NORTH EAST INDEPENDENT SCHOOL DISTRICT
8961 Tesoro Drive – San Antonio, TX 78217

Academic Dual Credit Handbook
2015 – 2016

NEISD does not discriminate on the basis of race, color, national origin, sex or age in its programs and activities.
December 2014

Dear Parents and Students,

North East high schools will be offering Dual Credit classes to juniors and seniors for 2015 - 2016.

Below are the remaining steps that must be completed to enroll successfully in the Dual Credit Program:

**Steps 1 and 2 and 3** must have been completed as outlined in the ApplyTexas Handbook.

Next, read this handbook. Not reading this handbook could result in missing a Dual Credit opportunity.

**Step 4:** Meet the testing eligibility requirements of the college. (SAT, ACT, TSI, PSAT [10th grade]) Prior to taking the TSI test, students must view the PAA (if not TSI exempt) provided by Alamo Colleges at: http://www.neisd.net/curriculum/SchImprov/ccr/college-bound-resources.html

New Dual Credit students must view the Go FAARR PowerPoint at the above website.

02/28/15* Deadline to take the TSI for the first time at a North East District campus

03/21/15* Deadline to take the TSI re-test at a North East District campus

04/20/15 Deadline to take the TSI test for the first time at Alamo Colleges

06/11/15 Deadline to take the TSI re-test at Alamo Colleges

*It is the student’s responsibility to adhere to the home campus’s TSI test schedule or seek assistance from the student’s counselor for alternate options.

**Step 5:** 03/04/15** Submit the Dual Credit Checklist (pp. 8-10). Keep a copy of the stamped receipt (p. 8) as proof of your DC packet submission.

**Step 6:** 06/04/15 Verify the D designation at the end of your course number on your 2015-2016 student schedule. Verify your Dual Credit courses on your Alamo Colleges ACES account (prior to the first day of school) at: https://aces.alamo.edu/cp/home/displaylogin

**These dates were established in collaboration with the Alamo Colleges and are the official North East deadlines.**

We are excited to offer Dual Credit courses and hope that these instructions make the enrollment process easier for you. The attached handbook is designed to guide, inform, and support you through the enrollment process.

The completed Dual Credit Checklist paperwork must be submitted on or before March 4. Specific testing and registration information is available in this 2015-2016 Dual Credit Handbook for your convenience.

Please take the time to read the detailed instructions carefully. It will also be available online on your campus web page. If you have any additional questions, please call your high school Dual Credit Counselor.

Sincerely,

Dual Credit Counselor
### What is Dual Credit?

Dual Credit allows a high school student to earn college credit and high school credit concurrently. Academic Dual Credit is awarded through San Antonio College. Career and Technology Dual Credit is awarded through St. Philip’s College and Palo Alto College.

### What is the difference between Academic and Workforce Education Course Manual (WECM) Dual Credit?

*Dual Credit offerings are contingent upon staffing. Also, teachers must meet the eligibility requirements of the college.*

