



# **DUAL ENROLLMENT FACULTY HANDBOOK 2018-2019**

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### **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 THECB and the agreement set forth between the college and the district.

## II. WHAT IS DUAL ENROLLMENT?

The Dual Enrollment Program provides an opportunity for eligible high school students to enroll in college courses and receive both high school and college credit for the course. While Dual Enrollment courses are mostly taught on the high school campuses, students can also earn credit on the ACC college campus and online. The Dual Enrollment Program offers both academic and technical courses. Dual Enrollment academic courses refer to classes that are transferable to Texas public colleges and universities; whereas technical Dual Enrollment courses are considered highly specialized classes for the workforce. These courses are not guaranteed to transfer to universities, but are applied to Associate of Applied Science Degrees.

- **Save Time.** Earn high school credit and college credit for the same course!
- **Fullfill Requirements.** Satisfy requirements for the Texas High School Distinguished Achievement Plan.
- **Transferability.** Academic Dual Enrollment courses will transfer with a grade C or higher to any Texas public university.
- **Save Money.** Students that take Dual Enrollment courses on their high school campus save up to 75% in tuition.

According to the Texas Higher Education Coordinating Board, approximately 65,000 high school students are participating in Dual Enrollment programs. The successful student should:

- be highly motivated
- be able to stick to a goal
- make above average grades
- possess good study habits
- students should understand that the amount of work necessary to succeed in college courses may be greater than that of high school courses. In addition, Dual Enrollment courses become a part of a student's permanent college transcript.

Alvin Community College also offers students the opportunity to earn a high school diploma and an Associates of Arts Degree in General Studies at the same time through the Dual Degree program. The Dual Degree program is a rigorous program that will require extra time and dedication. Students work to complete 60hrs of college course work that includes 42 hours of core curriculum and 18hrs of pathway driven electives (may be Field of Study) to assist in a more seamless transfer to their university of choice. See [AISD Dual Degree and Certificate Pathways](#).

Students can begin participation in the Dual Enrollment/Dual Degree Programs as early as 9<sup>th</sup> grade. ACC works with each district to identify courses specific to each grade level. Students are only allowed to enroll in courses assigned to their grade level. All students must meet ACC college pre-requisites to be enrolled (i.e. TSI standards or Dual Enrollment Eligibility based on PSAT, SAT, ACT, STAAR). Students enrolling in Dual Enrollment Technical courses are not required to take or be TSI met.

## **II. ACC DUAL ENROLLMENT PARTNERS**

Alvin Community College is proud to serve the following districts and high schools:

### **Alvin Independent School District (AISD)**

#### **Alvin High School**

802 S. Johnson  
Alvin, TX 77511

#### **Manvel High School**

19601 Hwy 6  
Manvel, TX 77578

#### **Shadow Creek High School**

11850 Broadway  
Pearland, TX 77584

#### **JB Hensler College & Career Academy**

7380 Lewis Lane  
Manvel, TX 77578

### **Pearland Independent School District (PISD)**

#### **Glenda Dawson High School**

2050 Cullen Blvd.  
Pearland, TX 77581

#### **Pearland High School**

3775 South Main St.  
Pearland, TX 77581

#### **Robert Turner College & Career High School**

4717 Bailey Road  
Pearland, TX 77584

### **Danbury Independent School District (DISD)**

#### **Danbury High School**

5611 1<sup>st</sup> Street  
Danbury, TX 77534

### **Living Stones Christian School**

1407 Victory Lane  
Alvin, TX 77511

### III. ACC DUAL ENROLLMENT PROGRAM MODEL

Alvin Community College Dual Enrollment Program offers students a variety of formats in which participation and college credit can be earned.

- A. Faculty travel to High School Model – Under this model ACC Full Time/Adjunct Faculty travel to the assigned high school during the assigned period on the assigned days (necessary to reach contact hour requirement) to facilitate class. On some campuses, the days the ACC Faculty is not present the students are sent to a Study Hall. On other campuses an ISD Instructional Assistant that teaches the same discipline for the high school is assigned to the class. For one campus (Turner) the campus is on a block schedule where students have class M/W, Tues/Thur and Friday serves as the Study Hall day.
- B. Student travels to ACC Model – Under this model students enroll in classes offered on the main ACC campus or satellite campus to take courses.
- C. Online Model – Under this model students enroll in online courses.

