates vary depending on course length and start date.

If a student wishes to drop a class **prior** to the course census date, they must submit a Drop Form. **After** the course census date, students must submit an Application for Withdrawal. If you are taking a course on a CTC Campus not offered through your high school, you are responsible for determining the above information which is also listed in the schedule bulletin.

After the course Census date, students must submit an application for withdrawal. A withdrawal will show as a grade of "W" on the college transcript and will not impact the GPA. Students who do not officially drop a course, but stop attending, will be treated as still enrolled. This may result in failure of the class. It is important that a student officially drop a course using one or both of the procedures outlined above. Students may not withdraw after the published withdrawal date. Students may not withdraw from a class for which the instructor has previously issued a grade of "F," "FI," "FN," "IP," or "XN" for non-attendance.

It is important that the high school counselor is informed of any course addition, withdrawal, or drop.

Instructor Initiated Withdrawal

When a student has excessive absences and he/she is unlikely to complete the objectives of the course, the instructor may initiate steps to withdraw the student by notifying the CTC Dual Credit Representative, who will contact the high school counselor and student. A student may also be administratively withdrawn for lack of academic progress or failure to adhere to course and college policies. The instructor who initiates an administrative withdrawal may assign a grade of W, FN, or other grade based on the student's performance. Students will not be withdrawn after the published "W" date and will receive a grade for the course enrolled.

How Dual Credit Classes Can Impact Your Future College Options

The state of Texas recently enacted several rules that can affect students' eligibility for in-state tuition based on limiting the amount of college courses that may be funded by the state. Dual credit courses ARE NOT excluded from these rules, so it is important to CONSIDER CAREFULLY the rules below and their possible impact prior to enrolling in, or withdrawing from, a dual credit course. For more information on these rules, visit www.thecb.org or see the CTC catalog.

Third Course Repeat

The Texas Legislature eliminated funding to higher education for any courses, other than non-degree credit developmental courses, which contain the same content if attempted by a student three or more times at their institution. This applies to credit and continuing education course work. Attempted courses are defined as any courses in which a grade is earned on a transcript, including repeated courses, courses dropped with a grade of "W," and courses with grades of A, B, C, D, F, FI, FN, XN, N, P, I, or IP.

Students may be charged out of state tuition when a course is repeated for the third time.

Certain courses may be exempt from the Third Attempt Repeat Rule, including:

- courses that involve different or more advanced content each time taken such as individual music lessons, Workforce Education Course Manual Special Topics courses when topic changes, theater practicum, music performance, ensembles, certain physical education courses, and studio art.
- independent study courses.
- special topics and seminar courses.
- continuing education courses that must be repeated to retain professional certification.
- remedial and developmental courses if within the 27-hour limit.

Excessive Undergraduate Credits toward a Degree

In accordance with Texas Education Code 54.068 as amended, undergraduate students who initially enroll in the fall 2006 semester or subsequent terms or semesters cannot exceed the number of hours required for completion of the degree program in which the student is enrolled by more than 30 credit hours. This includes credit hours in which a student was registered as of the official census date (last date to drop), and is based on the degree plan designated by the student as of the official census date. **Students may be charged out of state tuition when the excess hours threshold is met.**

To aid institutions with the calculation of excess hours for reporting purposes, beginning in summer 2010 the Texas Higher Education Coordinating Board (THECB) report to institutions of students who are approaching, will exceed, or are exceeding excess hours limitations excludes hours reported as dual credit semester credit hours (SCHs) from the calculation. Excess hours reports provided prior to summer 2010 do not exclude dual credit SCHs.

Coursework and Instruction

Courses offered vary by high school, and are dependent upon instructor and classroom availability and student demand. When a classroom instructor is not available, a high school may opt to provide a class period for students to complete an online class.

Credit for Advanced Placement (AP) examinations

CTC requires that students earn a 3, 4, or 5 on the AP examination and meet all other institutional requirements to be eligible to receive college credit. Official transcripts must be sent directly from

the College Board to CTC. The following link is to the AP exams- CTC articulations with the minimum scores of 3 listed. http://www.ctcd.edu/pdf/cbe/ap_credit_by_examination.pdf. **PLEASE NOTE –** if you plan to transfer credits to a 4 year university, you will need to check to see if they will accept the AP credit. Each institution sets their own policy of AP credit, and AP credit does not transfer from one institution to the next.

Policies

Attendance

Dual credit courses are college-level courses and are governed by Central Texas College policies and procedures.

Tardiness: You are required to be in your classroom on time. Instructors may choose to lower your grade because of tardiness. Excessive tardiness is disruptive to the educational process and may result in disciplinary action. Due process and the right to appeal will be provided to students subject to disciplinary action. Details can be found in the Student Handbook, available in the Office of Student Life Activities or online.

