



# *Ronald Reagan High School*

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19000 Ronald Reagan Drive – SAN ANTONIO, TEXAS 78258-3914

# 2012 - 2013



# Dual Credit Handbook

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# North East Independent School District

8961 TESORO DRIVE – SAN ANTONIO, TEXAS 78217-6225

November 2011

Dear Parents and Students,

**Reagan High School** will be offering dual credit classes to **juniors** and **seniors** for 2012 - 2013. **Dual credit allows a high school student to earn college credit and high school credit concurrently.**

Below are the steps that must be completed to enroll successfully in the dual credit program:

- Step 1:** Review the dual credit timeline.
- Step 2:** Meet the testing eligibility requirements of the college. (SAT, ACT, THEA, etc.)  
**Last date to take the THEA at a North East District campus is 02/10/12 \***  
**Due date to re-test THEA at a North East campus is 02/25/12**  
**Due date to re-test THEA at Alamo Colleges (or at designated colleges on the THEA website) is 06/14/12**  
\*It is the student's responsibility to adhere to the home campus's THEA test schedule or seek assistance from the student's counselor for alternate options.
- Step 3** Complete ApplyTexas application for Fall 2012 dual credit admission at [www.applytexas.org](http://www.applytexas.org).  
**Due Date: 02/10/12**
- Step 4:** Obtain your Banner ID number at: <https://aces.alamo.edu/cp/home/displaylogin>  
**Due Date: 02/10/12**
- Step 5:** Submit the *Dual Credit Checklist* (pgs. 14-16)  
**Due Date: 03/02/12\*\***
- Step 6:** Verify that you have the dual credit course(s) in your 2012-2013 schedule.  
**Due Date: 06/07/12**

**\*\*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 where appropriate, provide step-by-step instructions to support you through the enrollment process.

The completed *Dual Credit Checklist* is due on or before **March 2**. Specific testing and registration information is available in this 2012-2013 *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

# Frequently Asked Questions

## 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.

## 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.*

Types of Dual Credit	Explanation	Credit Awarded	Eligibility	Other Considerations
<b>Academic Dual Credit (DC)</b>	<ul style="list-style-type: none"> <li>• Most academic dual credit courses will be accepted at 2-year colleges and 4-year universities.</li> <li>• Courses that cover all high school TEKS as well as equivalent college curriculum.</li> <li>• Courses that allow students to earn high school and college credit concurrently.</li> </ul>	<ul style="list-style-type: none"> <li>• High school graduation credit is awarded based on student performance.</li> <li>• Most academic dual credits linked to a Texas college common course number will transfer to any Texas public college or university.</li> <li>• College credit is awarded at the discretion of the receiving institution.</li> <li>• Students must request a college transcript in order for college credits to be evaluated and/or awarded at a college or university.</li> </ul>	<ul style="list-style-type: none"> <li>• Students must qualify for admission to the college or university and register by the deadline.</li> <li>• Students must officially be classified as eleventh or twelfth graders.</li> </ul>	<ul style="list-style-type: none"> <li>• 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 that the district has established a Memorandum of Understanding (MOU).</li> <li>• 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):               <ul style="list-style-type: none"> <li>○ 100 – 90 = A</li> <li>○ 89 – 80 = B</li> <li>○ 79 – 75 = C</li> <li>○ 74 – 70 = D</li> <li>○ 69 – 0 = F</li> </ul> </li> </ul>
<b>Workforce Education Course Manual (WECM) Dual Credit</b>	<ul style="list-style-type: none"> <li>• Most WECM dual credit courses will be accepted at 2-year colleges.</li> <li>• Career Technology courses that cover all high school TEKS as well as equivalent college curriculum at the specific 2-year college awarding credit.</li> <li>• Courses that allow students to earn high school and 2-year college credit concurrently.</li> </ul>	<ul style="list-style-type: none"> <li>• High school graduation credit is awarded based on student performance.</li> <li>• Most WECM credits linked to a 2-year college common course number will transfer to a 2-year college offering that course.</li> <li>• College credit is awarded at the discretion of the receiving institution.</li> <li>• Students must request a college transcript in order for college credits to be evaluated and/or awarded at a 2-year college.</li> </ul>	<ul style="list-style-type: none"> <li>• Students may not take more than two dual credit courses per semester.</li> </ul>	<ul style="list-style-type: none"> <li>• 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 that the district has established an MOU.</li> <li>• 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):               <ul style="list-style-type: none"> <li>○ 100 – 90 = A</li> <li>○ 89 – 80 = B</li> <li>○ 79 – 75 = C</li> <li>○ 74 – 70 = D</li> <li>○ 69 – 0 = F</li> </ul> </li> </ul>

