

DUAL ENROLLMENT



COUNSELOR HANDBOOK

2017-2018 School Year



FOR STUDENTS OF THE **REAL WORLD**

Welcome to Central Texas College! We are delighted you are partnering with us to offer your high school students an opportunity to get a jump-start on their college education by participating in CTC's dual enrollment program.

The dual enrollment program provides students with some great opportunities and significant financial savings. Through the program, students 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.

Dual enrollment 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.

This handbook provides information regarding the requirements, expectations, processes and services available to our shared students.

This Dual Enrollment Program Handbook has been prepared by Central Texas College for use with area high schools, both private and public, 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. CTC's Killeen campus provides college classes to students in the Killeen Independent and Copperas Cove Independent School Districts. The CTC Service Area Campus provides college classes to the citizens of Central Texas in the following counties: Bell, Burnet, Coryell, Gillespie, Hamilton, Lampasas, Llano, Mason, McCulloch, Mills, San Saba, and Williamson.

The provisions and requirements stated in the Dual Enrollment Counselor's 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. The College will endeavor to inform staff of any changes. However, it is the responsibility of the staff 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 DUAL ENROLLMENT

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 Southern Association of Colleges and Schools Commission on Colleges to award associate degrees and certificates of completion. This accreditation ensures quality and credit transferability.

Dual Enrollment - 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 earn college credit for certain high school courses. Dual enrollment courses are usually taught at the high school on the bell schedule.

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.

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: GENERAL PROGRAM, ADMISSIONS, TESTING, & REGISTRATION

General Program Information

Dual Enrollment allows students to receive college credit as well as high school credit for approved courses. Courses offered vary by district and location and are based on the needs of the school and the availability of instructors.

One credit, year-long high school courses require a two-semester college course sequence. Semester-long high school courses are generally associated with a one- semester college course. For example, high school sociology is a one-semester course. The college course for which high school sociology credit may be granted is SOCI 1301; a three-semester hour college credit, offered as a one semester course. However, high school English III, a year-long course, requires the two-semester sequence of college courses, each a three-semester hour college credit, one-semester course, known as ENGL-1301 (Composition I) and ENGL-1302 (Composition II). High schools may have different requirements associated with taking a semester long course.

Dual enrollment courses are offered at the high school campus and CTC campus during regular high school hours or online. Students may also earn credit on their own time for courses taken at college locations or online.

You may have qualified students who would like to enroll in college courses other than those identified for dual enrollment to earn additional college credits while still in high school. These students must meet the same criteria as dual enrollment students to be admitted to the college and must comply with all prerequisites for the college courses.

Eligibility Requirements

Texas Success Initiative

The Texas Success Initiative (TSI) program requires students to be assessed in reading, writing and math skills prior to enrolling in most 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-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 ACT or SAT test relevant to the courses to be attempted:
 - ACT: 23 composite with 19 in English and/or 19 in Mathematics, or
 - New SAT, effective 3/5/16 or after: 480 in Evidenced-Based Reading and Writing and/or

- 530 in Mathematics, or
- SAT, prior to 3/1/16: 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 – 340/4

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 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.

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.

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.

Credit for Advanced Placement (AP) examinations

AP exams provide a means to demonstrate college-level accomplishments. CTC requires 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. <https://www.ctcd.edu/ctcd/assets/File/Student%20Services/ap-exam.pdf> .

PLEASE NOTE – if a student plans to transfer credits to a four year university, you will need to check if the university will accept the AP credit. *Each institution sets their own policy for AP credit, and AP credit does not transfer from one institution to the next.*

Dual Enrollment Timeline

May-August

- Process new and returning students for fall semester
- High schools submit final class rosters **NO LATER THAN** one week prior to class start date
- Final fall class rosters are confirmed by CTC

September-December

- Drops/withdrawals processed
- District is invoiced for fall classes
- Forms articulation agreements
- CTC/School District/ High Schools confirm desired spring course availability and delivery methods

January-March

- Confirm final class rosters for spring courses
- District is invoiced for spring courses
- CTC provides updated handbooks, course listings and forms to high school counseling staff for fall registration
- CTC provides application/registration training to counselors as needed
- Dual enrollment information distributed to eligible students for fall semester
- Hold Parent Information Night
- Students take the TSI
- Confirm eligibility and begin application/registration

April-June

- CTC /School District update MOUs
- Collect application packets from new and returning students for fall semester
- Determine final course offerings and delivery method by high school

July

- CTC processes applications and registrations

Application and Registration Process

After testing is complete and students are confirmed to be eligible for dual enrollment courses, application packets should be prepared for each student including:

- Dual Enrollment Checklist (required anytime paperwork is submitted on a student; form will include a space for students that are not TSI complete to be check-marked to be re-evaluated prior to high school graduation)
- CTC Application for Admission is required for initial course or one academic year lapse in enrollment.

- High school unofficial transcript (required only for initial course) and official transcript to be turned in spring semester of senior year
- Dual Enrollment Release of Information Form (required only for initial course)
- Copy of 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) – please fill out the classes the student plans on taking as well as the section regarding test scores and GPA (back page)
- Class Registration Form (submit each semester or with each new enrollment request) – is not signed by the counselor but must be signed by the CTC representative.

For students that are military dependents the following documents are required:

- Complete Military Verification ID Form signed by CTC representative.
- 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.

