

# DUAL CREDIT



## PARTICIPANT HANDBOOK

*2024-2025 School Year*



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 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 Commission on Colleges 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](http://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. The provisions and requirements stated in the Dual Credit 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 Credit 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 Credit Program**

### **Mission**

Central Texas College provides accessible, equitable and quality educational opportunities that promote student success, completion 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.

### **CTC's Dual Credit Program - A High School and College Partnership**

Central Texas College works with 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
- 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

### Requirements, Guidelines, and Registration

#### **Program Requirements**

Participants are required to be high school students and must have obtained the requisite approval.

Participants must meet TSI requirements and individual course prerequisites (if any) relevant to the academic course(s) requested.

Participants are required to complete and submit the CTC Application for Admission and requisite enrollment paperwork (i.e., official transcripts, test scores, required admission documents).

#### **Program Guidelines**

Good academic standing requires students to maintain a CTC cumulative GPA > 2.0. If the cumulative GPA falls below 2.0, student will be subject to the CTC Academic Probation, Suspension, and Dismissal Policy per the CTC course catalog.

CTC assumes no responsibility for loss of Interscholastic League eligibility of high school students enrolled under this program. The high school determines whether CTC courses will be used for Dual Credit.

Late registration is discouraged. Late registration does not guarantee student will be able to make up or extend the due date for missed assignments.

#### **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 Credit programs) and in-state distant learners.

#### Texas Success Initiative (TSIA)

ELAR- 945+ w/Essay 5; **or** <945 w/Diagnostic score 5 **or** 6 **and** Essay 5

Math- 950+; **or** <950 w/Diagnostic score of 6

#### College Readiness Exemptions

ACT: (2/15/2023 to present) Combined score of 40 on English & Reading; Math 22+

ACT: (Prior to 2/15/2023) Composite 23+, with English 19+ and Math 19+

SAT: EBRW 480+ and Math 530+

STAAR: English III 4000+

STAAR Algebra II 4000+

Central Texas College offers the TSI Assessment all year around (by appointment only). The cost is \$15 per test or \$25 for both if taken the same day. 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.

### **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. Student must connect with Advising to begin the registration process. Advisors can be reached via email at [Academic.Advising@ctcd.edu](mailto:Academic.Advising@ctcd.edu) or live chat at <https://www.ctcd.edu/students/current-ctc-students/academic-advising/>

### **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 or one academic year lapse in enrollment)
  - Official high school transcript
  - Official test scores verifying Texas Success Initiative (TSI) requirements have been met (required only for initial course)
  - Dual Credit/Early Admission Advising and Registration Form (submit each semester or with each new enrollment request)
2. If applicant does not indicate parent or legal guardian's Home of Record is Texas but claims Texas residency (parent or legal guardian) CTC may require additional documents.

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.

All forms are available on the CTC website.

### **Bacterial Meningitis**

You are required to submit proof of bacterial meningitis vaccine prior to attending any classroom course located at Central Campus. Proof of vaccination must be submitted no later than ten days prior to the start of the semester and must have been administered within the previous five years. Exceptions to the requirement may include students who enroll only in online or other distance education courses, who are 21 years of age or older, who have not had a break in enrollment of at least one fall or spring semester, and those who may be eligible to apply for an exemption as set forth in Texas Education Code 51.9192.

### **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.

Financial Aid for Swift Transfer (FAST) is defined in accordance with Texas Education Code section 28.0095. Fast eligible students shall not be responsible for tuition or book fees only. The criteria for determining whether a student is FAST eligible will be held in accordance with Texas Education Code section 28.0095(c)(1)(2) and the rules promulgated by the Texas Higher Education Coordinating Board. All tuition will be in amount not to exceed what is prescribed by the Texas Higher Education Coordinating board rule.

### **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 require the state issued ID number of the check writer on the check and the CTC ID of the student the check is written for.

Note: No Counter/Temporary Checks.

[www.ctcd.edu/students/current-ctc-students/business-office/payments-to-ctc](http://www.ctcd.edu/students/current-ctc-students/business-office/payments-to-ctc)

### **Third Course Repeat**

The Texas Legislature eliminated funding to higher education for any courses, other than nondegree 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.
- 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.