### **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.

### **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.

### **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 classes 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 dual credit student will earn one DAP advanced measure for each dual credit course semester grade of a B or higher.

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

Students should complete pgs. 14-16 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 you were in Dual Credit Semester 1, but were not in it Semester 2, you must complete the ApplyTexas application again and meet all Dual Credit deadlines.

### **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. A new application must be submitted.

### **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 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. The withdrawal dates are listed in the chart below. **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?**

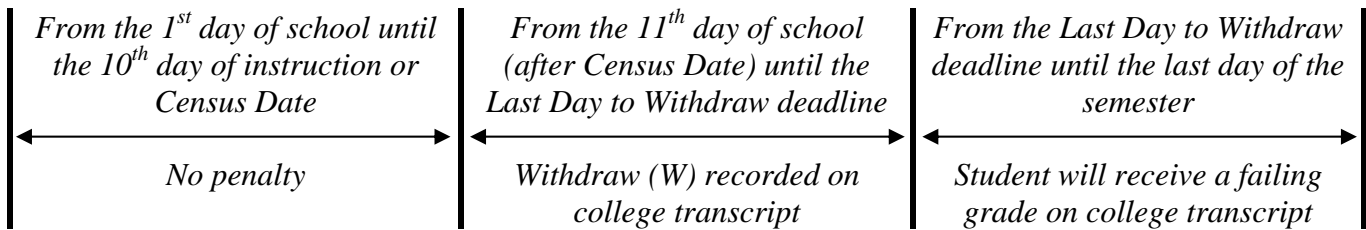
For high school dual credit courses, changes and/or drops can occur only within the first ten days of the semester. After the Census Date, a penalty will be reflected on the student's college transcript.

**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 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 college transcript.**



**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.

**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 can then request that SAC or St. Philip's send a transcript to the college/university of their choice.

**Whom do I contact if I have questions?**

**For questions, first contact your high school dual credit counselor.**

Ray Hernandez, M.A.

**Dual Credit Director, San Antonio College**

210-486-0911

Dual Credit at San Antonio College: <http://www.alamo.edu/main.aspx?id=5138>

Karlene Fenton, Ph.D.

**Dual Credit Director, St. Philip's College**

210-486-2761

Dual Credit at St. Philip's College: <http://www.alamo.edu/spc/academics/dual-credit/>

Tammy 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](mailto:tshaw@neisd.net)

# Step 1: Dual Credit Timeline

## New Students –

Deadline	Description
02/10/12	Meet the testing eligibility requirements of the college.
02/10/12	Last date to take the THEA at a North East District campus.*
02/10/12	Complete ApplyTexas application for Fall 2012 dual credit admission at <a href="http://www.applytexas.org">www.applytexas.org</a> .
02/25/12	Deadline to re-test THEA at a North East campus.
03/02/12	Submit pgs.14-16 with Consent Form to your counselor.*
06/07/12	Verify that you have the dual credit course(s) in your 2012-2013 schedule.
06/14/12	Deadline to re-test THEA at Alamo Colleges.