Alvin Community College charges a tuition and a registration fee for all academic courses. The tuition amount varies based on the district. For technical courses, the course is free and students pay course fees as applicable.

### IV. FACULTY COMPENSATION

Full time and Adjunct Faculty are paid according to the board approved ACC Salary & Compensation policy.

ISD Credentialed ACC Faculty are paid their standard salary as approved and provided by the district and also receive an Honorarium paid by ACC once a semester (December/May).

3 or 4 CH/One Semester Course	\$300 per section
Instructional Assistant	\$200 per section
Study Hall Appointee	\$150 per semester

\*Honorarium amounts are subject to change and negotiation will be at the discretion of Alvin Community College.

If you have questions about the Honorarium agreement, contact the College & Career Pathways Office or your Department Chair/Dean directly.

All ACC Human Resource Paperwork must be completed and submitted to HR to receive honorarium payments.

## V. 2018-2019 ACADEMIC CALENDAR AND BELL SCHEDULES

Alvin Community College Dual Enrollment courses on the high school campuses will follow the ACC Academic calendar for semester start and end dates.

[ACC Academic Calendar](#)

[AISD Academic Calendar](#)

[Alvin HS Bell Schedule](#)

[Manvel HS Bell Schedule](#)

Shadow Creek HS Bell Schedule

JB Hensler CC HS Bell Schedule

[PISD Academic Calendar](#)

[Glenda Dawson HS Bell Schedule](#)

[Pearland HS Bell Schedule](#)

[Turner CCHS Bell Schedule](#)

[DISD Academic Calendar](#)

[Danbury HS Bell Schedule](#)

[Living Stones Christian School Calendar](#)

\*These are not the up-to-date bell schedules. Please refer to your schedule in WebACCess, current emails, or visit the high school campus homepage to access the most updated bell schedule.

### **2018-2019 Important Dates\***Refer to emails for updates

8/20	First day of class
9/3	Holiday-no class
9/5	ACC Census Date
10/10	PSAT Testing Date
11/19-23	Thanksgiving Holiday
12/1	Last day of class
12/3-7	Final Exam Week
12/10	Alpha grade due –WebACCess/Numerical grade due – High School by 9:00am
1/21	MLK Holiday
3/1	No Class (TCCTA Convention)
3/11-15	Spring Break
4/9-12	STAAR Testing (bell schedules will be adjusted)
4/19	No Class
4/22	No Class

5/6-17 STAAR Testing (bell schedules will be adjusted)  
5/10 Alpha grade due –WebACCess/Numerical grade due – High School by 9:00am

**AISD Important Dates**

10/12 No class for students  
10/15 Holiday  
2/15 No class for students  
2/18 Holiday

**PISD Important Dates**

10/4 No class for students  
10/8 No class for students  
2/18 No class for students

**DISD Important Dates**

9/21 Early Dismissal  
10/15 Holiday  
10/31 Early Dismissal  
2/15 Early Dismissal  
2/18 Holiday  
3/8 Early Dismissal  
3/27 Early Dismissal

**VI. FACULTY SYLLABUS AND ATTENDANCE**

All faculty are required to present a course syllabus to each student. It is preferred that students be given a hard copy on the first day in addition to the posted copy to Blackboard.

Faculty syllabi should follow ACC approved formatting and should include all assignments and grading policies for your class. It is imperative that grading policies be reviewed in as much detail as possible.

Attendance for college classes is governed by the attendance policy as outlined on the course syllabus. Faculty should reiterate to students that they are enrolled in a college class and if they choose to miss class to participate in extra-curricular and/or school activities, they must still adhere to the attendance policy as written on your syllabus.

