

Dual Enrollment

Orientation

Dual Enrollment Advisors



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Admissions Requirements for the Dual Enrollment Program

- Completing an Alvin College admissions application
- Take the TSIA2 test and check with Alvin College Dual Enrollment advisor to see if you qualify for an ACT or SAT exemption
- Review and submit Dual Enrollment Contract
- Attend Orientation (mandatory for new students)
- Attend Onboarding session (optional)
- Pay for tuition and books if necessary

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 Alvin College 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



Academic Support Center Services

TSI Bootcamps

- Improve test scores in Math, Reading, and Essay sections
- Fall and Spring
- Group sessions Saturdays 10am-2:30pm
- Test at Alvin College Monday after 9:00am ELAR or Math, 2pm Math only

TSI Bridge

- Students must have attended at least one Bootcamp and one test session
- Score analysis to determine target skills
- Placement with a tutor for 1 on 1 support

*See flyers for registration QR codes



Academic Support Center Services

On-site Tutoring

- Services at all 7 high school campuses during the school day
- Attend on DE off days
- English and Math courses, TSI Bridge students
- Courses with required tutoring hours (NCRW, INRW, NCBM, Math 0314 0332 0342)

Brainfuse Online Tutoring

- Free for all students through Blackboard
- All subjects (*Spanish)
- 24/7 Live Video Chat with a tutor
- Submit essay drafts to The Writing Lab for feedback and corrections
- Study tools: digital flashcards, practice problems, test reviews



Academic Support Center Services

Contact

Carly Giberson

cgiberson@alvincollege.edu

281-756-3791



Accessibility, Counseling, and Social Services

- Are you currently using academic accommodations in school?
- Did you know that you can request academic accommodations in college?
- It is three easy steps. Here is how to get started.

ALVIN COLLEGE

Student Accessibility Services

STEP 1

- Complete the **SAS Intake Form**
- Visit our webpage: [alvincollege.edu/disability-sas](https://www.alvincollege.edu/disability-sas/)

STEP 2

- Provide **documentation** to Student Accessibility Services
- This can be submitted by emailing SAS@alvincollege.edu, faxing to 281-756-5760 or hand delivering to our office.
- Check your student email for updates to your case.

STEP 3

- The office will contact you to schedule an **Intake appointment**
- Intake appointments can be done virtually or in-person

3110 Mustang Rd, Alvin, TX 77511
Phone: 281-756-5701 | Fax: 281-756-5760



<https://www.alvincollege.edu/disability-sas/>

Contact Us:

SAS@alvincollege.edu

SAS Office:

281-756-5701

Accessibility, Counseling, and Social Services

WE ARE HERE TO HELP

STUDENT RESOURCES & ASSISTANCE

In partnership with community providers, Alvin College offers a variety of social services to address the nonacademic needs that often pose a barrier to student learning.

Let us assist you with any unmet needs you may be experiencing!

- Childcare Resources
- Clothing/Shoes
- Financial Issues
- Food Insecurity
- Health Services/Insurance
- Housing Issues
- School Supplies
- Toiletries
- Transportation Issues
- Utility Bill Assistance

MORE INFORMATION



Roxie Patton
Social Services Specialist

281-756-3655
socialservices@alvincollege.edu

Alvin College is an Equal Opportunity Institution.

WE ARE HERE TO HELP



Student Resource Center H-109

Monday & Thursday

10:30am-1:00pm

2nd Monday of the Month

5:00pm-7:00pm

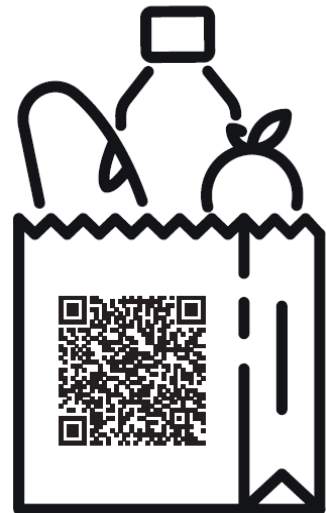
Free Groceries

Contact Us:

