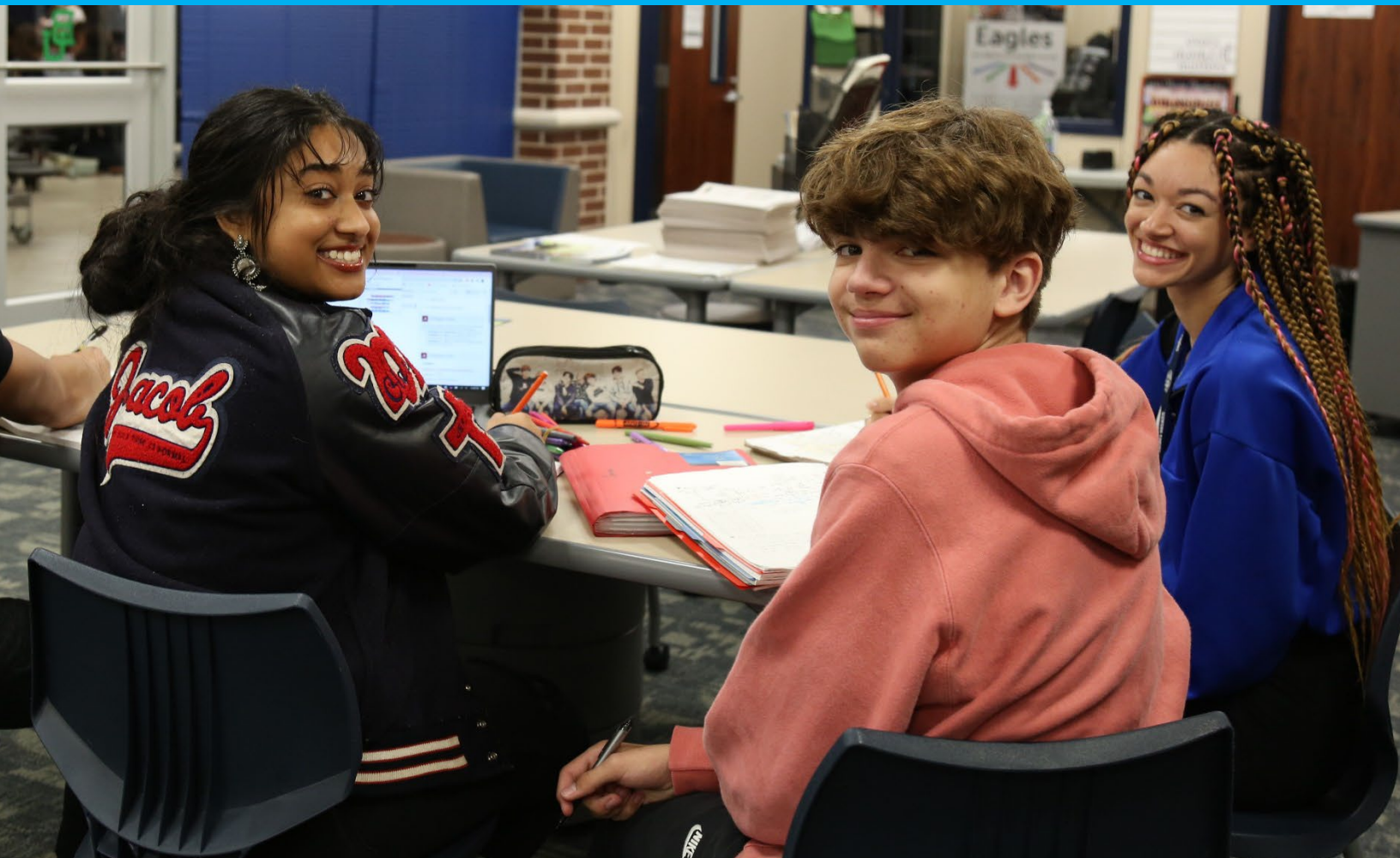


ACC

ALVIN COMMUNITY COLLEGE

DUAL ENROLLMENT

STUDENT HANDBOOK 2023 - 2024





ALVIN COMMUNITY COLLEGE

Table of Contents

Welcome Letter from Dr. Exley..... 1

ACC Mission, Vision and Purpose 2

Important Things to Know 3

FERPA 3

Students with Disabilities/ADA 3

College Standards 5

The Importance of the Course Syllabus 5

College Attendance Policies 5

University Interscholastic League (UIL)..... 5

Instructor Office Hours..... 6

Student Rights, Responsibilities and Discipline 7

ACC Student Handbook 8

College Grades 8

ACC Dual Enrollment Academic Standards..... 8

ACC Dual Enrollment Student Age Policy 9

Excessive Hours Exemption for DE Students 9

Withdrawing/Dropping a Course..... 9

Automatic Withdrawal Policy 9

Withdrawal Exemption for DE Students 10

Higher Tuition for Third Attempt Courses..... 10

Homebound Policy 10

Course Grade Complaints 10

Texas Success Initiative – TSI Assessment..... 12

Advance Placement/CLEP Prior Learning Assessments 12

ACC Transcript Request 13

How to Read Your Transcript..... 14

The POD..... 15

Office 365 15

Blackboard 16

Student Success and Student Services 17

ACC Career Services 17

ACC CyberLab Student Computer Lab 17

ACC Learning Commons – Tutoring Center 17

ACC Library 17

Services for Students with Disabilities 17

ACC Store 18

ACC Student ID Cards 18

ACC Student Handbook 18

ACC Testing Center 18

The Successful Dual Enrollment Student Will:..... 19

Frequently Asked Questions..... 20

Dual Enrollment Team 22

Interpretation of College Publications

The administration of Alvin Community College acts as final interpreter of college publications. The College may change requirements, regulations, as necessitated by college or legislative actions.



Your College Right Now

Dear Parent/Guardian & Dual Enrollment Student,

On behalf of our faculty members and staff, I want to welcome you to the Alvin Community College Dual Enrollment Program. Participation in the Dual Enrollment program provides many advantages to you and your student. Through this handbook, we are providing information about the Dual Enrollment benefits and policies that are designed to ensure your student's success in college.

The courses are taught by ACC faculty as well as highly qualified ISD teachers. All content and evaluation of the courses are of the same caliber as those offered at the college campus. ACC is accredited by the Southern Association of Colleges and Schools, which guarantees that Dual Enrollment courses meet the same rigorous standards of a college course.