### **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 Advising and Registration Form (submit with each new enrollment request) with counselor approval
- Schedule Change Form

A Schedule Change Form is used once the course has started. The deadline for adding dual credit courses is no later than the published date in the enrollment guide.

Dropping a Course - Dual Credit students wishing to drop a dual credit course must submit a completed and signed CTC Schedule Change Form or Withdrawal Form through their high school counselor prior to the last day to drop or withdraw. The CTC Dual Credit 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 Schedule Change Form. **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.

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

### **Textbooks**

The purchase of the textbook is dependent on the agreement with the school district. Information about whether a textbook is provided or must be purchased will be available from the guidance counselor.

### **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.theccb.state.tx.us](http://www.theccb.state.tx.us) or see the CTC catalog.

## **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.

<https://www.ctcd.edu/sites/ctcd/assets/File/Students/Current%20High%20School/Advanced%20placement%20vs%20dual%20credit.pdf>

**PLEASE NOTE** – if you plan to transfer credits to a four-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**

### **Academic Probation/Suspension/Dismissal**

CTC course catalog states that Academic standards of progress are monitored by the college to identify students who are having academic difficulty. You are responsible for knowing your academic status at all times. The CTC course catalog adds:

1. Students who fail to maintain a 2.0 cumulative grade point average (GPA) during their initial seven semester hours attempted will be notified of their Unsatisfactory Academic Progress status and provided a list of student support services available to them.
2. Students who fail to (a) maintain a 2.0 cumulative GPA after the first seven semester hours attempted or (b) fail to achieve a 2.0 GPA during any term after the first seven semester hours and have less than a 2.0 cumulative GPA will be placed on Academic Probation during the next term in which they register. Students will be notified of their status and will meet with a CTC counselor for academic advisement and assistance. Once students raise their cumulative GPA to 2.0, their status will be changed to Academic Good Standing.
3. Students who fail to achieve a 2.0 GPA during their semester of probation and whose cumulative GPA is less than 2.0 will be placed on Academic Suspension. The mandatory suspension period is one sixteen-week semester, two eight week terms, or both summer semesters.
4. For information regarding Academic Dismissal, please view CTC Course Catalog.

### **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 the student 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.
- 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.
- 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.

### **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.

### **Academic Integrity**

Students are expected to maintain academic honesty by refraining from academically dishonest behaviors (i.e., plagiarism, collusion, cheating). Academic misconduct sanctions are administered in accordance with policy and procedures set forth in the current CTC Course Catalog.

### **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 can appeal to the Dean of Academic Instruction or the Dean of Career and Technical Education.

### **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 the Disability Support Services Office at (254) 526-1195, in Building 215, Room 111.

### **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 information. 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

Date of graduation

Photographs

Classification (freshmen, sophomore or unclassified)

Participation in officially recognized activities and sports

## **Student Consent for Release of Academic Records**

A Student Consent for Release of Academic Records form should be completed prior to the start of each semester. If you would like to have access to your student's records, he or she will need to complete the form each semester. **Please note that students have the option to revoke access.**

## **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 209). 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 209, 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 209.

### **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**

Unofficial Transcripts. Students may obtain an UNOFFICIAL CTC transcript through their CTC Self Service student account.

Official Transcripts. CTC has retained Parchment's transcript services to accept official transcript requests over the Internet via a secured site. Visit the CTC "Transcript Services" webpage on the CTC website at [www.ctcd.edu](http://www.ctcd.edu) for specific transcript ordering information. Transcript delivery options include Electronic, PDF or paper (mailed). Transcript order handling fees vary based on the delivery method requested.

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.

### **Eagle Self-Service**

Eagle Self-Service is our online student information system. Although high school students cannot register for classes via Eagle Self-Service, they can access other tools available, including access to grades and printing unofficial transcripts. A link to Eagle Self-Service, along with an explanation of how to login, may be found at [www.ctcd.edu](http://www.ctcd.edu). Dual Credit students are assigned a CTC ID number, which may also be obtained via Eagle Self-Service.

### **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: <https://www.ctcd.edu/locations/central-campus/student-support/student-success-persistence/academic-studio-student-success-center/>.

### **Eagle Mail**

All CTC students enrolled in credit classes worldwide receive a CTC student email account. Accounts will be automatically created and you will receive an email with instructions for accessing your account. 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 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 60 hours of college credit, 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 Commission on Colleges 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 child 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 or at the college.
3. Taking classes close to home helps you to help your child 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.