<table>
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<tr>
<th>Types of Dual Credit</th>
<th>Explanation</th>
<th>Credit Awarded</th>
<th>Eligibility</th>
<th>Other Considerations</th>
</tr>
</thead>
</table>
| **Academic Dual Credit (DC)** | • Most academic dual credit courses will be accepted at 2-year colleges and 4-year universities.  
• Courses that cover all high school TEKS as well as equivalent college curriculum.  
• Courses that allow students to earn high school and college credit concurrently. | • High school graduation credit is awarded based on student performance.  
• Most academic dual credits linked to a Texas college common course number will transfer to any Texas public college or university.  
• College credit is awarded at the discretion of the receiving institution.  
• Students must request a college transcript in order for college credits to be evaluated and/or awarded at a college or university. | • Students must qualify for admission to the college or university and register by the deadline.  
• Students must officially be classified as eleventh or twelfth graders.  
• Students may not take more than two dual credit courses per semester. | • Dual credit courses can only be taught by high school teachers who also qualify as adjunct faculty* (master’s degree with at least 18 hours in the content area) at the college or university with which the district has established a Memorandum of Understanding (MOU).  
• Students are awarded the grade earned from the college as a letter grade using the District letter equivalent for the actual numerical grade received. (Policy EHDD Local):  
  o 100 – 90 = A  
  o 89 – 80 = B  
  o 79 – 70 = C  
  o 69 – 0 = F |
| **Workforce Education Course Manual (WECM) Dual Credit** | • Most WECM dual credit courses will be accepted at 2-year colleges.  
• Career Technology courses that cover all high school TEKS as well as equivalent college curriculum at the specific 2-year college awarding credit.  
• Courses that allow students to earn high school and 2-year college credit concurrently. | • High school graduation credit is awarded based on student performance.  
• Most WECM credits linked to a 2-year college common course number will transfer to a 2-year college offering that course.  
• College credit is awarded at the discretion of the receiving institution.  
• Students must request a college transcript in order for college credits to be evaluated and/or awarded at a 2-year college. | | • WECM courses can only be taught by high school teachers who also qualify as adjunct faculty* (bachelor’s degree or master’s degree) at the college or university with which the district has established an MOU.  
• Students are awarded the grade earned from the college as a letter grade using the District letter equivalent for the actual numerical grade received. (Policy EHDD Local):  
  o 100 – 90 = A  
  o 89 – 80 = B  
  o 79 – 70 = C  
  o 69 – 0 = F |
Where do the credits transfer?

Credits can be applied to an associate's degree at a community college with which the district has established an MOU. Credits might transfer to other colleges or universities. It is up to the accepting college/university to determine whether Dual Credit coursework will be honored. It is up to the student to request an official college transcript through his/her ACES student account (Students should Log On to ACES; How to Log On to ACES sheet is available on the last page of the ApplyTexas Handbook.)

How do Dual Credit and Advanced Placement differ with regard to awarding college credit?

Dual Credit is awarded to students when they earn a passing grade in the course. The college credit is reflected on the transcript from the college with which the district has established an MOU. It is up to the accepting college/university to determine whether Dual Credit coursework will be honored. Advanced Placement (AP) is awarded to students at the discretion of the receiving institution based on Advanced Placement test scores of 3 or higher, depending on the institution. It is up to the accepting college/university to determine how the AP credit will be awarded. Students must pay for each AP exam. Exams are offered in May of each school year. (Go to: [https://apstudent.collegeboard.org/creditandplacement/search-credit-policies](https://apstudent.collegeboard.org/creditandplacement/search-credit-policies) and enter the University name to locate course equivalents for AP exam scores.)

How many Dual Credit classes can students take per year?

Students can take a total of two Dual Credit courses per semester. Students must be classified as either juniors or seniors.

How much does Dual Credit cost?

Tuition and fees are waived for up to two courses per semester. Students may receive an automated message from the college requesting payment. Disregard this message. This fee does not apply to high school Dual Credit students.

How do Dual Credit courses impact rank and advanced measures?

Dual Credit courses with an AP designation have a weighted rank factor of 1.29. If the Dual Credit course does not have an AP designation, the weighted rank factor is 1.15. A student in Dual Credit will earn one DAP advanced measure for each Dual Credit course per semester grade of a B or higher, except for math, theatre, and some Career/Tech courses which earn one DAP advanced measure for the entire year.

If a student is already in Dual Credit, what does he/she need to do for next year?

Students should complete pp. 8-10 with student and parent signatures, and check their prior year’s scores with the Dual Credit Counselor to ensure eligibility for desired Dual Credit courses. If a student is only taking one year-long course and is no other DC course, the student must complete the ApplyTexas application ([www.applytexas.org](http://www.applytexas.org)). If a student is in Dual Credit Semester 1, but is not in it for the entire Semester 2, the student must complete the ApplyTexas application again and meet all Dual Credit deadlines. If a student has made an F and has been removed from Dual Credit, the student may not be in Dual Credit for the following year.