**VII. DUAL ENROLLMENT FINAL EXAM SCHEDULE & INFORMATION**

Alvin Community College Final Exam week will be the same week as identified on the ACC Academic Calendar, however faculty are to conduct class that week up until the final exam. ACC Faculty are asked to give their final on the 2<sup>nd</sup> or 3<sup>rd</sup> day of class, meaning if class is Monday, Tuesday, Thursday, you have in class study halls on Monday and Tuesday and the exam would be given on the Thursday. If more than one day is needed to facilitate the exam that is okay. Once you have given your exam, you are not expected to have class, meaning if you have a Monday, Tuesday, Thursday class and you give your exam on Monday, you will not have class on Tuesday or Thursday.



Faculty are asked to be flexible with the final exam week, especially if it falls during the same week as STAAR or Advanced Placement testing. Those are exam dates that are not flexible. Please work with students to ensure they are able to complete their final exam.

Note: If a student is unable to take the final exam during the appointed time, please contact the ACC Advisor, High School Counselor and campus AP assigned to Dual Enrollment to arrange for a proctor there on the high school campus. Unless working on the Alvin HS campus, students are not able to get to ACC to take make-up exams. It is preferred that make up exams be proctored on the high school campus if at all possible.

Fall 2018 Final Grades are due: December 10, 2018 @ 9:00am in WebACCess

Spring 2019 Final Grades are due: May 13, 2019 @ 9:00am in WebACCess

If you need assistance logging into WebACCess, contact the ACC IT Help Desk 281.756.3544.

## ALVIN COMMUNITY COLLEGE

### Web Grading Guidelines

1. Effective Spring 2004, all final grades must be submitted electronically via WebACCess. Grade rosters will not be printed.
2. Only the instructor of record will be allowed to enter grades for the course. This means that Administrative Assistants or Student Assistants will not be permitted to enter grades for the instructor. If an instructor is unable to enter grades by the required deadline, he/she must contact the Registrar's Office for options in submitting grades.
3. You must print out the confirmed page of grades that appears after you click the submit button on the Web Grading page (roster). You will no longer receive a confirmation email. This functionality has been deleted by Datatel.
4. A grade of "AU" must be entered for any student auditing the course. The student will appear with an A in the Pass/Aud column in your regular class roster available on WebACCess. The online Grade Roster does not have this flag, so you must refer back to the class roster for this determination.
5. An "R" grade can only be issued twice for Developmental Education, Court Reporting and Clinical courses only. Students who are not eligible to receive an "R" grade are depicted with an asterisk by their name on the online grade roster.
6. NEW-Fall 2014: When faculty enter an "I" (incomplete) grade, the system will automatically enter the subsequent semester default expiration date (May 15, August 15, and December 15). **These are the only permissible dates.** If a Grade Change Form or an Incomplete Grade Extension Form has not been submitted by this date of the subsequent term, the "I" grade will roll over to an "F" grade.

7. If a student has withdrawn from the course, he/she will **NOT** appear on the web grade roster.
8. **Faculty CANNOT enter a grade of W for final grading.** In order to receive a W, the student had to initiate the drop him/herself by the published semester deadline.
9. If a student appears on your final grade roster, but has stopped attending class and has not completed the required coursework, faculty must enter an “F” grade and enter the last date of attendance for the student on the final grade roster.
10. If the grades are not entered within several minutes, the system will timeout and faculty will have to log in again before the remaining grades can be entered. ACC has set the time limit for entering grades to 10 minutes. HINT: calculate grades first and then enter into the system. When all grades have been entered, click on the **SUBMIT** button, then return to **MENU** on the top right corner of the screen to double check the grades you just entered. You may also print out the completed grade roster as a spreadsheet.
  - a) Pull up the graded roster on WebACCess
  - b) “Select all” by pressing <ctrl><a>, or click on <edit> and choose <select all> Everything should be Highlighted.
  - c) “Copy” by pressing <ctrl><c>, or click on <edit> and choose <copy>
  - d) Open Excel to an empty worksheet
  - e) “Paste” the roster into the spreadsheet by pressing <ctrl><v>, or click on <edit> and choose <paste>
  - f) Remove any unnecessary info, then “save” the spreadsheet to your drive. Do not save to a shared drive as this information is strictly confidential.
11. A missing grade report will be run by the Registrar’s Office at 9:00 a.m. on the due date so Departmental Chairs may notify faculty who have not submitted grades.
12. For any grades not entered by the due date, Department Chairs may request access to the faculty member’s WebACCess account from the IT Department in order to enter the missing grades.
13. If a course roster is not available to the Department Chair, then the course grade will be “blank” and students will be referred to Department Chairs for information on any missing grades.
14. The Registrar’s Office will verify the grades every hour beginning at 9 a.m. To change a student’s grade once they are verified, including an I grade from a previous semester, a Grade Change Form must be submitted to the Registrar’s Office. Students can view verified grades on the web by noon on the grade due deadline.
15. Grade books must be retained by the full-time faculty. Adjunct faculty, however, must submit their end of semester packet to their respective Deans. Grade books are retained for minimum of 2 years. This will be the only source available in case a student appeals their grade.

