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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 action.
Dear Parent/Guardian & Dual Credit Student,

On behalf of the faculty and staff, I would like to welcome you to the Alvin Community College Dual Credit Program. There are many advantages to enrolling in Dual Credit and we appreciate the support and trust you have in your student to participate in the program. In order to make sure that your student’s experience is a success, we encourage you to review the information provided so you both are aware of the benefits and policies regarding Dual Credit courses.

All Dual Credit courses are taught by full-time or adjunct ACC faculty as well as highly-qualified ISD teachers. All content and evaluation of the classes 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 credit courses meet the same rigorous standards of a college class.

Dual Credit courses have the same academic standards as any other college class. Students must be prepared for the dedication required to successfully complete their 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 Credit 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 Credit students succeed and we will do all we can to help them meet their goals.

Fins up!

[Signature]

Christal Y. Albrecht
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 Credit 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 Credit program is to provide highly motivated students the opportunity to simultaneously earn high school and college credit, as defined by the THECB and the agreement set forth between the college and the district.
Important Things to Know

FERPA (Family Education Rights & Privacy Act) & STUDENT RECORDS

The Family Education Rights and Privacy Act of 1974, commonly known as FERPA, provides that all records pertaining to a student that are maintained by the college must be open for inspection by the student and may not be made available to any other person without the written authorization of the student. The following items of directory information may be released without the written consent of the student: name, address, telephone number, date of birth, major, awards and degrees, email address, participation in sports and activities, weight and height of athletic team members, dates of attendance and most recent educational institution attended. Upon request, the college may disclose directory information to any person without the written consent of the student. Therefore, the student is responsible for notifying the College by the 12th class day of every fall/spring semester and by the 4th class day of the summer sessions if any of the information listed above is not to be released by completing the FERPA Non-Release Form in person at the Enrollment Services Center (ESC) in A-building. Students also have the right to allow a third-party to view their student record information by completing the FERPA Limited Release Form in person with their ACC Dual Credit Advisor. The student's valid picture identification will be requested when submitting either form. Information will only be given to the third-party in person upon verification of identify. Information will NOT be given over the phone. Students have the right under FERPA to inspect and review their education records within 45 days of the day the institution received a request for access. Students should submit to the Registrar, a written request that identifies the record(s) they wish to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the record(s) may be inspected. Records not maintained by the Registrar's Office will also be made available. Students may ask the college to amend a record that they believe is inaccurate or misleading. They should contact the Registrar, identify the part of the records to be changed and specify why it is inaccurate or misleading. If the college decides not to amend the record as requested by the student, the college will notify the student of the decision and advise the student of the right to a hearing regarding the request of the amendment. Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA.

Although Dual Credit 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 Dual Credit Office on the high school campus, the ACC Enrollment Services Center, and online at www.alvincollege.edu/dualcredit under the Dual Credit Forms link.

STUDENTS WITH DISABILITIES /ADA http://www.alvincollege.edu/DisabilityServices.aspx

Students currently receiving 504/IDEA accommodations for their high school courses should coordinate college accommodations with the Coordinator of Disability 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 Credit college students, rather than staff or parents, are responsible for initiating the request for accommodations. Friends or family members who are advocates for students in the public school system are not able to speak with instructors or the Coordinator of Disability Services without written permission.

It is best to start the accommodation process six weeks prior to the first class day. Students must provide a copy of the most recent ARD, Educational Assessment, and any additional documentation to support the need for accommodations. To ensure that college level accommodations are received meet with ACC’s Coordinator of Disability Services, Eileen Cross at 281-756-3533 or email: ecross@alvincollege.edu.
COLLEGE STANDARDS
Dual Credit (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 and to honor all deadlines declared by the college or by the instructor. Freshmen & Sophomores must meet TSI Reading and Writing standards to participate in the Dual Credit program. Foreign Language is the one exception which requires students to meet TSI Reading standards. Juniors & Seniors must meet TSI standards, or be exempt through SAT, ACT, or EOC scores. Waivers are also available with PSAT scores.