If a student applied and did not qualify, does he/she need to complete another application the following year?

Yes. If a student does not qualify, the application does not remain on file. The student must submit a new application.

What is the process for dropping or withdrawing from a Dual Credit class?

Prior to the Census Date (a date specified by the college as the official student enrollment date), a student must simply inform his/her counselor. No Dual Credit Drop Form from the student is needed before the Census Date. After the Census Date, a student must complete a North East Drop Form and must complete the SAC Drop Form so the withdrawal from the Dual Credit course can be properly processed. Failure to complete both drop forms could result in an F on a student’s college transcript.

What are the consequences of dropping a Dual Credit course at the beginning of the semester?

For high school Dual Credit courses, changes and/or drops can occur only within the first ten days of the semester. After the Census Date, a penalty will be reflected on the student’s college transcript.
What are the consequences of dropping a Dual Credit course after the first ten days of a semester and prior to the official Last Day to Withdraw or drop date?

Alamo Colleges and NEISD publicize a specific Last Day to Withdraw date each semester. Withdrawals after the Census Date and prior to the official Withdrawal date will result in a withdrawal (W) on the student’s college transcript. A W has no academic consequences; however, if a student has more than the 6 allowed Ws in his/her college career, a student’s admission to college and/or financial aid could be affected.

What are the consequences of dropping a Dual Credit course after the official Last Day to Withdraw/Drop date?

Withdrawals after the official drop-date will result in a failing grade on the student’s permanent college transcript and will affect the college grade point average.

If I drop the course after the Last Day to Withdraw deadline or fail the course, will that grade disappear from my college transcript?

No. The grade earned in a Dual Credit class is a part of a student’s permanent college record and will be computed in the student’s college GPA.

How does the credit transfer?

After students have completed the Dual Credit course(s), the high school will send final grades to the awarding college. Students must first request that a transcript be sent from the high school to SAC, Palo Alto, or St. Philip’s. Students must then request that SAC, Palo Alto, or St. Philip’s send a transcript to the college/university of their choice. They make this request by logging on to their ACES account.

How do I know if the grade I made in my Dual Credit class is correctly recorded on my college transcript?

Students should Log On to their ACES account at the end of each semester using the instructions on the last page of this Handbook. Students must then verify that the grade on their account matches their report card grade. If it does not, the students should contact their Dual Credit teacher/counselor immediately.

Whom do I contact if I have questions?

For questions, first contact your high school Dual Credit Counselor.

Ray Hernandez
Dual Credit Director, San Antonio College
210-486-0177
Dual Credit at San Antonio College: http://www.alamo.edu/main.aspx?id=5138

Tamara Anderson
Dual Credit Program Coordinator
210-486-0897
Dual Credit at San Antonio College: http://www.alamo.edu/main.aspx?id=5138

Tami Shaw
NEISD College and Career Readiness Coordinator
210-407-0319
tshaw@neisd.net

Justin Missildine
NEISD Career Tech Program Coordinator
210-407-0300
jmissi@neisd.net
Step 4: Meet Testing Eligibility Requirements

The Texas Success Initiative (TSI) is mandated by Texas law to ensure that students enrolled in Texas public colleges possess the academic skills needed to perform effectively in college-level coursework. TSI includes a testing component designed to identify and provide diagnostic information about each student’s reading, mathematics and writing skills of each student.

If a TSI assessment test identifies deficiencies in reading, mathematics, or writing skills, state law requires the student must participate in a developmental program in the area of deficiency when the student enrolls at a Texas college or university.

**Students must receive qualifying test scores on the TSI assessment or qualify for a TSI Exemption to be eligible for Dual Credit.** Students may take the TSI Test at their high school campus. Prior to taking the TSI test, students must view the Test Prep for TSI slides provided by Alamo Colleges at: [http://www.neisd.net/curriculum/SchImprov/ccr/college-bound-resources.html](http://www.neisd.net/curriculum/SchImprov/ccr/college-bound-resources.html)

Testing dates will be provided by each campus. Students must do the following:

- Sign-up in the Counseling Office
- Provide student ID # and Banner ID#
- Submit payment by the campus deadline prior to test day ($20 for entire test)
- Be classified as a sophomore or a junior in order to test
- Arrive on time on test day and bring student ID

All required documentation must be received by the North East District published Academic Dual Credit deadline of March 4, 2015. Acceptance into the Dual Credit Program will be determined based on meeting the submission deadlines and the minimum eligibility requirements of the college.

