

Dual Enrollment

# Student/Parent Handbook

2012-2013





## Introduction

Texas State Technical College's Dual Enrollment Program provides a great opportunity for high school students to earn college credit while still in high school. Since its inception, the Dual Enrollment Program has enrolled over 4,000 students and much of its success is attributed to the great support and leadership of the counselors, administrators, and high school staff.

We are excited that you are considering our Dual Enrollment Program and we look forward to you becoming a part of TSTC. On behalf of the TSTC community, I want to welcome you and hope you find the information in this handbook useful and encouraging. Our staff is committed to providing you with the best services possible and want to make your experience at TSTC an enjoyable and rewarding one.

Wishing you much success!

**Dual Enrollment Director**

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# Dual Enrollment Mission Statement

Dual enrollment provides a unique and sustainable way to advance access and equity to higher education with the same standards and quality as are consistent with those established college-wide. This high value opportunity is in many respects a scholarship. The high school counseling office is dedicated to fostering strong local networks among secondary and postsecondary educators which result in a seamless transition for students as they move from high school to TSTC Harlingen to complete Programs of Study or other college/universities. Through our commitment, TSTC Harlingen will provide an accessible, affordable and flexible avenue for high school students to accelerate into postsecondary academic core and high-demand technical programs.

## Benefits & Objectives of Dual Enrollment

**Benefits and objectives of dual enrollment include the following:**

- Allows high school students to progress toward their next academic goal by simultaneously earning high school graduation credit & college credit thus getting a big head start
- Provides a wider range of course options for high school students
- Sharpens students' general academic preparedness for college
- Allows high school students to earn college credits that may apply toward graduation at Texas State Technical College Harlingen or another college or university
- Shortens time and saves money required for high school students to complete a certificate, associate's or bachelor's degree
- Provides a positive postsecondary (college) experience
- Positions high school students to be workforce ready

# Enrollment Eligibility

## Eligibility requirements are as follows:

Students must have completed the 10th grade, passed the 10th grade TAKS test, is eligible to be classified as a junior, follow the Recommended Graduation Plan or Distinguished Achievement Program, and receive permission from the high school counselor:

- Students must apply for admission to Texas State Technical College Harlingen.
- In order for Juniors and Seniors to take technical classes, students must attempt or be exempt from the Accuplacer, THEA or Compass test.
- In order for students to take academic classes, students must pass or be exempt from the THEA, Accuplacer, Compass or Asset test by achieving the scores below:

Texas Success Initiative (TSI) Criteria				
Exam Name	Composite	Math	Writing	Reading
THEA	N/A	240	220	230
Accuplacer	N/A	63	80/5 (Essay)	78
Asset	N/A	38	40/5 (Essay)	41
Compass	N/A	39	59/5 (Essay)	81
ACT	23	19	N/A	19
SAT	1070	500	N/A	500
TAKS (10th or 11th Grade)	N/A	2200	3 (Essay)	2200

- Students must complete the appropriate enrollment forms and secure the necessary signatures.



## Eligibility for students with less than Junior year status:

The State law governing Dual Enrollment limits dual enrollment to high school juniors and seniors only. Freshman high school students are not eligible for free-of-charge college dual /concurrent enrollment courses. Sophomores approved for dual enrollment must be fully TSI compliant prior to enrollment and have a minimum 3.0 High School GPA, with no exceptions. Sophomores are limited to two courses per semester.

A recommendation letter signed by the designated counselor or principal and Grade Point Average (Sophomores only) would need to be submitted with the request.

