



Theodore Roosevelt High School

5110 WALZEM ROAD - SAN ANTONIO, TEXAS 78218 - 2194
Tel: (210) 356-2200 Fax: (210) 650-1291

2011 - 2012



Dual Credit Handbook



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December 2010

Dear Parents and Students,

Roosevelt High School will be offering dual credit classes to **juniors** and **seniors** for 2011-2012. 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 dual credit:

- Step 1:** Review the dual credit timeline.
- Step 2:** Apply for Fall 2011 dual credit admission at www.applytexas.org.
Due Date: 02/04/11
- Step 3:** Receive your Banner ID number.
Due Date: 02/15/11
- Step 4:** Meet the testing eligibility requirements of the college.
Due Date: 03/05/11*
- Step 5:** Submit the *Dual Credit Checklist Packet* with appropriate documentation.
Due Date: 03/07/11*
- Step 6:** Verify that you have the dual credit course(s) in your 2011-2012 schedule.
Due Date: 06/10/11

At the beginning of January, Roosevelt will be distributing a Dual Credit Handbook designed to guide and, where appropriate, provide step-by-step instructions to support you through the enrollment process.

We are excited to offer dual credit courses and hope that these instructions make the enrollment process easier for you. The complete *Dual Credit Checklist Packet* is due **March 7**. Specific testing and registration information is available in this 2011-2012 *Dual Credit Handbook* for your convenience. Please take the time to read the detailed instructions carefully. It will also be available online at the Roosevelt High School website at <http://www.neisd.net/roos>. If you have any additional questions, please call your dual credit counselors: Linda Howe 356-2266 or Sue Johnston 356-2235.

Sincerely,

Linda Howe and Sue Johnston
Counselors/Dual Credit Liaisons

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

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 or Palo Alto College, depending on the course.

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
Academic Dual Credit (DC)	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> 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): <ul style="list-style-type: none"> 100 – 90 = A 89 – 80 = B 79 – 75 = C 74 – 70 = D 69 – 0 = F
Workforce Education Course Manual (WECM) Dual Credit	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> 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 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. 	<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> 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): <ul style="list-style-type: none"> 100 – 90 = A 89 – 80 = B 79 – 75 = C 74 – 70 = D 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.

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. 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. 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.

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

Students should complete step 6 and check their prior year's scores with the dual credit counselor to ensure eligibility.

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

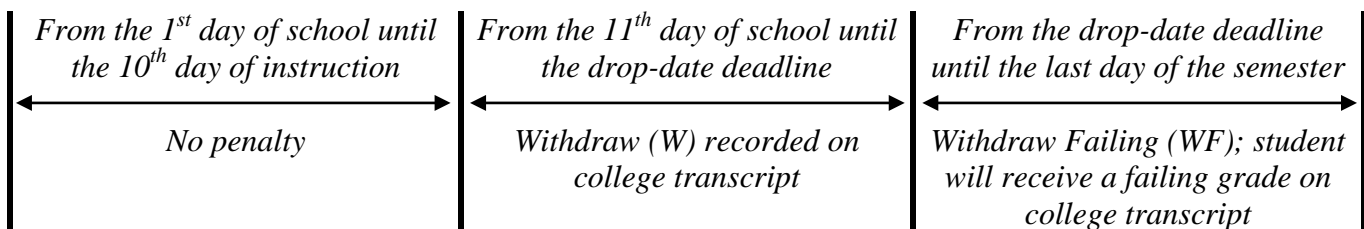
For high school dual credit courses, changes and/or drops can occur only within the first ten days of the semester. After the first ten days, a penalty will be reflected on the student's college transcript.

What are the consequences of dropping a Dual Credit course prior to the official drop-date?

Alamo Colleges publicize a specific drop-date each semester. Withdrawals after the first ten days and prior to the official drop-date will result in a withdrawal (W) on the student's college transcript.

What are the consequences of dropping a Dual Credit course after the official drop-date?

Withdrawals after the official drop-date will result in a failing grade on the student's college transcript.



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, St. Philip's, or Palo Alto send a transcript to the schools of their choice.

Whom do I contact if I have questions?

Sue Johnston or Linda Howe

Dual Credit Counselors

Phone numbers: 356-2235 or 356-2266

Email address: sjohns2@neisd.net or lhowe@neisd.net

Dual Credit at Roosevelt HS: <http://www.neisd.net/roos>

Ray Hernandez, M.A.

Dual Credit Director, San Antonio College

210-486-0911

Dual Credit at San Antonio College: <http://www.alamo.edu/sac/dc/>

Karlene Fenton

Dual Credit Director, St. Philip's College

210-486-2761

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

Marie Morgan

Interim Dual Credit Director, Palo Alto College

210-486-3365

Dual Credit at Palo Alto College: <http://www.alamo.edu/pac/>

Step 1: Application Timeline

The Dual Credit Checklist Packet deadline is March 7, 2011.

