

# Dual Enrollment

## New Student Orientation

Presented by:

ACC Dual Enrollment Program



**Your College**  **Right Now**

# ALVIN COMMUNITY COLLEGE

## Dual Enrollment Pathway Advisors



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# UNDERSTANDING DUAL ENROLLMENT PATHWAYS

**Academic Dual Enrollment College Course** – core college courses that are part of ACC's transfer pathway degree. These courses transfer with a grade C or higher to Texas public colleges and universities, and most out of state public universities as well.

*Examples: ENGL 1301 Composition I, GOVT 2305 Federal Government, PSYC 2301 General Psychology etc...*

**Technical Dual Enrollment College Course** – courses that are part of workforce certificates and do not transfer to universities but can transfer among community colleges.

*Examples: CHEF 1205 Sanitation and Safety, WLDG 1521 Welding Fundamentals etc...*

Technical Dual Enrollment courses are only available in Alvin ISD at this time.

# UNDERSTANDING DUAL ENROLLMENT VS. DUAL DEGREE

- Dual enrollment is taking a college course while in high school.
  - Your advisor registers you for all courses while in Dual Enrollment.
  - These courses can be academic or technical. (Technical AISD only)
- Dual degree is the opportunity to complete an associate's degree during the time you attend high school.
  - A dual degree is made up of 60 hours of academic courses.
  - Student must self disclose this to the ACC Dual Enrollment Advisor.

# ACC Academic Transfer Pathway Example

## General Studies AAS

9th Grade		10th Grade		11th Grade		12th Grade	
Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring
Eng I		Eng II		Eng III ENGL 1301	Eng III ENGL 1302	ENGL 2322	ENGL 2323
Alg I Geom		Geom Alg II		Alg II		MATH 1314	MATH 2412
Bio I		Chem		HS Science		BIOL 1406	BIOL 1407
W. Geo		W. Hist		HIST 1301	HIST 1302	GOVT 2305	GOVT 2306
PE							
PSYC 1300	ARTS 1301 or MUSI 1306	SPAN 2311 or COMM 1307	SOCI 1301	PSYC 2301	← OR →	ECON 2301	
SPAN 1411	SPAN 1412						
7	7	3	3	9	6	13	14

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

# Alvin ISD Certificate Pathway Example

## AISD-Culinary Arts Coursework Towards Degree

9th Grade		10th Grade		11th Grade		12th Grade		13
Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	
Intro to Culinary Arts		Culinary Arts		Advanced Culinary Arts		Practicum in Culinary Arts		
				CHEF 1205 Sanitation and Safety CHEF 1301 Basic Food Preparation	PSTR 1301 Fundamentals of Baking	CHEF 2201 Intermediate Food Preparation	HAMG 1321 Introduction to the Hospitality Industry	
				5	3	2	3	

*ServSafe Food Manager*

ACC Certificate Pathways are available in **Alvin ISD only at this time.**  
 Certificates include Pharmacy Tech, Culinary Arts and EMT.

ACC is working with ISDs to add more pathways.

# DID YOU KNOW...

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



# DID YOU KNOW...

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



# WHAT IS A SYLLABUS?

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

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



**KEEP  
CALM  
AND  
READ THE  
SYLLABUS**

# YOUR COLLEGE GRADES

<b>A</b>	<b>90-100</b>
<b>B</b>	<b>80-89</b>
<b>C</b>	<b>70-79</b>
<b>D</b>	<b>60-69</b>

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

# QUESTIONS OR CONCERNS

- Questions or concerns regarding curriculum, grades, or assignments, should be addressed initially by the student to:
  1. The Instructor
  2. The Dean
- If the student is unsuccessful and parental involvement is warranted, a FERPA form must be on file and parent must have the FERPA access code, before the professor will discuss directly with a parent.
- The ACC Advisor cannot assist with grades, assignments, curriculum, or any classroom specific concerns. These concerns must be addressed with the instructor and dean directly.

# ACC DUAL ENROLLMENT ACADEMIC STANDARDS

## **AUTOMATIC WITHDRAWAL POLICY**

Students placed in an alternative school or facility due to disciplinary reasons exceeding one week, will be automatically withdrawn from all dual enrollment college courses and assigned a 'W' for each course. Students remaining enrolled during the one week placement are responsible for all assignments missed and will be held to any grading penalty incurred due to the attendance policy of the course(s). Students may appeal the automatic withdrawal by contacting both the ACC instructional Dean and Vice President of Student Services for review.

## **HOMEBOUND POLICY**

Students entering a semester on homebound status should enroll in online classes only. Students enrolled in a college class on the high school campus who require homebound status during the semester may:

- i. withdraw from the college course if prior to the published withdrawal deadline.
- ii. receive permission from the faculty member to continue under his/her guidelines.

Students are responsible for all assignments missed and will be subject to any grading penalty incurred due to the attendance policy of the course(s).

- iii. receive an incomplete grade in the class if the faculty member deems it appropriate.

