



ENNIS HIGH SCHOOL

DUAL CREDIT HANDBOOK

2019-2020

Ennis Independent School District

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Ennis ISD Partners with the Following College:

- Navarro College (Waxahachie Campus)
 - Dual Credit
 - Academic
 - Career and Technical Education



Welcome to Ennis High School Dual Credit Program!

Through the dual credit program students will have many great opportunities to start their college career. Not only will students get a head start on their college education, they can earn both high school and college credit simultaneously, and will have a great foundation and understanding of college expectations.

As the Postsecondary Readiness Department of Ennis ISD, located at Ennis High School, we are here to assist our dual credit students with the transition from high school to college and help our students meet their educational goals.

There are two tracks you can follow to receive dual credit. First, there is the Academic track. Students will begin working towards completing the college core curriculum to further their college education or complete an Associate Degree while in high school or immediately after high school graduation. The second track for dual credit is the Career and Technical Education (CTE) track which is designed for students who want to complete a Certificate or an Associate of Applied Science degree in two years or less and go directly to the work force. Our Cosmetology program is part of this CTE college program.

Through dual credit partnership agreements, Ennis ISD has course offerings with colleges and universities that meet both high school and college learning objectives. Depending upon the college or university, these courses are offered at Ennis High School, online, and in some cases at the actual college campus.

Ennis ISD and the Ennis High School Counseling and Advising Staff would like to welcome you and we look forward to assisting you.

Dual Credit Program Overview

Benefits

Dual Credit courses offer our students the opportunities to get a jumpstart on their college education, and render significant financial savings. Upon satisfactory completion of a dual credit college course, students will earn both high school and college credits. Course offerings will vary by each school.

Saves Money: Through the dual credit program, parents/students will save a substantial amount of money by not incurring charges for two years of college room and board and by paying lower tuition rates. The average cost for 15 credit hours at a state university is nearly \$5,000 while the same 15 hours at Navarro College will cost about \$1,400. To help our students save even more, our dual credit programs offer discounted tuition for our students enrolled in fall and spring terms. Also, Dual Credit Scholarships are available via the Brilliance Foundation of Navarro College.

Saves Time: When completing a technical pathway in high school students can get a job right after graduation or shorten the time it takes to earn a two-year college degree from a partnering college/university. Core courses are transferrable which reduces the academic load and amount of time spent at a university or other college.

Transition to College Easier: Successfully completing college credit in high school helps many students make the transition to college life. Students will have the opportunities to take college core courses or work toward completion of an Associate Degree. Academic dual credit courses are accepted by public colleges and universities and most private & out-of-state institutions to which Navarro students transfer as part of their core curriculum. All State College and University transfer information can be located at the following link: Texas Common Course Numbering Matrix: <http://www.tccns.org/>

Convenient: College courses are mostly available online, some are offered at the high school campus, and some courses are even available at the actual college campus in the evening or weekends (when the student has a mode of transportation and parent approval).

Increases Student Success: Students have the opportunity to participate in hands-on technical courses or academic courses which can help them gain confidence and study skills need to succeed in college and in chosen careers. Students who enroll in dual credit course while in high school are two times more likely to remain in college, be successful, and earn a degree. Refer to p. 30 of this handbook for a guide to dual credit success as a student.

Dual Credit Course Delivery Options

Dual Credit courses offered to EHS students are taught by full-time or adjunct faculty of our partnering higher education partners who meet the Southern Association of Colleges and Schools Commission on Colleges credential requirements.

Classes may be offered in the following formats:

- Face to face on high school campuses. (The classes taught in the high schools are the same content, quality, and rigor as those offered on the Navarro College campuses)
- On the Navarro College Campuses
- Online
- In a hybrid format with a portion of the instruction being provided in the classroom and a portion online

Students are required to be in good academic standing as certified by the high school principal or counselor.

Students must have the social and behavioral maturity for college level courses.

Factors that may influence the school's decisions to approve dual credit and/or dual credit enrollment are:

- Behavior
- Attendance
- Academic standing/achievement (passing status of 5 required End-of-Course exams)

High school students may enroll in the number of classes appropriate to their needs with an institutional upper limit of 19 hours per long semester without appropriate approval according to partnering college course catalog. A load of 12 hours per long semester is considered advanced for Dual Credit students.

A student may enroll in pre-approved workforce education dual credit courses for which the student has demonstrated eligibility.

To be eligible for enrollment in a dual credit course offered by a public college, students must meet all the college's regular prerequisite requirements designated for that course (e.g., minimum score on a specified placement test, minimum grade in a specified previous course, etc.