<table>
<thead>
<tr>
<th>ACT Scores: 23 Composite</th>
<th>11th grade STAAR:</th>
</tr>
</thead>
<tbody>
<tr>
<td>19 Math</td>
<td>Level 2 English III</td>
</tr>
<tr>
<td>19 English</td>
<td>Level 2 Algebra II</td>
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</table>

<table>
<thead>
<tr>
<th>SAT Scores: 1070 Composite</th>
<th>PSAT Waiver: 107 Composite</th>
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</thead>
<tbody>
<tr>
<td>500 Critical Reading</td>
<td>50 Critical Reading</td>
</tr>
<tr>
<td>500 Math</td>
<td>50 Math</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>11th grade TAKS: 2200 Reading/Writing</th>
</tr>
</thead>
<tbody>
<tr>
<td>2200 Math</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TSI Assessment: Reading-351</th>
</tr>
</thead>
<tbody>
<tr>
<td>Writing-363 or 5+</td>
</tr>
<tr>
<td>Math-350</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>College Algebra Placement</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSAT-50</td>
</tr>
<tr>
<td>ACT-19</td>
</tr>
<tr>
<td>SAT-500</td>
</tr>
<tr>
<td>TSI-350</td>
</tr>
<tr>
<td>STAAR-4000</td>
</tr>
<tr>
<td>TAKS-2200*</td>
</tr>
<tr>
<td>THEA-270*</td>
</tr>
<tr>
<td>ACCUPLACER-86+</td>
</tr>
<tr>
<td>COMPASS-70+</td>
</tr>
<tr>
<td>High school PreCal with an A or B</td>
</tr>
<tr>
<td>* Exam is no longer available.</td>
</tr>
</tbody>
</table>

THE IMPORTANCE OF THE COURSE SYLLABUS
During the first week of class, each instructor distributes the course syllabus which describes course requirements and objectives. The syllabus includes the professor’s contact information, office hours, required text, assignments with 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 https://alvincollege.xitracs.net/catalog.

ATTENDANCE POLICY - COLLEGE COURSES
College instructors establish individual attendance policies for their courses. If an absence is unavoidable, the student should contact the instructor regarding the absence. 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 professor 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 while in the college course, students adhere to the high school’s attendance policy. High school credit could be denied for excessive absences.

UNIVERSITY INTERSCHOLASTIC LEAGUE (UIL)
Students participating in Dual Credit or Concurrent Enrollment courses should check with their respective high schools before enrolling in classes 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 class 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 DISCIPLINE AND CONDUCT CODE

Code of Academic Integrity and Honesty
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 academic integrity which include 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 dishonesty will not be tolerated and students guilty of such conduct are subject to severe disciplinary measures.

What is Academic Dishonesty?
Academic dishonesty is any form of cheating and/or plagiarism which results in students giving or receiving unauthorized assistance in an academic exercise or receiving credit for work which is not their own. Kibler, W. L., et al, Academic Integrity and Student Development: Legal Issues and Policy Perspectives, Ashville, North Carolina: College Administration Publications, 1988, pp. 1-3.

Cheating includes, but is not limited to the following:
1. using any sources not authorized by the instructor (textbooks, notes, the work of other students, etc.) to complete examinations or other assignments;
2. using unauthorized electronic equipment during an examination or other assignment;
3. submitting work presented previously in another course, if contrary to the rules of either course;
4. altering or tampering with grades.

Plagiarism includes, but is not limited to the following:
1. using the ideas and/or words of another person without giving that person appropriate credit;
2. representing another’s artistic or scholarly works (i.e., musical compositions, computer programs, photographs, paintings, drawings, sculptures, etc.) as your own;
3. submitting a paper purchased from a research paper service, including the Internet;
4. using undocumented Web source(s).