Class Attendance: Because absences for any reason negatively affect the learning process, the individual student and the class, you are expected to attend all classes in which you are enrolled. Class attendance is your responsibility. Regular and punctual attendance at all scheduled classes is expected and CTC reserves the right to deal at any time with individual cases of nonattendance.

- Each faculty member will inform students of the attendance policy of the course at the initial class meeting.
- Students are responsible for understanding the attendance policy for each course in which you enroll and for meeting the attendance requirements.
- Failure to meet the attendance requirements in a course may lower a grade for the semester or may result in failure of the course.
- The effect of absences on grades is determined by the instructor.
- The decision to allow you to make up work following any absence rests solely with the instructor.
- Excessive absences constitute cause for withdrawing you from your course; in such a case, grades of “FN” or “XN” may be given.
- In extreme cases, the academic dean may suspend the student from Central Texas College.
- When absence from class is necessary for any reason, it is your responsibility to arrange to make up assignments missed during the absence.
- Instructors are required to keep attendance records.
- An administrative withdrawal may be initiated when you fail to meet Central Texas College attendance requirements. The instructor will assign the appropriate grade on the Administrative Withdrawal Form for submission to the registrar.
- Only instructors can authorize an excused absence. Regardless of the reason for the absence, you are responsible for completing all coursework covered during any absence.
- Although distance learning courses do not require you to report to a classroom at a given time, you are expected to maintain constant progress throughout the course. Failure to do so may result in you being administratively withdrawn by your instructor.

Student Responsibility

The instructor is available to answer questions about course materials or class policies. If students have any concerns about their performance in the course or are not sure of an assignment, the student should speak with the instructor.

University Interscholastic League (UIL)

NOTE: Central Texas College assumes no responsibility for loss of Interscholastic League eligibility of high school students enrolled in the early admissions program. Students participating in dual credit courses should check with their respective high schools before enrolling in classes that may cause them to lose their eligibility to participate in UIL contests under UIL constitution and contest rules. The high school determines whether CTC courses will be used for high school credit.

Credit Transferability

Transferring courses is easier in Texas than it is in many other states because Texas has a Common Course Numbering System (TCCNS). That means similar courses taught at public colleges and universities in the first two years of college are identified by common numbers. In general, the courses offered through the Dual Credit academic program are some of the most commonly required "core" courses. Credit transfer to colleges and universities credits earned before high school graduation may not transfer to some colleges. If you have a four-year college in mind, check the transfer guidelines to ensure the courses you plan to take will transfer.

Scholastic Honesty

All students are required and expected to maintain the highest standards of scholastic honesty in the preparation of all coursework and during examinations. Students guilty of scholastic dishonesty will be administratively dropped from the course with a grade of "F" and subject to disciplinary action, which may include suspension and expulsion.

The following are considered examples of scholastic dishonesty:

- **Plagiarism**. The taking of passages from the writing of others without giving proper credit to the sources.
- **Collusion**. Using another's work as one's own, or working together with another person in the preparation of work, unless such joint preparation is specifically approved in advance by the instructor.
- **Cheating**. Giving or receiving information on examinations.

Financial Obligations

Tuition and fees are based on the student's residence status and the number of hours taken. The in-district and out-of-district tuition and fees are listed in each semester's course schedule. Tuition and fees are due at the time of registration. Check with your high school counselor to determine if you will be responsible for tuition and fees.

Self-pay Dual Credit Students

For self-pay dual-credit students tuition is due and payable at the time of registration. Check, Money Order, Visa, MasterCard, American Express or Discover are accepted. Personal checks and Business checks must have the social security number and driver's license number of the check writer on the check.

Note: No Counter/Temporary Checks.

Textbooks

Students taking a dual credit course at the high school campus during high school hours may or may not have to purchase a textbook, depending on the course and the agreement with the school district. Information about whether a textbook is provided or must be purchased will be available from the guidance counselor. Students taking courses on one of the CTC campuses are responsible for purchasing

required textbooks.

Complaints

If there is a complaint about a course or an instructor, students should first take the matter up with the instructor and try to resolve the issue with him/her. If the student and instructor are unable to resolve the matter, then the student will need to take the matter to the high school counselor, CTC dual credit representative, or the instructor's department head. Only if the matter cannot be resolved at the department level should the student make his/her appeal to the appropriate dean.

Americans with Disabilities Act

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. This legislation requires that all students with disabilities be guaranteed a learning environment that provides equal access to all programs and services. If you have a documented disability, please contact either the Disability Support Services Office at (254) 526-1863, in Building 111, Room 205 or contact the Physical Disability Support Services Office in Building 111, Room 209 at (254) 526-1822 or (254) 526-1195. TDD: (254) 526-1378.

Access to Programs

Central Texas College offers educational and occupational/technical programs as described in the college catalog to all persons without regard to sex, race, color, religion, age, handicap, or national origin. Admission to these programs is based on college admission requirements and individual program policies as outlined in the catalog and this Dual Credit Handbook.