16. If faculty cannot get WebACCess to work on their computer or have any technical problems with the account and password, they must call the IT Service Desk at 756-3544 for assistance.

Registrar's Form (Rev. 05/17)

### **VIII. DUAL ENROLLMENT RIGOR & FACULTY EXPECTATIONS**

ACC will select Dual Enrollment instructors that meet the same standards and approval process used to select faculty teaching the same classes on the main campus. These standards include the minimal requirements of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) and other relevant accrediting agencies.

ACC will supervise and evaluate Dual Enrollment instructors using the same or comparable procedures used for faculty at the main campus.

All faculty teaching Dual Enrollment college courses, to include full-time, adjunct and ISD teachers, shall attend the ACC Dual Enrollment Faculty Orientation. Adjunct and ISD instructors are encouraged to attend department meetings and professional development as determined by the ACC Dean or Department Chair.

#### **Faculty Responsibilities**

ACC Faculty teaching on the high school campus shall:

1. Attend ACC Dual Enrollment Faculty Orientation (if applicable).
2. Arrive on time for all courses and ensure that time in the classroom meets the expected contact hour requirements.
3. Submit grades to the ISD point person as agreed.
4. Be accessible to students outside of the classroom period.
5. Return graded material and provide feedback in a timely manner.
6. Wear ACC identification at all times.
7. Take attendance daily following the approved process.
8. Input grades into the ACC system.
9. Submit Census Rosters to the ACC Dean and/or Department Chair in accordance to ACC policies.

ACC Faculty teaching on the high school campus will comply with relevant procedures and rules established by the district to govern student, faculty, and staff conduct and safety-except where otherwise noted in this agreement.

ACC Faculty are also expected to:

1. Pay attention to ACC WebACCess rosters as well as the high school roster and report any discrepancies to the ACC Advisor prior to Census and anytime thereafter when a change occurs.
2. Take attendance for ACC as well as the High School Campus (as outlined in the protocol for that school).
3. Practice classroom management. Faculty should report any disciplinary concerns to the Principal (as outlined in the protocol for that school).
4. Respond to inquiries within 24hr time frame.
5. Follow the syllabus provided and document any changes in writing.

Approved ISD Dual Enrollment Faculty are expected to:

1. Attend ACC Dual Enrollment Faculty Orientation (if applicable).
2. Teach the college course according to the standards as set forth by the THECB, ACC and specific department.
3. Attend any professional development sponsored by appropriate ACC department.
4. Remain in contact with the Dean and/or Department Chair.
5. Grade all assignments according to ACC's grading policies.
6. Input grades into the ACC system as agreed by the high school and the college.
7. Return graded material and provide feedback in a timely manner.
8. Submit Census Rosters to the ACC Dean and/or Department Chair in accordance to ACC policies.

## **IX. FACULTY OFFICE HOURS & ABSENCES**

ACC Faculty are expected to hold office hours for Dual Enrolled students. This can be via designated times, by appointment or online resources. Each high school has a library where faculty can meet with students. It is imperative that you be available outside of the designated class time to assist students as needed.

If faculty need to be absent, the Dean and Department Chair must be contacted. It is also requested that the ACC Advisor assigned to the campus be contacted and the Director of College & Career Pathways. This ensures that everyone is aware and informed. Please follow the high school campus protocol for specific details regarding absences. It is recommended that a qualified sub or guest lecturer replace you on days you must be absent.