Other Specific Examples of Academic Dishonesty
1. allowing another student to copy from your paper during a test;
2. giving your homework, term paper or other academic work to another student to plagiarize;
3. having another person submit any work in your name;
4. lying to an instructor or college official to improve your grade;
5. altering a graded work after it has been returned, then submitting the work for re-grading;
6. stealing tests;
7. forging signatures on college documentation;
8. collaborating without permission of the instructor;
9. giving false or misleading information to an instructor in an effort to receive a postponement or an extension on a test or other assignment;
10. accessing computerized college records or systems without authorization
11. providing material or information to another person with knowledge that such aid could be used in any of the violations stated above.

Students are expected to report incidents of academic dishonesty to the instructor, department chair, division chair, or college administrator.

The official publication of the Student Code of Conduct, which defines other forms of misconduct and discipline such as suspension and expulsion, is provided in the ACC Student Handbook. The Student Handbook is available online at www.alvincollege.edu.
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 classes. 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 class attendance. Generally, extra credit is not offered in college courses.

College grades are recorded in Blackboard (if applicable) and end of course grades are recorded in Web Access. 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. progress reports and report cards) can vary and may not be accurate. Students should always keep copies of their graded material, write their grades down or refer to the professor for their or Blackboard for the most accurate college grade. The grades earned in a Dual Credit college course will become part of the permanent college record. Students who encounter academic difficulty in a dual credit college course should confer with the college 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.

ACC DUAL CREDIT 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 credit classes for one long semester (Fall or Spring); however a student may retake only the course they've earned a ‘F’ or ‘D’ in during the semester of suspension. Students can be reinstated the following semester. After completing classes during the reinstated semester, if the semester GPA remains below 2.0, future participation in the Dual Credit program will be prohibited.

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

DUAL CREDIT OVERLOAD – Taking More Than 2 Courses Per Semester

Dual Credit students are limited to 2 dual credit courses per semester. Permission for additional courses will be granted if the following criteria have been met:

- New Dual Credit Students (first semester): must have a cumulative high school GPA of an 85 average or higher.
- Current Dual Credit Students: must have a cumulative college GPA of 3.0 or higher.

WITHDRAWING/DROPPING A CLASS

Dropping a Dual Credit course is a two-step process:

The student:
1) meets with the high school counselor to complete the high school course withdrawal and;
2) meets with the ACC advisor to complete the college course withdrawal.

WARNING!

Withdrawing from Dual Credit courses may affect high school graduation. Students who wish to withdraw from courses taken on the Alvin Community College campus must meet with an ACC advisor to officially withdraw. A 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 the official college transcript.

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 the student may wish to transfer.
Automatic Withdrawal Policy due to behavior and removal from high school campus:
Students placed in an alternative school due to disciplinary reasons will be automatically withdrawn from the dual credit college course if prior to the withdrawal date. Students placed on an alternative campus after the withdrawal date will receive the grade earned.

Grade Challenge Petition
Students have one year from the date of the grade assignment to challenge a grade. A grade challenge petition begins with the course instructor and must be approved by the instructor, the Division Chair, and the appropriate Dean. A student who wishes to challenge a course grade must first discuss the matter with the instructor. If no resolution is reached and the student wishes to pursue the challenge, a written appeal from the student must be presented to the Division Chair. The instructor will be given a copy of the student’s appeal who must provide a written response to the issue within three (3) days of the receipt of the letter. The instructor’s response should be forwarded to the Division Chair and appropriate Dean. The Division Chair will meet with the student to resolve the dispute. The Division Chair will forward the written results of the meeting with the student to the appropriate Dean. The Dean may meet with the student or refer the issue to the Academic Affairs Committee. If the issue is presented to the Academic Affairs Committee, the appropriate Dean will act as chairman of the hearing. The decision of the Academic Affairs Committee is final.