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.

## What's the Difference in Attending High School and College?

Attending High School Classes	Attending College Classes
Classes generally don't have more than 35 students.	Some classes may have more than 100 students.
Students attend classes for 36 weeks. Some classes extend over the semester dates and some don't.	College classes are divided into two long 16week semesters which is the regular school year. There are 5 and 10 week summer courses. There are 5, 6, 8, 10, and 12 week classes available in the fall and spring semesters.
You may study outside of class anywhere from 0-2 hours, and most of it is cramming at the last minute for a test.	To keep up with all the information that your professor expects you to know and will not cover in class; you must study 2-3 hours every day outside of class. Be sure that somewhere in your daily schedule, you schedule this study time just like you would schedule a real class, even if it is in small increments.
You usually read something once, but sometimes you can just listen to the teacher and get the information.	Read your text assignments and take good notes on your text and in class. Organize and review all notes regularly. You should be able to visualize some notes in your head ("Oh, I remember that was in the top right hand corner of the page and I put a star next to it.") If the professor uses a publisher test bank, many of the questions will come from the readings to which s/he will add questions from the lectures. The key here is "Keep up."
You are expected to read, at most, a chapter or some other short assignment. Commonly, what you read is re-taught in class.	You may be assigned significant reading and writing assignments – perhaps several chapters with an essay. The professor may not even mention these in class.

<b>High School Curriculum</b>	<b>College Curriculum</b>
Your courses are based on TEKS at the state level which dictate what must be covered in high school courses.	Your college courses are based on curricular guidelines at the state level which dictate what must be included in the curriculum for the course/degree.
<b>High School Teachers</b>	<b>College Professors</b>
Teachers carefully monitor attendance.	Usually college professors do not formally take attendance, but they will be taking attendance for Dual Credit students because it is a KISD and state requirement.
Teachers check your completed homework and hand it back.	Professors may not check completed homework, but they have assigned it to allow you to practice what will likely be tested somewhere in the course. They will assume that you can perform the tasks unless you tell them that you tried the homework and had trouble. If you make an appointment with the professor, they can sit down and help you.
Teachers remind you of incomplete work.	Some professors will remind you; others will not. It is your responsibility to be familiar with your syllabus and all the requirements that are listed there. The syllabus is your best friend for keeping on track and is the legal document on what you will learn and what you are required to do in the course. If you are late on an assignment and think it was unfair that the instructor docked your grade, the department will refer to the syllabus. If the assignment is clearly published with the due date, the grade will stand.
Teachers approach you if they think you need help.	Professors are happy to help you, but they will expect you to initiate contact and request for help.
Teachers are available before and after class for conversation and questions.	Professors often have a line of students wanting to talk to them, but they sometimes only have 15 minutes between classes. You are expected to utilize the professor's office hours. To do this, call the department or the professor and make an appointment. We recommend doing this through email as the instructor is more likely to be keeping up with emails during the day, and an email serves as documentation that you requested help.
Teachers present material to assist you in understanding the text book.	Professors may or may not follow the book and may or may not correlate the lecture to the book. Some professors use the text heavily; some may only use several chapters and rely more on their own material.

