

# Dual Enrollment *Orientation*



ALVIN COMMUNITY COLLEGE

DUAL ENROLLMENT

# Dual Enrollment Advisors



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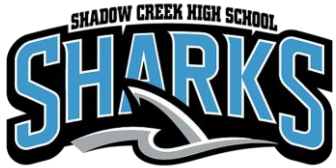
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# Understanding Pathways and Course Type

**Academic Dual Enrollment College Course** – core college courses that are part of ACC's transfer pathway degree. These courses transfer with a grade C or higher to Texas public colleges and universities, and most out of state public universities as well. *Examples: ENGL 1301 Composition I, GOVT 2305 Federal Government, PSYC 2301 General Psychology etc...*

**Technical Dual Enrollment College Course** – courses that are part of workforce certificates and do not transfer to universities but can transfer among community colleges. *Example: EMSP 1205 Emergency Care Attendant*

Technical Dual Enrollment courses are only available in Alvin ISD and Danbury ISD currently.

# Understanding

## Dual Degree and Dual Enrollment

### Dual Enrollment -

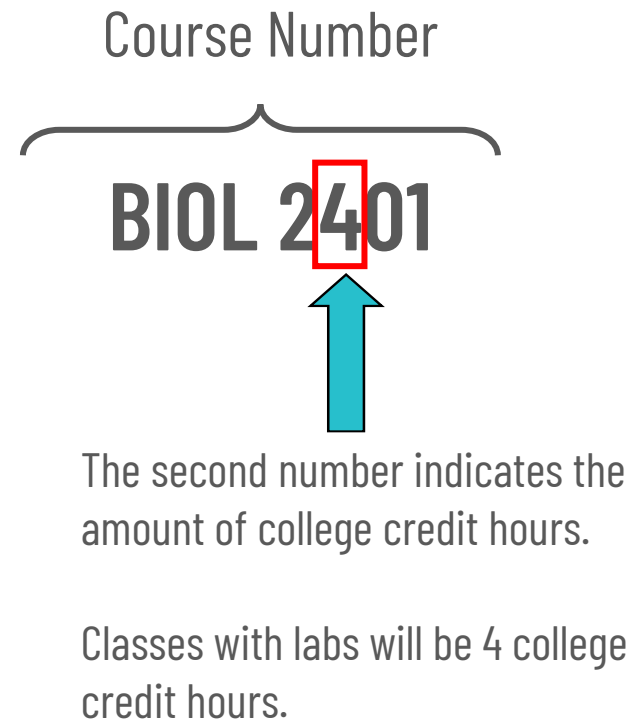
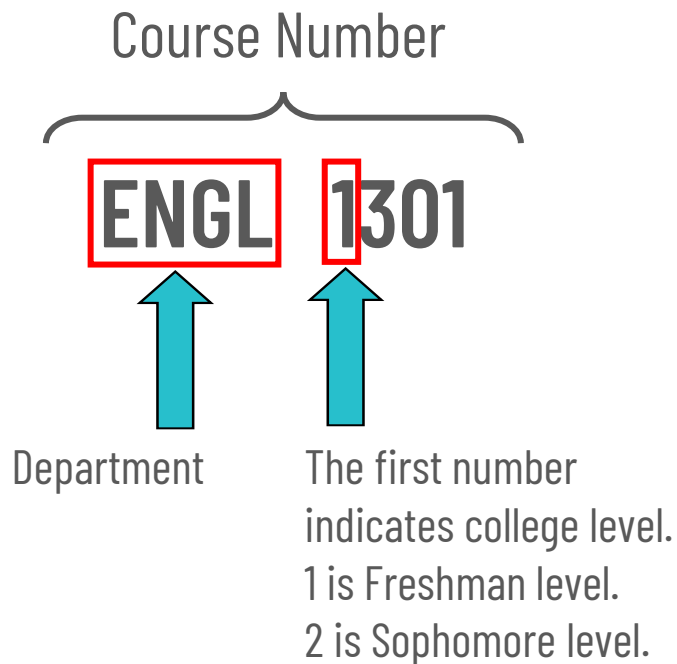
- Student is taking a college course in high school, earning both high school and college credit
- Courses can be academic or technical (Technical AISD and DISD only)
- ACC Advisor registers the student in their college course

