

Dual Enrollment Student Handbook

2016-2017



Introduction

Texas State Technical College (TSTC) 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 5,000 students into technical pathways by working with high schools throughout the state.

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, we want to welcome you and hope you find the information in this handbook beneficial in assisting you to navigate your college experience. We are committed to providing you with the best services possible and want to make sure your experience at TSTC is an enjoyable and rewarding one.

Wishing you much success!

The Dual Enrollment Staff

Mission

In keeping with the TSTC Mission Statement, the TSTC Dual Enrollment Team is designed to collaborate with secondary institutions (Texas Independent School Districts and High Schools) to provide high school students with dual credit opportunities aligned with TSTC's technical programs of study.

Dual Enrollment Contact Information

Colleen Shannon

Dual Enrollment Office
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colleen.shannon@tstc.edu
3801 Campus Drive
Waco, TX 76705
Serves: North Texas, Waco, Williamson Co.

Clarisa de la Fuente

Dual Enrollment Office
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1902 N. Loop 499
Harlingen, TX 78550
Serves: Fort Bend Co., Harlingen

Michelle Ates

Dual Enrollment Office
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Rene Ralston

Dual Enrollment Office
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Sweetwater, TX 79556
Serves: Abilene, Breckenridge, Brownwood,
Sweetwater



Benefits And Objectives of TSTC Dual Enrollment

Saves You Money

Dual Enrollment students can complete a technical pathway of their choice at a low tuition cost. This dramatically reduces the cost of a college education. You will be required to purchase books and supplies as outlined in the course syllabus.

Saves You Time

When you complete your technical pathway while you are in high school, you can shorten the time it takes to earn a Certificate I, Certificate II or Associate of Applied Science degree at TSTC.

Convenient

College courses are available at some high school campuses through a credentialed instructor, on site at a TSTC campus, or through a Distance Learning class taught by a TSTC instructor.

Student Success

Hands-on education in a technical field can help you gain the confidence and study skills needed to succeed in college and in your career.

Enrollment Eligibility

Prior to enrolling in a Dual Enrollment pathway, high school students must demonstrate eligibility to participate in technical courses in compliance with THECB Chapter 4-Subchapter D and TSTC rules.

If you have questions, please contact your local Dual Enrollment Office.

Tuition for Dual Enrollment Students

All Dual Enrollment students will be charged an annual \$50 administrative fee for a maximum of four courses per academic year including summer semester.

Students are responsible for books and materials. Please reference your local high school's specific dual credit textbook policies. Either the high school or

the student will be responsible to obtain the latest adopted editions of required textbooks/materials on or before the first day of the college class.

Building and information technology access will be the responsibility of the owner/provider of that infrastructure, including access to web-based curriculum materials.

Please note: 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. In addition, this special Dual Enrollment tuition does not apply to high school students who wish to take a third class within the course of an academic semester.

Academic Advising

Texas State Technical College believes 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 pathway while attending high school should meet with their high school counseling office.

A TSTC Dual Enrollment Advisor is working with your school to provide these opportunities, and they are also available to meet with an individual student at their ISD upon request through their high school counseling office.

Student Conduct: Discipline & Academic Honesty

Dual Enrollment students attending classes on a TSTC campus will be treated as college students. Dual Enrollment students must abide by the Code of Student Conduct outlined in the current TSTC Student College Catalog & Student Handbook. Dual Enrollment students will be dismissed for disruptive behavior, excessive unexcused tardiness and/or absenteeism and referred to their high school principal or designee for disciplinary action. Dual enrollment students that have a free period while on a TSTC campus will not be monitored and the ISD



holds TSTC harmless for any death, personal injury, property damage, and /or campus disruption caused by the ISD or their students. TSTC is not responsible for Dual Enrollment students leaving TSTC grounds.

All regular academic policies applicable to courses taught at TSTC shall also apply to all Dual Enrollment courses including the Scholastic Standing System and its applicable consequences.

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.tstc.edu

Scholastic Standing

Good Standing

Student maintains at least a 2.0 grade point average (GPA). Standards of progress are measured with the student's TSTC cumulative GPA and term GPA. Grading will follow the course syllabus and is approved by TSTC policy.