To be successful students must be prepared for the challenge of a college-level course, which includes additional study time and class participation. Books required for the courses also must be purchased in a timely manner. Contact the ACC College Store at 281-756-3681 for book prices, availability, store hours and location.

Dual Enrollment students have access to the same student services as other college students including the ACC Learning Lab. Tutors at the lab can assist students with improving their academic skills such as Reading, Writing and Math. Our mission is to make sure Dual Enrollment students succeed and we will do all we can to help them meet their goals.

Fins Up!

A handwritten signature in black ink that reads 'Robert J. Exley'.

Robert J. Exley
Alvin Community College President

www.alvincollege.edu



Tel: 281.756.3500



3110 Mustang Road
Alvin, TX, 77511-4898



Mission:

Our mission is to offer high school students a comprehensive post-secondary education experience that provides a college foundation, academic curriculum, and technical training that is affordable and applicable to their overall collegiate goals.

Vision:

To increase the opportunity of students to earn Dual Enrollment or Dual Degree diplomas through a college experience filled with academic rigor, personal enrichment, academic and career advising.

Purpose:

The purpose of the Alvin Community College Dual Enrollment program is to provide highly motivated students the opportunity to simultaneously earn high school and college credit, as defined by the Texas Higher Education Coordinating Board (THECB) and the agreement set forth between the college and the district.

Important Things to Know

Participating in our program has many benefits to include:

1. Accelerate time to degree completion--a bachelor's degree typically takes four years to complete. By taking courses while in high school, you can earn up to two years of college credit.
2. Save money--community colleges offer substantial savings to students by charging lower tuition rates than larger institutions. Alvin Community College goes the extra mile by offering a discount to students taking courses for dual enrollment.
3. Quality education—Alvin Community College is recognized as one of the top 150 community colleges in the nation by The Aspen Institute. You'll enjoy small classes taught by student centered faculty.
4. Easy transferring--most academic credits easily transfer to public universities in Texas. They may also be accepted at private or out-of-state institutions. Always check with the receiving institution to verify transferability and applicability to your major and degree.
5. Build confidence--going to college is stressful under the best circumstances. Participating in our dual enrollment program offers you a way to ease the transition from high school to college by supporting you with a strong system of services geared toward making you a successful student.

FERPA (Family Education Rights & Privacy Act) & Student Records

What is FERPA?

- The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student educational records and begins when a student enters a **postsecondary** institution, regardless of age.
- It limits the kinds of information we can share with individuals other than the student. For example, we cannot share grades, course schedules, or test scores with parents. However, we do share certain information with the high schools and we can talk to parents about the college process and answer general questions.
- We recognize that parents are a key partner in supporting students to ensure their success in this program, and that's why we ask students to please keep parents informed of what is going on in college.
- For students, this is an opportunity to take on new responsibilities, learn the college process, and act on your own behalf.

For more information on FERPA, visit the Alvin Community College FERPA website at: <https://www.alvincollege.edu/admissions/ferpa.html>

Although Dual Enrollment students are minors and dependents, the Federal law considers any student attending college protected under the FERPA regulation and is subject to privacy protection. [FERPA Waivers are available in the ACC Advisor Office on the high school campus, the ACC Welcome Center, and online here](http://www.alvincollege.edu/DualEnrollment)<http://www.alvincollege.edu/DualEnrollment>.

Students with Disabilities/ADA

<https://www.alvincollege.edu/Disability-Services>

Students currently receiving 504/IDEA accommodations for their high school courses need to coordinate college accommodations with the Coordinator of Student Accessibility Services. ACC makes its campus and programs accessible in compliance with the Americans with Disability Act of 1990 and Section 504 of the Rehabilitation Act of 1973.

Dual Enrollment 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 ACC Coordinator of Student Accessibility Services without written permission.

It is best to start the accommodation process six weeks prior to the first class day. Students must provide documentation of their disability that meets specified guidelines. Examples include current or most recent Full Individual Evaluation (FIE), 504 Dyslexia scores, ADD/ADHD Letter, or other medical/mental health diagnosis by a qualified doctor.

To ensure that college accommodations are received, please contact:

Lilly Guu, LPC.

ACC Director of Accessibility & Counseling Services

281-756-3533

SAS@alvincollege.edu

College Standards

Dual Enrollment (high school and college credit) and Concurrent Enrollment (college credit only) students are students who have met Texas Success Initiative (TSI) standards and the ACC Admission Requirement. Students are expected to perform at the college level in their college courses and to honor all deadlines declared by the college or by the instructor. Dual Enrollment students must meet TSI standards or meet exemption or waiver requirements listed below (**Note that priority deadline is end of April**):

| TSI 2.0 College Standard | Exemptions | Waiver | College Algebra |
|---|---|--|--|
| <p><u>English Language / ELAR</u> 945 or higher and with an essay of 5-8 OR Below a 945 with a Diagnostics Score of 5-6 AND an essay of 5-8</p> <p><u>Math</u> 950 or Diagnostic Score of 6</p> <p>Speak to your ACC advisor if you have TSI scores from before 1/11/2021.</p> | <p><u>SAT</u> Reading and Writing (EBRW) – 480 Math – 530</p> <p><u>ACT</u> 23 Composite Score English – 19 and Math – 19</p> <p><u>STAAR / EOC</u> English III (level 2, score of 4000) Algebra II (level 2, score of 4000)</p> | <p><u>STAAR / EOC</u> English II (level 2 score of 4000) Algebra I (level 2 score of 4000) and 70+ grade in Algebra II.</p> <p><u>PSAT (NMSQT)</u> Reading & Writing – 460 Math – 510</p> | <p><u>ACT</u> 19</p> <p><u>SAT</u> 530</p> <p><u>STAAR/EOC</u> – Algebra I (level 2-score of 4000) and 70+ grade in Algebra II.</p> <p><u>Math TSI 2.0</u> 950 or Diagnostic Score of 6</p> |

The Importance of the Course Syllabus

During the first week of class, each instructor distributes the course syllabus describing course requirements and objectives. The syllabus includes instructor contact information, office hours, required text, assignments and due dates, and the course grading scale. Students should review this document weekly for assignment due dates and to keep up with their grade calculations.