## Eligibility for Juniors and Seniors who request a third Dual Enrollment course per semester:

1. Students must have a minimum overall TSTC cumulative GPA of 3.0 or greater or if no TSTC GPA established, student must have a 3.0 High School GPA.
2. Students must be TSI compliant. See chart on page 5 for details.
3. The student must not have withdrawn, dropped or failed any classes under TSTC Dual Enrollment for the previous semester.
4. A recommendation letter signed by the designated counselor and principal and Grade Point Average would need to be submitted with the request.
5. Should an additional third class be approved by the VP of Academic Affairs for “exceptional” students, full tuition and fees charges will be assessed to either the ISD, parent, or student.
6. A dual enrollment/concurrent student may not exceed three TSTC courses per semester. **No exceptions.**



## High School Credit for Dual Enrollment Courses

Students seeking high school and college credit should work with a high school guidance counselor to carefully select courses that will meet high school graduation requirements. The college does not advise students on high school graduation requirements and course transferability.

According to their interest, students must complete an Achieve Texas Program of Study which enables them to plan and focus on their future college track. For great Achieve Texas career options, please visit your high school counselor and/or Web site at [www.harlingen.tstc.edu/oss/AchieveTexas.aspx](http://www.harlingen.tstc.edu/oss/AchieveTexas.aspx).

**Important Note:** Taking dual enrollment courses can strongly influence future Financial Aid/Scholarship and university applications.

## Dual Enrollment Delivery Options

Texas State Technical College Harlingen provides dual enrollment opportunities in a variety of formats for those students meeting all eligibility requirements, including:

- Courses taught at the college
- Courses taught at local high schools by TSTC faculty or credentialed high school instructors who are also TSTC adjunct faculty
- Distance Learning

# Academic Advising

Texas State Technical College Harlingen believes that an ongoing, comprehensive and interactive academic advising process is essential to student success. The college is committed to providing students with the guidance necessary to make appropriate academic and career decisions. Students pursuing a TSTC degree while attending high school should meet with a TSTC advisor or staff member of the high school counseling office.

## Student Conduct: Discipline & Academic Honesty

All students are required to familiarize themselves with the college's Code of Student Conduct and Student Rights & Responsibilities as printed in the Student Handbook.

For details visit [www.harlingen.tstc.edu](http://www.harlingen.tstc.edu), click on Quick Links - Student Handbook.

### Campus Participation

Students must be scheduled so as to severely restrict any “free time” on the College campus. No time on the campus will be unsupervised. “Academic-only” students attending MWF should take two courses within the chosen time block each semester in order to eliminate unsupervised time on the College campus. Those students not taking two courses must be accompanied by a designated ISD monitor who will accompany their students to the Learning Resource Center (LRC) or other area designated for this controlled environment as they await their buses. This will include students taking only TT classes that end at 9:30 a.m. and 2:30 p.m. respectively, and MWF students taking only one class within a time block. Technical students may be taking only one course, but such course must fill the entire two-hour time block. Any non-class time on campus must be controlled by a designated ISD monitor who must closely supervise their students while not in class. Training on TSTC's expectations of ISD Monitors will be conducted by the Dual Enrollment office. Please refer to page 14 for block scheduling.

### Student Activities

For liability purposes, dual enrollment students do not participate in college extracurricular or intramural activities and are not allowed to use the TSTC Wellness & Sports Center (gym) and its facilities.

### Parking Permits/Fines

All dual enrollment students who have a valid driver's license and will be using their private vehicle to attend classes will be required to pick up a parking permit from campus police office located in the Auxiliary Services Building. A driver's license is required. Any tickets received must be paid prior to the release of official transcript and future enrollment.

# Scholastic Standing

## Good Standing

Student maintains at least a 2.0. Standards of progress TSTC cumulative GPA and term GPA.

## Scholastic Probation

Student in good standing whose standards of progress TSTC cumulative GPA or term GPA drops below 2.0 at the end of an enrollment period. Scholastic probation is a serious warning that the student's work must improve in order for the student to continue college enrollment. Students on Scholastic Probation may be required to meet with the Director of Dual Enrollment prior to registration and may be required to enroll in special programs or courses in order to improve their GPA. The student may also be limited in the number of courses authorized for enrollment.

