

# Dual Enrollment Student & Parent Orientation





## **This presentation will cover the following:**

- Dual Enrollment Mission
- Dual Enrollment Benefits
- Dual Enrollment Guidelines
- Dual Enrollment Opportunities



## What is dual enrollment?

- Dual Enrollment is a program that gives a high school student the opportunity to take tuition-waived college courses while still in high school. Courses count as high school credit and college credit.



## What is concurrent enrollment?

- 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 and must show proof of residency.

# Mission



- Dual Enrollment provides a unique way to advance access and equity to higher education with the same standards and quality as are consistent with those established college-wide. Through our commitment, TSTC Harlingen will provide an accessible, affordable and flexible avenue for high school students to accelerate into post-secondary academic core and high-demand technical programs.





# The Benefits of Dual Enrollment



- Early college admission
- Exposure to college courses
- Course grade of 3.0 or above counts as an advanced measure for the Distinguished Achievement Program
- College Credit is awarded upon successful completion of a course.



# The Benefits of Dual Enrollment

- Course transferability (Technical Courses and Academic Core Courses)
  - Students can graduate with significant college hours, which could be applied towards a TSTC Certificate of Completion or Associate of Applied Science Degree (over 30 different programs at TSTC)
  - Students may transfer Academic Core courses to Texas public colleges or universities.
- Saves incredible amounts of time and money for students and parents. Each 3 hour course (book included) costs an average of approximately \$400.00.

# Eligibility



- Students must have completed the 10<sup>th</sup> grade, passed the 10<sup>th</sup> 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.

# Eligibility cont



- 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 or Asset test by achieving the minimum scores



# Eligibility for students 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, with no exceptions. Sophomores are limited to two courses per semester.



# Eligibility for students who request a third course

- 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.
- Student must be TSI compliant.
- The student must not have withdrawn, dropped or failed any classes under TSTC Dual Enrollment for the previous semester.
- A recommendation letter signed by the designated counselor and principal with Grade Point Average would need to be submitted with the request.
- Should an additional third class be approved by the VP of Academic Affairs for “exceptional” students, full tuition and fees charges will be assessed.
- A dual enrollment/concurrent student may not exceed three TSTC courses per semester. **NO EXCEPTIONS**



# Enrollment Checklist

- Apply for admission to the college
- Attend mandatory Student & Parent Orientation
- Complete the Individual Approval Form signed by student, parent and ISD official
- Submit official high school and/or college transcripts
- Submit qualifying test scores
- Complete and submit college plans
- Sign & remove Dual Enrollment Handbook Agreement/Receipt Form
- Submit Registration Permit
- Verify Registration



# Important Note

**Just because you meet the eligibility requirements for dual enrollment, does not mean you will receive a dual enrollment course.** It is very important you verify registration. A verbal confirmation from a counselor is not enough! Students must have an official TSTC schedule in hand before they attend any dual enrollment course whether on or off campus.

Some reasons for not getting a Dual Enrollment course:

- Student did not complete Dual Enrollment checklist before set deadline
- Class did not make (minimum of 10 students must be in class)
- Did not meet TSI requirements for course
- Class is full or has met it's capacity





# Tuition

- 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 – 10:00 AM and from 1:00 – 3:00 PM.
- 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 expenses must be paid by either the student or the ISD.
- 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.
- Concurrent students are assessed full tuition and fees.

# Texas Success Initiative (TSI)

Exam Name	Composite	Math	Writing	Reading
THEA	N/A	240	220	230
Accuplacer	N/A	75	80/6 (Essay)	78
Asset	N/A	38	40/5 (Essay)	40
Compass	N/A	39	59/5 (Essay)	81
ACT	23	19	N/A	19
SAT	1070	50	NA	500
TAKS (10 <sup>th</sup> or 11 grade)	N/A	2200	3 (Essay)	2200

Please refer to page 13 & 18 of your Dual Enrollment Student/Parent handbook





# Dual Enrollment Opportunities

- Dual Enrollment course availability depends on the school district agreement with TSTC and the student's individual high school graduation plan. Please check with your counselor to obtain this specific information.