Incomplete Dual Credit Checklists will not be considered for admission.
### TSI

Students are required to take the TSI to meet minimum eligibility criteria for the course. (See following chart supplied by Alamo Colleges.)

#### TSI Exemptions

A student is exempt from TSI requirements in all areas only if the student meets the following conditions for one of the tests indicated. Students may not combine scores from different administrations of the same test. Scores must not be older than three years.

- **ACT**: Composite of 23, minimum of 19, on both English and math sections.
- **SAT**: 1070 combined critical reading and math, minimum of 500 on both verbal and mathematics sections.

**Dual Credit eligibility for some courses**: PSAT - 107 combined critical reading and math, minimum of 50 on both verbal and mathematics sections. (For sophomores who are going to be juniors only.)

#### Alamo Colleges 2015-2016 Basic Skills Requirements for Placement

<table>
<thead>
<tr>
<th>Courses offered at NEISD</th>
<th>PSAT (can be used only to qualify sophomores going juniors) - this waiver is good for one year only and will not qualify students for junior to senior year</th>
<th>SAT</th>
<th>ACT</th>
<th>TSI</th>
</tr>
</thead>
<tbody>
<tr>
<td>English IV AP &amp; U.S. History AP (Eng 1301/1302, Hist 1301.1302)</td>
<td>Combined score = 107+ Critical Reading = 50+ Math = 50+</td>
<td>Combined score = 1070+ Critical Reading = 500+ Math = 500+</td>
<td>Composite Score = 23+ English 19+ Math 19+</td>
<td>Writing 363+ w/Essay score 4 OR Essay score of 5 alone Read: 351+ + complete assessment on file</td>
</tr>
<tr>
<td>AP Biology (Bio 1406/1407) General Biology</td>
<td>Combined score = 107+ Critical Reading = 50+ Math = 50+</td>
<td>Combined score = 1070+ Critical Reading = 500+ Math = 500+</td>
<td>Composite Score = 23+ English 19+ Math 19+</td>
<td>Writing 363+ w/Essay score 4 OR Essay score of 5 alone Read 351+ Math 343+</td>
</tr>
<tr>
<td>AP Biology (Bio 2401/2402) Human Anatomy &amp; Physiology I &amp; II</td>
<td>PSAT cannot be used to qualify</td>
<td>Combined score = 1070+ Critical Reading = 500+ Math = 500+</td>
<td>Composite Score = 23+ English 19+ Math 19+</td>
<td>Writing 363+ w/Essay score 4 OR Essay score of 5 aloneRead 351+ TSI Math 350+</td>
</tr>
<tr>
<td>College Algebra (Math 1414) (Pre-calculus/STEM track)</td>
<td>Combined score = 107+ Critical Reading = 50+ Math = 50+</td>
<td>Combined score = 1070+ Critical Reading = 500+ Math = 500+</td>
<td>Composite Score = 23+ English 19+ Math 24+</td>
<td>Writing 363+ w/Essay of 4 OR Essay of 5 alone Read 351+ Math 350+</td>
</tr>
<tr>
<td>AP Statistics (Math 1442)</td>
<td>Combined score = 107+ Critical Reading = 50+ Math = 50+</td>
<td>Combined score = 1070+ Critical Reading = 500+ Math = 500+</td>
<td>Composite Score = 23+ English 19+ Math 24+</td>
<td>Writing 363+ w/Essay of 4 OR Essay of 5 alone Read 351+ Math 343+</td>
</tr>
<tr>
<td>Pre-Calculus Pre-AP (Math 2412)</td>
<td>PSAT cannot be used to qualify</td>
<td>Combined score = 1070+ Critical Reading = 500+ Math = 561+</td>
<td>Composite Score = 23+ English 19+ Math 26+</td>
<td>Writing 363+ w/Essay of 4 OR Essay of 5 alone Read 351+ Math 350+ + Accuplacer CLM 85+ + Prerequisite of 1414 or SAC dept. approval</td>
</tr>
<tr>
<td>AP Calculus AB/BC (Math 2413/2414)</td>
<td>PSAT cannot be used to qualify</td>
<td>Combined score = 1070+ Critical Reading = 500+ Math = 620+</td>
<td>Composite Score = 23+ English 19+ Math 28+</td>
<td>Writing 363+ w/Essay of 4 OR Essay of 5 alone Read 351+ Math 330+ + Accuplacer CLM 103+</td>
</tr>
</tbody>
</table>