Roxie Patton - H109

socialservices@alvincollege.edu

281-756-3655



Student Resources
& Assistance



Accessibility, Counseling, and Social Services

MyCHN Health Plans for Students

Basic Virtual Plan Breakdown \$43 per month

- Unlimited Virtual Appointments Within 48 hours
- Discounted Pharmacy and Dental rates
- Free Quarterly Blood Panel
- Access to WYSA Mental Health AI
- Weight Loss Program

Whole Person Plan Breakdown \$63 per month

- *(Includes everything from the Virtual Plan)*
- One Free Dental Exam and Two Annual Cleanings
- Two Free Therapy Appointments per Month
- Two In Person Clinical Appointments per Month



MyCHN Concierge Access

My Concierge Access by MyCHN offers Alvin College students convenient, affordable healthcare. Membership includes virtual medical visits, mental health support, dental and pharmacy discounts.

My CHN has 20 locations across Houston and surrounding areas to choose your care from:

Basic Virtual Plan - \$43 per month

Whole Person Plan - \$63 per month



For more information and to register, scan here! →

For more information, contact:

Roxie Patton, socialservices@alvincollege.edu

Alvin College is an Equal Opportunity Institution.



Accessibility, Counseling, and Social Services

For More Information:

- Go to: <https://www.alvincollege.edu/index.html>
- Then click on **Start Here:**
- **I Am A: Current Student**
- Accessibility, Counseling, and Social Services

<https://www.alvincollege.edu/accessibility-counseling-social-services/index.html>

Understanding

Pathways and Course Type

Academic Dual Enrollment College Course- core college courses that are part of Alvin College'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 1, Govt-2305 Federal Government, Psyc-2301 General Psychology, etc..

Technical Dual Enrollment College Course-courses that are a 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

The College Course Numbering System

Course Number

ENGL 1301



Department



The first number indicates the college level.
1 is Freshman level.
2 is Sophomore level.

Course Number

BIOL 2401



The second number indicates the amount of college credit hours.

Classes with labs will be 4 college credit hours.

Example

Alvin College Academic Transfer Pathway Associate of Arts Degree in General Studies

9 th Grade		10 th Grade		11 th Grade		12 th Grade	
Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring
English I		English II		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		BIO 1406	BIO 1407
World Geography		World History		HIST 1301	HIST 1302	GOVT 2305	GOVT 2306
PE							
Psyc-1300	Comm 1307	ARTS 1301 or MUSI 1306	SOCI 1301 or SPCH 1315	PSYC 2301		OR	ECON 2301
SPAN 1411	SPAN 1412						
7	7	3	3	9	6	13	14

Students will work with their Alvin College Advisor to find what pathways works best at their school. Alvin College Academic Transfer Pathways are available for Business Majors, Science and Math intensive Majors. Alvin College is working with ISDs to add more pathways.

Example

Alvin ISD Certificate Pathway

AISD-Pharmacy Tech Level 1 Certificate

9 th Grade		10 th Grade		11 th Grade		12 th Grade		
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 Intro to Pharm PHRA 1309 Pharm Math I PHRA 1305 Drug Classification	PHRA 1315 Pharm Terminology PHRA 1347 Pharm Math II PHRA 1441 Drug Therapy & Treatment	PHRA 1413 Community Practice PHRA 1349 Inst. Pharm Practice	PHRA 1345 Compounding Sterile Preparations PHRA 1261 Clinical I PHRA 1243 Certification Review	
				9	10	7	7	33

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

**Required by Alvin ISD*

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

Alvin College is working with ISDs to add more pathways.



Did you know...

- DE college courses are taught by AC Professors or credentialed ISD instructors.
- College courses are offered on high school campuses. Students in the DE program can also take courses online or at an Alvin College Campus.
- Your Alvin College DE Advisor is on **your campus** to assist you.
- DE college courses are not AP courses.
 - Advance Placement classes are high school courses 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 Alvin College Dual Enrollment Student Handbook can be found on the Alvin College DE 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:

Student can take summer courses starting the summer before their 9th 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 Alvin College 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 or two to correct the problem before moving on to the next step.
2. If the issue cannot be resolved, contact the Department Chair for that department.