### Dual Degree is everything above *plus* -

- The opportunity to complete an Associates of Arts in General Studies degree in high school
- The degree is made up of 60 college credit hours of academic courses
- Student must self disclose that they are degree seeking to the ACC Dual Enrollment Advisor
- Student must meet yearly with ACC Dual Enrollment Advisor

# Understanding

## The College Course Numbering System



# EXAMPLE

## ACC Academic Transfer Pathway

### General Studies AA

#### AA General Studies – Non-Major Specific w/Core Complete

| 9 <sup>th</sup> Grade |           | 10 <sup>th</sup> Grade    |                           | 11 <sup>th</sup> Grade |              | 12 <sup>th</sup> Grade |            |
|-----------------------|-----------|---------------------------|---------------------------|------------------------|--------------|------------------------|------------|
| Fall                  | Spring    | Fall                      | Spring                    | Fall                   | Spring       | Fall                   | Spring     |
| English I             |           | English II                |                           | English III*           | English III* | ENGL 1301*             | ENGL 1302* |
| Algebra I or Geometry |           | Geometry or Algebra II    |                           | Algebra II             |              | MATH 1314              | MATH 2412  |
| Biology I             |           | Chemistry                 |                           | High School Science    |              | BIOL 1406              | BIOL 1407  |
| World Geography       |           | World History             |                           | HIST 1301              | HIST 1302    | GOVT 2305              | GOVT 2306  |
| PE                    |           |                           |                           |                        |              |                        |            |
| PSYC 1300             | COMM 1307 | ARTS 1301 or<br>MUSI 1306 | SOCI 1301 or<br>SPCH 1315 | PSYC 2301              | OR           | ECON 2301              |            |
| SPAN 1411             | SPAN 1412 |                           |                           |                        |              |                        |            |
| 7                     | 7         | 3                         | 3                         | 9                      | 6            | 13                     | 14         |

\*ENGL 2322 and ENGL 2323 is available as English IV in AISD

Students will work with their ACC Advisor to find what pathways works best at their school.

ACC Academic Transfer Pathways are available for Business Majors, Science, and Math intensive Majors. ACC is working with ISDs to add more pathways.

# EXAMPLE

## Alvin ISD Certificate Pathway

### Alisd-Pharmacy Tech Level 1 Certificate

| 9 <sup>th</sup> Grade         |        | 10 <sup>th</sup> Grade |        | 11 <sup>th</sup> Grade   |  | 12 <sup>th</sup> Grade   |  | 33 |
|-------------------------------|--------|------------------------|--------|--|--|--|--|----|
| Fall                          | Spring | Fall                   | Spring | Fall   | Spring   | Fall   | Spring   |    |
| *Principles in Health Science |        | *Health Science Theory |        | Practicum in Health Science (Pharm Tech I)   |  | Practicum in Health Science (Pharm Tech II)                              |  |    |
|                               |        |                        |        | PHRA 1301<br>Intro to Pharm<br><br>PHRA 1309<br>Pharm Math I<br><br>PHRA 1305<br>Drug Classification | PHRA 1315<br>Pharm Terminology<br><br>PHRA 1347<br>Pharm Math II<br><br>PHRA 1441<br>Drug Therapy &<br>Treatment | PHRA 1413<br>Community Practice<br><br>PHRA 1349<br>Inst. Pharm Practice | PHRA 1345<br>Compounding Sterile<br>Preparations<br><br>PHRA 1261<br>Clinical I<br><br>PHRA 1243 Certification<br>Review |    |
|                               |        |                        |        | 9  | 10   | 7  | 7  |    |

*Pending successful completion of the Pharmacy Technician Certification Board, students will be Certified Pharmacy Technicians.*

*\*Required by Alvin ISD*

ACC Certificate Pathways are available in **Alvin ISD and DISD only at this time.**

ACC is working with ISDs to add more pathways.