## Scholastic Suspension

Occurs when a student on Scholastic Probation fails to maintain college academic standards of a TSTC cumulative GPA and term GPA of 2.0 or higher. **A student on Scholastic Suspension is not permitted to re-enroll in the college for one semester.** Students may appeal scholastic suspension to the Director of Dual Enrollment in person. Students whose appeal is approved must participate in Helping a TSTC Student to Succeed (HATSS) Mentoring program and will be limited in the number of courses authorized for enrollment. Students who re-enter the college after having been suspended will be placed on Scholastic Probation status for that term and will be subject to the scholastic standards of the College on a continuous basis until the cumulative GPA reaches 2.0.

# Attendance

Attending each class is imperative for college success. It is important to become familiar with the TSTC calendar for courses. Instructors establish their own attendance policies and each policy must be followed precisely. Missing too many days from class could result in failure based upon the instructor's participation policy.

**High school breaks and holidays may not correspond to the college calendar. In addition, high school functions such as UIL activities are not excused absences from college courses.**

If there is a conflict between a TSTC class session and mandatory attendance at the high school, the high school counselor will contact the Director of Dual Enrollment to discuss an alternate arrangement. Attendance requirements are detailed in an instructor's course information sheet. The course information sheet is the agreement between the instructor and the students.

# Inclement Weather

It is the responsibility of the student to check with the TSTC personnel to determine if classes are being held when there is inclement weather. Very often, the college is open even when high schools are closed.

## Transfer of Credits

Students who pass the TSTC Harlingen academic courses with a “C” or greater may transfer them to any other public college or university in the state. It is the student’s responsibility to determine whether individual courses will be needed within a degree plan at another state college or university. Students should carefully study the degree requirements of the receiving college or university to which they plan to transfer and arrange a program of study based on their major. Students who complete the General Education Academic Core and field of studies at TSTC Harlingen can transfer this group of courses as a block to replace the General Education Academic Core at any other Texas public college or university. Completion of the Academic Core will be noted on college transcripts.

### **Parents’ Access to Education Records According to FERPA**

When a student reaches the age of 18 or begins attending a postsecondary institution, regardless of age, FERPA rights transfer from the parent to the student. This means that only students can request transcripts at postsecondary schools like TSTC. The two exceptions: if the student has signed a release of this information and provided a copy to the Admissions and Records Office, or if the parents provide a copy of their tax return showing the student is a dependent. For further details regarding FERPA visit [www.harlingen.tstc.edu](http://www.harlingen.tstc.edu), click on Quick Links - Student Handbook.

**Student transcript will be provided at the student’s request.**

# Withdrawing or Dropping a Dual Enrollment Course

Students enrolled in the dual enrollment program **are** college students. College credit and high school graduation credit will be earned at the same time. You are working toward completion of coursework that will be on your college transcript. **This is a permanent, official college record that will strongly influence future financial aid and college/university application submissions, etc.** It is very important that you understand how final grades in dual enrollment courses can affect your future.

**Failure to withdraw from a course or failing a course will affect your academic future. Do not enroll if you are not committed to staying in the course, studying and passing the courses.**

Should it become necessary to drop a dual enrollment course, the student is required to submit a signed Course Schedule Change (withdrawal/drop) form on or before the established deadline. Withdrawal/Drop deadlines can be obtained by calling 956.364.4321. Remember, all dual enrollment students **are** college students and are responsible for submitting a Course Schedule Change (withdrawal/drop) form on or before the established deadlines. **No exceptions.**

## Students Moving/Leaving the High School

If a student fails to withdraw according to the college withdraw/drop dates and guidelines and/or does not complete a dual enrollment course at the college, he/she will earn an “F” in the course. Therefore, if you are aware of any situation that may interfere with your ability to complete the college semester, you should not enroll in the dual enrollment course.



# Dual Enrollment Checklist

## I. Apply for admission to the college

You may apply at [www.harlingen.tstc.edu](http://www.harlingen.tstc.edu).

A completed application is required to enroll in college courses.

Select 2DCP... for program of study.