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

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

Understanding the use of AI as a student

Artificial Intelligence (AI) refers to the simulation of human intelligence processes by machines, particularly computer systems. AI systems are designed to mimic human cognitive functions, such as learning, problem-solving, decision-making, visual perception, and natural language processing.

AI Student Code of Honor

As a student at the Alvin Community College community, I strive for honorable conduct, honesty in word and deed, diligence in my studies and service, respect for the rights of others, and through my education, I will rise to become a self-governed individual who upholds the highest standards of integrity and ethical behavior.

AI Academic Dishonesty Alvin College defines AI academic honesty as follows:

- using AI text or images without giving that tool appropriate credit
- using AI ideas without giving that tool appropriate credit
- representing AI's artistic or scholarly works (i.e., essays, musical compositions, research photographs, paintings, drawings, etc.) as your own
- submitting a paper purchased from an AI-driven provider or application

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 withdrawal 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 say 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 Alvin College advisor and high school counselor before the withdrawal 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.

Summer 1 withdrawal deadline: June 25th, Summer 2- & 11-week withdrawal deadline: July 30th

Fall 2026 withdrawal deadline: Nov. 19th, Spring 2027 withdrawal deadline: April 19th



FERPA *Federal 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.



Alvin College Dual Enrollment Academic Standards

Alvin College 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 Alvin College Dual Enrollment 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.



Alvin College 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 can appeal to have their class moved from in person to online, but it requires Professor approval.

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.

Alvin College 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!

Logging into the POD

Select Language ▼



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When students apply, within 3-5 business days, students are sent an email with their Alvin College student ID number, ACCess ID, and Alvin College email address to the email address they applied with. They will also receive a separate email with a temporary password to get started setting up their Alvin College student Pod Account.

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



Logging into the POD

Need help logging into the POD or your Alvin College email?

Contact Alvin College IT Help Desk at 281.756.3544 or
itservices@alvincollege.edu

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



Sample Admissions Acceptance Letter

Dear John,

Congratulations on completing the first step of the Alvin College Dual Enrollment admissions process. You are on your way to starting college now! It is my pleasure to inform you that you have been accepted into Alvin College. We look forward to supporting you throughout your educational journey.

Below is your individual student information. Please make sure to put it somewhere safe as you will need this when you conduct any business with Alvin College.

Your ACC ID number is: 1234567

Your ACC Email Address is: jdoe4567@student.alvincollege.edu

Your ACCess ID is: jdoe4567

To reserve your spot in your dual enrollment classes, please complete all the admissions steps listed below. For more information, please visit www.alvincollege.edu/dualenrollment/de-enrollment.

Complete required TSI Testing or speak with your dual enrollment advisor about a potential waiver

Complete Dual Enrollment New Student Orientation

Set up your Alvin College Pod page and start checking your Alvin College email

Please see the *How to Set up The POD* page in your packet

Pay for your Alvin College classes and buy your textbooks

We are excited to welcome you to the Alvin College Dual Enrollment program in the coming semesters. If you have any questions, please feel free to reach out to your high school's dual enrollment advisor. You can find their email address below.

Once again, congratulations and welcome to Alvin College!

Dr. Jessica Ranero-Ramirez

Dean, College Access & Partnerships



Making a Payment



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LABI



**Summer 1 & Summer 11
week Payment Deadline
May 26**

**Fall 2026 Payment
Deadline August 18**



Purchasing or Renting Textbooks

www.alvincstore.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 College is closed on Fridays
during the Summer**

When to buy?

Students should have their textbook purchased before the 2nd 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.

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 this current academic year or any of the four school years prior to enrolling in the dual credit course.

The Alvin College 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 Alvin College email daily!
- Your Alvin College 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 Alvin College Advisor on your campus directly!

Important Dates

Fall	Spring
Payment Deadline August 18	Payment Deadline January 5
Courses Begin August 24	Courses Begin January 11
Withdraw Deadline November 19	Withdraw Deadline April 19

Dual Enrollment Advisors



Iris Hilliard
Alvin High School
281.245.2726
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Dual Enrollment Orientation Sign In Sheet



Questions???

Thank you for coming!