Eligibility and Enrollment in Dual Credit Courses

Interested students must meet all of the eligibility requirements set by the Texas Higher Education Board, <http://www.thecb.state.tx.us/>. You may also find eligibility requirements on the Navarro College Dual Credit web page, <http://www.navarrocollege.edu/apply/dualcredit/requirements/>. Prior to being admitted into the Dual Credit program, students must meet the Texas Success Initiative assessment requirements appropriate for each course or provide test scores to demonstrate college readiness. Students are to complete a dual credit admission documents and gain approval from their high school counselors or principals.

Student Eligibility for Dual Credit

Dual Credit students must show college readiness in the testing area relevant to the course(s) enrolling to be eligible to take college courses and are highly encouraged to show eligibility in the Writing and Reading sections of any approved assessments. Students must demonstrate college readiness by achieving the minimum passing standards under the provisions of the Texas Success Initiative (TSI). As part of the Student Success Initiative, Texas state law requires that students be tested in the areas of reading, writing, and mathematics prior to enrolling in college courses. (Texas Administrative Code Rule 4.85):

DUAL CREDIT TESTING REQUIREMENTS	
TEST	Score Explanation/Requirements
Accuplacer	<p>Writing-a placement score of at least 340, and an essay score of at least a 4; <u>or</u> a placement score of less than 340, <u>and</u> an ABE Diagnostic level of at least 4, <u>and</u> an essay score of at least 5.</p> <p>Reading-351</p> <p>Math-350</p>
STAAR End-of-Course (EOC)	An English II EOC score of 4000 or higher shall waive for both the reading and writing sections of the TSI Assessment. An Algebra I EOC score of 4000 or higher and a passing grade in Algebra II shall waive for the mathematics section of the TSI Assessment.
PSAT/NMSQT	A combined score of 1070 on the PSAT/NMSQT with a minimum of 500 on the writing & reading <u>and/or</u> mathematics test shall <i>waive</i> the TSI Assessment relevant to the courses to be attempted. For tests taken March 5, 2016 or later-Minimum score 530 on the math section and a minimum score of 480 on the Evidence-Based Reading and Writing (EBRW). (No combined score required)
ACT-ASPIRE	<p>A scale score of 435 in English shall waive for both the reading and writing sections of the TSI Assessment.</p> <p>A scale score of 431 in Math shall waive for the math section of the TSI Assessment.</p>
ACT	A composite score of 23 with a minimum of 19 on the English test shall be <i>exempt</i> for both the reading and writing sections of the TSI Assessment, <u>and/or</u> 19 on the mathematics test shall be <i>exempt</i> for the mathematics section of the TSI Assessment.
SAT	Administered on or after March 5, 2016: a minimum score of 480 on the Evidenced-Based Reading and Writing (EBRW) test shall be <i>exempt</i> for both reading and writing sections of the TSI Assessment; a minimum score of 530 on the mathematics test shall be <i>exempt</i> for the mathematics section of the TSI Assessment. There is no combined score.

Texas Success Initiative Assessment (TSIA)

The Texas Higher Education Coordinating Board (THECB) has established the TSIA standards to help determine the college readiness of students who wish to begin taking college classes. At Ennis High School, we use the same TSIA standards set-up by the THECB to determine dual credit eligibility.

Students who have not met minimum score standards on the required TSIA exams listed above must take the Accuplacer assessment. All non-math dual credit courses require students to pass the Reading and Writing sections of the Accuplacer exam, with no exceptions. Dual credit math courses only require the math Accuplacer.

ATTENTION: 9th & 10th grade students are required to take the TSI Assessment and pass the writing and reading exams prior to dual credit course enrollment approval.

Accuplacer Exam Information

Ennis High School is an Accuplacer exam test center. TSI exams are administered every Wednesday during the school year, after school from 4:15 to 5:30 in L-111. Currently, there is no charge for current students to take a TSI exam at EHS.

Students may study for the TSI exam(s) by going to the following website and making a free account:

<https://accuplacer.collegeboard.org/student/practice>

CAREER & TECHNICAL DUAL CREDIT ELIGIBILITY

Workforce Education (Texas Administrative Code Rule 4.85):

A high school student is eligible to enroll in Workforce Education Dual Credit courses contained in a Level 1 Certificate program, or a program leading to a credential of less than a Level 1 Certificate, at a public junior college or public technical and shall not be required to provide any additional demonstration of college readiness.

Students enrolling in Workforce Education Dual Credit courses contained in a Level 2 Certificate or Applied Associate Degree program will be required to meet testing requirements outlined above; relevant to the courses to be attempted.

All enrollments must follow the crosswalk and agreements between EISD and the partnering colleges/universities.