## **X. INSTRUCTIONAL ASSISTANT EXPECTATIONS OR STUDY HALL ASSISTANTS (if applicable)**

Instructional Assistants support ACC faculty and students. In their role, they are expected to:

1. Ensure all technology is accessible and functional.
2. Take attendance for high school record keeping.
3. Handle all classroom disciplinary issues.

4. Keep ACC faculty informed of any schedule changes that impact instructional time.
5. Enter college grade into the high school database.
6. Assist with proctoring quizzes and/or exams.
7. Support students through lecture reviews and review of course syllabi.
8. Serve as liaison between ACC faculty and parents.

Study Hall Assistants provide the following assistance:

1. Take attendance on the days the ACC professor is not on campus. Students report to specified area and sign in.
2. Enter college grade into the high school database.
3. Encourage students to review their course syllabi and work on assignments while in study hall.

## **XI. FERPA AND PARENTS**

### **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 Admissions Office in Building A. 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 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 identity. 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 a written request to the Registrar 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 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 Enrollment Services Center, and online at [www.alvincollege.edu/dualcredit](http://www.alvincollege.edu/dualcredit) under the Dual Credit Forms link.*

**Do not ignore parents!!!! Please respond.** A sample response:

*“Thank you for your email and interest in supporting your student’s academic success. In order to better assist you, please allow me to confirm that a FERPA waiver is on file. If on file, I would be glad to meet with you and your student in person to discuss any concerns you may have.”*

Email the ACC Advisor and the Advisor will be able to tell you if a waiver is on file and what specific information can be discussed with the parent, per the disclosure items listed by the student. ***If there is a waiver*** on file, you can proceed with scheduling a meeting with the parent and student present. ***If a waiver is not on file***, inform the parent that a waiver has not been signed by the student and you are unable to meet with them at that time. Inform the parent that the student can visit the ACC Advisor to complete the waiver.

If you want to further assist, you can add the link to the waiver:

[http://www.alvincollege.edu/Portals/0/userfiles/documents/dualcredit/pdfs/FERPA\\_Release\\_Dual\\_Credit.pdf?ver=2017-06-29-153953-103](http://www.alvincollege.edu/Portals/0/userfiles/documents/dualcredit/pdfs/FERPA_Release_Dual_Credit.pdf?ver=2017-06-29-153953-103)

Advisors to contact to verify FERPA Waiver (the Advisor should respond as promptly as possible):

AHS/DHS- Alpha Trevino [atrevino@alvincollege.edu](mailto:atrevino@alvincollege.edu)

MHS- Monica Silvas [msilavs@alvincollege.edu](mailto:msilavs@alvincollege.edu)

SCHS- LaTisha Harrison [lharrison@alvincollege.edu](mailto:lharrison@alvincollege.edu)

PHS/GDHS- Christin Maartens [cmaartens@alvincollege.edu](mailto:cmaartens@alvincollege.edu)

THS – Gwendolyn Burgess [gburgess@alvincollege.edu](mailto:gburgess@alvincollege.edu)

If a parent contacts you with general questions, not directly pertaining to the student, you ***can answer*** those questions without a FERPA waiver:

- What textbook is needed? public information
- May I have a copy of your syllabus? (available online at:  
<https://alvincollege.xitracs.net/catalog/>)

- What days are your class? public information
- What is your attendance policy? public information

Questions you ***should not*** answer without a FERPA waiver on file and student present (or via email):

- What is my student’s current average?
- What grade did my student get on said assignment?
- Has my student missed class?
- Is my student failing?
- Why does my student have a C in your course?

## Retention Efforts-

- ACC Advisors do not discuss grades with parents. They are also College employees bound by the FERPA law. Do not refer parents to ACC Advisors to discuss grades.
- ACC Advisors are there to visit with students that you are concerned about academically or emotionally. If you have students that are not submitting assignments, constantly disengaged, constantly missing classes, have a sudden change in demeanor; the ACC Advisor can meet with those students to help redirect and motivate them.

***Special note:*** If you are an ISD Instructor or ISD Instructional Assistant, you can speak directly to parents about grades, attendance and other concerns as it relates to high school graduation.

## **XII. DUAL ENROLLMENT ADA PROCEDURES**

ADA Accommodations are available to all students. Students must contact the ACC Office of Disability Services for accommodations in a college course. High School accommodations and modifications are not recognized in college courses.