There are no minimum required scores for Drama 1310, Spanish 1411/1412, or American Sign Language 1301/1302. However, one complete assessment must be on file. There is a TSI requirement for Spanish 2311/2312 (R=351+, M=350+, W=363+ and Essay of 4 or Essay of 5 alone) if students have not taken Spanish 1411/1412.
In order to register for the TSI test, you MUST have completed the following steps:

- View the PAA (if not TSI exempt) provided by Alamo Colleges at: http://www.neisd.net/curriculum/SchlImprov/ccr/college-bound-resources.html
- Complete the ApplyTexas application at www.applytexas.org
- Sign up in the Counseling Office by completing the form below.

**High School Campus TSI Dates and Time:**

<table>
<thead>
<tr>
<th>Date:</th>
<th>Time:</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

Submit this form to the Counseling Office for TSI registration and $20 prior to the TSI test.

Last Name: _________________________   First Name: _________________________
Student ID#: _________________________   Date of test: ________
Banner ID#: _________________________
Grade Level: _____   DOB: ___/___/____ *High school test site: _______________
Payment option:   Circle one:          Money order   Check   Cash

*For sites other than your home campus, contact your counselor.
No refunds if you are absent on the assigned test day.
Please bring a picture ID on the day of testing.

If you are unable to meet one of the NEISD test dates, please contact your DC Counselor for other possible options.

**North East District initial TSI testing should be completed by February 28, 2015.**
Step 5: Forms to Complete and Return

New and Returning Student Dual Credit Checklist

Students must submit this document to their dual credit counselor by March 4, 2015, along with the documents indicated in the checklist box.

I give permission for my son/daughter to be enrolled in the Dual Credit Program for the 2015 – 2016 school year. I understand that courses will be more academically challenging than traditional high school courses. (Please use blue or black ink to complete this form.)

Last Name: ______________________________ First Name: ______________________________

Student ID#: ______________________________ Student’s Grade Level in 2015 - 2016: _______

Course Name #1: ____________________________ Course Name #2: ____________________________

Please provide the information in the box below:

Banner ID is: ____________________ (Retrieved from ACES website: https://aces.alamo.edu/cp/home/displaylogin)

New and Returning Student Checklist

(Returning students do not need to re-apply on www.applytexas.org unless they do not complete the entire year in Dual Credit (see p. 3), but they must complete pp. 8-10 and submit. Returning students may need to take the TSI for a higher qualifying score for a specific course.)

☐ This page signed/dated by student and parent (p.8)
☐ A copy of your Alamo Colleges Dual Credit Consent Form (pp. 9-10)
☐ A stamped copy of this page must be retained by the student as proof of packet submission.

Student signature verifies the completion of GoFAARR PPT.at:
http://www.neisd.net/curriculum/SchImprov/CCR/college-bound-resources.html

_______________________________________________  ______________  ________________________
Student’s Signature  Date  Parent’s Signature

By signing, I give permission to NEISD to release an “Official Copy” of my AAR (transcript) to San Antonio College/St. Philip’s/Palo Alto for the purpose of registration in a Dual Credit course. I acknowledge that I have read this entire Handbook and the FAQs on pp. 2-4, including the Withdrawal Procedure, and I understand the advantages and consequences of taking a Dual Credit course. I further acknowledge and understand that I must maintain a stamped copy of this form as proof of packet submission.