Family Educational Rights and Privacy Act of 1974, (FERPA)

In compliance with the Family Educational Rights and Privacy Act 1974, as amended, information classified as "directory information" may be disclosed to the general public without prior written consent from a student unless the Central Texas College Registration and Records Office is notified in writing by the student before the 12th class day of the fall and spring semesters, the 6th class day of eight-week terms and the 4th class day of summer semesters. Your request may be accepted after these deadlines, but CTC will not be responsible for the release of Directory Information prior to receiving the request to withhold directory. This statement of nondisclosure will remain on your records unless you cancel your request to withhold directory information. You may request on an item-by-item basis (such as a transcript release for employment purposes) the release of directory or non-directory information. Please note that even if the student is a minor, academic record may not be released to parents or guardians without the student's consent.

Directory Information

Student's name
Local address
Home address
Electronic mail address
Telephone number Date
and place of birth Major
field of study Dates of
attendance
Degrees, awards and honors received
Most recent previous educational agency or institution attended

Photographs
Classification (freshman, sophomore or unclassified)
Participation in officially recognized activities and sports Date of graduation

Student Resources

Student ID Cards

Dual credit students are eligible for CTC student ID cards, which are used for various campus facilities such as the library, computer labs and the physical fitness center and natatorium. CTC student ID cards are issued in the Student Services (Building 119). Students must present a valid state or federally-issued photo ID, such as a driver's license or military ID card and a copy of their paid CTC registration receipt. CTC student ID cards must be renewed each semester with a sticker, available once the student is officially registered. The first student ID card is free. A $5 fee is charged for each replacement. The replacement fee must be paid at the Business Office in Building 119, and the receipt brought to the student ID card section to receive a replacement card.

ID cards for students enrolled in distance learning courses will not be mailed. Student ID cards are available only through the CTC student ID section located in Building 119.

Library Resources

The Oveta Culp Hobby Memorial Library is a joint library serving both Central Texas College and the Tarleton State University - Central Texas. It is housed in a centrally located building overlooking the duck pond. More than 450,000 books, microforms, audio/visual materials and periodical subscriptions support the college curriculum and provide general reading for students, faculty, staff and patrons from the community at large. Open shelves allow free access to all materials except audio/visual materials and back issues of periodicals. The library offers a variety of electronic resources, including online databases and access to the Internet. Via the Internet, an automated system provides off-campus access to the card catalog and selected periodical indexes. Bibliographic instruction services include general library tours, subject-oriented lectures and tours given to classes at faculty request. A computer lab provides word processing and spreadsheet software, along with Internet access. Other services include personal assistance at the reference desk, coin-operated photocopiers and Interlibrary Loan services to borrow materials which are not owned by the library. The library participates in TexShare, a resource-sharing program that allows students, faculty and staff at Texas institutions of higher education to use the collections of participating institutions.

Transcripts

Convenient forms for ordering transcripts are available from the Transcript Office and the CTC web site at www.ctcd.edu. Transcripts may be provided upon your written request. Email requests are accepted if the request is to issue a transcript solely to another institution of higher education.

The transcript of college work bearing the Central Texas College seal and official signature is an official copy of your permanent academic record with CTC. You should request transcripts directly from other colleges attended, when applicable.

Requests for transcripts must be addressed to the CTC Transcript Office at the Central Campus. Transcript requests should include full name to include former names used at CTC; student-assigned identification number; date of birth; and location/year you initially attended CTC and the last location/date of attendance. Include a complete address to which the transcript is to be sent.

You may be denied your transcript if you have an outstanding obligation to Central Texas College. The obligation may be due to a library fine, parking ticket, returned check, non-repayment of

financial aid, failure to comply with admissions requirements, or any other indebtedness to CTC.

WebAdvisor

WebAdvisor is our online student information system. Although high school students cannot register for classes via Webadvisor, they can access other tools available, including access to grades and printing unofficial transcripts. A link to WebAdvisor, along with an explanation of how to login, may be found at www.ctcd.edu. Dual credit students are assigned a CTC ID number, which may also be obtained via WebAdvisor.

Section 3- Information for Parents

Congratulations! You child has exhibited a desire to take dual credit courses. This same child, with their college involvement, is transitioning into adulthood. This means, as a parent, you are transitioning from a difficult leadership role to an equally difficult support role. Assist your teenager in this transition by making him/her aware that success depends on him/her taking responsibility for education and behavior.

Dual credit allows your son or daughter to earn college credit while attending high school. In fact, when they get their high school diploma, they could also be graduating with up to 30 hours of college credit that is transferable to any public college or university in Texas, which could save you from $10,000-30,000! Just imagine your child being able to start college as a sophomore, or even a junior.