- Complete mandatory student and parent orientation
- Complete the Individual Approval Form signed by student, parent and ISD official
- Submit official high school and/or college transcript(s)
- Submit Current Bacterial Meningitis Vaccination Record
- Submit qualifying test scores
- Complete/submit Achieve Texas college plan
- Sign and remove Dual Enrollment Handbook Agreement/Receipt Form  
*This form is found on page 21 of this handbook.*
- Submit Registration Permit

**Note: All enrollment forms must be completed and submitted by designated deadlines. (See page 16 for more information.) Please be aware that enrollment into a college course is not guaranteed.**

## 2. Placement Testing

In order to take academic classes at any public college or university in Texas, students must pass or be exempt from the **THEA, Accuplacer, Compass or Asset** test. Students are exempt if they have the following scores on the TAKS, SAT, or ACT:

<b>TAKS</b> (10th or 11th Grade)	<b>SAT</b>	<b>ACT</b>
Writing: 3	Combined Verbal & Math Score: 1070	Composite Score: 23
ELA: 2200	Verbal: 500 (minimum)	English: 19 (minimum)
Math: 2200	Math: 500 (minimum)	Math: 19 (minimum)

In order for Juniors and Seniors to take technical classes, students must attempt the Accuplacer, THEA, Compass or Asset test or have exempt TAKS scores.

If a student is not exempt, he/she must register and take an approved TSI test (Accuplacer, THEA Compass or Asset). For more information, call the Counseling and Advisement Office at 956.364.4310. For THEA registration visit Web site at [www.thea.nesinc.com](http://www.thea.nesinc.com).

Texas Success Initiative (TSI) Criteria				
<b>Exam Name</b>	<b>Composite</b>	<b>Math</b>	<b>Writing</b>	<b>Reading</b>
THEA	N/A	240	220	230
Accuplacer	N/A	75	80/5 (Essay)	78
Asset	N/A	38	40/5 (Essay)	41
Compass	N/A	39	59/5 (Essay)	81
ACT	23	19	N/A	19
SAT	1070	500	N/A	500
TAKS (10th or 11th Grade)	N/A	2200	3 (Essay)	2200

### 3. Mandatory Student and Parent Orientation

All dual enrollment students and their parents **MUST** complete a mandatory Student and/or Parent Orientation Program. Student orientation must be completed online while parent orientation may be completed online or sponsored/arranged by and held at the respective ISD locations. Attendance Verification Forms signed by both the student and his/her parent or legal guardian will be required. TSTC staff will orient the parents and students on what this dual enrollment opportunity should mean to them, and their respective responsibilities in relation thereto. In cases of extreme hardship, the high school Counselor will be responsible for attaining the parental signature and assuring that the parent/guardian is aware that their student is taking dual enrollment courses and that the parent has been oriented to the rules and responsibilities thereof.

### 4. Tuition

#### **For Dual Enrollment students:**

TSTC Harlingen will continue to support free-of-charge dual enrollment courses on our campus; however, such offerings of academic and technical courses will only be available for dual enrollment credit between the college hours of 8:00 to 10:00 a.m. and from 1:00 to 3:00 p.m. Some exceptions for special technical programs will be approved to run outside these designated block time periods, i.e., Certified Nurse Assistant (CNA).

Any college courses taken by high school students outside of these two “blocks” of time will be considered as “concurrent” enrollment, and full costs of tuition and fees will be charged by the College. Such tuition and fee expense must be borne by either the student or the ISD.

This rule does not apply to college courses taught face-to-face on the ISD campuses (by regular or adjunct faculty) or those courses delivered by ITV from our campus studios.

This rule also does not apply to TSTC Harlingen online courses, as qualified by their section coding. Virtual College of Texas (VCT) and TxVSN courses will be charged as “concurrent” enrollment, and will be assessed full tuition and fees.