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 classes 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 - a combined score of 1070 or higher with a minimum of 500 on both Critical Reading and math grants a full exemption. A combined score of 1070 with a minimum of 500 on Critical Reading grants a partial exemption in English; a combined score of 1070 or higher with a minimum score of 500 on math grants a partial exemption in math. Scores must be no more than 5 years old.
- TAKS-minimum score of 2200 on the English language arts with a minimum score of 3 on the writing sub score; 2200 on math, scores must be no more than 5 years old. Partial exemptions can be granted in English or Math.
- STAAR end-of-course (EOC) with 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 5 years from the date of testing.

Students who are not exempted from TSI requirements based on the above mentioned exemptions must take TSI Assessment:
# TSI READING

<table>
<thead>
<tr>
<th>TSI Score Range</th>
<th>Required Developmental Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 - 341</td>
<td>NCBR 0200</td>
</tr>
<tr>
<td>342 - 346</td>
<td>DIRR 0309</td>
</tr>
<tr>
<td>347 - 350</td>
<td>DIRR 0310</td>
</tr>
<tr>
<td>351+</td>
<td>Developmental Not Needed</td>
</tr>
</tbody>
</table>

## MATHEMATICS

<table>
<thead>
<tr>
<th>TSI Score Range</th>
<th>Required Developmental Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 - 335</td>
<td>NCBM 0200</td>
</tr>
<tr>
<td>336 - 339</td>
<td>Math 0310 / 0311</td>
</tr>
<tr>
<td>340 - 349</td>
<td>Math 0311 / 0312</td>
</tr>
<tr>
<td>350+</td>
<td>Math 1314, 1324, 1332, 1342</td>
</tr>
</tbody>
</table>

* Developmental course not required, but Math 0311 / 0312 to be taken if a math course is selected.

## ENGLISH / WRITING

<table>
<thead>
<tr>
<th>WRITEPLACER Score Range</th>
<th>TSI</th>
<th>Required Developmental Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 - 349</td>
<td></td>
<td>NCBW 0100</td>
</tr>
<tr>
<td>350 - 356</td>
<td></td>
<td>DIRW 0309</td>
</tr>
<tr>
<td>4*</td>
<td>357 - 362</td>
<td>DIRW 0310</td>
</tr>
<tr>
<td>5+</td>
<td>363+</td>
<td>Developmental Not Needed.</td>
</tr>
</tbody>
</table>

* Placement with an essay score of 4 is based on the multiple-choice score on the objective section.

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 score of Reading 351+; Math 350+; and Writing, an essay score of 5, or essay score of 4 plus a 363+ on sentence skills.

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 you have not met an exemption with an SAT/ACT or 11th grade EOC score.

<table>
<thead>
<tr>
<th>College Readiness in Reading</th>
<th>College Readiness in Math</th>
<th>College Readiness in Writing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any Humanities Core-refer to the ACC catalog for listing.</td>
<td>All Math Core-refer to the ACC catalog for listing.</td>
<td>English 1301 and/or 1302</td>
</tr>
</tbody>
</table>

For areas not exempt, testing is required.

Meet with your ACC Academic Advisor to determine if testing is needed.

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

ACC transcripts may be ordered online with a credit card using WebACCess at www.alvincollege.edu for $5.00 each. Students must have a WebACCess account to access this service. Instructions for account set up are located on the bottom right hand corner of the WebACCess homepage.

Transcripts may also be requested via mail or in person at the ACC Enrollment Services Center - A100.

**Note to Students Taking Courses at the Alvin Community College Campus:**
Students taking dual credit college courses at locations other than the high school campus, should request an ACC transcript from the college advisor assigned to your high school. ACC transcripts are required before high school credit can be posted to the high school record. There is no charge for this service.
What can I do in WebACCess?
Students can:
- Review grades
- Request transcripts
- Review registered class schedule (course registration)
- Update email/address/phone number information
- Request Enrollment Verification, and more!