On average, college students should plan to study at least two hours a week for every hour spent in the classroom. Students taking a three- hour credit course should set aside a minimum of six hours per week to study and prepare assignments. Most students should schedule extra study time when exams are planned or course projects are due. Syllabi for courses can be reviewed online at <http://app.alvincollege.edu/HB2504/Content/Public/Landing.cshtml>.

College Attendance Policies

College instructors establish individual attendance policies for their courses. If an absence is unavoidable, the student must contact the instructor regarding the absence as soon as possible. Students are responsible for completing all work missed. It is possible that an instructor may not allow missed assignments or tests to be made up, regardless of the reason for the absence. If students have a planned absence, contact should be made with the instructor prior to the absence, not after. In compliance with Texas Education Code Section 51.911, ACC allows a student to be absent due to a religious holy day.

It is important that students adhere to their high school attendance policy while in the Dual Enrollment courses. High school credit may be denied for excessive absences.

University Interscholastic League (UIL)

Students participating in Dual Enrollment courses should check with their respective high schools before enrolling in courses that may cause them to lose their eligibility to participate in UIL contests under the UIL constitution and contest rules.

Instructor Office Hours

Instructors are available to answer questions about course materials or course policies during office hours. Office hours may be found in the course syllabus. Some instructors keep office hours on more than one campus, including the high school campuses. Students who have concerns about course performance or questions regarding an assignment should schedule an appointment with the instructor.

Student Rights, Responsibilities and Discipline

Scholastic Dishonesty

Students at Alvin Community College are members of an institution dedicated to the pursuit of knowledge through a formalized program of instruction and learning. At the heart of this endeavor lie the core values of scholastic integrity which includes honesty, truth, and freedom from lies and fraud. Because personal integrity is important in all aspects of life, students at Alvin Community College are expected to conduct themselves with honesty and integrity both in and out of the classroom. Incidents of academic/scholastic dishonesty are subject to disciplinary measures.

“Scholastic dishonesty” shall include, but not be limited to, cheating, plagiarism, and collusion.

“Cheating” shall include but shall not be limited to:

1. Copying from another student’s test or class work;
2. Using test materials not authorized by the person administering the test;
3. Collaborating with or seeking aid from another student during a test without permission from the test administrator;
4. Knowingly using, buying, selling, stealing, or soliciting, in whole or in part, the contents of an un-administered test, paper, or another assignment;
5. The unauthorized transporting or removal, in whole or in part, of the contents of the un-administered test;
6. Substituting for another student, or permitting another student to substitute for one’s self, to take a test;
7. Bribing another person to obtain an un-administered test or information about an un-administered test; or
8. Manipulating a test, assignment, or final course grades.

“Plagiarism” shall be defined as the appropriating, buying, receiving as a gift, or obtaining by any means another’s work and the unacknowledged submission or incorporation of it in one’s own written work.

“Collusion” shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements.

“Disorderly Conduct”

Includes any of the following activities occurring on premises owned or controlled by the College District:

1. Behavior of a boisterous and tumultuous character such that there is a clear and present danger of alarming persons where no legitimate reason for alarm exists.
2. Interference with the peaceful and lawful conduct of persons under circumstances in which there is reason to believe that such conduct will cause or provoke a disturbance.
3. Violent and forceful behavior at any time such that there is a clear and present danger that free movement of other persons will be impaired.
4. Behavior involving personal abuse or assault when such behavior creates a clear and present danger of causing assaults or fights.
5. Violent, abusive, indecent, profane, boisterous, unreasonably loud, or otherwise disorderly conduct under circumstances in which there is reason to believe that such conduct will cause or provoke a disturbance.
6. Willful and malicious behavior that interrupts the speaker of any lawful assembly or impairs the lawful right of others to participate effectively in such assembly or meeting when there is reason to believe that such conduct will cause or provoke a disturbance.
7. Willful and malicious behavior that obstructs or causes the obstruction of any doorway, hall, or any other passageway in a College District building to such an extent that the employees, officers, and other persons, including visitors, having business with the College District are denied entrance into, exit from, or free passage in such building.

Student Rights, Responsibilities, and Discipline (continued)

Responsibility

Each student shall be charged with notice and knowledge of, and shall be required to comply with, the contents and provisions of the College District's rules and regulations concerning student conduct.

All students shall obey the law, show respect for properly constituted authority, and observe correct standards of conduct. Each student shall be expected to:

1. Demonstrate courtesy, even when others do not;
2. Behave in a responsible manner, always exercising self-discipline;
3. Attend all classes, regularly and on time;
4. Prepare for each class and take appropriate materials and assignments to class;
5. Obey all classroom rules;
6. Respect the rights and privileges of students, faculty, and other College District staff and volunteers;
7. Respect the property of others, including College District property and facilities; and
8. Cooperate with and assist the College District staff in maintaining safety, order, and discipline.

Students are expected to report incidents of academic dishonesty to the instructor, Department Chair, Division Chair, or College Administrator.

ACC Student Handbook

The Alvin Community College Student Handbook contains all other rights and privileges pertaining to ACC Students. It is the official publication of the Student Code of Conduct and defines other forms of misconduct and discipline (such as suspension and expulsion). [The Student Handbook is available online at the Student Support Services webpage.](#)

College Grades

Students should be aware of the instructor's system for course grading, which is printed in the course syllabus or in the policy handouts distributed during the first week of courses. Unlike high school grading scales and standards, college course evaluation systems are not uniformly set by the college. If students do poorly on a test or assignment, most college instructors will not allow work to be repeated in order to improve the grade. Students should not expect to receive extra course credit for course attendance. Generally, extra credit is not offered in college courses.

College grades are recorded in [MyBlackboard](#) and end of-course grades are recorded in [The POD](#). Students should maintain records of their grades according to the grading scale provided on the syllabus.

High school policies apply regarding the awarding of high school credit and college policies apply regarding the awarding of college credit. College grades submitted for high school reporting (i.e. six-week and nine-week reporting periods) can vary and may not be accurate. Students should always keep copies of their graded work, write their grades down, and refer to the instructor or [MyBlackboard](#) for the most accurate college grade. The grades earned in a Dual Enrollment course will become part of the permanent college record. Students who encounter academic difficulty in a Dual Enrollment course should confer with their course instructor and ACC Advisor. If course withdrawal is advised, it must be completed by the last official drop date as printed in the college calendar. Students will receive a grade of W (Withdrawal) on their college transcript. The grade of W carries no penalty while enrolled in the Dual Enrollment program as a high school student.