After qualifying for a Dual Enrollment course, students should schedule a follow up appointment at ACC with Eileen Cross/ODS Office. Expect to meet for an hour and possibly an hour ½. Documentation will be reviewed again to determine appropriate classroom accommodations. Accommodations for college courses may differ from high school accommodations/modifications provided for high school courses. Additional paperwork/forms will be required as part of registering for ODS services.

A letter of accommodation will be drafted for the instructors and reviewed with the student. Students are responsible for presenting their accommodation letter to the instructor and discussing the accommodations. Without an accommodation letter from ACC, accommodations will not be provided to the student.

Letters of accommodation from the high school will not be accepted for dual credit courses. Students are responsible for notifying ODS of all new class schedules and making a written request (can be e-mailed) for accommodation letters.

It is important to request letters prior to class starting. Letters are prepared in the order the requests are made. It can take up to 7 days to receive the accommodation letters once requested. Accommodations are not retroactive. Accommodations begin the day the letter is presented and discussed with the instructor with the exception of testing. Instructors should have 48 hours' notice to prepare for accommodated testing. Appointments can be scheduled by calling Eileen Cross at 281-756-3533 or by e-mail at [ecross@alvincollege.edu](mailto:ecross@alvincollege.edu).

## **XII. PREPARING FOR THE HIGH SCHOOL ENVIRONMENT**

### **What to Expect:**

1. Bells- There are bells, and sometimes music during passing periods. Don't be alarmed. Each high school has a bell schedule. These schedules are frequently adjusted. Faculty will be informed of bell schedule changes that may impact instructional time.
2. Announcements- announcements are made daily, usually around 3<sup>rd</sup> period on most campuses. Students do need to pay attention to daily announcements. Should be less than 5 min of your class time, but be prepared.
3. Fire Drills- each campus will have fire and lock-down drills. Emergency information is available on the walls in each classroom and you are encouraged to follow the nearest high school teacher for support. Information about safety is also included in your protocol for each campus.
4. Pep Rallies- are usually on Fridays and should have minimal impact on your schedule. However, there are times where the bell schedule is adjusted due to a pep rally. We do our best to ensure that faculty are aware of any bell schedule changes.
5. Classroom Interruptions- if your classroom is being interrupted by student workers or other staff, please inform the assigned principle or the ACC Director of College & Career Pathways. We have communicated that college classes should not be interrupted.

### **General Information for Faculty Success & First Day Practices:**

1. Arrive early to class. Get there before the student's do.
2. Provide students with a hard copy of your course syllabus on the first day. ***All bulk copies should be made via the ACC Copy Center (D125). There is limited to now access to make copies on the high school campuses.***
3. Clearly explain your attendance and grading policies.
4. Review the required text (if applicable) and remind students to purchase their books prior to the second class meeting.
5. Remind students to contact the ODS office if they need accommodations for their college class.
5. Review the Withdrawal Deadline for the semester.

If a student stops attending your class for any reason prior to the withdrawal deadline, please inform the ACC Advisor.

Fall Withdrawal Deadline – November 13<sup>th</sup>; Spring Withdrawal Deadline – April 24<sup>th</sup>.

7. If you will use Blackboard in your class, you are encouraged to have a “getting to know Blackboard” assignment within the first week of class to ensure students are able to log in and understand how to find material in your shell. A video is also available for students, created by Dena <https://youtu.be/pJj1zfC6axE>. Please feel free to show this video in class.



## Technology:

1. All classrooms are equipped with computers/laptops, projectors and elmos. Some have promethean boards. If any equipment is missing or needed, please contact the Director of CCP.
2. Each ACC Faculty will receive a username and password for the district/high school. That email will come from the CCP Administrative Assistant. The username/password will be used to log onto the network while on the high school campus. More information will be in your protocol.
3. WebACCess- All faculty (ACC/ISD) should have an ACC username/password with access to WebACCess. Please contact your ACC Department Chair for assistance or the ACC IT Help Desk at 281.756.3544.
4. Blackboard -

Remember that all instructors are required to have a presence in Blackboard. At a minimum all sections should have a **syllabus posted in Bb and have grades listed in the Full Grade Center**. I realize that you may be new to Blackboard. I want to provide you with some training resources to help you prepare your Blackboard sections for the upcoming semester.