*\*Tuition and fees will not be waived for students who have taken a class more than twice as a result of having dropped, failed, or withdrawn from a class.*

## 4. Tuition (continued)

### For Concurrent Enrollment students:

A concurrent enrollment student is a student who takes a course on his/her own for college credit only. The student is responsible for tuition and fees. Students must show proof of residency for tuition purposes. (Use parent's latest IRS tax form) Once the student has paid for courses, take a copy of the schedule to the bookstore to purchase required textbooks, tools and supplies.

### For Articulated Credit students:

Students can earn credits at TSTC through dual enrollment, concurrent enrollment and Advanced Technical Credit (ATC) articulation. TSTC participates in the ATC program set up by the Texas Education Agency and the Texas Higher Education Coordinating Board. To learn more about Texas' ATC program, visit this Web site: <http://www.atctexas.org/>. Students take articulated credits in high school and provided they meet the ATC requirements, can request to transfer those courses into a technical program major at TSTC. Students must bring their final high school transcript to the TSTC dual enrollment office for review within 15 months of their high school graduation. By blending articulated credits with dual/concurrent enrollment credits, it is possible to save a lot of time and money and graduate with a certificate or degree from TSTC in a relatively short period of time. There are many options for students to continue into bachelor's degree programs after graduating from TSTC and the job market is bright for TSTC graduates. In fact many TSTC graduates wind up with employers who help pay for the rest of their education.

## 5. Verify Registration

When students pick up their college schedules in the fall, spring and summer, they must verify that the requested college classes are correct. If there are any changes needed, please notify the high school counselor immediately.

Students must be aware of **deadlines** (see page 16) for completed applications, new student and parent orientations, TSI testing, registration and withdrawal from a classes. (See checklist on page 12)

Upon registration, students will be assigned an official TSTC e-mail account (MyMail) to which the college will send electronic communications and from which students must reply.

# Dual Enrollment Deadlines

**Students are encouraged to apply well before the deadlines.**

Dual Enrollment Deadlines		
Semester	Completed Application	Registration Permit
Fall	3rd Monday of June	4th Friday of August
Spring	3rd Monday of October	3rd Monday of December
Summer	1st Monday of May	1st Monday of May

**Failure to submit test scores, completed applications, and registration permits will delay or prevent registration for that particular semester.**

Note: Deadlines for Registration Permit for Fall, Spring and Summer are subject to change.



# Testing Standards

## **Partial Exemptions Accepted**

### **TSTC Accuplacer Passing Standards**

Reading 78+ • Math 63+ • Writing 80+ • Essay 5+

Students may only test (Accuplacer) once a month per subject.

### **ACT Passing Standards**

English 19+ • Math 19+ • Composite 23+

### **Asset Passing Standards**

Reading 41+ • Math 38+ • Writing 40+ • Essay 5+ (6 exempts from Writing)