How do I log into WebACCess for the first time? [http://www.alvincollege.edu/WebACCess.aspx](http://www.alvincollege.edu/WebACCess.aspx)
In order to access WebACCess you must have an ACC application on file. To log onto WebACCess for the first time:
1. Go to [www.alvincollege.edu](http://www.alvincollege.edu)
2. Locate WebACCess on the main page (top of page). Click WebACCess.
4. Look for “What’s My User ID and Password?” in the bottom right hand corner and click that link.
5. Select the first question, “What’s my User ID?”
6. Enter your Last Name.
7. Enter your Social Security number where it says “Soc. Sec” or if you know your ACC ID#, enter it where it says “Student ID”.
   **NOTE:** Student ID is NOT your high school ID number; it is your ACC ID# only.
8. Once you’ve entered those 2 items, click submit. You will receive a message that reads:
   - User ID: (usually the first letter of your first name and your last name)
   - Student ID#: (usually 7 digits. Write this # down and/or memorize it)
   - Your initial password will be your six digit date of birth.
9. Click “OK”, and then click “Log in”, which is in the black tab at the top or bottom of your screen.
10. After entering your User ID and password (date of birth), a screen will say “Your initial password has expired. You must now select a password that is 6-9 characters, including both letters and numbers. Write down your password and place in a secure spot. You will use this site often and will need to have your password to log in.
   If you have difficulties logging in, contact the ACC IT Help Desk at 281-756-3544.

Reviewing your Fee Statement in WebACCess:
1. Once you have logged in to WebACCess select the Student tab (on right of screen).
2. Under the Registration tab, the 4th option is Fee Statement and Schedule. Click here to review your Fee Statement and the classes you have been registered for. If you feel there is a discrepancy, please contact your ACC Dual Credit Advisor directly.

How to make payment online:
1. Go to [www.alvincollege.edu](http://www.alvincollege.edu)
2. Click on Make A Payment (located on lower right side of homepage).
3. You will have to enter your ACC student ID number or your social security number in the box that says Student ID number.
4. In the box that says PIN you need to enter your 6 digit date of birth (i.e. 010180 – for January 1, 1980).
5. Click Login Now
6. On the next screen click on Make a Payment. If you are making a One Time Payment you will click on the Green Pay on the right side of the screen. Follow the rest of the instructions to make your payment.
7. If you are choosing a Payment Plan, click the Payment Plan tab-top/middle of the screen.
8. Click on Sign Up for a New Payment Plan. Read the payment plan details on the next screen and click continue.
9. Follow the rest of the instructions on the screens to complete your enrollment in the payment plan.
Welcome to @ Alvin Community College
Getting Started with MyBlackboard
http://bb.alvincollege.edu/

Note: Not all dual credit professors will use this tool for instruction.
Refer to your course syllabus to determine if your instructor requires BlackBoard usage.

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

Logging into MyBlackboard
1. First, go to the Alvin College Homepage at http://bb.alvincollege.edu.
2. Enter your username and password. If you are logging in for the first time, your user name AND password will both be your Web Access username. There is a link on the log in page to search for this information if you do not know it.

We recommend that you change your password periodically to ensure security. To do this, after you log in:
1. Click the My Places link at the top right of the page. (It looks like a silhouette of a head in black.)
2. Click Personal Information. You can also access Personal Information on the Tools panel.
3. On the Personal Information page, select Change Password.
4. On the Change Password page, type a new Password for the account. The password must be at least one character and contain no spaces.
5. Type the password again to ensure accuracy.
6. Click Submit.

Getting Your Computer Ready
One of the easiest ways to make sure that your computer is configured to work with MyBlackboard is to use the Check Browser button located at the bottom of the Log in screen. It will run a check on your computer system and let you know if there are any conflicts.

Who to Contact for Help Questions about:  Contact
Course info Syllabus Content Grades  Your instructor by email is first initial last name@alvincollege.edu
Registered for Classes Prerequisites Availability of courses  Admissions Office 281-756-3531 or admissions@alvincollege.edu WebACCess online (see link on Alvin homepage)
Log in problems Forgotten passwords Using MyBlackboard Missing a Course  IT helpdesk 281-756-3544
Distance Education Issues of Inquiries  Dena Coots 281-756-3728 or de@alvincollege.edu Office A-176 Hours Monday-Friday 7:30-5:00
STUDENT SERVICES

Dual Credit and Concurrently Enrolled high school 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 library and computer labs. Dual Credit students are encouraged to take part in these activities.