ACC Dual Enrollment Academic Standards

The college cumulative GPA will be calculated at the completion of each semester. Students whose college cumulative GPA is below 2.0 will be suspended from taking 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. However, a student may retake only the course they earned an F or D grade during the semester of suspension. Students may be reinstated the following semester. If the semester GPA remains below 2.0 after completing courses during the reinstated semester, future participation in the Dual Enrollment program will be

prohibited. Students must earn a C or higher in Foreign Language Courses prior to moving to the next level.

House Bill 505 removed limitations on the number of Dual Enrollment courses a student may take. However, Alvin Community College recommends that students taking more than two Dual Enrollment courses per semester do so only under the recommendation or advisement of their ACC Advisor or the high school counselor.

ACC Dual Enrollment Student Age Policy

According to ACC policy, students who are younger than sixteen years of age and enrolled in credit classes must have a parent, legal guardian, or authorized responsible adult at the ACC campus to monitor the student's activities outside of class and to be immediately available in case of an emergency.

Upon arrival to class each day, the parent/guardian will need to sign in by visiting the office of the ACC DE Advisor on campus. The sign-in sheet will be there daily. **Note:** If the student will be turning 16 during the summer 1 session, the parent/guardian will still need to sign in daily until the student officially turns 16.

Excessive Hours Exemption for DE Students

What is the six-drop rule and does it affect dual credit students? TEC §51.907 places limitations on the number of course drops that are allowed for students in public institutions of higher education to six. However, students who are still enrolled in high school are not affected by the provisions of TEC §51.907, and any course a student drops while they are still enrolled in high school should not be counted toward the limitation of dropped courses under this section (TAC §4.9). F.6)

Are dual credit students affected by the Excess Hours Law, which makes college students subject to out-of-state tuition rates if they exceed 30 semester credit hours over their baccalaureate degree plan? Beginning in fall 2009, semester credit hours earned by a student before graduating from high school and used to satisfy high school graduation requirements (hours earned in classes taken for dual credit) are exempted from the calculation of excess hours (TEC §61.0595).

Withdrawing/Dropping a Course

Dropping a Dual Enrollment course is a two-step process.

The student must:

1. Meet with the high school counselor to complete the high school course withdrawal.
2. Meet with the ACC Advisor to complete the college course withdrawal.

WARNING!

Withdrawing from Dual Enrollment courses may affect high school graduation. Students who wish to withdraw from any courses taken on the Alvin Community College campus must meet with an ACC Advisor to officially withdraw. Any student who does not officially withdraw will be considered enrolled, which will result in receiving a failing grade in the course. The failing grade then becomes part of their official college transcript.

Withdrawing/Dropping a Course (continued)

Every college or university is required to have a Satisfactory Progress Policy. Students should be aware of ACC's Satisfactory Progress Policy, as outlined in the ACC Catalog, and that of any college/university to which they may wish to transfer.

Automatic Withdrawal Policy (Due to Behavior and/or Removal from High School Campus)

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 contacting the ACC instructional Dean.

Withdrawal Exemption for DE Students

Dual Enrollment students are exempt from the six-drop rule and the threepeat rule while enrolled in the program.

Higher Tuition for Third Attempt Courses

College-level courses (excluding developmental) taken for the third time and thereafter will be billed an additional fee equal to the current out-of-district hourly rate. This includes courses with grades of W (withdrawn). The provision for third attempt charges (threepeat rule) was passed by the Texas legislature to encourage students to complete the courses for which they register. Student tuition represents only a portion of the total cost of instruction. The remaining comes from state dollars from Texas taxpayers. Select courses are exempt from the repeat charges.

Homebound Policy

1. Students entering a semester on homebound status should enroll in online courses only.
2. Students enrolled in a college course on the high school campus who require homebound status later during the semester may:
 - i. Withdraw from the college course if prior to the published withdrawal deadline
 - ii. Receive permission from the instructor 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 course if the instructor deems it appropriate

Course Grade Complaints

A student shall have one year from the date a grade is assigned to submit a grade appeal. A student shall not be 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. In addition, 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.

Grade Appeal Procedures

In order to appeal a grade, the student shall first meet with the faculty member to discuss the assigned grade. If a resolution is not reached, the student may initiate the formal process to request a grade change by submitting a written grade appeal to the appropriate dean that contains the basis for the request. A copy of the student's grade appeal shall be forwarded to the faculty member and he or she shall provide a written response to the appropriate Dean within five College District business days.

Once the faculty member has provided his or her response to the appropriate Dean, the Dean shall meet with the student to discuss the written response and seek resolution of the dispute. The Dean shall provide a written response to the student and faculty member with his or her decision.

The student shall be permitted to appeal the Dean's decision by submitting a written grade appeal to the Vice President of Instruction. Upon receipt of an appeal, the Vice President of Instruction shall schedule a conference with the student or refer the appeal to the Academic Appeals Committee within five College District business days.

If an appeal is referred to the Academic Appeals Committee, the Vice President of Instruction shall notify the student of the date and time of the committee meeting and of the student's rights regarding the Academic Appeals Committee process.

The chairperson of the Academic Appeals Committee shall set reasonable time limits and guidelines for the presentation, including an opportunity for the student and the faculty member to each make a presentation and provide rebuttal and an opportunity for questioning by the members of the Academic Appeals Committee.

The Academic Appeals Committee shall then consider the grade appeal, make its decision, and prepare a final report for the Vice President of Instruction. The Vice President of Instruction shall notify the student, faculty member, and the appropriate Dean of the committee's decision.

For more information, [refer to the ACC student handbook](#).

Texas Success Initiative – TSI Assessment

What is the Texas Success Initiative (TSI)?

The Texas Success Initiative is a state-legislated program designed to improve student success in college. There are two components of the program:

1. An assessment to diagnose students' basic skills in Reading, Mathematics, and Writing
2. Developmental instruction to strengthen academic skills that need improvement

The State of Texas requires that all college students prove they are college-ready before registering for courses at a college or university in Texas. One of the ways to establish college-readiness is through placement testing.