Scholastic Probation

Student in good standing whose 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 a Dual Enrollment Advisor 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

This 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 at TSTC the following semester. Students may appeal scholastic suspension (please ask your Dual Enrollment Advisor for that information should the need arise). 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. Instructors establish their own attendance policies (listed on the course syllabus) and each policy must be followed precisely. Missing too many days from class could result in failure based upon the instructor's participation policy.

Please note: High school breaks and holidays may not correspond to the college calendar. Dual Enrollment students are to abide by the TSTC 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/ sickness/death in the family/etc., the student is responsible for communicating with his/her instructor in order to work out an alternative plan for submission of work. Attendance requirements are detailed in an instructor's course syllabus.

Inclement Weather

It is the responsibility of the student to check with TSTC personnel to determine if classes are being held when there is inclement weather.

Transportation

TSTC assumes no obligation/responsibility for transportation of students to and from the TSTC campus/ training facilities.

Legal Guardians' Access to Education Records According to FERPA

TSTC complies with the Family Educational Rights and

Privacy Act and informs students of their rights under this act.

When a student reaches the age of 18 or begins attending a postsecondary institution (regardless of age) FERPA rights transfer from the parent/guardian to the student. This means that only the student can request their academic information, such as grades and transcripts.

The two exceptions are as follows:

- If the student has signed a release of this information and provides a copy to the Admissions and Records Office
- If the guardian provides a copy of their tax return showing the student is a dependent

For further details regarding FERPA visit www.tstc.edu.

For these reasons: student transcripts will be provided at the student's request. Students can request their official TSTC transcripts via TSTC WebAdvisor or in person at a TSTC campus.

Students Moving/ Leaving High School

If a student leaves an ISD and fails to withdraw from a course according to the college withdraw/drop guidelines (and/or does not complete a dual enrollment course at the college), he/she will earn an "F" in the course. This grade becomes part of the student's permanent college record.

Therefore, if you are aware of any situation that may interfere with your ability to complete the college semester, you should contact your high school counselor or Dual Enrollment Advisor before enrolling.

Withdrawing or Dropping a Dual Enrollment Course

Students enrolled in Dual Enrollment 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.

Failure to withdraw from a course or failing a course can affect your academic future. Do not enroll if you are not committed to staying in the 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. Withdrawal/Drop deadlines and form can be obtained by calling your local dual enrollment office. No exceptions!

Counseling, Disabilities and Health Services

Students in Dual Enrollment courses will have access to the same or comparable support services that are afforded college students on the main campus. TSTC is responsible for ensuring timely and efficient access to such services (e.g., counseling and health), and to other benefits for which the student may be eligible, including disability and support services. Services such as these may require a signed student and/or parent consent form in order to receive services.

It is the responsibility of Dual Enrollment students, and their parents/legal guardians or sponsoring agents to provide students health and accident insurance. They must hold TSTC harmless and waive any claims (past, current or future), they may have for any death, personal injury, property damage, or accidents involving students or visitors while on the TSTC campus or off campus instructional site locations.

Students with disabilities who require accommodations will be required to self-disclose with the TSTC Counseling and Disabilities Office. If you have any questions or concerns regarding this topic, please contact the Counseling and Disabilities Office at your local campus.

The Difference Between High School and College for Students with Disabilities

High School

Applicable Laws

- I.D.E.A. (Individuals with Disabilities Education Act)
- Section 504, Rehabilitation Act of 1973
- I.D.E.A. is about success

Required Documentation

- I.E.P. (Individual Education Plan) and/or 504 Plan
- School provides evaluation at no cost to the student.
- Documentation focuses on determining whether the student is eligible for services based upon specific disability categories in I.D.E.A.

Self-Advocacy

- Student is identified by the school and is supported by parents and teachers.
- Primary responsibility for arranging accommodations belongs to the school.
- Teachers approach the student if they believe he/she needs assistance.

Parental Role

- Parent has access to student records and can participate in the accommodation process.
- Parent advocates for student.

Instruction

- Teachers may modify/alter curriculum and pace of assignments.
- The student is expected to read short assignments that are then discussed and often re-taught in class.
- The student seldom needs to read anything more than once; sometimes listening in class is enough.

College

Applicable Laws

- A.D.A. (Americans with Disabilities Act of 1990, Title II)
- Section 504, Rehabilitation Act of 1973
- A.D.A. is about access

Required Documentation

- High school I.E.P. and 504 are not sufficient.
- Documentation guidelines specify information.
- Student must get evaluation at own expense.
- Documentation must provide information on specific functional limitations and demonstrate the need for specific accommodations.