Teachers have been trained in secondary teaching methods.	College professors are experts on content or their particular areas of research. It's possible that they never took an education course. This kind of instructor is more frequent at 4-yr universities, but there are also some at the community college level.
Teachers provide you with information you missed when you were absent.	Professors expect that you will get missed class notes from classmates.
Teachers write important information on the board, project it on a screen, or send it to your laptop.	Some professors may do this; others may just lecture non-stop and expect you to take good notes.
Teachers impart knowledge and facts. Then they either discuss the connections and conclusions or lead you to make the correct connections.	College professors expect that you will do the appropriate research or have discussions with your peers to be able to make these connections on your own. That will be part of the course outcomes – your ability to synthesize information and make the appropriate connections especially about unrelated topics.
Teachers remind you of assignments and due dates.	Professors expect you to consult the course syllabus which spells out exactly what is expected, when it is due, and how much the assignment counts in your total course grade. Sometimes this is configured in percentages and sometimes in course points.
<b>Tests in High School</b>	<b>Tests in College</b>
Make up tests are often available.	Make- up tests are seldom an option. You will need to talk to your instructor about it. If s/he authorizes a make-up test, you will need to coordinate the date/time for the make-up test with the instructor.
Teachers rearrange test dates to avoid conflict with school events.	Professors schedule tests without regard to the demands of other courses or activities.
Testing is frequent and covers a small amount of material.	Testing is mostly infrequent and may cover large, cumulative amounts of material. Many courses will have only 2 tests – a midterm and a final-- and both will count heavily in the grade.
Teachers conduct review sessions pointing out the most important concepts.	Professors sometime offer review sessions and sometimes not. If they give a review, they expect you to participate with plenty of questions.
<b>Grades in High School</b>	<b>Grades in College</b>
Consistently good homework grades will raise your overall grade when test grades are low.	Major tests and papers generally provide most of the course grade. In many courses, professors expect you to do homework for practice, but they do not grade it.
Extra credit projects are often available.	Many professors do not give extra credit, and if they do, it is not assigned for the purpose of raising a grade.

Grades are given for most assigned work.	This may or may not happen.
Initial low test grades may not have an adverse effect on your final grade.	Grade values for all assignments, to include tests, are clearly outlined in your syllabus. Make sure to be appropriately prepared for all tests.
You may graduate as long as you have passed all required courses with a grade of D or higher.	You must maintain a C average, which is a Grade Point Average (GPA) of 2.0, during each semester or you may be placed on academic probation. If you are placed on probation you will need to bring your grades up to a C, or you may not be allowed to return to college. Remember that tutoring is available through the Academic Studio to assist you in the event that you are falling behind in a course. Keep in mind that a minimum cumulative (overall) GPA of 2.0 is required to graduate with your CTC degree.
Teachers keep you briefed on your grades.	Your professor or your syllabus tells you where you can see your grades. It's your responsibility to go there and keep track of how you are doing.
<b>Following Rules in High School</b>	<b>Choosing Responsibly in College</b>
High school is mandatory and is usually free.	College is voluntary and can be expensive.
Your time is structured by others, and most of your classes are arranged for you.	You must manage your own time. Unless you are in a program like Dual Credit, you must arrange your own schedule in consultation with your counselor. Schedules tend to look lighter than they really are.
You can count on parents and teachers to remind you of your responsibilities and to guide you in setting priorities.	You must balance your responsibilities and set your own priorities.
You are not responsible for knowing what it takes to graduate.	Graduation and degree requirements are complex. You are expected to know what you need to graduate.
Each day you go from one class directly to another, spending 6 hours each day and 30 hrs a week in class.	You often have time between classes and you may spend less time in college classes.

### College Expectations:

1. You are expected to take responsibility for what you do and don't do. You also will need to accept the consequences for what you do and don't do.
2. College lecture classes are taught on the basis that you've done all the assigned readings and homework. If you come to class unprepared, you may not understand what the lecture is about.
3. Mastery of a skill is often seen as the ability to apply what you've learned to new situations or problems. It is not about facts that you have memorized.
4. Results count. Although a good faith effort may affect your professor's willingness to help you, it will not substitute for results when it comes to grading.

### Hot tips!

1. Think beyond this minute. Set goals for the day, week, semester, and year.
2. Keep a calendar with all your important dates, to include test dates, assignment due dates, etc.
3. Prioritize: Schedule your study time, but also allow some time to relax.
4. Get to know your professors. They are your greatest resource.
5. Come to class and participate.
6. Remember -The more challenging the mountain, the more satisfying when you make it to the top.
7. For information on delivery formats please visit <http://www.ctcd.edu/academics/class-schedules/>
8. LEC=Lecture; LAB=Lab; CLN=Clinical; INT=Intern; PRA-Practicum; OLI=Online Internship; OLP=Online Practicum; OSL=Online Self-paced; OLL=Online; OBL=Blended; OBL= combine face to face classwork /lecture w/online technologies. Attendance required for face to face days and mandatory work online for non-class days. OSL=fixed start and end. Recommended timelines provided by instructors.
9. Think positive – you can achieve your goals!!!

**WE ARE SO GLAD YOU ARE HERE AT CTC!!!!**

## Section 4: Definitions

**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.

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

**Online Blended 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.

**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.