### **Compass Passing Standards**

Reading 81+ • Math 39+ • Writing 59+ • Essay 5+

### **SAT Passing Standards**

Critical Reading 500+ • Math 500+ • Composite 1070+

### **THEA Passing Standards**

Reading 230+ • Math 240+ • Writing 220+

### **Exemption Standards - TAKS**

Math 2200+ • Language Arts 2200+ • Writing 3+

Note: 10th or 11th grade TAKS scores accepted

### **Prerequisite Reading 0200**

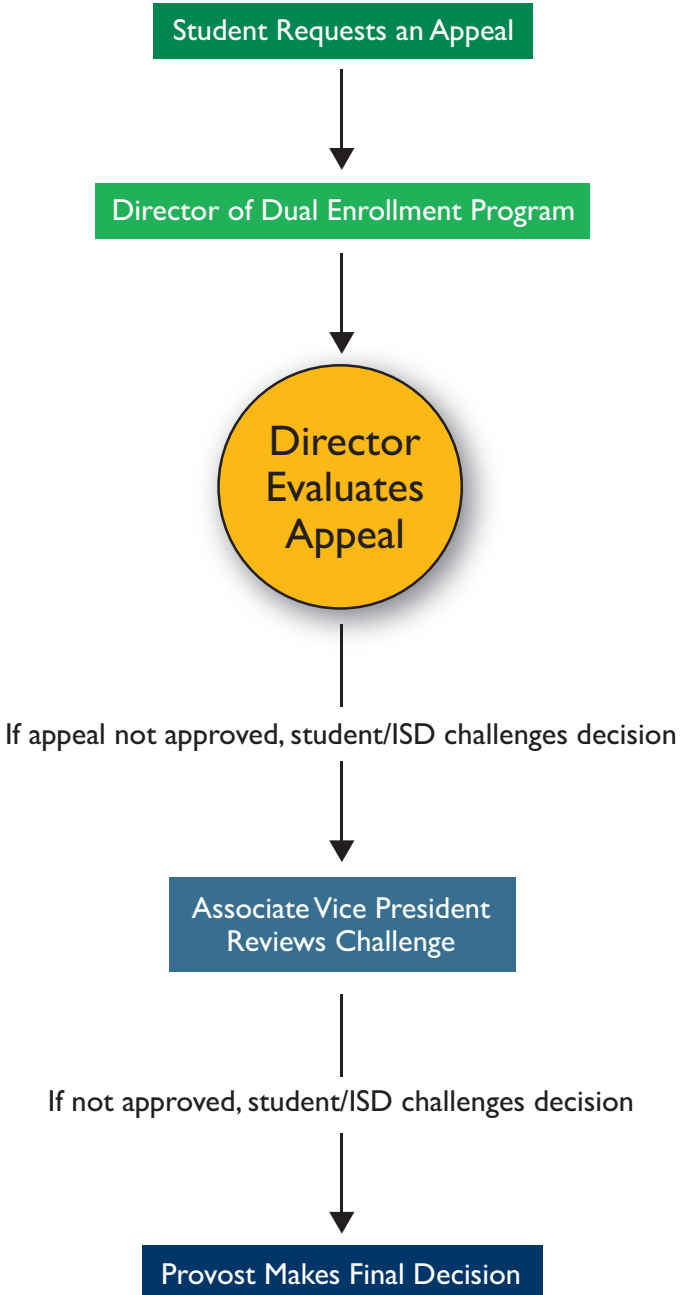
If student does not meet requirements as specified by the Accuplacer score, the student must take prerequisite course.

Below is a listing of Academic Course Testing Standards. Not all Academic courses are listed. All academic courses require a minimum 78 in Reading Accuplacer.

<b>Course Number</b>	<b>Course Name</b>	<b>Passing Requirements Based on Accuplacer</b> <i>(Refer to "Testing Standards" for other qualifying exams and scores)</i>	<b>Prerequisite: Reading 0200</b>
ACCT 2401/2402	Principles of Accounting	Reading 78+	
ARTS 1301	Art Appreciation	Reading 78+	
ARTS 1303	Art History I	Reading 78+	
BIOL 1408	General Biology	Reading 78+	
BIOL 1409	General Biology	Reading 78+	
BIOL 2401	Anatomy & Physiology	Reading 78+	
BUSI 2301	Business Law	Reading 78+	
ECON 2301	Principles of Economics	Reading 78+	
ECON 2302	Principles of Economics Micro	Reading 78+	
ENGL 1301/1302	Composition I or higher	Reading 78+ AND Writing 80+	
ENGL 2321	British Literature	Reading 78+ AND Writing 80+	
ENGL 2326	American Literature	Reading 78+ AND Writing 80+	
ENVR 1401	Environmental Science	Reading 78+	
GOVT 2301	American Government	Reading 78+	
HIST 1301/1302	US History	Reading 78+	
MATH 1314	College Algebra or higher	Math 75+	
MATH 2312	Pre-Calculus Math	MATH 1314 Prerequisite	
MATH 2413	Calculus I	MATH 1316 OR MATH 2312 Prerequisite	
MUSI 1306	Music Appreciation	Reading 78+	
PHIL 1301	Intro. to Philosophy	Reading 78+	
PSYC 2301	General Psychology	Reading 78+	
SOCI 1301	Intro. to Sociology	Reading 78+	
SPAN 1311/1312	Spanish	Reading 78+	
SPCH 1311	Intro. to Speech	Reading 78+	
SPCH 1315	Public Speaking	Reading 78+	
SPCH 1318	Interpersonal Communication	Reading 78+	