The Student Handbook provides information about student activities and college regulations. It also contains the Student Code of Conduct, which defines forms of discipline such as suspension and expulsion. The Student Handbook is available online at www.alvincollege.edu.

ACC Testing Center [https://app.alvincollege.edu/testing](https://app.alvincollege.edu/testing) 281-756-3526

The State of Texas requires that all college students prove they are college-ready before registering for classes at a college or university in Texas. One of the ways to establish college-readiness is through placement testing. At Alvin Community College, the Testing Center administers the TSI Assessment. We recommend that you test as soon as possible so you will have time for your scores to be processed for your advising session to be completed before registration. Advisors interpret the test results to help students with course selection. The Testing Center is located in Building A.

ACC College Store [www.alvinstore.com](http://www.alvinstore.com)  281-756-3681

All books and supplies not provided by the Dual Credit student’s high school are available at the Alvin Community College Store, located in the Student Center (Building E). The bookstore accepts Visa, MasterCard, Discover, and American Express credit cards. Personal checks are not accepted. The College Store hours are Monday - Thursday 7:30 am - 7:00 pm and Friday 7:30 am - 2:00 pm. **Note: Alvin Community College is closed on Fridays throughout the summer months.**

ACC Cyber Link Student Computer Lab [http://www.alvincollege.edu/resources/computerlabs-resources.aspx#cyberlink_lab](http://www.alvincollege.edu/resources/computerlabs-resources.aspx#cyberlink_lab)

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 Cyber Link Student Computer Lab is located on the first floor of Building A. Call 281-756-3544 for hours of operation.

ACC Library [http://www.alvincollege.edu/Library.aspx](http://www.alvincollege.edu/Library.aspx) 281-756-3559

The library is located on the second floor of Building A. The automated catalog, Internet, and subscription databases require log-on passwords. Materials not housed in the library are available through Interlibrary Loan or Document Delivery. Students must show a valid ACC ID card to borrow materials, use the computers, or receive the off-site log-on passwords. Visit the ACC Library on-line at www.alvincollege.edu/current/library.cfm, or by phone 281-756-3559. Library hours for Fall and Spring Semesters: 7:30 am – 9:00 pm Monday –Thursday; and 7:30 am – 5:00 pm Friday. **Note: ACC is closed on Fridays throughout the summer.**

Student ID Cards

Students may obtain their Alvin Community College Student ID cards in the college Library. ID cards are required to access many student services, including PC labs, Fitness Center and Learning Lab. Students are required to present a copy of their fee statement showing payment for the current semester.

ACC Learning Lab [http://www.alvincollege.edu/resources/computerlabs-resources.aspx#learning_lab](http://www.alvincollege.edu/resources/computerlabs-resources.aspx#learning_lab) 281-756-3566

The Learning Lab is an open-concept learning center that provides a variety of support services for students, such as administering different types tests; computer lab; and tutoring in many subjects such as math, English, history, reading, government and biology. The lab is located on the second floor of Building A, adjacent to the Library.

**Career Center**: Located in Building A (A205-A206), the Career Center contains materials and resources concerning job searching, careers, and colleges for students interested in college transfer and career planning opportunities. The Career Center offers an annually updated computer program that provides an interest inventory, national and state salary ranges by occupation, job markets, financial aid information, and guides to colleges and universities. The Career Center is open to students, employees, and the community.

**Career Assessment and Planning Program**: A variety of services and formats are available to students as they plan their career path. These services utilize a process of self-assessment (testing), career exploration and information gathering. In targeting a specific goal, individuals can explore career preparation, possible routes of training and gaining education, attainment of marketable skills, and career management. Individuals who need to decide or clarify a major, and individuals who need to identify new job possibilities, are highly encouraged to make use of this service.