# Dual Enrollment Opportunities

## Types of Dual Enrollment: Academic & Technical

- Academic CORE courses
  - For example, English, Mathematics, Science, Government, History, Social/Behavioral Science, Fine Arts, Humanities & Speech Communication.
- Engineering Technology
- Industrial/Manufacturing Technology
- Computer Information Systems
- Health Technology



# Advisement

- 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 does not advise students on course transferability.

# Student Conduct: Discipline & Academic Honesty





# Campus Participation

- Students must be scheduled so as to severely restrict any “free time” on the college campus. Students attending MWF or TTH should take two courses within the chosen time block of 8:00 – 10:00 am or 1:00 – 3:00 pm each semester in order to eliminate unsupervised time on the college campus. The 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 designated area. Any non-class time on campus must be controlled by a designated ISD monitor.



# 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.



# Dual Enrollment Responsibilities



- Dual Enrollment students must abide by the rules set forth in the TSTC Student Handbook (Handbook available online)
- Students may be responsible for some fees such as books and tools.
- Any fines such as parking tickets will cause a block on the student's account.



## Dual Enrollment Responsibilities

- Students are taught and graded the same way as college students. Grades are recorded on a permanent college transcript, which can strongly influence future Financial Aid/Scholarship and university applications. **It's important to be committed and do well!**
- Students with disabilities who require accommodations are required to self-disclose with the Support Services Office at 956.364.4520



## Dual Enrollment Responsibilities

- Grades/Schedules can be accessed on line by the student using MyTSTC.
- Dual Enrollment students can obtain TSTC ID cards, which can be used for the Learning Resource Center. Students will need to obtain a statement of charges at the Student Services Building. Take this document to the Student Center to obtain ID.



# Attendance

- Attending each class is imperative for college success. It's 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.



# Scholastic Standing

- The three Scholastic Standing categories are:
- Good Standing
- Scholastic Probation
- Scholastic Suspension



# Good Standing

A student in Good Standing maintains at least a 2.0 academic standard of progress for his or her Cumulative Grade Point Average & Term Grade Point Average



# Good Standing cont'

- Some school districts issue grades on a points system or a letter system. The grade system in college translates letter grades into Grade Point Average as follows:
  - A=4.0 GPA
  - B=3.0 GPA
  - C=2.0 GPA
  - D=1.0 GPA



# Scholastic Probation

- This designation is assigned to a student whose standard progress Cumulative GPA & Term GPA fall below 2.0
- 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 grade point average. The student may also be limited in the number of courses authorized for enrollment. *Should the student on probation perform below a 2.0 term GPA, he/she will be placed on Scholastic Suspension for one academic year.*



# Scholastic Suspension

- Occurs when a student on Scholastic Probation cannot maintain minimum academic standards.
- A student on Scholastic Suspension is NOT permitted to re-enroll in the College for one academic year. Students may appeal scholastic suspension to an instructional vice president. Students who re-enter the college after having been suspended will be placed on Scholastic Probation 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

# Withdrawing or Dropping a Dual Enrollment Course



- 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.
- Remember, all dual enrollment students are college students and are responsible for submitting a Course Schedule Change form on or before the established deadlines.
- **NO EXCEPTIONS**



# Learning Resource Center (LRC)

Here's a summary of the LRC's materials on hand to boost your IQ.

- Magazines
- Newspapers
- DVDs & Videos
- Flight Simulator
- Headphones
- Computers
- Software
- Scanners

You'll find over 90 computers there for you to use to complete your homework!





# Learning Resource Center (LRC)

## Hours of Operation

- Monday-Thursday 7:30 am to 8:00 pm
- Friday 7:30 am to 5:00 pm
- Saturday 10:00 am to 4:00 pm
- Sunday 1:00 pm to 4:00 pm
- Closed on Holidays



# Electronic Resources for Students





# E-Connections for Communication

The e-connections that empower TSTC students allow you to perform tasks quickly & gain easy access to relevant info and versatile resources:

- WebAdvisor
- MyMail/Mustang E-Blast
- Emergency Notification System (Everbridge)