A student is exempt from one or more TSI requirements under the following conditions:

- **ACT** – A combined score of 23 or higher with a minimum of 19 on English and Math grants a full exemption. A combined score of 23 or higher with a minimum of 19 on English grants a partial exemption in English; a combined score of 23 or higher with a minimum score of 19 on Math grants a partial exemption in Math. Scores must be no more than 5 years old.
- **SAT** – No combined score required. Minimum 480 on Reading and Writing (EBRW) grants an exemption in English and 530 Math grants a partial exemption in Math. Scores must be no more than 5 years old.
- **STAAR/End-of-Course (EOC)** – A minimum score of Level 2 on the English III shall be exempt from the TSI Assessment for both Reading and Writing, and a minimum score of Level 2 on the Algebra II EOC shall be exempt from the TSI Assessment for the Math section for a period of five years from the date of testing.

A student may waive TSI section requirements with the following scores:

- STAAR/EOC – English II (level 2 score of 4000)
- STAAR/EOC – Algebra I (level 2 score of 4000) **and** 70+ grade in Algebra II
- PSAT (NMSQT) – Reading and Writing (score of 460)
- PSAT (NMSQT) – Math (score of 510)

Students who are not exempted from TSI based on the above-mentioned exemptions or waivers must take TSI Assessment. [Visit the ACC Testing Center webpage to register.](#)

A student may retake an assessment at any time, subject to availability, to determine readiness to perform freshman-level academic course work. Students who score below the minimum on the retest will be subject to additional action to assist in reaching the College Readiness Standard.

College Readiness Standard

The state minimum standard to take college-level courses is a TSI score of English Language of 945 or higher and with an essay of 5-8 OR below a 945 with a Diagnostics Score of 5-6 AND an essay of 5-8. For math, students must score 950 or Diagnostic Score of 6.

Special Note: Students who have been allowed to take courses using a PSAT waiver will only need to take one of the above-mentioned exams **or** receive the college readiness designation by earning a grade of D or better in the designated courses if they have not met an exemption with an SAT/ACT or 11th grade EOC score.

For areas not exempt, testing is required. **Meet with the assigned ACC Advisor to determine if testing is needed.**

Advance Placement/CLEP Prior Learning Assessments

- Advance Placement - academic exams available through the [College Board-AP](#).
- CLEP Exams - academic exams are available through [College Board-CLEP](#). Exams are \$87 each. ACC offers proctoring for \$20. [Register for CLEP proctoring here.](#)
- Review the [ACC Catalog](#) for AP/CLEP, IB and DSST score requirements.

- [Requesting AP/CLEP/IB/DSST PLA Credit Form](#)
Submit directly to the Admissions Office (Bldg A, Room 100) or email to registrarsoffice@alvincollege.edu
No Fee

ACC Transcript Request

An Alvin Community College transcript must accompany all college applications. Students must also remember to send a final ACC Transcript to the college of their choice documenting the graduation date and including any grades for courses taken after the college application was originally submitted.

Students can obtain their semester grades and print unofficial grade transcripts through [The POD](#). There are two methods by which students may request official transcripts (\$7.50 per request):

- [The POD](#) (for currently enrolled students).
- [ACC Website](#) (for former students).
- In person at the ACC Admissions and Registrar's Office in A100. Transcript provided directly to the student will be marked "Issued to Student" and may not be accepted as official by other institutions.

Payment is accepted by credit/debit card. Transcript requests will be serviced as long as all incoming transcripts have been received at ACC, financial obligations to the College have been met, and any student record restrictions (holds) have ended.

Note to Students Taking Courses at The Alvin Community College Campus:

Students taking Dual Enrollment college courses at locations other than the high school campus during normal school hours should request an ACC transcript via [The POD](#). ACC transcripts are required before high school credit can be posted to the high school transcript. There is no charge for this service.

How to Read Your Transcript

An explanation of your unofficial transcript, which contains your Academic Record.

Course name and number

Semester, year, and part of term

6-drop rule counter

Letter grade earned for the class

Credit hours earned for completed class

Semester GPA

Number of hours attempted

Number of hours completed

Total Quality Points

Cumulative GPA (for all semesters)

```

*****
TEC 51.907 Undergraduate Course Drop Counter - (0)
*****
***** TEXAS SUCCESS INITIATIVE *****
AREA   STATUS   METHOD                               SCORE   DATE
Math   Passed   TSI Assessment-Math                 357     04/05/2016
Reading Passed TSI Assessment-Reading              356     04/05/2016
Writing Passed TSI Assessment Essay                 5       04/05/2016
Writing Passed TSI Assessment-Sent Skills           364     04/05/2016
***** COURSES *****
-----
Course Number   Title                               Grd   Hrs
-----
**MERIT LIST DURING THIS REPORTING PERIOD**
BIOL  2401      Anatomy and Physiology I            B     4
ENGL  1301      Composition I                        A     3
PSYC  2301      General Psychology                  A     3
          080 Social/Behavioral Science
Term 216FA Totals:  ATT= 10  CMP= 10  PTS= 36  GPA= 3.60
Cuml Totals:     ATT= 10  CMP= 10  PTS= 36  GPA= 3.60
-----
Spring 2017 (16 Weeks)
BIOL  2402      Anatomy and Physiology II            B     4
BIOL  2420      Microbiology Non-Science Mjrs       B     4
Term 217SP Totals: ATT= 8   CMP= 8   PTS= 24  GPA= 3.00
Cuml Totals:     ATT= 18  CMP= 18  PTS= 60  GPA= 3.33
    
```

To calculate your gpa:

$$\frac{\text{Quality points}}{\text{Number of Attempted Hours}}$$

Ex. $\frac{60}{18} = 3.33$

Welcome to

THE POD

STUDENTS

Alvin Community College integrates applications, coursework, calendars, and campus information on The POD, which can be accessed by current students via the ACC homepage. The POD encompasses and links to the following services using ACCess ID (one ID and password to use with The POD, Blackboard and Office 365).

What can I do in The POD?

- Review grades and registered course schedule (course registration).
- Update contact information.
- Access Microsoft 365 and OneDrive.
- Request transcripts, Enrollment Verification, and more!

How do I log into the POD for the first time?