## Returning Students –

Deadline	Description
02/10/12	Check scores with your counselor to ensure eligibility.
03/02/12	Submit new qualifying scores only if necessary.*
03/02/12	Submit pgs. 14-16 with Consent Form to your counselor.*
06/07/12	Verify that you have the dual credit course(s) in your 2012-2013 schedule.
06/14/12	Deadline to re-test THEA at Alamo Colleges.

***The Dual Credit Checklist deadline is March 2, 2012.***

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

# Step 2: Meet Testing Eligibility Requirements

## The Texas Success Initiative

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 to 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 THEA test to be eligible for Dual Credit.**

Students must take the THEA Quick Test at their high school campus. Testing dates will be provided by each campus. Students must do the following:

- **Sign-up** in the Counseling Office
- **Provide their student ID #**
- **Submit payment by the campus deadline prior to test day**
- **Be classified as a sophomore or a junior in order to test**
- **Bring student ID and another form of ID on test day**
- **Arrive on time on test day**

Students who were in dual credit for 2011-2012 the **entire** year do not need to retest unless they need a higher qualifying score for a specific subject.

## THEA

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

### Alamo Colleges 2012-2013 Basic Skills Requirements for Placement

Courses offered at NEISD	ACCUPLACER with essay	SAT	ACT	THEA
For <b>ALL</b> Courses, including English IV Dual Credit (Eng 1301/1302, U.S. History 1301,1302), here are the <b>minimum</b> scores:	Reading = 78+ Elementary Algebra = 76+ Writing = 80+ Essay = 6+	Combined score = 1070 Critical Reading = 500+ Math = 500+	Composite Score = 23 English 19+ Math 19+	THEA IBT- 220+ and 3 THEA Quick- 220+ and 6
AP Biology (Bio 1406/1407) General Biology	Reading = 78+ Elementary Algebra = 72+ Writing = 80+ Essay = 6+	Combined score = 1070 Critical Reading = 500+ Math = 500+	Composite Score = 23 English 19+ Math = 26+	THEA IBT- 220+ and 3 <b>Plus Math &gt;230</b> THEA Quick- 220+ and 6 <b>Plus Math &gt;270</b>
AP Biology (Bio 2401/2402) Human Anatomy & Physiology I & II	Reading = 78+ Elementary Algebra = 72+ Writing = 80+ Essay = 6+	Combined score = 1070 Critical Reading = 500+ Math = 500+	Composite Score = 23 English 19+ Math = 26+	THEA IBT- 220+ and 3 <b>Plus Math &gt;180</b> THEA Quick- 220+ and 6 <b>Plus Math &gt; 270</b>
College Algebra (Math 1314) (Non pre-calculus track 1314)	Elementary Alg. = 86+	Math= 500+	Math 24+	THEA IBT- Math >270 THEA Quick- > Math 270
AP Statistics (Math 1442)	Elementary Alg. = 86+ Reading 78+	Math = 500+	Math = 24+	THEA IBT- Math >270 THEA Quick- Math >270
Pre- Calculus Pre-AP (Math 2412)  *must also have departmental approval at SAC	College Level Math= 85	Math= 561+	Math= 26+	THEA IBT- Math >270 THEA Quick- Math >270 <b>Plus 85 +</b> on Math ACCUPLACER (for IBT or Quick)
AP Calculus AB/BC (Math 2413/2414)  *must also have departmental approval at SAC	Elementary Alg. = 109+ College Level Math = 103+	Math = 620+	Math = 28+	THEA IBT- Math>270 THEA Quick- Math >270 <b>Plus 103 +</b> on Math ACCUPLACER (for IBT or Quick)

There are no minimum required scores for Drama 1310 and Spanish 1411/1412. Students must have *attempted* at least one of the above assessments and scores must be on file with San Antonio College to qualify.