DUAL CREDIT ADMISSION AND ENROLLMENT PROCESS

Students will be responsible for meeting all deadlines and policies of the college/university for admission and enrollment.

New Student Admission and Enrollment Process:

1. Begin by discussing opportunities with your High School Counselor.
2. Application for Admission (NOTE: The email address provided in this application will be used to communicate important information, such as, enrollment status and billing. Please supply an e-mail address that is checked regularly.)

Nearly all public college and universities use the Apply Texas system for its online application. This is a state maintained system that allows you to apply to multiple schools throughout the state with a single application. Information submitted through Apply Texas will require a short processing period to be transferred to our student record system. When creating your Apply Texas account please keep your login information, as it is not maintained by the college/university.

Note: The application will ask for your social security number and will tell you it is optional. If you choose not to provide your social security number, you will have to come to the college/university campus and provide additional documentation. Your application will not be processed until this is complete.

3. Submit the following documents to your High School Counselor or Navarro College Dual Credit Coordinator. Once enrollment is confirmed students are responsible to pay for their tuition and fees (if

applicable), and textbooks by the college's/university's early/priority payment deadlines. All paperwork, testing, registration confirmation, and payment for dual credit is due according to the published deadlines.

Please note that some schools prescribe deadlines to meet the needs of both institutions.

- Admission Application (Provide Apply Texas ID Number)
- Dual Credit Parent Permission form completed and signed
- Dual Credit Permit to Register form completed and signed
- High School Transcript (sent by EHS staff/counselor)
- Test Score Information (sent by EHS staff/counselor)

4. Provide Bacterial Meningitis Vaccination (not required for students taking courses at EHS or online)

5. Registration

Once your dual credit admissions application and appropriate documents have been received by the college/university, you will be registered for your selected dual credit courses. In most cases, your High School Counselor submits all registration documents on the student's behalf.

6. Log-on to online accounts via email sent from college/university (this must be completed each semester)

7. Make payment for your courses by the published deadline and purchase textbooks and required course materials.

Returning Student Enrollment Process:

Submit the following documents to your High School Counselor.

1. Dual Credit Permit to Register form completed and signed

2. Returning students may be restricted from registering for courses due to holds placed on his/her record. Grades and transcripts will not be released if the student has a certain "hold" on his/her records. Holds may be placed on a student's record for failure to meet admission requirements, financial reasons (returned checks, overdue loans, etc.), and materials overdue at the library or for other reasons deemed necessary by the college. These holds can be released only after the cause of the hold has been satisfactorily cleared.

3. Provide Bacterial Meningitis Vaccination (not required for courses taken at EHS or online)

4. Registration

Returning students must submit a Dual Credit Permit to Register form each semester after initial enrollment. Once registration documents have been received by the college/university, you will be registered for your selected dual credit courses. In most cases, your High School counselor submits all registration documents on the student's behalf.

5. Log on to Student Account (this must be completed each semester)
6. Make Payment for your courses by the published deadline and purchase textbooks and required course materials.

FINANCIAL INFORMATION & SCHOLARSHIPS

ESTIMATED DUAL CREDIT TUITION AND FEES

(tuition rates are set by Navarro College and are subject to change)

Navarro College	
Type of Course	Tuition Cost
3-hour credit course (face-to-face)	\$242
3-hour credit course (online)	\$280
4-hour credit course (face-to-face)	\$316
4-hour credit course (online)	\$354

Note: The tuition rates above do not include additional lab fees added by Navarro College.

PAYMENT FOR COURSES

Students must meet the published payment deadlines set for each semester. Failure to pay the tuition by the established deadline will result in being dropped from college courses, and may require reinstatement fee, if reinstatement is an option provided by the college.

- Visit the website of your college/university for all your financial needs and options.
 - www.navarrocollege.edu

DUAL CREDIT SCHOLARSHIPS

Backed by a supportive community and generous alumni and friends, Navarro College is able to offer students a variety of scholarships to Dual Credit students. Below is a list of scholarships available. Please visit the Navarro College website for more information related to Dual Credit scholarships,

<http://www.navarrocollege.edu/financialaid/types-of-aid/scholarships-and-grants/>.

ELLIS COUNTY SCHOLARSHIPS

Brilliance Dual Credit Scholarship: Awarded to eligible 9th-12th grade Ellis County students who are enrolled in a public, private, or home school program and plan to take Dual Credit courses at Navarro College during Fall and Spring semesters. The application window is usually from March through May, in an online format.