Self-Advocacy

- Student must self-identify to the Office of Counseling and Disabilities.
- Primary responsibility for self-advocacy and arranging accommodations belongs to the student.
- Professors are usually open and helpful, but most expect you to initiate contact if you need assistance.

Parental Role

- Parent does not have access to student records without student's written consent.
- Student advocates for self.

Instruction

- Professors are not required to modify/alter assignment deadlines.
- The student is assigned substantial amounts of reading and writing which may not be directly addressed in class.
- The student will need to review class notes, text and material regularly.

High School

Grades and Tests

- I.E.P. or 504 plan may include modifications to test format and/or grading.
- Testing is frequent and covers small amounts of material.
- Makeup tests are often available.
- Teachers often take time to remind you of assignments and due dates.

Study Responsibilities

- Tutoring and study support may be a service provided as a part on an I.E.P. or 504 plan.
- The student's time and assignments are structured by others.
- The student may study outside of class as little as zero to two hours a week and this may be mostly last-minute test preparation.



FERPA

The Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. 1232 g(d) states that generally speaking, parents of children who attend or have attended a school or facility that receives funding have rights under FERPA. When a student turns 18 years old or enters a post-secondary institution at any age, all rights afforded to parents under FERPA transfer to the student ("eligible student"). However, FERPA provides ways in which a school may - but is not required to - share information from an eligible student's

College

Grades and Tests

- Grading and test format changes (i.e. multiple choice vs. essay) are generally not available.
- Accommodations to how tests are given (extended time, test proctors) are available when supported by disability documentation.
- Make-up tests are seldom an option; if they are, the student needs to request them.
- Testing is usually infrequent and may be cumulative, covering large amounts of material
- Professors expect the student to read, save and consult the course syllabus (outline); the syllabus spells out exactly what is expected of the student, when it is due and how the student will be graded.

Study Responsibilities

- Tutoring does not fall under Disability Services; students with disabilities must seek out tutoring resources as they are available through the Office of Student Success.
- The student manages his/her own time and completes assignments independently.
- The students needs to study at least two to three hours outside of class for each hour in class.

education records with parents without the student's consent.

For example: schools may disclose education records to parents if the student is claimed as a dependent for tax purposes. Schools may disclose education records to parents if a health or safety emergency involves their son or daughter. Schools may inform parents if the student (under the age of 21) has violated any law or policy concerning the use or possession of alcohol or a controlled substance.

Helpful General Information

National Council on Disability

www.ncd.gov/resources

Department of Assistive and Rehabilitative Services

www.dars.state.tx.us

TSTC Disability Services

www.tstc.edu/admissions/disabilityservices

Helpful General Financial Aid Information

Financial Aid for Students through the U.S. Department of Education's Office

www.ed.gov

The Financial Aid Information Page

www.finaid.org

TSTC Office of Financial Aid

www.tstc.edu/financialaidaid

Texas State Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award Associate Degrees and Certificates of Completion. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Texas State Technical College.

The Southern Association of Colleges and Schools Commission on Colleges should be contacted only if there is evidence that appears to support TSTC's significant non-compliance with a requirement or standard related to accreditation. Normal inquiries about TSTC, such as admission requirements, financial aid, educational programs, etc., should be addressed directly to Texas State Technical College and not to the Commission's office.

Equal opportunity shall be afforded within Texas State Technical College to all employees and applicants for admission or employment regardless of race,

color, gender, religion, national origin, age genetic information, disability or veteran status. TSTC will make reasonable accommodations for persons with disabilities. TSTC's policy is that, in all aspects of its operations, each person with a disability shall be considered for admission or access to or treatment or employment in its programs and activities in accordance with Part 84 of Title 45, the regulation implementing Section 504 of the Rehabilitation Act of 1973.

TSTC reserves the right to limit the enrollment of any program and to make any changes in the provisions of this catalog when such action is deemed to be in the best interest of the student or TSTC. TSTC reserves the right to change any of this catalog's provisions, without notice or obligation, in keeping with the policies of the Board of Regents and in conformance with the laws of the State of Texas. This catalog is not a legal document and does not constitute a contract between TSTC and the user.