*Did you know...*

- DE college courses are taught by ACC professors or credentialed ISD instructors.
- College courses are offered on the high school campuses. Students in the DE program can also take courses online or at an ACC campus.
- Your ACC DE advisor is on **your campus** to assist you.
- DE college courses are not AP.
  - *Advance Placement classes are high school classes with an end-of-year exam to determine college credit. Dual Enrollment courses are college courses that earn college credit throughout the semester.*
  - *AP courses are usually weighted at a higher GPA than DE courses in ISDs.*





*Did you  
know...*

- Students in the DE Program are exempt from the Texas six-drop rule while enrolled in the program.
- DE class attendance is mandatory. Students may have to make a choice between academics and extracurricular activities.
- Work and study expectations are that of a college student.
- Access to the ACC Dual Enrollment Student Handbook can be found on the ACC Dual Enrollment website.

# Course Registration

Students will never register themselves in their courses while in the Dual Enrollment program. The Dual Enrollment Advisor registers the students for any courses they are taking while in the program.

## Fall and Spring Registration:

Students pick out their courses during high school course selection and they will be registered based on what is on their schedule in Skyward.

Fall registration happens in July and spring happens in December. Students will be sent an email notification once they are registered with information on how to pay online with ACC.

## Summer Registration:

Students can take summer courses starting the summer before their 9<sup>th</sup> grade year. To take a summer course you will need to contact your advisor to register. Summer course registration opens in April.

# What is a Syllabus?



**KEEP  
CALM  
AND  
READ THE  
SYLLABUS**

A Syllabus is an outline of information about the college course you are taking. For each course, students receive a Syllabus that includes:

- Course name
- Instructor name, contact info., and office hours
- Textbook information
- Course objectives
- Assignments & due dates (how to submit assignments)
- Attendance, grading, & late work policies
- Academic dishonesty statement
- College resources available for success!
- Look up course syllabi [here](#).

# College Grades

## College Grading Scale

|   |        |
|---|--------|
| A | 90-100 |
| B | 80-89  |
| C | 70-79  |
| D | 60-69  |

- College grades are reported in Blackboard. Students should refer to Blackboard to retrieve grades for their college courses, NOT the high school reporting system.
- Students are responsible for keeping track of their grades.
- In college courses, it is not unusual to only have 4 graded assignments for the semester.
- Dual Enrollment Advisors do not have access to your grades.
- Always communicate concerns regarding grades directly with your professor.

# Communicating with your professor

- Students should always communicate through their college email to their Professors in a respectful way: ex. Addressing them as Mr. or Ms. Or Professor
- Students that participate in extra-curricular activities and may have to miss class, should inform the Professor of these absences early in the semester via their college email
- Students should always communicate with Professors regarding assignment issues, grade issues or missing class concerns
- Students, please allow Professors 24-48 hours to respond to your email
- Always speak with your Professor about a concern you may have in the class first
- Parents allow your student to advocate for themselves first. This skill is needed as a college student.

# Course Concerns

Questions or concerns regarding curriculum, grades, or assignments, should be addressed initially by the student to:

1. First contact the Instructor. Give the instructor 24-48 hours to respond and a week to correct the problem before moving to the next step.
2. If the issue cannot be resolved, contact the Department Chair.

If the student is unsuccessful and parental involvement is warranted, a FERPA Student Record Release must be on file and parent must have the Student Record Release pin, before the professor will discuss directly with a parent.

The ACC Advisor cannot assist with grades, assignments, curriculum, or any classroom specific concerns. These concerns must be addressed with the instructor and Dean directly.