TUITION REFUNDS

To be eligible for a tuition refund, a student must officially withdraw through the Office of Admissions & Records at his/her college/university and must complete a Request for Refund form. A 'Class Day' is defined as any day a college class meets. Class days are computed beginning the first day of classes for the semester, not according to the number of times a particular class has met. After classes begin, certain fees are not refundable including general service, vehicle registration and matriculation. In the event of a student's official withdrawal or reduction of hours carried, tuition and fees are refundable on the following basis:

REFUND OF TUITION & FEES

Navarro College

- Fall and Spring Semesters
 - Prior to the semester start date 100%*
 - During the first 15 class days 70%
 - During the sixteenth to twentieth class days 25%
 - After the twentieth class day None
- Summer Semesters
 - Prior to the first class day 100%*
 - During the first five class days 70%
 - During the sixth and seventh class days 25%
 - After the seventh class day None
- This info above is subject to change, check www.navarrocollege.edu for any updates to the refund policies of Navarro College.

Attendance and Drop Policies

ATTENDANCE POLICY

Regular and punctual class attendance is expected for all dual credit and/or courses since it is assumed that students are enrolled for the serious purpose of furthering their education. Excessive absenteeism by most colleges/universities is defined as being equivalent to two weeks of instruction in a 16-week semester and may result in failure or being dropped from the course. The attendance policy for certain courses may be more stringent than the general policy at the discretion of the instructor or as required by THECB (Texas Higher Education Coordinating Board) policy and law. Faculty will discuss the course attendance policy at the beginning of each semester; however, **students are responsible for reviewing the course syllabus and outline of each class and knowing the attendance requirements for the course**. Class rosters will be certified at 60 percent of the semester by all instructors. Students not attending classes will be dropped.

Dropping and Adding Courses

Prior to the “registration closes” date as specified in the college calendar for each individual semester, a student may drop and/ or add courses. After the “registration closes” date, classes may not be added, and approval of the course instructor must be obtained in order to drop a class. It is the student’s responsibility to submit the required paperwork to the Office of Admissions and Records to drop a course. Dual Credit Students should consult with their counselor and review their options before deciding to withdraw from a course. It is the responsibility of the student to first meet with his/her high school counselor and then fully complete the drop process for the specific college or university. A student who does not follow this steps to officially drop a course will still be considered enrolled. **This situation will result in the student receiving a failing grade which will become part of their permanent official college transcript.**

If a student moves or leaves the high school district and fails to withdraw according to the college withdraw/drop dates and guidelines and/or does not complete a dual credit course at the college, he/she will earn an “F” In the course. Therefore, if you are aware of any situation that may interfere with your ability to complete the college semester, you should not enroll in the dual credit course.

Expectations and Responsibilities of the Student

Dual Credit students must adhere to all policies of the college and/or university, and EHS.

All students in the program must have written approval from the high school principal or counselor and the student’s parent or guardian.

In order for college credit to be awarded, the student must be registered for the course and tuition must be paid by the stated deadline. In some cases, tuition and fees are waived for workforce education dual credit courses. Dual Credit students are not eligible for federal financial aid.

Students will be required to purchase college textbooks and other required materials.

Navarro College expects all students to do their own schoolwork at all times. Any student guilty of dishonesty in academic work is subject to disciplinary action by the college/university and/or Ennis High School.

The student will keep all Navarro College passwords and access codes confidential.

Maintaining eligibility for extracurricular activities is the responsibility of the student.

Students should remember that a dual credit course is a college course in all respects.

The curriculum is the same that is used on the college campus, and dual credit student's responsibilities are the same as all other college students. The teaching methods are the same as on the college campus, and students will be expected to conduct themselves as college students. (See respective college/university handbook)

Dual Credit students are expected to attend class.

*Whether the class is on your high school campus, online or at college campus, attendance and class participation are crucial to your success.

*Each instructor may set their own attendance policy and students must adhere to those policies. Students missing more than a week of class may be withdrawn from the course. Students participating in extra- curricular activities should make sure there are no conflicts with the dual credit course.

*College courses sometimes deal with controversial issues or subject matter that high school courses may not address.

*Academic Freedom allows faculty and students to pursue whatever inquiry they feel is important and to speak about it in the classroom without fear of censorship. Within a college environment, students may encounter adult language and images, different philosophical viewpoints and belief systems. Appropriate and essential discipline specific terminology, concepts and principles are utilized as needed in the classroom setting.

*All college students should expect to invest at least as much time out-of-class as in-class in reading, studying, and preparing for college course assignments.

*To be successful and ensure completion of out of class assignments, most students will need to invest more time than this.

*Students should pay careful attention to their instructor's system for assigning grades.