New Students

Deadline	Description
02/04/11	Apply for Fall 2011 dual credit admission at www.applytexas.org .
03/05/11	Meet the testing eligibility requirements of the college.*
03/07/11	Submit the <i>Dual Credit Checklist Packet</i> with appropriate documentation.*
06/10/11	Verify that you have the dual credit course(s) in your 2011-2012 schedule.

Returning Students

Deadline	Description
02/04/11	Check scores with your counselor to ensure eligibility.
03/05/11	Submit new qualifying scores.*
03/07/11	Submit dual credit course request form.
06/10/11	Verify that you have the dual credit course(s) in your 2011-2012 schedule.

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

Step 2: Apply for Fall 2011 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, www.hotmail.com, or 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.
- 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 6-digit North East student ID without the leading zero.*)
- 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.)

NOTE: Students will receive an automated email entitled "Your ApplyTexas Profile" to confirm profile was submitted. This email is NOT verification that the application has been submitted.

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 - Palo Alto College**
 - **Alamo CCD - St. Philip's College**
- Use the chart below to determine which college you will attend.

DUAL CREDIT COURSE	HIGH SCHOOL	COLLEGE
English IV AP	Roosevelt	San Antonio College
US History AP	Roosevelt	San Antonio College
Pre-Cal Pre-AP	Roosevelt	San Antonio College- Pending Teacher Approval
College Algebra	Roosevelt	San Antonio College- Pending Teacher Approval
Biology AP	Roosevelt	San Antonio College- Pending Teacher Approval
Business Information Management I	Roosevelt	San Antonio College
Business Information Management II	Roosevelt	San Antonio College
Computer and Internetworking Technologies I	Roosevelt	St. Philip's College- Pending Teacher Approval
Computer and Internetworking Technologies II	Roosevelt	St. Philip's College- Pending Teacher Approval
Engineering Mathematics	Roosevelt – Engineering and Technologies Academy	St. Philip's College- Pending Teacher Approval
Electronics	Roosevelt – Engineering and Technologies Academy	St. Philip's College- Pending Teacher Approval
Automotive Technology I and II	Roosevelt	St. Philip's College

- Click on **Continue.**

Select a Semester

- For **Semester of Entry**, choose **Fall 2011** from the drop-down menu.
- Click on **Continue.**

Select a School

- For **First Choice School**, select **Associate in Arts.** (*If you are enrolling in an Alamo College academy, select Associate in Applied Science or Certificate of Completion.*)
- Click on **Continue.**

Select a Major

- For **First Choice Major**, 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 4, 2011.**
- The *Dual Credit Checklist Packet* deadline is **March 7, 2011.**
- 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** 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. You will not be allowed to take the ACCUPLACER without your Banner ID. 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. 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 they 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** – 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.
 - 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.
- Record all three in the box below.

ApplyTexas Username: _____ *(Assigned to you through ApplyTexas)*

ApplyTexas Password: _____ *(Student ID #)*

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

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

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

- Click on **Submit Application Now**.

Application Completed

- Verify that your screen indicates that you have successfully submitted your application.
- Print a copy of this screen for your records.
- Print a copy of this screen to submit to your counselor.
- Click on **Go to my applications**.

Step 3: Receive Your Banner ID Number

- Your application will take approximately 48 hours 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 take the ACCUPLACER.
- Record your **Banner ID number** 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>)*

*(You MUST have these numbers to complete additional
paperwork in the application process.)*

All required documentation must be received by the North East published deadline of March 7, 2011. 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 Checklist Packets will not be considered for admission.

Step 4: 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 required the student to participate in a developmental program in the area of deficiency when the student enrolls at a Texas college or university.

Students who cannot provide proof of TSI exemption where college-level basic skills are required must take a placement test prior to enrollment in the Alamo Colleges. The Alamo Colleges administer the ACCUPLACER for purposes of assessment.

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 five years.
- **SAT:** 1070 combined critical reading and math, minimum of 500 on both verbal and mathematics sections. Scores must not be older than five years.
- **TAKS:** Minimum scale score of 2200 on the math section and/or a minimum scale score of 2200 on the ELA section, with a written composition score of at least 3. Scores must not be older than three years.

ACCUPLACER

For students who do not meet TSI exemption criteria, the Alamo Colleges offer the ACCUPLACER. Students are required to take the ACCUPLACER to meet minimum eligibility criteria for the course.