# Withdrawing from a course

- Once the college course begins, students are not allowed to move to a different section. Students have the choice to stay in a course or drop the course by the withdraw deadline.
- It is better for a student to drop a course than receive a F on their college transcript, which will impact their college GPA that follows them after high school.
- Dual enrollment students are not required to stay in Dual Enrollment courses. Withdraws or drops do not count against the total Texas six-drop limit.
- To withdraw from a course the student needs to speak with their ACC advisor and high school counselor before the withdraw deadline.
- When a student drops a course, their current grade follows them into the next course. You can find this information in your ISD Course Selection Guide.

**FALL** Withdraw Deadline November 20 / **SPRING** Withdraw Deadline April 16





# FERPA

## Family Educational Rights and Privacy Act

For parents to be able to speak to the professor about their student's grades or assignments, **the student must complete a Student Record Release in the POD.**

To complete a student record release students can log into the POD then under **Students** then **Self Service** then click account name on top right. There students can enter the name of the individual that they wish to share their college information with and assign that individual a PIN number.

The individual must use the number when contacting the college about the student's information.

# *ACC Dual Enrollment* **Academic Standards**

## **ACC 2.0 GPA**

The college cumulative GPA is calculated at the completion of each semester. **Students whose cumulative college GPA is below 2.0 will be placed on probation and may be subject to suspension from enrolling in additional Dual Enrollment courses for one long semester (Fall or Spring).**

Students placed on probation or suspension will meet with their ACC Advisor to complete a Dual Enrollment Academic Improvement Plan. If the semester GPA remains below 2.0 they may be suspended from taking Dual Enrollment courses. If a student is placed on suspension from Dual Enrollment or does not agree with the Dual Enrollment Academic Improvement Plan, they can appeal to the Dual Enrollment Academic Probation Committee.

## **FOREIGN LANGUAGE AND MATH**

A grade of C or higher is required to move to the next level of Foreign Language or Math; and to guarantee transferability of core courses.

# *ACC Dual Enrollment* **Academic Standards**

## **AUTOMATIC WITHDRAWAL POLICY**

Students placed in an alternative school or facility due to disciplinary reasons exceeding one week, will be automatically withdrawn from all dual enrollment college courses and assigned a 'W' for each course.

Students remaining enrolled during the one-week placement are responsible for all assignments missed and will be held to any grading penalty incurred due to the attendance policy of the course(s). Students may appeal the automatic withdrawal by completing the Dual Enrollment Disciplinary Withdrawal Appeal Request form.

## **HOMEBOUND POLICY**

Students entering a semester on homebound status should enroll in online classes only.

Students enrolled in a college class on the high school campus who require homebound status during the semester may:

- i. withdraw from the college course if prior to the published withdrawal deadline.
- ii. receive permission from the faculty member to continue under his/her guidelines. Students are responsible for all assignments missed and will be subject to any grading penalty incurred due to the attendance policy of the course(s).
- iii. receive an incomplete grade in the class if the faculty member deems it appropriate.

# *ACC Dual Enrollment* **Academic Standards**

## **COURSE GRADE APPEAL**

Students can submit a course grade appeal for the **final course grade**, not for individual grades issued while in the course. See Course Concerns for individual grade concerns.

A student has **one year from the date a final course grade is assigned to submit a grade appeal**. A student is not permitted to submit a grade appeal because of general dissatisfaction with the grade, when a penalty has been assigned to the grade, or due to the outcome of a course as a result of a grade. Disagreement with the instructor's professional judgment of the quality of the student's work and performance shall not be permitted as the basis for a grade appeal. **During an appeal, the student is required to first meet with the instructor for discussion and to seek resolution. If resolution does not occur at that level, the student may first appeal to the Dean and then the VPI for further consideration.** A course grade appeal form can be obtained at: <https://www.alvincollege.edu/student-information/student-complaints.html>

# Parent Tips to Aid in *Student Success*

- Review the course syllabus with your student.
- Recognize that your parental role as related to their education shifts from primary advocate to secondary advocate when your student is enrolled in college courses.
- Encourage independence in problem solving. Allow your student the opportunity to solve any academic concerns.
- Help your student prepare for possible challenges that may arise throughout the school year.
- Assist in developing time management skills.
- Encourage your student to be engaged and aware in class.
- Understand that sometimes a straight A high school student may earn their first C in a college level course.
- Help your student communicate with their professor in a professional and respectful way.