*Often the college grading system is different from the system their high school uses. If students do poorly on a test or assignment, they should not expect to repeat the work in order to improve their grade. Also, instructors may not allow students to do extra work to bring up a poor grade.

*The instructor's grading system is covered in the course syllabus students receive at the beginning of the semester. If students have trouble in a dual credit course, it is their responsibility to ask the instructor what they need to improve in order to succeed in the class.

*Students are expected to communicate with their Instructors to discuss any concerns or ask any questions.

*If a dual credit student experiences difficulty or technical issues with software or ebooks in their college course(s), they must follow the procedures in their college course syllabus to seek assistance from the college or the book publisher.

Student Services and Resources

Access to Student Records

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act and the Texas Open Records Act are federal and state laws which provide for the review and disclosure of student educational records. Individuals are informed of their rights under these laws through this policy. The college/university partners of EISD will not permit access or release of personally identifiable information contained in student education records to any party without the written consent of the student unless:

1. The college/university personnel have a legitimate educational need to release information to EHS.
2. Officials of other colleges which the student seeks to enroll, upon request of these officials, and upon the condition that the student be notified and receive a copy of the record if requested;
3. Federal, state, or local officials as authorized by law;
4. Required to process student financial aid;
5. *Parents who have been given rights by their dependent student by signing a "Release of Information" form on file in the Office of Admissions and Records. Student Record Release Forms may be obtained by contacting the college/university.

*Although Dual Credit students are minors and dependents, the Federal law considers any students attending college protected under the FERPA regulation and are subject to privacy protection. For more information, contact the Office of Admissions and Records of your child's college/university.

In compliance with the Family Educational Rights and Privacy Act of 1975, (PL93-380, section 513), as amended (PL 93-568, section 2), information classified as "directory information" may be released to the general public without consent of the student. EISD partnering colleges/universities hereby designate the following student information as public or "directory information": name, address, telephone number, dates of attendance, class, previous institution(s) attended, major field of study, awards, honors (includes dean's list), degree(s) conferred (including dates), past and present participation in officially recognized sports and activities, physical factors (height, weight of athletes), and date and place of birth. A student may request that the above directory information be withheld from the public by making written request to the Office of Admissions and Records during the first 12 days of class of a fall or spring semester or during the first four days of a summer session. If no request is filed, information will be released upon inquiry. A new form for non-disclosure must be completed every fall, spring and summer session or term enrolled. The colleges and universities assumes that failure on the part of any student to specifically request the withholding of "directory information" indicates individual approval for disclosure.

STUDENTS WITH DISABILITIES/ADA

Students who currently receive 504/IDEA accommodations for their high school courses should coordinate college accommodations with the District Coordinator of Disability Accommodations. Colleges and universities are required to make their campus and student programs accessible in compliance with the Americans with Disability Act of 1990 and Section 504 of the Rehabilitation Act of 1973.

Dual Credit college students, rather than staff or parents, are responsible for initiating the request for accommodations. Friends or family members who are advocates for students in the public school system are not able to speak with instructors or the District Coordinator of Disability Accommodations without written permission.

It is best to start the accommodation process four weeks prior to the first class day. Students must provide a copy of the most recent ARD, Educational Assessment, and any additional documentation to support the need for accommodations. To ensure that college level accommodations are received, the student should meet with the college or university Coordinator of Disability Accommodations. Below is a link to the Disability Services Web Page for Navarro College that contains further information:

<http://www.navarrocollege.edu/support-services/disability-services/>

LIBRARY SERVICES

Navarro College and university libraries are set up to support and enrich the learning process of the student. Librarians work with faculty to develop library resources, services, and information literacy instruction that assist students to achieve a broad foundation in the liberal arts and sciences, prepare for careers or further study, and develop an appreciation of the value of learning as a lifelong endeavor.

Students must show a valid ID card to borrow materials or use the computer lab. For more information on location and hours of Navarro College Library Services, go online to

<http://www.navarrocollege.edu/library/about/>, or by phone (903) 875- 7442.

Students are responsible for paying any fines associated with items returned late or lost from any college or university library.

STUDENT ID CARD

Students may obtain their Navarro College Student ID Cards in the Office of Admission and Records. ID cards are required to access many student services, including computer labs, library, fitness center and athletic events. Students are required to present a copy of their fee statement showing payment for their current semester.

STUDENT COMPUTER SYSTEM LOGIN INSTRUCTIONS

Navarro College

Students will navigate all of their web tools through their *MyNC* portal. Visit our One Stop Service Desk Webpage to obtain login and reset information.