ACCUPLACER	St. Philip's College	San Antonio College	Palo Alto
English	SS 80+ and Essay 5+	80+ and 6 on WSAM + eligible for college-level reading	SS 80+ and Essay 6+
Reading	78+	78+	78+
Math	Elementary Algebra 76+	Math 1314, 1414, 1324, 1442 or college-level math requirement EAR ≥ 100; Math 1316, 1348, 2412 CLM ≥ 85	Elementary Algebra 100+

If students must take the ACCUPLACER, they must do so on or before the March 5 testing deadline to meet the March 7 *Dual Credit Checklist Packet* deadline. For students' convenience, the ACCUPLACER will be offered at each high school campus. If the students choose to take the test, they will miss approximately 4 periods and will be held responsible for any work missed.

Students must register and pay for the ACCUPLACER. Space for ACCUPLACER administration is limited and is offered on a **first come, first served** basis. In order to sign-up, **they must have applied online** www.applytexas.org. The ACCUPLACER will cost **\$15 cash**. No other method of payment is available. Please have the exact amount.

Students wishing to take the ACCUPLACER at their high school must do the following:

- **Sign-up** in the Counseling Office
- **Provide their**
 - **ApplyTexas ID**
 - **Password**
 - **Banner ID #**
- **Submit Payment by February 7.**

Students who were in dual credit for 2010-2011 for the entire year do not need to retest unless they need a higher score for a specific subject.

Students can also test daily at any of the Alamo Colleges by appointment. If they test at a site other than their high school, **they must take a copy of their scores** to the dual credit counselor at their high school.

For details regarding date/ location and to make an appointment, students should contact one of the following:

*San Antonio College Assessment Center at 210-486-0444
Northwest Vista Assessment Center at 210-486-4346
Northeast Lakeview College Assessment Center at 210-486-5177
St. Philip's College Assessment Center at 210-486-2830
Palo Alto College Assessment Center at 210-486-3444*

Testing should be completed by March 5, 2011, in order to meet the Dual Credit Checklist Packet deadline of March 7, 2011. If students test at a site other than their high school, they must submit their scores to their dual credit counselor.

ACCUPLACER Practice Websites

http://www.testprepreview.com/accuplacer_practice.htm

<http://professionals.collegeboard.com/profdownload/accuplacer-sample-questions-for-students.pdf>

Other Considerations

For students failing to meet the minimum eligibility requirements, the following test scores may be considered to meet **placement** eligibility for a specific course. Scores must not be older than three years.

- **English:**
 - ACT: Composite of 23, minimum of 19, on Reading/English.
 - SAT: 1070 combined critical reading and math with minimum of 500 on verbal section
 - TAKS: minimum scale score of 2200 on the ELA section with a written composition score of at least 3
- **Reading:**
 - ACT: Composite of 23 with minimum of 19 on Reading/English
 - SAT: 1070 Combined critical reading and math with minimum of 500 on verbal section
 - TAKS: minimum scale score of 2200 on the ELA section with written composition score of at least 3
- **Mathematics**
 - ACT: Composite of 23 with minimum of 19 on mathematics; 24 for College Algebra
 - SAT: 1070 combined critical reading and math, minimum of 500 on mathematics section
 - TAKS: minimum scale score of 2200 on the math section

ACCUPLACER REGISTRATION FORM

Submit this form to the counseling office for ACCUPLACER registration along with \$15 cash by February 7, 2011.

Last Name: _____ First Name: _____

Student ID#: _____

ApplyTexas Username: _____ *(Assigned to you through ApplyTexas)*

ApplyTexas Password *(if different than 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>)*

On the day of testing, students will not be able to test without their Banner ID number and picture identification.

Step 5: Complete and Return Forms

Dual Credit Checklist Packet

Students must submit this document to their dual credit counselor by March 7, 2011, 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 2011 – 2012 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 2011 - 2012: _____

Course #1: _____ Course #2: _____

Please provide the information 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>)*

In addition to completing this form, students must submit the following documents.

New Student Checklist

- A copy of your application verification screen with your application ID
- A copy of your qualifying official test score report: ACCUPLACER/SAT/ACT/TAKS
- A signed copy of the *Authorization for Release of Student Records – Academic Achievement Record (AAR) /Transcript (page 17)*
- A signed copy of the *Alamo Colleges Dual Credit Consent Form (page 18 and 19)*

Returning Student Checklist

(Returning students do not need to reapply.)

- A copy of your qualifying official test score report if you needed to retest to meet eligibility criteria: ACCUPLACER/SAT/ACT/TAKS *(Do this only if you need a higher qualifying score for a specific course.)*
- A copy of your *Dual Credit Currently Enrolled Form (page 20)*

Student's Signature

Date

Parent's Signature

Counselor's Signature

Date

Notes



NORTH EAST INDEPENDENT SCHOOL DISTRICT

8961 TESORO DRIVE SUITE 414- SAN ANTONIO, TEXAS 78217
PHONE: 210-407-0180/FAX 210-805-5332

TRANSCRIPT RELEASE FORM

This form is for new dual credit students only.