# WebAdvisor

- WebAdvisor gives students access to databases where you can find class schedules and course information, view your academic profile including grades, request your official transcript and exchange e-mail with faculty or advisors.
- <https://my.tstc.edu/portal/main.html>



# Self-Service Password Utility cont'

Let's look at the instructions through the step-by step sequence

## Log In

- Enter your user name and password in the log-in box.
- The default password is the last six (6) digits of your student ID number
- If you have difficulty logging in, call:
- **THE HELPDESK** at 956.364.5000

# Self-Service Password Utility

- Before you log into WebAdvisor, you must successfully play the self-service password management system game. You may access the self-service password management system by going online to <https://sspu.tstc.edu>. Here, you will set up your challenge questions and change your password as you get your user name. After you get a user name, you may reset your password on your own if you forget



# You Got Mail!

You now have an official TSTC e-mail account.

- This account is the official e-mail address to which the College will send electronic communications and from which you must reply.
- You can see your assigned e-mail address through WebAdvisor.



## You Got Mail cont'

- All college faculty and staff use this e-mail address to communicate with you, so check your e-mail box often. You may forward your MyMail account to your personal e-mail account, but remember, if you need to respond to a college e-mail message, it must come from your MyMail account to be acknowledged. Do not respond from your private e-mail account.

# You Got Mail



- To access your MyMail account for the first time, go to: <http://mymail.tstc.edu/> and use your WebAdvisor login and password to get started.



# In Case of Emergency

- The Emergency Notification System will notify students and employees about emergencies that affect the campus. Potential messages could be associated with sudden, severe weather conditions; unexpected campus closures such as power failure, or a serious public safety threat. Notification methods include cell phone, text message, home phone or e-mail.



# In Case of Emergency

You must register for this service to avoid missing something important!

Directions: Go to <https://secure.harlingen.tstc.edu/ens>.

Log in using you WebAdvisor user name and password. Enter your contact information and set your contact priority. Accept the disclaimer at the bottom of the page and save your entries. Remember to update your personal data if there's a change to personal info.



# Guide to Student Privacy

Texas State Technical College  
Admissions and Records Office





# FERPA

Family Education Rights and Privacy Act of  
1974





# TWO KINDS OF RECORDS

- Directory information
  - Public Information
- Non-Directory information
  - Educational Record





# Exceptions to Education Records

Sole Possession Records

Law Enforcement Records

Employment Records

Medical Records

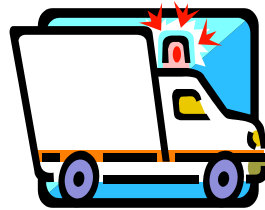
Alumni Records





# Exceptions to Disclose Education Records

- Health or Safety



**Emergency**

- Violation of the law and/or policy concerning use of alcohol or control substance.





# Four Primary Rights:

- Inspect and review education records
- Seek to amend education records
- Have some control over the disclosure of information from education records
- File a complaint with the FERPA office in Washington D.C. concerning alleged failures by TSTC to comply with FERPA regulations.



# What rights do parents have?

- By obtaining the signed, written consent of the student

Or

- By establishing the student's dependency status as defined by the Internal Revenue Service Code



# Establishing Dependency Status

- Obtain written request from parents
- Verify dependency on Income Tax Return
- Notify the student of intent to disclose



# **Admission and Records Contact Information:**

**1-800-852-8784**



# Certificate of Attendance

Texas State Technical College  
Dual Enrollment Program

certifies that

\_\_\_\_\_  
Name of Dual Enrollment Student (please print)

and/or

\_\_\_\_\_  
Parent/Legal Guardian (please print)

Has successfully completed

2011-2012 Dual Enrollment  
Student and Parent Orientation

Dual Enrollment Student Signature: \_\_\_\_\_

Grade Level: \_\_\_\_\_

Parent/Legal Guardian Signature: \_\_\_\_\_

School ID: \_\_\_\_\_

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

Date: \_\_\_\_\_

DOB(mm/dd/yr): \_\_\_\_\_



**Thank you**

**Contact Information:**

**Clarisa de la Fuente**  
**Director**  
**364-4188**

**David Basler**  
**Coordinator**  
**364-4134**