The Career Planning Program can help define and explore career options that are compatible with an individual’s personal goals, abilities, and interests. It includes two online assessments you can do at home. Completion of handouts and individual career counseling sessions are required to develop an action plan. For more information about this program contact the Career Services Center at 281-756-3560.
The Successful Dual Credit Student Will:

1. Complete the Alvin Community College Online Application:
   https://app.alvincollege.edu/Admissions

2. Complete the Early Admission Contract:
   www.alvincollege.edu/dualcredit

3. Meet Testing Standards - TSI Assessment or provide proof of an exemption:
   https://app.alvincollege.edu/testing

4. Take care of any payments associated with dual credit courses:
   http://www.alvincollege.edu/tuition/installment_plan.htm

5. Review the Refund Policy:
   http://www.alvincollege.edu/Students/EnrollmentServicesCenter/Tuition/RefundSchedule.aspx

6. Set up WebACCess and MyBlackBoard accounts:
   http://www.alvincollege.edu/WebACCess.aspx
   http://bb.alvincollege.edu/

   Contact the IT Help Desk for assistance - 281-756-3544

7. Purchase or rent textbooks through the ACC College Store:
   http://www.alvinccstore.com

8. Read the ACC Dual Credit Student Handbook to learn about:
   * FERPA
   * Student Information Plans/Syllabi
   * Withdrawal Process
   * Transcript Request
   www.alvincollege.edu/dualcredit

9. Utilize the Dual Credit Academic Advisor and the Dual Credit website for assistance!
   Check the website often for news and updates related to dual credit!
   http://www.alvincollege.edu/dualcredit

10. Check Email regularly for ACC correspondence. Email is the official form of college communication. Corrections and changes to student data can be made through WebACCess by completing the Student Data Change Form at: www.alvincollege.edu/dualcredit (Dual Credit Forms) or by visiting the ACC Dual Credit Advisor’s office on the high school campus.

   Ask questions and stay connected!
FREQUENTLY ASKED QUESTIONS

Why should I take dual credit courses?
- Alvin Community College’s tuition is significantly less than most Texas universities.
- To experience college before graduating from high school and gain technical skills necessary to get a job right out of high school.

How many classes can I take?
Students may choose up to two dual credit courses per semester. Students desiring to take more than 2 courses per semester must meet the following criteria:
- New to Dual Credit—must have an 85+ high school average
- Current Dual Credit Student—must have a 3.0 cumulative college GPA

Will the grades I receive in a dual credit 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. This is 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 credit classes transfer?
Yes! Dual Credit Academic Core classes with a grade 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, BCIS, keyboarding are not designed for transfer to the university, but are accepted towards Applied Science Associate 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 3 credit hours; 4 credit hour courses usually have a lab attached. The second number of the course determines the credit value. (Ex: History 1301=3 hours; Spanish 1411=4 hours).

Can I take college courses during the summer?
Yes! You may register for summer courses through the ACC Dual Credit Advisor or online through Web Access. It is important that students determine if the course is approved for Dual Credit.

My email, phone number, or address has changed, how do I update that information?
A Student Data Change Request can be completed online through WebACCess or with the high school assigned ACC Dual Credit Advisor. These forms are also now available online at www.alvincollege.edu/dualcredit, under the Dual Credit Forms link.

Will my high school accommodations be utilized during my dual credit courses?
No! High school accommodations/modifications will not be honored in dual credit classes. Contact Eileen Cross, the ACC Office of Disabilities Coordinator to discuss any test and/or classroom accommodations for all dual credit classes. Call 281-756-3533 or email for an appointment: ECross@alvincollege.edu

Will the GPA I earn in my dual credit classes 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 a 2.0GPA in dual credit classes 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 classes?
Once admitted and registered by the ACC Dual Credit 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 credit courses hard?
Dual Credit courses are college level courses. They are more rigorous but achievable with hard work, good study habits and turning your work in ON TIME!