### TSI Exemptions will be honored after viewing THEA score results.

#### 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.

- **ACT:** Composite of 23, minimum of 19, on both English and math sections. Scores must not be older than three years.
- **SAT:** 1070 combined critical reading and math, minimum of 500 on both verbal and mathematics sections. Scores must not be older than three years.
- **TAKS:** Minimum scale scores are determined by Alamo Colleges. Scores must not be older than three years. Dual credit counselors will review TAKS scores to determine if students qualify. NEISD encourages students to take the THEA since TAKS scores are not available until after the dual credit deadline.

# THEA REGISTRATION FORM

## *High School Campus THEA Dates and Time:*

Date:	Time:
December 10	8:00 a.m.
January 7	8:00 a.m.

***Submit this form to the counseling office for THEA registration along with \$29 prior to the THEA test.***

**Last Name:** \_\_\_\_\_ **First Name:** \_\_\_\_\_

**Student ID#:** \_\_\_\_\_ **Date of test:** \_\_\_\_\_

**Grade Level:** \_\_\_\_\_ **\*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.**

If you are unable to meet one of the NEISD test dates, please contact your DC counselor for other possible options. Scores must be sent directly from THEA (Evaluation Systems) to SAC; no other submission will be accepted.

***North East District initial THEA testing should be completed by February 10, 2012. The only re-test date offered in North East District will take place at a centralized location on February 25, 2012. Students may re-test at Alamo Colleges until June 14<sup>th</sup>. See your counselor for details.***

# Step 3: Apply for Fall 2012 Dual Credit Admission

*To ensure accuracy, read through step 2 in its entirety before proceeding.*

## Establish an Email Address

- If you do not have an email address, you must create one before you can proceed.
- You can obtain an email address at [www.yahoo.com](http://www.yahoo.com), [www.hotmail.com](http://www.hotmail.com), or [www.gmail.com](http://www.gmail.com).
- If you are unable to access your email account, please see your dual credit counselor.

## Log onto the ApplyTexas Web Page

- Go to the following: [www.applytexas.org](http://www.applytexas.org).
- Click on **Create a new account now**.

## Create Your Account Information

- Complete all items in the **My Profile** tab:
  - Full, legal name (*Suffix is the part of your legal name if it ends with: II, III, Jr. and/or Sr. LEAVE BLANK IF IT DOES NOT APPLY.*)
  - Date of Birth
  - Place of Birth
  - Gender
  - Ethnicity and Race
  - Current Grade Level
  - Are you a U.S. Citizen? (*If No, please complete the Non-U.S. Citizens section.*)
  - Email Address
  - Permanent Mailing Address and Phone Number (*Leave Country Code blank.*)
  - Current Mailing Address and Phone Number (*Complete this section even if it is the same as Permanent Mailing Address. Include the area code with your phone numbers. Do not use spaces or dashes.*)
  - Emergency Contact
  - **Password Information** (*Use your 7-digit North East student ID including the leading zero and add a D at the end of the number to complete the 8-digit requirement.*)
- Click on **Save Profile**.
- You will receive your username. Please record below and follow instructions to continue.

ApplyTexas Username: \_\_\_\_\_ (*Assigned to you through ApplyTexas*)

ApplyTexas Password: \_\_\_\_\_ (*School ID #*)

*(If you do not keep your username and password, you will not be able to access your application in the future.)*

## Create Your Application

- Click on the **My Applications** tab.
- Click on **Create a new application now**.
- Scroll down and click on **Create a new 2-year college admission application**.
- Go to **Search for a college from an alphabetical list**.
- For **Target College** select the college you will attend:
  - **Alamo CCD - San Antonio College**
  - **Alamo CCD - St. Philip's College**
- Click on **Continue**.

## Select a Semester

- For **Semester of Entry**, choose **Fall 2012** from the drop-down menu.
- Click on **Continue**.

## Select a School

- For **First Choice School**, you must select **Associate in Arts**.
- Click on **Continue**.

## Select a Major

- For **First Choice Major**, you must select **Liberal Arts – Dual CR student**.
- Click on **Continue**.