ONE STOP SERVICE DESK: <http://www.navarrocollege.edu/service-desk/>

DUAL CREDIT GRADE WEIGHTS*

Graduation Cohort	Grade Weight
2019 and prior	0 Extra Grade Weight Points
2020 and beyond	10 Extra Grade Weight Points

*(EISD Board Policy EIC Local has more info on grade weights)

DUAL CREDIT GRADE CONVERSIONS

College Letter Grade	Numerical Grade
A	95
B	85
C	75
D	71
F	50

RESOURCES FOR DUAL CREDIT PARTNERS

Navarro College Student Handbook: <http://navarrocollege.edu/handbook/>

Navarro College Dual Credit Webpage: <http://www.navarrocollege.edu/apply/dualcredit/>

INFORMATION FOR PARENTS

Congratulations! Your child has exhibited a desire to take dual credit courses. This same child, with their college involvement, is transitioning into adulthood. This means, as a parent, you are transitioning from a difficult leadership role to an equally difficult support role. Assist your teenager in this transition by making him/her aware that success depends on him/her taking responsibility for education and behavior.

Your support is one of your teenager's most important resource. It doesn't matter whether or not you went to college - by encouraging your children and assuring them that college is important and that they can succeed, you can help them far more than anyone else. Below you will find some helpful information regarding your support as your child begins dual credit course work.

HOW TO SUPPORT YOUR DUAL CREDIT STUDENT

- Prepare them for what to expect: College gives students a tremendous amount of freedom.
- No one is monitoring their progress on a daily basis.
- No one knows whether they're doing the assignments.
- Students should be prepared to do most of their learning on their own.
- Self-motivation and discipline are important.
- A general guideline is that for every one hour spent in class, college students should spend two hours out of class reading, studying and completing assignments.
- Encourage them to avoid taking on too much at once. High school extra-curricular activities may conflict with a dual credit course. Students are responsible for all materials related to the course whether or not they are in class the day the information is given or the assignment is made. Students will need to talk to their instructor to make arrangements for receiving handouts, classroom information, obtaining lecture notes, or turning in work. Parents and students should seriously discuss priorities before and during enrollment in a dual credit course.
- Allow them to take ownership for success and responsibility for failures.
- Course content and rigor is different from high school
- Some of the topics covered in college courses may be controversial. College is a time for students to critically analyze information gathered through K-12 courses and confront questions without easy answers. College instructors will teach the same course material regardless if it is a dual credit course or has dual credit students in the course.
- Let them do it on their own: Dual Credit students are treated no differently than any other college student.
- There are no parent conferences.
- Encourage them to establish open communication with their instructors. If they are experiencing challenges in a course, they will need to communicate this to their instructor. Do not contact instructors on their behalf. *Communication regarding Navarro College students is restricted due to the Family Educational Rights and Privacy Act, FERPA.*
- College is the time for parents to make the transition from being their child's primary advocate to

becoming a supporter.

- Help your teenagers learn by instilling the message that their academic success depends on their taking responsibility for their own education and behavior.
- Discover all that the college/university has to offer: support systems, such as learning labs, free tutoring, career planning, transfer services and computer access; but students must seek out the services, ask for the help and follow through. You can make sure your teenager finds out about all the resources available through the Student Services department at the college/university.

RECOMMENDED COURSE SEQUENCE FOR DUAL CREDIT

At Navarro College, students must seek Academic Advisement after completing 12 College Hours. Students will be placed on an AS.GENERAL STUDIES degree plan and can identify specific majors/areas of studies later in their academic career.

Refer to the chart on the page below.

High School Year	Dual Credit Course*	College Hours*
Freshman	Speech (SPCH 1315)	3
	Approved Creative Arts (ARTS 1301, ARTS 1303, MUSI 1306, MUSI 1310)	3
		6
Sophomore	Computer Science (COSC 1301) and/or other approved tech courses	3
	Sociology and/or Psychology (SOCI 1301 or PSYC 2301)	3-6
	OR	
	Foreign Language (SPAN 1411,1412)	8
	Approved Elective toward Major	3
		9 OR 14
Junior	English (ENGL 1301)	3
	English (ENGL 1302)	3
	Math (MATH 1314)	3
	Math (MATH 1316 or MATH 1342 or Math toward major area of study)	3
	US History (HIST 1301)	
	US History (HIST 1302)	3
		3
		18
Summer after Junior	<i>Additional coursework according to individual degree plans. (may work into SR year)</i>	6
Senior	English IV (fall) (ENGL 2322)	3
	English IV (spring) (ENGL 2332 or 2311)	3
	Fed. Government (fall) (GOVT 2305)	3
	TX. Government (spring) (GOVT 2306)	3
	Economics (fall or spring) (ECON 2301)	3
	(Social Science or Elective)	
	Life & Physical Sciences I	4
	Life & Physical Sciences II	4
	(BIOL 1406, 1407, 1408, 1409, 2401, 2402, 2420, CHEM 1405, 1407, 1411, 1412, ENVR 1401, 1402, GEOL 1401, 1402, 1403, 1405, PHYS 1403, 1404, 1415, 1417, 2425, 2426)	
		23
Total Hours		62

ADVISING

Once a dual credit student earns 15 or more college credit hours they must complete an official degree plan with Navarro College by the end of the next available fall or spring semester. The college staff will come to EHS to visit with students and create an official degree plan.