# Appeal Process



# Dual Enrollment Handbook Agreement & Receipt Form

**Remove this page, sign it, and turn it in with completed forms to your high school counselor.**

I, \_\_\_\_\_,  
have received the Dual Enrollment Handbook and TSTC College Handbook.

1. I acknowledge that I have received, read and understood the contents of this booklet.
2. I agree to follow the guidelines presented in this booklet.
3. I understand that not following these guidelines could delay or prevent college registration, and may be grounds for withdrawal from college classes and placement into high school classes.
4. I understand, as a parent/guardian, that my child is enrolled in college classes that may require the student to leave the high school campus to attend college classes at Texas State Technical College Harlingen.
5. By signing this document, I have read and understood the Standards of Student Conduct and agree as a student, to be responsible for completing Texas Success Initiative approved testing (THEA, Accuplacer, Compass or Asset), filling out all forms, submitting all forms to the high school counselor, being aware of **deadlines**, and attending all college classes. I acknowledge that I will be held to the same standards as all college students enrolled at Texas State Technical College Harlingen.

\_\_\_\_\_  
Student Name (Please Print)

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
High School

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

# Registration Steps



1

Prospective Dual Enrollment Student

2

High School Counselor provides Dual Enrollment packet and student completes online TSTC application

3

Student and Parent/Guardian attend mandatory orientation

5

Take THEA or Accuplacer or submit proof of exemption (TAKS) to High School Counselor

4

Student and parent must carefully read Dual Enrollment and TSTC Student Handbook and sign the Handbook Receipt Form and submit to High School Counselor

6

Submit Individual Approval Form, Official High School and/or College Transcript(s), and qualifying test scores to high School Counselor

7

High School Counselor verifies student has completed Dual Enrollment Packet and submits by deadline

8

Student/Counselor selects and verifies college courses and submits Registration Permit to TSTC by deadline

9

Student checks with High School Counselor for required books, tools, and supplies

10

Dual Enrollment Student



# Contact Information

Texas State Technical College Harlingen • 1902 N. Loop 499 • Harlingen, Texas 78550  
956.364.4000 • 800.852.8784 • [www.harlingen.tstc.edu](http://www.harlingen.tstc.edu)

Admissions and Records	956.364.4320	Bookstore	956.364.4441
Support Services	956.364.4520	TSTC Library	956.364.4609
Testing Center	956.364.4310	Dual Enrollment	956.364.4321
TSTC Police	956.364.4220	TSTC Nurse	956.364.4305
TSTC Operator	956.364.4000	TSTC Helpdesk	956.364.5000

**For questions regarding dual enrollment, your first point of contact is your high school counselor.**

## Students with Disabilities

Texas State Technical College Harlingen is committed to ensuring that students with disabilities have the equal opportunity to participate in educational program and services in accordance with the requirements of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. Students seeking accommodations should self-disclose to the TSTC Support Services Office at 956.364.4520/voice or 956.364.4526/TTY to set up an appointment. Additional information regarding the differences between high school and college students with disabilities can be obtained by visiting the Support Services Web site at: <http://www.harlingen.tstc.edu/supportservices/Documents/pdf>

This publication is available in an alternative format by contacting TSTC Support Services at 956.364.4520.



## Statement of Equal Opportunity

No person shall be excluded from participation in, denied the benefits of or be subject to discrimination under any program or activity sponsored or conducted by Texas State Technical College Harlingen on the basis of race, color, national origin, religion, sex, age, veteran status, or disability.

Approved by President's Cabinet 1/19/10