I understand it is my responsibility to log on to my ACES account the week prior to the first day of school to check that I am enrolled in the correct DC course(s).

Dual Credit
Official
Receipt Stamp

Counselor’s/counseling official’s signature initials  ____________________________ Date: ____________
I understand that I must maintain a stamped copy of this form as proof of packet submission.
Dual Credit Program Student/Parent Consent Form

Banner ID: ____________________ Birth Date: __________ Entry Term: __________ SSN: __________

Indicate your Apply Texas Application ID# if you are entering this program as a first time student: ____________________

Please select one of the following:

[ ] Public School Student [ ] Home School Student* [ ] Private School Student [ ] Alamo Academy Student

High School/Organization Name: ____________________ High School ID: ____________________

Name: ____________________

(Please Print) Last: __________ First: __________ MI: __________

Mailing Address: ____________________ City: __________ State: __________ Zip: __________

Home Phone: __________ Cell Phone: __________

Parent/Student Consent for Release of Information and Participation in the Dual Credit program for the duration of the student’s high school career.

I, ____________________, and ____________________, understand

(Print: Parent/Legal Guardian’s Name) (Print: Student’s Name)

The College:

• Will be authorized to retrieve, request, and share the student’s high school records (to include a copy of the parent residency cards if necessary), transcripts, test scores and grades to determine eligibility. Information will be shared from high school to college and/or college to high school via email, fax or an electronic file.

• Will comply with the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99). All information provided to Alamo Colleges relating to educational records will be confidential and Alamo Colleges will not disclose, communicate or divulge, or permit disclosure, communication or divulgence, to another or use for their own benefit or the benefit of another, any confidential information, unless permitted by FERPA or required by the laws of the State of Texas.

• Will not permit the student to participate in the dual credit program if he/she fails to: submit an accurate online application through Apply Texas by the announced deadline, submit all other documents pertaining to residency to the appropriate person by the announced deadline(s), verify enrollment into the correct dual credit courses, and/or maintain satisfactory academic progress.

• Will provide final eligibility status to the high school dual credit liaison to complete the student’s file.

• Will use the provided Student.Alamo.edu email address to send information about the dual credit program.

• Will address errors, made by the College, that affected a student’s enrollment into courses.

I understand that:

• This form is valid for the duration of the student’s participation in the Dual Credit Program.

• Submitting this consent form and/or high school course card does not guarantee eligibility or enrollment into the program or selected courses. Eligibility and enrollment into the Dual Credit program and courses is dependent on a complete application packet submitted by the deadline and qualifying test scores for each course selected, as determined by the servicing college and high school.

• Courses will be more academically challenging than traditional high school courses, will include different requirements for each course, and will result in a separate grade for each course.

• Courses held on the college campus (all instructional methods apply) may contain a mix of both high school and traditional college students. Therefore, the subject matter of the course may be more complex and mature in nature and the expectation is that the student’s behavior and performance will be equivalent to that of a college student.

• My child may be enrolled in dual credit courses approved by the high school.

• Grades earned in dual credit become part of the student’s permanent academic record and will be reflected on the college transcript.

• Students have one academic year from date grade is issued to contest posted grade.