## Application Checklist

- Verify that the display indicates the correct college to which you are seeking enrollment.
- This page provides a list of items to complete the admissions process and a deadline (**NOTE: The posted deadline does not apply to dual credit students.**)
- The ApplyTexas deadline is **February 10, 2012**.
- The *Dual Credit Checklist* deadline is **March 2, 2012**.
- Click on **Continue to my application**.

## Biographical Information - Page 1

- Record your application ID Number

ApplyTexas Application ID # is: \_\_\_\_\_ (*Assigned to you through ApplyTexas*)

*(You MUST have this number to complete additional paperwork in the application process.)*

- Verify that **First Choice School** and **First Choice Major (Associates in Arts & Liberal Arts – Dual CR)** are correct.
- Proceed with completing or verifying questions 1-15. Answer any questions that are blank and that apply to you. (*Verify all information before saving this page.*)
  - **Question 1** - Enter your **Social Security Number**. (*The ApplyTexas directions will state that your social security number is not required; however, you will not be able to access your Banner ID without this information. Alamo Colleges ties your information to your social security number. If you do not have a social security number, please contact Michelle Aguirre in Enrollment Services [maguirre62@alamo.edu](mailto:maguirre62@alamo.edu). Your application will be considered incomplete if you do not provide a social security number or contact Alamo Colleges Enrollment Services Department for assistance. For questions, please see your dual credit counselor in the counseling office.*)

- **Question 14** - Indicate a valid email address. This will be the way the Alamo Colleges communicate with you in the future.
- Click on **Save Changes**.

### Educational Background - Page 2

- Proceed with completing or verifying questions 1-4.
  - **Question 1** - High School Attended
    - Enter full name of high school in **High School Name** and then click on **Perform High School Name Search**. Select the correct high school and click on **Return to the application form**.
    - Be sure to enter **Expected Graduation Date**.
    - Homeschooled – Answer **No**
  - **Question 2** - DO NOT answer.
  - **Question 3** - List ALL colleges or universities you have attended for dual credit. If you have NEVER attended any college or university, DO NOT ANSWER THIS SECTION.
  - **Question 4** – Under Academic Suspension Question, answer **No**.
  - Click on **Save Changes**.

### Educational Information - Page 3

- Answer all questions within Questions 1 – 3.
  - **Question 1** – If you do not know what Tech Prep is, answer **No**.
  - **Question 2** – Under **Admission Basis** select **dual credit receiving both high school and college credit** (*NOTE: You MUST select the provided answer for Question 2 to ensure that you are included in all dual credit reports.*)
  - **Question 3** – Under **Reason Attending**, select **Earn credits for transfer**.
  - Click on **Save Changes**.

### Residency Information - Page 4

***You may need your parent/legal guardian to help you answer questions regarding residency.***

*Accurately answering the residency questions is very important! Completing this information incorrectly could affect your acceptance into the Dual Credit Program. Read the questions carefully. **If the questions do not apply to you, do not answer them.***

#### Residency Information Pre-Screen

- **Question 1** - Answer **No** to Federal Income Tax filed as an Independent question.
- **Question 2** - Answer **Yes** to Federal Income Tax filed as a Dependent question.
- Click on **Save and Continue to Next Question**.

#### Residency Information

- **Question 1 - US Citizenship of parent** – If your answer to question 8 was **Yes** on page 1, this answer will be automatically provided. Skip to question 5. If your answer was **No**, answer questions 2-5.
- **Question 5 - Current residency of parent in Texas** – Answer **Yes**.
- **Question 6 - Years lived in Texas** – Answer **a** and **b**. (*If you are not sure of the number of years your parent/legal guardian has lived in Texas, but you have been here since birth, indicate your age. For “main purpose for being in the state,” most students select “establish/maintain” a home.*)

- **Question 7 - Military Info** – Answer **a** and **b**. *(If this does not apply to you, go to question 8. Answer Yes if active duty. If Yes, a Military Verification Form will need to be completed.)*
- **Question 8 - Do any of the following apply to parent?** You must complete at least one from a, b, or c.
  - Answer questions 9 and 10 - If your parent works in Texas, answer **Yes** to question a.
  - Answer **No** to question – “Did you graduate from HS or complete a GED from Texas?”
  - Click on **Save and Continue to Next Question**.
  - Fill in **General Comments** if necessary.
  - Click on **Save and Continue to Next Question**.
  - **Residency Section Complete** - Verify all information is correct.
  - Click on **Save Page and Continue with Application**.