- Use this link to receive password instructions using your personal email address: [Update Password Here](#)
 - ACCess ID Help: itservices@alvincollege.edu · 281.756.3544 (If you experience issues with setting up your account.)
 - Log in to [The POD](#), connecting you to ACC and your courses.
 - [View this short video to help you learn more!](#)

Reviewing Fee Statement in The POD:

1. Once logged into [The POD](#), click the “Students” link.
2. Click “Planning & Registration”, then “Fee Statement and Schedule.”
NOTE: If something is incorrect, please contact your ACC Advisor directly.

How to Make Payment Online:

1. Go to <http://www.alvincollege.edu/>.
2. Click on Make a Payment (located at the top of the ACC homepage under Paying for College).
3. Enter ACC Student ID number **and** six-digit date of birth in Month/Day/Year format (010700 for January 7, 2000).
4. Click “Login”, then “Make Payment” and follow the rest of the instructions to make the payment.
5. If choosing a payment/installment plan, click the “Payment Plans” link.
6. Click “Enroll Now” and follow the rest of the instructions to complete the enrollment for the payment plan.

Office 365:

Students are now able to utilize Microsoft Office 365 for **free** and use this to:

- Check ACC student email.
 - To login, go to [The POD](#).
 - Enter full student email address.
- Install Microsoft Office on 5 different devices for **free**.
- Save and access documents from anywhere using OneDrive (**free** online storage).
- Share and review notes easily using OneNote, and more!



For assistance, please contact the ACC IT Help Desk at 281-756-3544

Blackboard

Every Blackboard course is unique. For example, some instructors use Blackboard to supplement a course taught in a regular classroom environment and may only add a couple of key tools to Blackboard. Alternatively, a course may be taught entirely online using a multitude of tools, and content may be added to the Blackboard course. The choice is up to the instructor as to how extensively students utilize the system.

Logging into Blackboard

1. Go to the Alvin College Homepage and click “THE POD” at the top of page.
2. Enter your Student Email and password
3. Depending on your device, you’ll see a section titled “My Classes” either on the right side or bottom of your screen.

NOTE: If logging in for the first time, the username AND password will both be the same username as The POD. There is a link on the login page to search for this information if the student does not know it.

We recommend that students change their password periodically to ensure security:

1. Login to “The POD”.
2. Click Update Password at the very top right by the Search bar.
3. Enter your Student Email, Old Password, New Password, Confirm New Password, and Click Submit
4. Password Requirements: at least 8 characters long and must contain upper- and lower-case letters and numbers.
5. The new password you are entering cannot contain a password you have used in the past, any part of your first, middle, or last name, or your date of birth.

Getting Your Computer Ready

Visit the site below to verify if your device has the minimum technical requirements recommended by Blackboard:

https://help.blackboard.com/Learn/Student/Ultra/Getting_Started/Browser_Support/Browser_Checker

| For Questions Concerning | Contact |
|---|--|
| Specific course info Syllabus questions Course content Course grades | Your instructor The instructor’s email=first initial & last name Ex: Jane Doe; JDoe@alvincollege.edu |
| Login problems Forgotten passwords Missing a course | IT Helpdesk Phone: 281-756-3544 Email: ITServices@alvincollege.edu |
| Blackboard Support | 1-877-310-5153 |
| Distance Education Program Problems or concerns with online courses | de@alvincollege.edu 281-756-3748 |

Student Success and Student Services

Dual Enrollment students are encouraged to make use of the services offered to all registered ACC students, including access to both academic and personal counseling, career workshops, physical fitness facilities, the ACC Library and computer labs. Dual Enrollment students are encouraged to take part in these activities.

[ACC Career Services](#)

281-756-3560

The Career Center can help students realize their scholastic and professional goals by providing a variety of resources that provide up-to-date information about job searching, careers, and schools for students interested in college transfer and career planning opportunities. The Career Planning Program can help define and explore career options that are compatible with an individual's personal goals, abilities, and interests. These services utilize a process of self-assessment (testing), career exploration and information gathering. Individuals who need to decide or clarify a major or need to identify new job possibilities are highly encouraged to make use of these services. Career counseling sessions are available to help students develop an action plan.

NOTE: The ACC campus is closed on Fridays during the summer. Call to confirm hours of operation.

[ACC CyberLab Student Computer Lab](#)

281-756-3544

The Department of Information Technology maintains a computer lab for use by all ACC students. A campus-wide network provides access to a wide range of application programs and direct connection to the internet. The ACC CyberLink Student Computer Lab is located in Building A, room A-173.

NOTE: The ACC campus is closed on Fridays during the summer. Call to confirm hours of operation.

[ACC Learning Commons – Tutoring Center](#)

281-756-3566

The Learning Lab is an open-concept learning center that provides a variety of support services for students. Services include administering different types of tests, computer lab, and tutoring in many subjects including Math, English, History, Reading, Government and Biology. It is located on the second floor of Building A, A-204, adjacent to the ACC Library. Students may also access online tutoring, available 24/7 from the comfort of their homes. Contact the Learning Lab for more information.

NOTE: The ACC campus is closed on Fridays during the summer. Call to confirm hours of operation.

[ACC Library](#)

281-756-3559

The ACC Library provides students with a quiet place to study, professional and friendly assistance by our Library staff, and training opportunities to help students improve their study and internet navigation skills. Use of the automated catalog, internet, and subscription databases require login passwords. Materials not housed in the Library are available through Interlibrary Loan or Document Delivery. Students must show a valid ACC Student ID card to borrow materials, use the computers, or receive the off-site login passwords. The Library is located on the second floor of Building A. Regular Library hours for Fall and Spring Semesters are: 8:00 am – 9:00 pm Monday –Thursday and 8:00 am – 5:00 pm Friday. **NOTE:** The ACC campus is closed on Fridays during the summer. Call to confirm hours of operation.

[Services for Students with Disabilities](#)

281-756-3533

All students with disabilities seeking to request academic accommodations must identify themselves to Student Accessibility Services. Students will need to complete an application for services and provide documentation of their disability that meets specified guidelines. Appointments with the Student Accessibility Services coordinator should be made at least six weeks before the beginning of the semester that the student plans to attend.

Student Success and Student Services (continued)

[ACC Store](#)

281-756-3681

All books and supplies not provided by the Dual Enrollment student's high school are available at the Alvin Community College Store, located in the Library, A-200. The bookstore accepts Visa, MasterCard, Discover, and American Express credit cards. Personal checks are not accepted. The regular College Store hours are 8:00 am - 5:00 pm Monday – Thursday and 8:00 am – 1:00pm Friday. Curbside pickup is available.