FREQUENTLY ASKED QUESTIONS

- ***Why should I take dual credit courses?***

EISD college/university partners offer a reduced tuition rate for Dual Credit students in the fall and spring.

Dual Credit offers students the opportunity to experience college before graduation from high school and refine skills necessary for continued success in collegiate work. Students are more likely to complete college and gain technical skills necessary to get a job right out of high school.

- ***Can I register myself for dual credit classes?***

No. We ask that all Dual Credit students visit with their high school counselor first to facilitate registration to ensure accuracy. Changes made to any schedules must also be approved by the high school counselor.

- ***Can I take courses online?***

Yes, most students are eligible to take courses online. The online learning environment is very different from the classroom. Successful students are self-motivated and do not procrastinate.

- ***Can I take college courses during the summer?***

Yes! You may register for summer courses through the Navarro College Dual Credit Coordinator. It is important that your counselor approve your enrollment in these courses. Discounted tuition doesn't apply to Navarro College dual credit courses in the summer term (which includes the May mini-mester).

- ***Can I take a mini-mester in December?***

Yes! You may register for mini-mester courses in December. It is important that your counselor approve your enrollment in these courses, since these courses are extremely fast paced.

- ***Will the grades I receive in dual credit appear on my high school transcript?***

Yes! If the high school approves acceptance of the college credit. The student will receive a letter grade from the college and the high school will assign a corresponding number grade for the high school portion of the course. Grades will appear on both high school and college transcripts. However, it is possible for students to have a high school grade that is different from the college grade. This is because some courses that require additional assignments for high school reporting or TEKS are calculated in the high school grade only.

- ***Will my dual credit classes transfer?***

Yes! Dual Credit **Academic Core classes** with a grade of “C” or higher are guaranteed to transfer to any Texas Public College or University. Some universities will accept a grade of “D”. Private and out of state schools use their own discretion with determining admission requirements. Many workforce education courses (welding, cosmo, etc.) are not designed for transfer but are accepted by Navarro College towards certificate programs and Applied Science Associate Degrees.

- ***What are semester credit hours?***

A “credit-hour” is the weight a course is given towards graduation. Most college courses are worth three credit-hours. This means that in a typical sixteen-week semester (Fall or Spring), a three credit-hour course meets for lecture approximately three hours each week. Some courses like science and physical education will involve lab components that include more time per week than what is indicated by their credit-hours. For example, a science course might be classified as a four credit-hour course even though it meets for three hours of lecture plus three hours of lab per week, or a physical education course might be worth one credit, when it actually meets for three hours of lab time each week.

- ***How do I update my personal information (email, phone, address)?***

Students may make changes to their information by completing the appropriate change of information form in the Registrar’s office. Students may also update information through logging into their online college account.

- ***Can my high school accommodations be utilized during my dual credit courses?***

Yes! Students must coordinate college accommodations with their respective college/university Coordinator of Disability Accommodations. Dual Credit students, rather than staff or parents, are responsible for initiating the request for accommodations (due to FERPA).

- ***Do I need to take the Bacterial Meningitis Shot?***

Students participating in the Dual Credit Program and only taking courses on their high school campus or online are NOT required to have any additional vaccinations. However, students taking Dual Credit classes on the Navarro College campuses will be required to present proof of the Bacterial Meningitis Vaccination for enrollment.

- ***How do I register for the TSI Assessment?***

Stop by L-111 at EHS and set-up a testing appointment.

- ***How many times can I take the TSI Assessment?***

You may retake the TSI assessment once a week in each subject area, as long as scores are increasing each exam administration. Students should study using online study programs (ie College Board TSI Practice).

- ***How do I know which textbooks to purchase?***

At Navarro College, students should use the Web Advisor to look up the required textbooks and materials for each course. It is not necessary to login to use this feature. You can find additional information regarding textbooks using the NC store website:

<http://www.navarrocollege.edu/bookstore/>.

- ***Where do I purchase textbooks?***

For Navarro College students, textbooks may be purchased or rented from the college campus bookstore.

