DUAL ENROLLMENT

CENTRAL TEXAS COLLEGE®

PARTICIPANT HANDBOOK

Revised October 2015

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 enrollment program offered in partnership with your school district.

The dual enrollment 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 enrollment. 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 enrollment 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 enrollment 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 . Pl ease feel free to contact your Central Texas College dual enrollment representative at your high school should you have any questions concerning the dual enrollment program. We look forward to working with you!

This Dual Enrollment 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 enrollment partnerships. The handbook explains the college's commitment to form these partnerships with the secondary school community to serve eligible high school students. The provisions and requirements stated in the Dual Enrollment Participant Handbook are not considered to be an irrevocable contract. Central Texas College reserves the right to amend, revise or modify content at any time and to revoke any rule or regulation, both academic and institutional, within this publication. However, it is the participant's/ISD's responsibility to keep themselves apprised of current policy and procedures by referencing the website. Publishing on the dual enrollment program website shall be deemed to be reasonable notice of any such change.

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

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

About CTC
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 Enrollment Program - A High School and College Partnership
Central Texas College works with school districts to establish dual enrollment agreements which allow eligible high school students to take college classes.

Purposes and Benefits of the Dual Enrollment Program
The primary purpose of the Dual Enrollment Program is to enable students who meet the requirements to earn college credits while completing their high school education. A successfully completed dual enrollment 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 enrollment
In addition to dual enrollment 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 enrollment programs) and in-state distant learners.

Eligibility Requirements to Enroll in Dual Enrollment 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 ACT or SAT test relevant to the courses to be attempted:

- 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

3. In lieu of a student being TSI Exempt or TSI Complete, a high school student is also eligible to enroll in dual enrollment 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 107 as a freshman, sophomore or junior 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 $25. Testing may also be available in your school. Check with your counselor for details.

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, 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 Enrollment Students

High school graduates who were enrolled in dual enrollment 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 Enrollment Checklist
- ☐ CTC Application for Admission, (required only for initial course or one academic year lapse in enrollment).
- ☐ Official high school transcript
- ☐ Dual Enrollment 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 Enrollment/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 required:

- 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 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 Enrollment students wishing to add a dual enrollment or early admission course must submit the following:

- Dual Enrollment/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 enrollment 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 enrollment students wishing to drop a dual enrollment 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 enrollment representative 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 Enrollment Representative, who will contact the high school counselor and student. A student may also be administratively withdrawn for lack of participating in the class 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 Enrollment 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 enrollment 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 enrollment course. For more information on these rules, visit www.thecb.state.tx.us 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, summer 2010 the Texas Higher Education Coordinating Board (THECB) began reporting to institutions of students who are approaching, will exceed, or are exceeding excess hours limitations excludes hours reported

as dual enrollment semester credit hours (SCHs) from the calculation. Excess hours reports provided prior to summer 2010 do not exclude dual enrollment 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 or higher 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/myctcd/assets/File/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 enrollment 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 enrollment 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 Enrollment 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 Enrollment 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 enrollment 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 enrollment 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 Enrollment 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 enrollment 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. 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 offers a variety of services to students, faculty and staff at CTC. 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. 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. Student must have active ID in order to utilize the library. Additional information pertaining to the library can be found at http://www.ctcd.edu/academics/library/ .

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 enrollment students are assigned a CTC ID number, which may also be obtained via WebAdvisor.

Academic Studio

The Central Texas College Academic Studio – Student Success Center (AS-SSC), located on Central Campus in Killeen, provides comprehensive services that support student success and goal completion. Tutoring services; academic advising; information and resource referrals; college success and study skills workshops, and textbook and childcare assistance for qualified Career and Technical Education students make the AS-SSC the premier one-stop location for all of your student needs.

Eagle Mail

All CTC credit students worldwide receive a CTC student email account following their initial class registration. Accounts will be automatically created and you will receive an email with instructions for accessing your account within two days after class registration. Don't want another email account? No problem, you can forward your student email to any personal account.

Section 3- Information for Parents

Congratulations! Your child has exhibited a desire to take dual enrollment 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 enrollment 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 enrollment 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 Enrollment 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 enrollment 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 enrollment 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 enrollment course or has dual enrollment students in the course.

High school extra-curricular activities may conflict with a dual enrollment 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 enrollment course.

Students participating in dual enrollment 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 enrollment 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 enrollment - 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 Enrollment 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)

TSI & Placement	TSI Complete	ENGL 1301 (score required)	MATH 1332 & 1342 (score required)	Math 1314, 1316, 1324, BIOL 1406, ENVR 1401 (score required)	GOVT, HIST, ECON, PSYC, SOCI & FOREIGN LANG (score required)	Student's Score
TSI Writing & Essay	363/4 or 5 only	363/4 or 5+ only				
TSI Reading	351	351+			351+	
TSI Math	350		344+	350+		
ACT English (composite score of 23 required)	19+	19+			19+	
ACT Math (composite score of 23 required)	19+		19+	19+		
SAT Critical Reading (critical reading + math =1070 required)	500+	500+ (Critical Reading)			500+	
SAT Math (critical reading + math =1070 required)	500		500+	500+		