• Students who fail to verify enrollment in ACES, per each term’s Census Date for the College, cannot contest enrollment thereafter. The submission of a high school transcript will not be considered.
• Students must attend their Dual Credit class regularly and turn in all required assignments. Students may be withdrawn for lack of attendance and/or lack of progress. This attendance policy pertains to all students enrolled in any section of a dual credit course on any campus with the exception of homebound students. If for any reason my child is not attending the Dual Credit class at the high school regularly, he/she will be withdrawn from the class (includes students sent to alternative school and homebound students). Students underperforming are encouraged to drop the course before the drop date.
• My child will not be allowed to continue in the Dual Credit program if he/she earns a grade of D or F in a Dual Credit class.
• My child is responsible for knowing and adhering to the drop date deadlines for withdrawal on the Alamo Colleges academic calendar.
• My child must maintain a cumulative college GPA of 2.0 and remain in good standing at the high school to continue in Dual Credit.
• If a student plagiarizes a paper, or colludes or cheats in any dual credit class, the student will be subject to the disciplinary policies and procedures of the college. In some instances, severe cases may result in failure of the course and suspension from the dual credit program. Any disciplinary action will become part of the student’s education record with the college district.
• Courses are generally transferrable, however, it is not the college’s responsibility to ensure that the dual credit course(s) for which the student enrolls are transferable to the college/university the student plans to attend.
• If my child earns thirty or more college credits, he/she may be considered a sophomore at some universities and this could affect scholarships and other financial opportunities. It is my responsibility to check with the receiving institution to determine how dual credit hours are handled.
• The Texas Administrative Code allows the Dual Credit program for high school juniors and seniors. Exceptions may be made for sophomores if the high school validates the ninth grader’s proven progress in prior academics and a high degree of self-management, self-awareness and intention to assume responsibility for his/her own learning. Sophomore students are limited to one course each semester from the approved list of courses for sophomore students as determined by the college and high school.
• Tuition and fees will be waived for two courses (6-8 hours) for junior and senior level students. Tuition and fees will be waived for one course (3-4 hours) for sophomore-level students who have met the exception for admission.
• Students who choose to take regular college courses outside the dual credit program requirements will be admitted as Early Admit and responsible to meet all admission requirements for the program as well as pay full tuition and fees based on residency status for all courses.
• Students enrolling for dual credit at SPC will complete a course form.
• Students cannot participate in more than one dual credit or enrollment program. They must choose from one of the following: Regular Dual Credit, Dual Credit Academies, Dual Credit Early College, Phoenix or Early Admissions.

*Home and Private School Students:
I understand that:
• All of the statements above and below apply to all Home and Private school students.
• Once I have been accepted into the program, I must select up to two courses (up to 8 credit hours) as a junior or senior and up to one course (up to 4 credit hours) as a sophomore for which tuition will be waived.
• The course must have an equivalent (articulated) high school course and must be approved by the high school (or parent) and the college.
• All updates will be communicated through the email address provided on the Apply Texas application until a Banner ID is assigned; thereafter, the Student.Alamo.edu address will be use.

Academy Students:
• All of the above and below statements apply to all Academy students
• Will follow the curriculum of the Academy Program of Study

Student’s Signature
[Signature]

Date

Parent or Legal Guardian Signature
[Signature]

Date

High School Dual Credit Liaison/Dual Credit Counselor
Necol Harness, Counselor

Date
March 4, 2015

State law gives you the right to request, receive, and correct information about yourself collected on this form. Alamo Colleges do not discriminate on the basis of race, religion, color, national origin, sex, genetic identity, sexual orientation, veteran status, age, or disability with respect to access, employment programs or services.

4.12.13
This form is only for students with an active duty military parent.
### Step 6: Verify Course Schedule 2015 - 2016

Students should mark their calendars and make a note to check their course schedules in May of 2015. At this time, students will receive their 2015 – 2016 course schedules via the U.S. Postal Service. Students should ensure that their schedules reflect the course for which they are seeking Dual Credit enrollment. Students will **not** see a notation of the title “Dual Credit” on their schedules; rather, students will see the title of the course for which the student is seeking enrollment and a **D** listed on the end of the course number. For example, students applying for Dual Credit **U.S. History AP/DC** will see the course **4115D/U.S. History AP** on their schedules. Students should verify the **D designation** on the course number of their 2015-2016 student schedules. In addition, students should verify Dual Credit courses on their Alamo Colleges ACES account (prior to the first day of school) at: [https://aces.alamo.edu/cp/home/displaylogin](https://aces.alamo.edu/cp/home/displaylogin).