Please help remind your student to check their college email daily!

# Course Accommodations

## *Student Accessibility Services*

If you receive class accommodations (504 plan, IEP) on your high school campus, you will need to also request accommodations with the college.

- Accommodations in college are different than in high school.
- Students need to complete accommodation paperwork 2-3 weeks prior to the beginning of the semester.
- After initial set up, students will need to contact to SAS office every semester to verify that they still would like to use their accommodations.

Start the process today with these steps [https://www.alvincollege.edu/dualenrollment/dc-pdf/SAS\\_2024.pdf](https://www.alvincollege.edu/dualenrollment/dc-pdf/SAS_2024.pdf) or by contacting them directly at 281.756.5701 or email [SAS@alvincollege.edu](mailto:SAS@alvincollege.edu).

# Logging into the POD



[Apply Now!](#) [The POD](#) [Bookstore](#) [Library](#) [Marketplace](#) [Search](#)

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Students were sent an email with their ACC ID, ACCess ID, and ACC email address when their ACC application was processed. They will set up their POD account and email using those instructions.

Make sure you check your SPAM or JUNK folder to see if the email is there.

[Log into the POD here](#)

**Student ID:** 1234567  
**ACCess ID:** SSmi4567  
**ACC Email:** SSmi4567@student.alvincollege.edu  
**Personal Email:** sallysmith@gmail.com



Dear Sally,

Congratulations! It is my pleasure to inform you that you have been accepted to Alvin Community College. You have completed the first step of the Alvin Community College admissions process and are on the path to meeting your career and educational goals.

Next, please take a few moments to set up your ACC Pod account. The Pod is our internal computer system where you will find your ACC email address, class information and much more. For help setting up your Pod account, [click here](#).

Please note that moving forward, all communications from ACC will be sent to your ACC email account. Applicants and students are expected to read and respond to emails sent to that account in a timely fashion. If you need additional assistance setting up the Pod, please email [itservices@alvincollege.edu](mailto:itservices@alvincollege.edu), or call 281-756-3544.

### **Policies/Procedures & Residency Status**

We recommend that you read through the online catalog to review the policies/procedures. <https://catalog.alvincollege.edu/>.

Your residency status is **Out of District**.

Tuition and fees are based on your residency status. Texas Residency status is determined first as Texas Resident/Out of State Resident, and secondly as In-District/Out of District. If your address on file pays property taxes to Alvin Community College, then you may be classified as an in-district resident (**provided you are also a Texas resident**). You can verify at the Brazoria County Appraisal District website at <https://esearch.brazoriacad.org>.

For detailed instructions, please refer the **How to Determine In-District Residency Status** section of our [Tuition & Fees](#) page. More information can be found on the [Residency](#) page in the catalog.

Please email [Registrarsoffice@alvincollege.edu](mailto:Registrarsoffice@alvincollege.edu) if your residency status appears to be incorrect.

### **Next Steps for Admissions**

Acceptance is provisional until all admissions requirements have been met.

Below you will see the admissions steps you still need to complete. You will not be able to register for classes until these steps are completed.

- You have missing Math TSI test scores. If you are a dual enrollment student, please email your advisor. All other students should email their Admissions Counselor at [Admissions@alvincollege.edu](mailto:Admissions@alvincollege.edu) for more information.
- You have missing English/Language Arts/Reading TSI test scores. If you are a dual enrollment student, please e-mail your advisor. All other students should e-mail their Admissions Counselor at [Admissions@alvincollege.edu](mailto:Admissions@alvincollege.edu) for more information.

Your advisor is Sharmeal Archie. Please feel free to reach out to Sharmeal by email anytime at [SArchie@alvincollege.edu](mailto:SArchie@alvincollege.edu).