NOTE: The ACC campus is closed on Fridays during the summer. Call to confirm hours of operation.

[ACC Student ID Cards](#)

281-756-3686

Students may obtain their Alvin Community College Student ID cards in K-102. ACC Student ID cards are required for all students on campus and provide access to many student services including computer labs, Fitness Center, Testing Center, Learning Lab, and more. The first ACC Student ID card is free, then there is a \$5.00 replacement fee for each additional ACC Student ID card. Students need to present a copy of their fee statement showing payment for the current semester.

[ACC Student Handbook](#)

The ACC Student Handbook contains all other rights and privileges pertaining to ACC Students. It is the official publication of the Student Code of Conduct and defines other forms of misconduct and discipline (such as suspension and expulsion). It also contains information about student activities and college regulations.

[ACC Testing Center](#)

281-756-3526

The State of Texas requires that all college students prove they are college-ready before registering for courses at a college or university in Texas. One of the ways to establish college readiness is through placement testing. The Testing Center at Alvin Community College administers many tests to help students prove college readiness (which includes the TSIA2 Assessment). It is strongly recommended that future students test as soon as possible so they will have time for the scores to be processed and the advising session to be completed before registration. ACC Advisors interpret and explain the test results to help students with course selection. The Testing Center is located on the first floor of Building A, A-144.

NOTE: The ACC campus is closed on Fridays during the summer. Call to confirm hours of operation.

The Successful Dual Enrollment Student Will:

- **Complete the Alvin Community College Online Application.**
 - <https://www.applytexas.org/>
- **Meet Testing Standards -TSI Assessment or provide proof of an exemption.**
 - <http://www.alvincollege.edu/admissions/testing.html>
- **Take care of any payments associated with Dual Enrollment courses.**
 - https://epay.alvincollege.edu/C20358_tsa/web/login.jsp
- **Review the Refund Policy.**
 - <http://www.alvincollege.edu/admissions/tuition/refund-schedule.html>
- **Set up The POD and [MyBlackBoard](#) accounts.**
 - <https://portal.alvincollege.edu/>
 - Contact the IT Help Desk for assistance at 281-756-3544.
- **Purchase or rent textbooks through the ACC College Store.**
 - <http://www.alvincstore.com>
- **Read the ACC Dual Enrollment Student Handbook to learn about:**
 - FERPA
 - Student Information Plans/Syllabi
 - Transcript Request
 - Withdrawal Process
 - <http://www.alvincollege.edu/DualEnrollment>
- **Utilize the Dual Enrollment Academic Advisor and the Dual Enrollment website for assistance! Check the [Dual Enrollment](#) page in The POD often for news and updates related to Dual Enrollment!**
- **Check their ACC email regularly for ACC correspondence. Email is the official form of college communication. Corrections and changes to student information can be done by either of the following:**
 - Visiting the ACC Advisor office on the high school campus.
 - Through [The POD](#) by [completing the Student Data Change Request](#) and send by email to registrarsoffice@alvincollege.edu.

Ask questions and stay connected!

Frequently Asked Questions

Why should I take Dual Enrollment courses?

- Dual Enrollment courses help students progress closer to high school and college graduation simultaneously at a significantly reduced cost!
- Experience the rigor and reward of college before graduating from high school and gain technical skills necessary to get a job right out of high school.
- Dual Enrollment students have access to any Alvin Community College resources available to students. These include Advising services, the ACC Library, Learning Lab Tutorials, Career Exploration, and much more!

How many Dual Enrollment courses can I take at one time?

House Bill 505 removed limitations on the number of Dual Enrollment courses a student may take. However, Alvin Community College recommends that students taking more than two Dual Enrollment courses per semester do so only under the recommendation or advisement of their ACC Advisor or the high school counselor.

Will the grades I receive in a Dual Enrollment course appear on my high school transcript?

Yes! 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 because there are some courses that require additional assignments for high school reporting or TEKS that are calculated in the high school grade only.

Will my Dual Enrollment courses transfer?

Yes! Dual Enrollment Academic Core courses with a grade of C or higher are guaranteed to transfer to any Texas Public College or University. Some universities will accept D grades. Private and out-of-state schools make their own determination according to their admission requirements. Many workforce education courses (e.g. Welding, EMT, Medical Terminology, Culinary Arts, BCIS, and Keyboarding) are not designed for transfer to the university but are accepted towards AAS Degrees

What are college credit hours and how do I know how many I have?

College courses are calculated by hours for credit. Most college courses are three credit hours; four-credit-hour courses usually have a lab attached. The second number of the course determines the credit value. (Ex: History 1301 = 3 credit hours; Spanish 1411 = 4 credit hours).

Can I take college courses during the summer?

Yes! Students may register for summer courses through the ACC Advisor for courses on the ACC campus or online. It is important that students determine if the course is approved for Dual Enrollment.

My email, phone number, or address has changed. How do I update that information?

A student data change request can be completed online through [The POD](#) or with the high school assigned ACC Advisor. These forms are also available online in [The POD](#). Go to Records and Registration > My Student Records > Contact Info and Name Changes.

Will my high school accommodations be utilized during my Dual Enrollment courses?

No. High school accommodations/modifications will not be honored in Dual Enrollment courses. Please contact Lilly Guu Director of Accessibility & Counseling Services, at 281-756-3533 or SAS@alvincollege.edu to discuss any test and/or classroom accommodations needed for any Dual Enrollment courses.

Will the GPA I earn in my Dual Enrollment courses affect my admissions into the college of my choice?

High school policies apply regarding the awarding of high school credit, and college policies apply regarding the awarding of college credit. Be aware of both sets of policies. Students should maintain at least a 2.0 GPA in Dual Enrollment courses to ensure transferability. Students are encouraged to speak directly to the admissions counselor or refer to the admissions page of the college of choice for standards set forth by that college.

How do I pay for courses?

Once admitted and registered by the ACC Advisor, students will receive a fee statement and schedule by email that will include the payment deadline, payment plan information, and instructions on using the ACC online payment system.

Are Dual Enrollment courses difficult?

