



DUAL CREDIT

COUNSELOR'S HANDBOOK

2024-2025



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 Credit program.

The Dual Credit 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 or four-year public institutions.

Dual Credit 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

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

This 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 credit 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 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 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 DUAL CREDIT

Institutional Mission Statement

Central Texas College provides accessible, equitable and quality educational opportunities that promotes 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.

Dual Credit - 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 earn college credit for certain high school courses. Dual credit 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 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: GENERAL PROGRAM, ADMISSIONS, TESTING & REGISTRATION

General Program Information

Dual Credit 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 credit 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. If you have qualified students who would like to enroll in college courses they must meet the same criteria as dual credit 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 freshmen academic coursework. The TSI is applicable to students attending CTC Texas locations (including dual credit programs) and in-state distant learners.

Eligibility Requirements to Enroll in Dual-Credit Courses

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

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: English/Reading combined score 40 (effective 2/15/23)
 - ACT: Math score 22 (effective 2/15/23)
 - ACT: 23 composite with 19 in English and/or 19 in Mathematics (prior to 2/15/23)
 - 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:

- TSIA2 Math – 950+ or diag 6
- TSIA2 Reading and Writing – 945+ and 5+essay or <945+/5+diag/5+essay

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

- Redesigned PSAT/NMSQT Exam Given on or after October 15, 2015. A score of 460 on the Evidenced-Based Reading and Writing (EBRW) test. A score of 510 on the mathematics test.

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

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.

Enrollment After High School Graduation, Early Admissions/Dual Credit Students

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

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/sites/ctcd/assets/File/Students/Current%20High%20School/Advanced%20placement%20vs%20dual%20credit.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.*

Application and Registration Process

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

- Dual Credit Checklist required anytime paperwork is submitted on a student
- 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
- Copy of 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) please fill out the classes the student plans to take
- 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.

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.

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. In the absence of a FAST partnership, 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.

A master roster of students, with test data entered, will be forwarded by each high school to the CTC Dual Credit 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 and discuss any discrepancies on site. 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 Credit representative to register for classes. Payment for classes is due at the time of registration.

Dropping and Adding Courses

Adding a Course

Dual Credit students wishing to add a Dual Credit or early admission course must submit the following:

- Dual Credit/Early Admission Approval/Advising Plan (submit with each new enrollment request) with counselor approval
- Texas Registration Form or Add Form

The CTC Registration form is used to register a student for a class **prior** to the course start date. A Schedule Change Form is used once the course has started. The deadline for adding a courses is not later than the date published in the CTC 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 a 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 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 or see the CTC catalog.

Section 3: 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 Academic Dismissal please see CTC Course Catalog.

Attendance

Dual Credit 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 credit 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 Credit 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.

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, 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 Credit representative or the instructor's department head. Only if the matter cannot be resolved at the department level should the student make his/her appeal to the appropriate dean.

Americans with Disabilities Act

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. This legislation requires that all students with disabilities be guaranteed a learning environment that provides equal access to all programs and services. If a student taking a CTC course has a documented disability, please contact either 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 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 information. 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 (freshmen, sophomore or unclassified)

Participation in officially recognized activities and sports

Date of graduation

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.**

Section 4: 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, located in building 240, 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 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 on the CTC website. 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 service, academic advising, information and resource referrals, and college success and study skills workshops are a few of the many services provided. A student ID is needed to access Academic Studio services. <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 will receive a CTC student email account. 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 Credit 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 Credit Student Handbook, published annually are valuable resources for assisting students. 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>.

Appendix

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 16-week 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.
High School Curriculum	College Curriculum
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.
High School Teachers	College Professors
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 for 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.
Tests in High School	Tests in College
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.
Grades in High School	Grades in College
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.

Following Rules in High School	Choosing Responsibly in College
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 regarding 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!!!!