We look forward to supporting you throughout your educational journey. Welcome to ACC and congratulations on becoming an ACC Dolphin, Fins Up!

Sincerely,  
John Matula  
Vice President, Student Services



# Need help logging into the POD or your ACC email?

Contact ACC IT Help Desk at 281.756.3544 or  
[itservices@alvincollege.edu](mailto:itservices@alvincollege.edu)

You need to have your POD login and ACC email set up  
before your courses begin.

[You can log into the POD here](#)

# Making a Payment



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- Frequently Asked Questions

**Fall Payment Due August 19**

**Fall Registration is Continuing!** **Summer**

[Click here to view video on how to make a payment](#)

[Click here to make a payment](#)

# PURCHASE OR RENT TEXTBOOKS

[www.alvinccstore.com](http://www.alvinccstore.com)

Phone: 281.756.3681

Store Hours:

**Monday & Tuesday**

7:30am-6:30pm

**Wednesday & Thursday**

7:30am-5:00pm

**Friday**

8:00am-1:00pm

Alvin Community College is closed on Fridays  
during the Summer

## When to buy?

Students should have their textbook purchased before the 2<sup>nd</sup> class day. If you purchase your book before, do not open the shrink-wrap until the first day of class.

## Ebooks/RedShelf

Some courses will have electronic textbooks included in the tuition. Check your fee statement to see if already paid for your book. You will access these ebooks in the course in Blackboard.

[Click here to view a video on how purchase your textbooks](#)

# Understanding

## TSIA2

The Texas Success Initiative Assessment 2 (TSIA2) is a diagnostic college placement exam over reading, writing, and math. Study guides and practice exercises are available online

Check with your ACC Advisor to see which sections you must complete.

### SCORES REQUIRED:

#### English Language / ELAR

945 or higher and an essay of 5-8 **OR**

Below 945 with a Diagnostics Score of 5-6 and an essay of 5-8

#### Math

950 or Diagnostic Score of 6

# Free ACC Tutoring Resources

## The ACC Learning Lab

Free in-person and online tutoring

Computer and printer access

Information on academic success strategies

## **Learning Lab Location:**

Main campus, A Building, 2nd floor, A 204b  
281-756-3566

## **Hours:**

Monday - Thursday 8:00 AM - 7:00 PM

Friday 8:00 AM - 5:00 PM

Closed Fridays during the summer

## **PearDeck / Brainfuse starting in fall**

A free 24/7 tutoring service option that can be found in Blackboard.

## Your Professor

Professors will have office hours and tutoring options on their syllabus.

If you can not make it to your professor's designated office hours, reach out to them to see if they can meet with you at a different time.



# What is FAST financial aid?

The Financial Aid for Swift Transfer (FAST) program allows for public institutions of higher education to offer dual credit courses to educationally disadvantaged students at no cost to these students.

## **Student Eligibility**

Students are eligible under the FAST program if they meet both requirements listed below.

- (1) Admitted to a dual credit program and enrolled in an eligible dual credit course at a public school district or charter school.
- (2) Qualified for the national free/reduced-price lunch in any of the four school years prior to enrolling in the dual credit course

**The ACC advisors will not know if a student is approved for FAST until they have been registered and verified with the state. Students will be registered for their Fall courses by August 1, and we should receive verification information back from the state by August 15 to know if students are eligible.**

# Important Information

- **Email is the college's official form of communication with you!** Make sure you can get into your college email in the POD. Check your ACC email daily!
- Your ACC Advisor will register you for any courses that you take while you are in the Dual Enrollment program. **You should never register yourselves.**
- If you ever need assistance, please contact your ACC Advisor on your campus directly!

## Important Dates

| Fall                                 | Spring                            |
|--------------------------------------|-----------------------------------|
| <b>Payment Deadline</b> August 19    | <b>Payment Deadline</b> January 6 |
| <b>Courses Begin</b> August 25       | <b>Courses Begin</b> January 12   |
| <b>Withdraw Deadline</b> November 20 | <b>Withdraw Deadline</b> April 16 |



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