- ***What are my options for paying for classes?***

Federal Financial Aid is not available for Dual Credit students; however, students may apply for any scholarships available to assist in payment (see Dual Credit Scholarships).

Navarro College students are also eligible for a payment plan in the fall and spring semesters. You may request a payment plan online. Failure to make payment by the published deadline may result in a drop from courses and a required reinstatement fee.

- ***Can I use VA Benefits to pay for Dual Credit classes?***

Yes. Please contact the Registrar's office for more information regarding the use of VA benefits. You may also visit the following web page: <http://www.tvc.texas.gov/Hazlewood-Act.aspx#Legacy Act>.

- ***What if I move or leave my High School?***

If you move or change school districts and are enrolled in a face to face course on your high school campus, you must withdraw. Failure to complete the proper paperwork could result in an "F" on your transcript. If you are enrolled in an online course, you may continue in the course.

- ***I paid for my class but had to withdraw. Will I get a refund?***

The campus refund dates can be found online. Do not delay requesting a withdrawal, as it could affect the refunded amount.

HELPFUL CONTACT INFORMATION

Navarro College

For additional information, please refer to the Navarro College Catalog or contact any of the following offices:

Navarro College Main
Campus 3200 W. 7th Ave.
Corsicana, TX
75110 1-800-
NAVARRO

Waxahachie Campus
1900 John Arden
Drive Waxahachie,
TX 76165
(972) 937-7612

Admissions and Records; Corsicana	(903) 875-7700
Admissions and Records: Waxahachie	(972-937-7612
Navarro College Bookstore Bookstore.navarrocollege.edu	(903) 875-7388
One Stop Service Desk	(903) 875-7416
Services for Students with Disabilities	(903) 875-7377

HELPFUL WEBSITES

Texas Higher Education Coordinating Board: <http://www.thecb.state.tx.us/>

Texas Education Agency: <http://tea.texas.gov/>

Texas Common Course Numbering Matrix: <http://www.tccns.org/>

Navarro College Dual Credit: <http://www.navarrocollege.edu/apply/dualcredit/>

Navarro College Bookstore: <http://www.navarrocollege.edu/bookstore/>

Navarro College Testing: <http://www.navarrocollege.edu/support-services/testing-center-information/>

Navarro College Library: <http://www.navarrocollege.edu/library/>

Dear Dual Credit Student,

On your high school schedule you show to be taking a dual credit course, which is awesome!! If this is an error, and you do not wish take a dual credit college course, please complete a schedule change form and give it your EHS counselor very soon.

If you don't see a fall dual credit course you wish to take on your EHS schedule, you must let your EHS counselor know asap, or you may not be able to enroll with the college this fall. Until the college enrolls your college courses, you are not enrolled for dual credit. So, keep a close eye on your email(s) for updates from the Navarro College. Below are 6 steps to ensure you have a great dual credit experience this fall and spring. If you have any questions about how to complete these steps below you can always ask myself, Mrs. Regas, or your counselor.

6 Steps to Ensure Dual Credit Success

- 1) Checking your actual college enrollment for accuracy on *myNC*
 - a. Go to navarrocollege.edu and click myNC at the top of the page
 - b. Login to myNC
 - i. for help logging in, call 1-800-NAVARRO and ask for the One Stop Service Desk
 - c. Click View Schedule in myNC
 - d. ****If you see any missing or extra classes let your counselor know asap****
- 2) **Make your college tuition payment to Navarro College on time per semester.**
 - a. Payment plans are available from Navarro, but you must set this up quickly to take advantage of it.
 - b. Pay online using a checking account or credit/debit card on myNC
 - c. Call 1-800-NAVARRO and speak with a cashier to pay over the phone
 - d. Go to a Navarro College campus with cash, check, or a credit/debit card
- 3) How to find and purchase college textbooks
 - a. The Navarro College bookstore can help you find the correct book or ebook (aka known as an access code).
 - b. Since Navarro doesn't begin their classes until usually a week after EHS starts, there is plenty of time to review the course syllabus and get the correct textbook info before purchasing needed textbooks or ebooks.
- 4) Where may I find my course syllabus?
 - a. It is found in your Navarro College Canvas account
 - i. You can access Canvas via the Navarro College website or myNC.
 - ii. **Review the syllabus for each college course you are taking.**
- 5) Canvas orientation and navigation
 - a. We will spend the first 7 days of school making sure you can login to and navigate Canvas for your college dual credit course.
- 6) Grade checks (bi-weekly)
 - a. Every two weeks during the college term we will check your college grades.
 - b. *Dual credit college grades are not part of the UIL compliance checks for eligibility.*