Dual Enrollment courses are college-level courses. They are more rigorous but they are highly rewarding and achievable with hard work, good study habits and submission of all work ON TIME!

Where do I purchase textbooks?

Books may be purchased on campus at the ACC College Store or ordered online at <http://www.alvincstore.com/>.

If I paid for my Dual Enrollment course but need to withdraw, will I get a refund?

[Campus refund dates may be found online](#). Don't delay requesting a withdrawal as it could affect the refunded amount.

What if I'm a homeschool or private school student and want to take college courses?

Homeschooled students are eligible for Dual Enrollment courses when ACC admission standards are met. Contact Monica Silvas, Lead Dual Enrollment Advisor, at 281-245-2928 for information about enrollment.

What about taking college courses online?

Students can expect to spend about 10 hours a week online for a three-credit-hour course. Students are advised to read the posted syllabus found at <http://app.alvincollege.edu/HB2504/Content/Public/Landing.cshtml>. The syllabus provides detailed information about the course requirements, grading and participation policies, and other helpful information regarding the course. The online learning environment is very different from the classroom. Successful students are self-motivated and not prone to procrastination. Students are not generally advised to take online courses prior to senior year.

Is Financial Aid available to students for Dual Enrollment?

Federal Financial Aid is not available for Dual Enrollment students. However, students may apply for any scholarships available to assist in paying for Dual Enrollment courses.

Can I use VA Benefits to pay for Dual Enrollment courses?

Yes. Please contact the ACC Advisor for additional assistance.

Does my student need to take the Bacterial Meningitis Shot?

Students participating in the Dual Enrollment program and only taking courses on their high school campus are not required to have any additional vaccinations. However, students taking Dual Enrollment courses on the ACC main campus will be required to present proof of the Bacterial Meningitis Vaccination for enrollment.

Is there a Dual Enrollment Orientation and is it mandatory?

Yes! Dual Enrollment Orientation is mandatory for all NEW Dual Enrollment students. During the Dual Enrollment Orientation, students will learn the importance and seriousness of participating in the Dual Enrollment program. We will discuss student responsibility, expectations, and tips for success. We will introduce The POD (used to access ACC transcript, GPA, and more) and MyBlackBoard (used for classroom instruction by ACC faculty). While orientation is informational, we try to make it as lively as possible with door prizes and giveaways!

When will I be registered for my Dual Enrollment courses? Can I register myself?

Fall registration begins mid-July and Spring registration begins mid-November. Students who have completed the ACC Admission Application, Early Admission Contract, and testing requirements will be registered for their courses on the high school campus by their ACC Advisor. Payment instructions will be emailed once the student is registered. Students who have not completed the process will not be registered until they have completed these steps. All Dual Enrollment Students should visit with an ACC Advisor to be registered for any Dual Enrollment courses to ensure accuracy.

How do I register for the TSI Assessment?

Visit the [ACC Testing Center webpage](#) to register for testing.

DUAL ENROLLMENT TEAM

High Schools and ACC Advisors:

| | | | |
|-------------------------------|-------------------------------------|--------------|--|
| Dr. Kerriel Lyles | Turner College & Career High School | 281-727-1611 | THSDual@alvincollege.edu |
| Ms. Christina Maartens | Dawson High School | 281-412-8898 | DawsonDual@alvincollege.edu |
| | Pearland High School | 281-412-1664 | PHSDual@alvincollege.edu |
| Ms. Dianne Thompson | Manvel High School | 281-245-2928 | MHSDual@alvincollege.edu |
| Ms. Sharmeal Archie | Shadow Creek High School | 281-245-3820 | SCHSDual@alvincollege.edu |
| Ms. Iris Hilliard | Alvin High School | 281-245-2726 | AHSDual@alvincollege.edu |
| Ms. Monica Silvas | Iowa Colony High School | | ICHSDual@alvincollege.edu |
| | Danbury High School | 281-245-2726 | DanburyDual@alvincollege.edu |
| | Living Stones Christian School | 281-756-3726 | MHSDual@alvincollege.edu |
| | Homeschool/Other | | dualenrollment@alvincollege.edu |

ACC Staff:

| | | | |
|-----------------------------------|---|--------------|--|
| Dr. Jessica Ranero-Ramirez | Dean, College Access & Partnerships | 281-756-3726 | jranero-ramirez@alvincollege.edu |
| Lilly Guu | Director of Student Accessibility Svcs. | 281-756-3533 | lguu@alvincollege.edu |
| Ms. Linda Smith | Senior Administrative Assistant | 281-756-3746 | lsmith@alvincollege.edu |
| Ms. Mikaela Canales | Part-Time Specialist | 281-756-3756 | mcanales@alvincollege.edu |

ACC Dual Enrollment General Website:

www.alvincollege.edu/dualenrollment

ACC Dual Enrollment in The POD:

[Dual Enrollment in The POD](#)

Dual Enrollment General Email Address:

dualenrollment@alvincollege.edu

Dual Enrollment Twitter:

@alvindualenroll

Dual Enrollment YouTube page:

[Dual Enrollment YouTube](#)

Dual Enrollment Facebook:

[Alvin Community College - Dual Enrollment](#)

Additional Contact Information:

| Department | Subject | Location | Phone |
|---------------------------|---|-----------------------------|---------------------|
| Admissions | Advising, Financial Aid, Scholarships, Records, Transcripts, Testing, Tuition and Fees, Refunds, etc. | Building A, Room 100 | 281-756-3531 |
| Business Office | Tuition and Fees, Refunds, Payment Plans, Payment, etc. | Building A, Room 111 | 281-756-3835 |
| Career Services | College Transfer, Job Statistics and Salaries, Career Planning | Building A, Room 101 | 281-756-3560 |
| College Store | Textbooks, School Supplies | Building E | 281-756-3681 |
| Financial Aid | Financial Aid, Scholarships | Building A, Room 155 | 281-756-3522 |
| ACC Library | Library Services, Hours | Building A, Room 204 | 281-756-3854 |
| Registrar | Enrollment, Records, Transcripts | Building A, Room 139 | 281-756-3531 |
| Student Activities | Student ID Cards, Student Clubs, Organizations | Building E, Room 124 | 281-756-3686 |
| Testing Center | Testing, Assessments, TSI, Exam Scheduling | Building A, Room 144 | 281-756-3526 |