Where do I purchase textbooks?
Books may be purchased on campus at the ACC College Store or may be ordered online at http://www.alvincostore.com/

If I paid for my dual credit course but need to withdraw, will I get a refund?
The campus refund dates may be found online. Do not delay requesting a withdrawal, as it could affect the refunded amount. http://www.alvincollege.edu/Students/EnrollmentServicesCenter/Tuition/RefundSchedule.aspx.
What if I'm a home school or private school student and want to take college courses?
Home school students are eligible for Dual Credit courses when admission standards are met. Contact Stephanie Stockstill 281-756-3527 for information on enrollment.

What can you tell me about taking college classes online?
Students can expect to spend about 10 hours a week online for a 3 credit hour course. Students are advised to read the posted syllabus found at https://alvincollege.xitracs.net/catalog/. 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 there financial aid available to students for Dual Credit?
Federal Financial Aid is not available for Dual Credit students. However, students may apply for any scholarships available to assist in paying for dual credit classes.

Can I use VA Benefits to pay for Dual Credit classes?
Yes. Please contact your DC Advisor for additional assistance.

Does my student need to take the Bacterial Meningitis Shot?
Students participating in the Dual Credit program and only taking classes on their high school campus are not required to have any additional vaccinations. However, students taking Dual Credit classes on ACC’s main campus will be required to present proof of the Bacterial Meningitis Vaccination for enrollment.

Is there a Dual Credit Orientation and is it mandatory?
Yes, Dual Credit Orientation is mandatory for all NEW Dual Credit Students. During the Dual Credit Orientation, students will learn the importance and seriousness of participating in the Dual Credit program. We will discuss student responsibility, expectations and tips for success. We will introduce WebACCESS (database to access ACC transcript, ACC GPA, and other items); as well as My BlackBoard, used for classroom instruction by ACC faculty. While orientation is informational, we try to make it as lively as possible with door prizes and give-a-ways!

When will I be registered for my dual credit classes? Can I register myself?
Fall registration begins mid-July; and Spring registration begins mid-November. Students who have completed the ACC Admission Application, the Early Admission Contract and Testing will be registered for their classes on the high school campus by the ACC Dual Credit Advisor. Fee Statements will be mailed or emailed, along with directions to make payments Students who have not completed the process will not be registered until they have done so.

We ask that all Dual Credit Students visit with a DC Advisor to be registered for any dual credit college courses to ensure accuracy.

How do I register for the TSI Assessment?
Visit http://www.alvincollege.edu/EnrollmentServicesCenter/Testing.aspx to register for testing.
Director of Dual Credit:
Mrs. Akilah A. Martin  Living Stones Christian School  281-756-3726  amartin@alvincollege.edu

High School Dual Credit Advisors:
Ms. Andrea Baker  Dawson High School (Tues./Friday)  281-412-8898  abaker@alvincollege.edu
Pearland High School (Mon./Wed./Thurs.)  281-412-1664
Ms. Gwendolyn Burgess  Turner College & Career High School  281-727-1611  gburgess@alvincollege.edu
Ms. Kennon Henry  Alvin High School/Danbury High School  281-245-2726  khenry@alvincollege.edu
Ms. Monica Silvas  Manvel High School  281-245-2928  msilvas@alvincollege.edu

ACC Academic Advisors:
Mrs. Stephanie Stockstill  Homeschool & Friendswood High School  281-756-3527  sstockstill@alvincollege.edu
Mr. Julio Quiralte  Santa Fe High School  281-756-3535  jquiralte@alvincollege.edu
Mrs. Alpha Trevino  Dickinson High School  281-756-3528  atrevino@alvincollege.edu
Mrs. Toby Herzog  Angleton High School  281-756-3530  therzog@alvincollege.edu

Office of Disability Services:
Ms. Eileen Cross  281-756-3533  ecross@alvincollege.edu

Dual Credit Website:  www.alvincollege.edu/dualcredit
Dual Credit General Email Address:  dualcredit@alvincollege.edu
Dual Credit Twitter:  @alvindualcredit

More Contact Information:

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