# ACC DUAL ENROLLMENT ACADEMIC STANDARDS

## **ACC 2.0 GPA**

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 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 Enrollment program will be prohibited.

## **FOREIGN LANGUAGE AND MATH**

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

# ACC DUAL ENROLLMENT ACADEMIC STANDARDS

## COURSE GRADE APPEAL

**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. During an appeal, the student is required to first meet with the faculty member for discussion and to seek resolution. If resolution does not occur at the faculty level, the student may first appeal to the Dean and then the VPI for further consideration. The VPI may schedule a conference with the student or refer the appeal to an Academic Appeals Committee. Since only grade appeals will be considered by the Academic Appeals Committee, this will be a designated committee and not an open institutional standing committee. Complete procedures for a course grade appeal can be found in ACC's local policy, FLDB at <http://pol.tasb.org/home/index/214>. A course grade appeal form can be obtained at: <https://www.alvincollege.edu/student-information/student-complaints.html>

# PARENT TIPS TO AID STUDENT SUCCESS

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





**Dr. Brett Haduch**

Student Accessibility Services Coordinator

If you receive accommodations on your high school campus you should start this process with the college. Contact Student Accessibility Services at 281.756.5701 or email at least 7 business days prior.

[SAS@alvincollege.edu](mailto:SAS@alvincollege.edu)

# FERPA

## Family Educational Rights and Privacy Act

If you want your parents to have access to your grades and be able to speak to your professors, you will need to sign a FERPA release form with your advisor. A secure access code will be given to the student to share with the designated individual.

# PERSON PROXY

The student can designate individual(s) to have online access to certain areas of their online record.

Student sets this up in the POD under Students >  
Student Record > "Give Online Access to your Records"

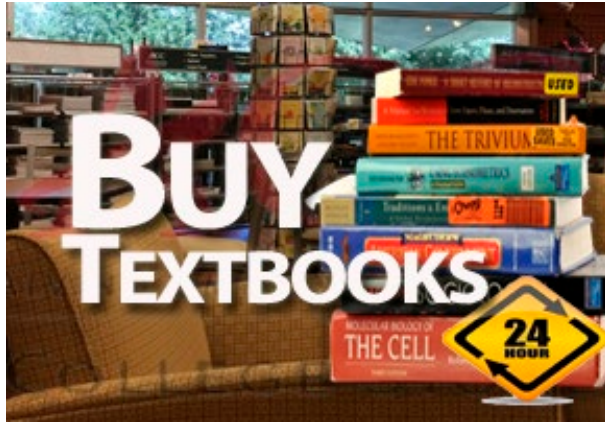
# TITLE IX

Title IX is a federal law that prohibits sex discrimination in education programs. If a school knows about sexual harassment or sexual assault, that creates a hostile environment, Title IX requires that ACC take immediate action to eliminate the harassment, prevent its recurrence and address the effects. If you file a complaint with ACC, regardless of where the assault occurred, we must process and investigate the complaint. Alvin Community College prohibits sexual misconduct, which includes non-consensual sexual intercourse, non-consensual sexual contact, sexual exploitation, interpersonal relationship violence, sex/gender-based stalking, sexual assault and sexual harassment.

You will receive more information about Title IX when you complete the SafeColleges training sent to your ACC email.

See information ACC's process at -

<https://www.alvincollege.edu/student-information/Title-IX.html>



## E-Books

Some courses will have electronic textbooks included in the tuition. Check your fee statement to see if already paid for your book.

## When to buy?

Students should have their textbook purchased before class, the first day of class or no later than the 2<sup>nd</sup> class day. If you purchase your book before, do not open the shrink-wrap until the first day of class.



**PURCHASE OR RENT  
TEXTBOOKS**

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

Store Hours:

**Monday-Thursday**

7:30am-6:30pm

**Friday**

7:30am-2:00pm

Alvin Community College is closed  
on Fridays during the Summer

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

# THE POD



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**Fall Registration is Now Open! Summer**

[Click here to view a video on how to log into the POD](#)

# MAKING A PAYMENT



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**Payment Due August 16th**

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

- Financial Aid
- Tuition & Fees
- Scholarships
- Make a Payment**
- Refunds
- Frequently Asked Questions

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



# STUDENT CYBER SUPPORT

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

Blackboard Support 1.877.310.5153

# REMINDERS!

1. Email is our official form of communication with you! If you are not receiving these emails, please contact your ACC Advisor immediately.
2. Your ACC Advisor will register you for any courses that you take while you are in the Dual Enrollment program. You should never register yourselves.
3. If you ever need assistance, please contact your ACC Advisor on your campus directly! Preferably by email.

## Important Fall Dates

<b>First Day of Class</b>	August 22
<b>Payment Deadline</b>	August 16
<b>Census Date (16 week)</b>	September 6
<b>Withdraw Deadline</b>	November 16
<b>Final Exams</b>	December 5-10
<b>Grades Due</b>	December 12

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# ALVIN COMMUNITY COLLEGE

## Main Campus Contacts

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