A master roster of students, with test data entered, will be forwarded by each high school to the CTC dual enrollment representative with each application packet. A transmittal form will be included with the application forms, listing the contents of the packet to ensure proper accountability. CTC staff will review forms when picked up and discuss any discrepancies on site prior to delivery to the dual enrollment representative. CTC staff signature on the form indicates all data is included as stated. Procedures listed in this paragraph are not applicable to all districts.

For courses taken at the college campus or online that are not part of the student’s high school schedule, students complete all paperwork as above (counselors sign) and make an appointment with the CTC dual enrollment 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 Approval/Advising Plan (submit with each new enrollment request) with counselor approval
- Class Registration Form or Add Form

The CTC Registration form is used to register a student for a class **prior** to the course start date. An Add Form is used once the course has started. The deadline for adding dual enrollment courses is ***no later than the census date***. The deadline for online courses is the Thursday prior to the start date (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. Students who do not officially drop/withdraw from 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 the correct procedures as outlined above. Students may not withdraw after the published withdrawal date.

The state of Texas 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.thech.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, 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.

Section 3: POLICIES

Attendance

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

Tardiness:

Students are required to be on time. Instructors may choose to lower grades 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, students are expected to attend all classes in which they are enrolled. Class attendance is the responsibility of the student. 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 students to make up work following any absence rests solely with the instructor.
- 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 the student's responsibility to arrange to make up assignments missed during the absence.
- Instructors are required to keep attendance records.
- Only instructors can authorize an excused absence. Regardless of the reason for the absence, students are responsible for completing all coursework covered during any absence.
- Although distance learning courses do not require students to report to a classroom at a given time, they are expected to maintain constant progress throughout the course.

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)

Central Texas College assumes no responsibility for loss of Interscholastic League eligibility of high school students enrolled in the early admissions program. High school counselors should check to be sure dual enrollment does not affect UIL eligibility.

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 program are some of the most commonly required “core” courses. However, credits earned before high school graduation may *not* transfer to some colleges. If students have a four-year college in mind, they should check their transfer guidelines to ensure the courses they plan to take will transfer. The acceptance of transfer credit is at the discretion of the gaining institution and policies vary by institution and by program of study within each institution. In addition, most four-year institutions have maximum allowable hours eligible for 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. 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.

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.

Financial Obligations

Tuition is based on the student's residence status and the number of hours taken. The in- district and out-of-district tuition is listed in each semester's course schedule. Tuition is due at the time of registration. Each district determines if students will be responsible for tuition and fees.

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 instructor of the course. Students taking courses on one of the Central Texas College campuses are responsible for purchasing the required textbooks.

Complaints

If there is a complaint about a course or an instructor, then students should first take the matter up with the instructor and try to resolve the issue with him/her first. 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 a student taking a CTC course has 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 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. The 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 the student’s records unless they cancel the 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.

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

Release of Information to Parent or Guardians

In accordance with FERPA, Central Texas College will disclose to parents information from the academic records of a student provided the College has on file written consent of the student. A

Release of Information form is available online. The form must be filled out fully and sent to CTC before any information is released.

Section 4: 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, located in building 102, 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 (building 119) and the CTC web site <http://www.ctcd.edu/students/current-ctc-students/transcript-services/>. Transcripts may be provided upon written request. Email requests are accepted if the request is to issue a transcript solely to another institution of higher education.

Transcript requests are honored as soon as possible in the order of receipt. During peak periods such as graduation, end of the semester, registration, and college closings, additional time will be needed to process requests.

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. Transcripts should be requested directly from other colleges attended, when applicable.

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 on the CTC website. 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 are a few of the many services provided. A student ID is needed to access Academic Studio services.

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 5: 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.

Dual enrollment and early admission students are expected to perform at college level and to honor all deadlines declared by the College or by the instructor. The individual professors distribute class policies and syllabi during the first week of class detailing individual class requirements.

The College Catalog, the College's Student Handbook and the Dual Enrollment Student Handbook, published annually by the College at the beginning of each fall semester, are valuable resources for assisting students. They also list student's rights and responsibilities, all rules and regulations for general student behavior, grievances and complaints, and discipline policies and procedures that all students are expected to follow. For courses held on your high school campus, copies of the Student Handbook will be made available to counselors for student use during the first week of classes each fall semester. Copies are also available online.

Master syllabi for all Central Texas College Courses may be found at <http://www.ctcd.edu/syllabus/syllabus.asp>.

Specific Class Requirements for Local High Schools (Table 1.1)

Approved Tests	TSI Complete	ENVR 1401	ENGL 1301	MATH 1332 & 1342	MATH 1314, 1316, 1324 BIOL 1406	GOVT, HIST, ECON, PSYC, SOCI & FOREIG LANG	Student's Score (please record & attach copies if new)
TSI Writing & Essay	340+/4+ <340/ABE 4/essay 5+	340+/4+ <340/ABE 4/essay 5+	340+/4+ <340/ABE 4/essay 5+				
TSI Reading	351+	351+	351+			351+	
TSI Math	350+	350+		344+	350+		
ACT English (composite score of 23 required)	19+	19+	19+			19+	
ACT Math (composite score of 23 required)	19+	19+		19+	19+		
New SAT Reading (effective 3/5/16)	480	480	480			480	
New SAT Math (effective 3/5/16)	530	530		530	530		
SAT Reading (critical reading + math =1070 required) prior to 3/5/16	500+	500+	500+			500+	
SAT Math (critical reading + math =1070 required) prior to 3/5/16	500+	500+		500+	500+		
STAAR Eng III EOC Level 2	Level 2	Level 2	Level 2			Level 2	
STAAR Alg II EOC Level 2	Level 2	Level 2		Level 2	Level 2		