#### Custom Questions for This Institution - Page 5

- **College Connection Application**. This question must be answered **No**.
- Click on **Save and Acknowledge Question**.
- Click on **Save and Complete this page**.

#### Certification and Payment Information

- **Certifications of Information** - Read the statements and check each box.
- **Financial Aid Information** - Disregard this portion.
- **Non-Discrimination Clause** - Read and move on.
- **Application Fee Information** – Read and move on.
- Click on **Save and Proceed to Application Submission**.

#### Submit Your Application

- Read the statement in the box.
- Locate your application ID number.
- At this point, you should have your username, password, and application ID number.
- Click on **Submit Application Now**.

#### Application Completed

- Verify that your screen indicates that you have successfully submitted your application.
- Obtaining your Banner ID is verification that your application has been received.

## Step 4: Obtain Your Banner ID Number

- Your application may take approximately a week to two weeks to be processed.
- **You will receive an email confirming that your application was submitted to Alamo Colleges.**
- **You will receive a second email confirming that your application was received by Alamo Colleges.**
- To access your Banner ID number, go to <https://aces.alamo.edu/cp/home/displaylogin>.
- Click on **Get My Banner ID Number**
- Enter your **last name** and the **last 4 digits of your social security number**.
- Once you receive your **Banner ID number**, print a copy for your records.
- Your **Banner ID number** is your verification that your application processed.
- You will need your **Banner ID number** to test with Alamo Colleges.
- Record your **Banner ID number** in the box below.

**Banner ID is:** \_\_\_\_\_ *(Retrieved from ACES website:*  
<https://aces.alamo.edu/cp/home/displaylogin>

***All required documentation must be received by the North East published deadline of March 2, 2012. 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.***

# Step 5: Forms to Complete and Return

## ***Dual Credit Checklist***

***Students must submit this document to their dual credit counselor by March 2, 2012, 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 2012 – 2013 school year. I understand that courses will be more academically challenging than traditional high school courses.

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Student ID#: \_\_\_\_\_ Student's Grade Level in 2012 - 2013: \_\_\_\_\_

Course Name #1: \_\_\_\_\_ Course Name #2: \_\_\_\_\_

Please provide the information in the box below:

**ApplyTexas Username:** \_\_\_\_\_ *(Assigned to you through ApplyTexas)*

**ApplyTexas Password:** \_\_\_\_\_ *(Student ID #)*

**ApplyTexas Application ID is:** \_\_\_\_\_ *(Assigned to you through ApplyTexas)*

**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 unless they do not complete the **entire** year in Dual Credit, but they must complete pgs. 14-16 and turn in.)*

- This page signed/dated by student and parent *(page 14)*
- A copy of your *Alamo Colleges Dual Credit Consent Form (pgs. 15-16)*

*Reminder: Returning students may need to take the THEA for a higher qualifying score for specific courses*

\_\_\_\_\_  
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 for the purpose of registration in a Dual Credit course. I further acknowledge that I have read the FAQs on pp. 3-5 including the Withdrawal Procedure, and I understand the advantages and consequences of taking a Dual Credit course.