Number of Copies:
Student's Name When Attending School:
Student's Current Name:
Student Address:
City/State/Zip:
Phone: Date of Birth: Student ID#:
Year of Graduation: School of Graduation:
If not a graduate, Last Year of Attendance: School of Attendance:
Purpose of Transcript: Employment Student Transfer Military Education Other
Send My Transcript To:
Address:
City/State/Zip:
Point of Contact: Phone:

- Picture Identification and Signatures are required for all requests.
Parents and/or Spouses may not request transcripts for students age 18 or older.
Cash, Money Orders and Personal Checks are accepted, no credit cards.
Standardized test scored (including but not limited to ACT, PSAT, SAT, and AP) will not be included with your transcript. Must be requested from the testing service, i.e. College Board

Student/Parent Signature: Date:

*****FOR OFFICE USE ONLY*****

Released to:
ID Verification: Expiration Date:
Verified by: Date Sent:

Universities or other entities that request official transcripts of the AAR directly from the school district are responsible for obtaining authority from the student for release of such records. Students may also request direct mailings of official copies to colleges or prospective employers. An official AAR provided to the authorized requesting institution implies that the AAR is transmitted directly from the District to the authorized requesting authority without the possibility of alternation. A transcript copy will be marked or stamped "OFFICIAL COPY" only at the time of release to another institution or student approved recipient, EXCLUDING PARENTS. This stamp or manual entry is never put on the original file document and is not placed on the copy provided to the student or family. {Min. Standards for AAR-TEA 9/2004}



This form is for new dual credit students only.

Entering program as a:

- 1st Time Sophomore
- 1st Time Junior/Senior
- Returning Student (Currently Enrolled)

Banner ID: _____ Birth Date: _____ Entry Term: _____ Requesting a 3rd course

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
(Parent/Legal Guardian's Name) (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 required by FERPA or 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 Accuplacer test score results to the high school dual credit liaison to complete the student's file.
- Will use the provided 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.
- 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.
- 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 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.
- 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).
- 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.
- I can request that my son/daughter take a third Dual Credit course if he/she has successfully completed a year of the Dual Credit program, has a cumulative GPA of at least a 3.0, and has not withdrawn or received a grade of C or lower in any Dual Credit course. **The student will be responsible for the tuition and fees of the course even if the student chooses to drop the course after the first day of class.** See the Dual Credit website for more detailed information on taking a third Dual Credit course.

* 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 your Alamo Colleges email address once the ApplyTexas application is entered. Check ACES to access your email account.

Academy Students:

- Will follow the Academy Certificate Program

DUAL CREDIT _____
CURRENTLY ENROLLED STUDENT FORM

**This form is for
returning dual credit
students only.**

(Please select appropriate term)

Fall _____

Spring _____

Social Security Number: _____ - _____ - _____ Grade Level: _____

Name: _____
Last First M.I.

High School: _____

College course(s) in which currently enrolled: _____

College course(s) requested: _____
Course #1 Course #2

I understand that official college transcripts will not be released until my official high school transcript (affixed with graduation date and appropriate seal and signature) is received by the Office of Records and Registration. I ALSO CERTIFY THAT I HAVE RECEIVED INFORMATION CONCERNING BACTERIAL MENINGITIS.

Student's Signature: _____ Date: ____ / ____ / ____

APPROVAL FOR DUAL CREDIT

Qualifying Test Scores

Test Type: Accuplacer TAKS SAT ACT

Test Date: _____

Test Scores: _____

TSI Exempt: Yes No

Parental Approval

I hereby grant my child, _____, permission to enroll in the Dual Credit Program at Alamo Colleges.

Note: Students who plan to transfer to another institution are responsible for verifying that dual credit courses will be accepted by the receiving institution.

Parent/Guardian's Signature: _____ Date: ____ / ____ / ____

High School Approval

High School Official's Signature: _____ Date: ____ / ____ / ____

College Approval

College Official's Signature: _____ Date: ____ / ____ / ____

The Alamo Community College District, including its affiliate colleges, does not discriminate on the basis of race, religion, color, national origin, sex, age or disability with respect to access, employment, programs or services. Inquiries or complaints concerning these matters should be brought to the attention of the EEO representative. Director of Human Resources, EEO Official/Title IX Coordinator, Human Resources Department, 201 W. Sheridan, Bldg. A, San Antonio, Texas 78204(210) 208-8051.

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 2011 - 2012

Students should mark their calendars and make a note to check their course schedules in May of 2011. At this time, students will receive their 2011 – 2012 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 “dual credit” on their schedules; rather, students will see the title of the course for which the student is seeking enrollment. For example, students applying for dual credit **U.S. History** should see **U.S. History AP** on their schedules.