Dual credit courses offered by Central Texas College are taught by full-time or adjunct faculty who meet the Southern Association of Colleges and Schools credential requirements. Classes taught in the high school are the same in content and evaluation as those offered on the Central Texas College campuses. Academic core courses will transfer to other Texas public colleges and universities.

Top 5 Reasons to Get a Jump Start on College Courses with the Dual Credit Program

1. Your teenager will be an official college student with access to the full range of services offered by Central Texas College. These include college academic planning services, career services, access to the library, use of the physical fitness facilities, computer labs and academic support services. These services are free for all dual credit students and can help plan for education beyond high school.

2. Courses are conveniently taught at the high school campus, at the college, or at one of the centers.

3. Taking classes close to home helps you to help your student transition to college life.

4. Taking dual credit courses can cost less than regular college courses and tuition and fees at CTC are a fraction of the cost at four-year schools.

5. Successful completion of college-level courses helps your child be successful in making the transition to a college campus. Hands-on experience in learning the 'college' ropes will enable them to survive when away at college. They will know how to navigate the system.

Expectations for College

What is expected of college students varies greatly from what is expected of high school students. Most collegiate coursework requires students to pursue their education not only in the classroom but on their own, either by completing coursework, doing research and reading, studying or preparing for class. It requires a high level of responsibility, motivation and self-discipline to complete college courses successfully.

Students should be reminded about how challenging college courses can be and encouraged to prepare and study accordingly. The rule of thumb is for every hour spent in class students should spend the same amount of time studying. Some students will need to spend more time. All students should schedule more study time when they have an exam or when projects are due.

Some of the topics covered in college courses may be controversial. College is a time for students to critically analyze information gathered through public school courses and confront questions without

easy answers. College instructors will teach the same course regardless if it is a dual credit course or has dual credit students in the course.

High school extra-curricular activities may conflict with a dual credit course. Students are responsible for all materials related to the course whether or not they are in class the day the information or the assignment is assigned. Students will need to talk to their instructor to make arrangements for receiving handouts, classroom information, obtaining lecture notes or turning in work. Parents and students should seriously discuss priorities before and during enrollment in a dual credit course.

Students participating in dual credit courses should check with their respective high schools before enrolling in classes that may cause them to lose their eligibility to participate in UIL contests under UIL constitution and contest rules.

Communicating with Faculty

Because dual credit courses are actually Central Texas College courses, student privacy rules apply. In compliance with the Family Educational Rights and Privacy Act (FERPA), the CTC Systems Registrar is the custodian of all student records except those specifically relating to financial aid. Student records are confidential and cannot be released to anyone other than the student (including parents). A parent affidavit is available that will allow parents access to their student records. This request must be completed each time a records request is made.

Section 4- Definitions

Definitions of Terms

Department Chair - refers to Central Texas College faculty member who manages a particular program area.

Dual credit - high school students who meet specific eligibility requirements enroll in Central Texas College courses and earn credit toward high school graduation and college credit simultaneously. Courses are limited to those applicable to high school graduation requirements.

Dual Credit Program - a cooperative partnership between an independent school district and Central Texas College enabling high school students to earn college credits while completing the requirements for high school graduation.

Early Admission - high school students who meet specific eligibility requirements enroll in Central Texas College courses prior to graduating from high school for *college credit only.*

Facilitator - an instructor within an independent school district who provides classroom support for an alternate method of instruction; i.e. online course, interactive video.

Hybrid Course - a course that incorporates a smaller number of classroom meetings with online instruction. Students must have access to a computer with Internet connectivity, an Internet Service Provider and a Web browser.

Instructor - a faculty member who meets the minimal requirements of the Southern Association of Colleges and Schools and teaches for Central Texas College full- or part-time.

Interactive Video - instruction that provides two-way, real-time communication between instructor and students who are geographically separated.

Online Courses - instruction taught over the Internet. Students access lessons and assignments through the Blackboard. Students must have access to a computer with Internet connectivity, an Internet Service Provider and a Web browser.

Specific Class Requirements for Local High Schools (Table 1.1)

Minimum Required Score	TSI Complete	ENGL 1301 & SPCH 1315 (score required)	MATH 1332 & 1342 (score required)	Math 1414, 1316, 1324, BIOL 1406 (score required)	GOVT, HIST, ECON & FOREIGN LANG (score required)	Student's Score
TSI Writing	363/4 or 5 only	363/4 or 5 only				
TSI Reading	351	351			351	
TSI Math	350		344	350		
TAKSW/ R ELA	2200/3	2200/3+			2200	
TAKS M	2200		2200	2200		
ACT R	COMP 23/19+	19+			COMP 23/19+	
ACT M	19		19+	19+		
SAT R	COMP 1070 / 500+	500+ (Critical Reading)			COMP 1070/ 500+	
SAT M	500		500+	500+		