Alamo Colleges

2012/2013Entering program as a:  1<sup>st</sup> Time Sophomore  1<sup>st</sup> Time Junior/Senior  Returning Student (Currently Enrolled)**Dual Credit Program 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 education 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 required documents to the appropriate person by the announced deadline(s), verify enrollment into the correct dual credit courses, and maintain satisfactory academic progress.
- Will provide assessment test scores results to the high school dual credit liaison to complete the student's file.
- Will use the provided [Alamo.edu](mailto:_____@alamo.edu) email address (es) to send information about the dual credit program.

**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 into the program or selected courses. Eligibility 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 and is 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 either the college campus or the high school campus 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.
- I agree that my child may be enrolled in dual credit courses approved by the high school.

- Grades earned in dual credit become part of the permanent academic record and will be reflected on the college transcript.
  - 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 checking 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 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 transferable 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: When a student enrolls in a regular college section that has not been designated by the college as a dual credit section under the dual credit program requirements, the student is responsible for full tuition and fees. Any dual credit Student residing outside the Alamo Colleges' Service Area is responsible for full tuition and fees.
  - Students who want to take college courses outside the dual credit program requirements will be admitted as Early Admit and will pay full tuition and fees for all courses.
  - Students enrolling for dual credit at SPC will complete a course form.
- \* Home and Private Schooled Students:  
I understand that:
- Once I have been accepted into the program, I must select courses from the Approved Dual Credit Course Listing to have the two courses (up to 8 hours) of college tuition waived.
  - Should I choose to step out of the Approved Dual Credit Course Listing, I will no longer be considered a Dual Credit student, my admission status will change to Early Admissions, and I will be responsible for the tuition and fees of each course I am scheduled to take.
  - All updates will be communicated through the email address provided on the ApplyTexas Application until a Banner ID is assigned; thereafter, the Alamo.edu address will be used.
- \* Academy Students:
- Will follow the curriculum of the Academy Program of Study

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Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

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Parent or Legal Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Michelle Tanner  
High School Dual Credit Liaison/Dual Credit Counselor

State law gives you the right to request, receive, and correct information about yourself collected on this form. The 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.

11.07.11

**This form is only for students with an active duty military parent.**

## MILITARY VERIFICATION FORM

Active duty military and members of the Texas Reserves or Texas National Guard, as well as their spouses and/or dependent children, stationed in Texas can qualify for in-state tuition and fees provided this form is completed and signed by the service member's Commander, Personnel Officer, or designated representative.

**THIS FORM MUST BE SUBMITTED ONCE PER ACADEMIC YEAR**

PLEASE CHECK ONE:     Active Duty     Military Dependent     Reservist  
Semester:    Fall    Fall Flex II    Spring    Spring Flex II    Summer I    Summer II   Year:

### SECTION I: SPONSOR INFORMATION THIS SECTION MUST BE COMPLETED

This verification certifies that the following individual is currently assigned to duty in Texas, and the same will be in effect at the time of enrollment.

NAME :     SSN:   
HOME OF RECORD:     STATE OF LEGAL RESIDENCE:   
BASE/POST/UNIT :     EXPIRATION DATE:

### SECTION II: DEPENDENT INFORMATION THIS SECTION MUST BE COMPLETED IF THE MILITARY DEPENDENT IS A STUDENT

This verification certifies that the following individual is the dependent of the above named military member.

NAME:     SSN

### SECTION III: SIGNATURE OF AUTHORIZED PERSONNEL THIS FORM IS NOT VALID WITHOUT THE SIGNATURE NOTED BELOW

The above information is correct according to military records.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
INSTALLATION

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
DATE

#### FOR OFFICE USE ONLY:

Residency Code: \_\_\_\_\_ Verification Code: \_\_\_\_\_ Term: \_\_\_\_\_ State: \_\_\_\_\_ Verified by \_\_\_\_\_

**1300 San Pedro San Antonio, Texas 78212-4299**  
*A College of the Alamo Community College District*

## Step 6: Verify Course Schedule 2012 - 2013

Students should mark their calendars and make a note to check their course schedules in May of 2012. At this time, students will receive their 2012 – 2013 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.