### Face to Face Training

Title	Date	Time	Location	Facilitator
Blackboard Grade Center	Tuesday 08/07/2018	10:00am- 11:00am	A-164	Dena Coots
Blackboard Grade Center	Wednesday 08/08/2018	2:00pm- 3:00pm	A-164	Dena Coots
Blackboard Grade Center	Thursday 08/14/2018	9:00am- 10:00am	A-164	Dena Coots

### On Demand Video Training

For those who like to learn independently there is a series of 3 videos labeled Step #1, Step #2, and Step #3 that can be accessed by clicking this [Grade Center Training Folder](#).

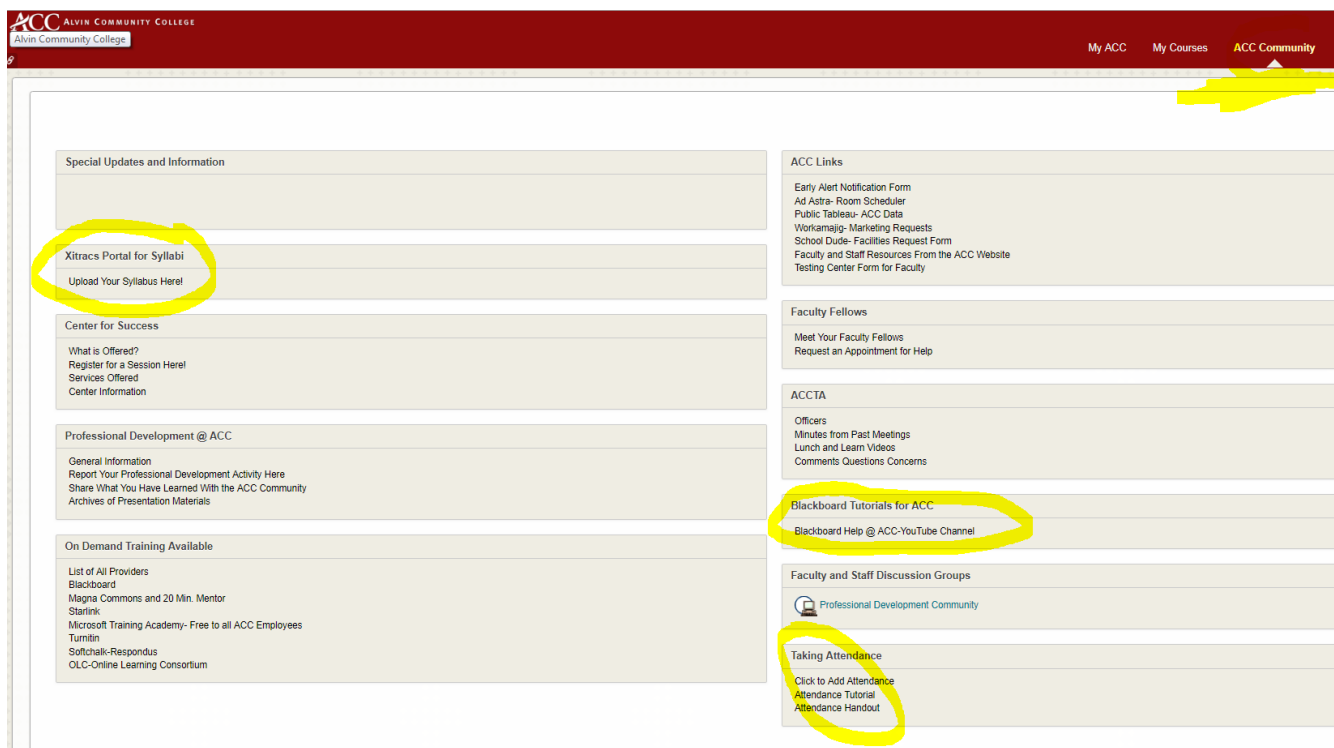
There are also printable handouts to accompany each video for those who prefer written instructions inside this same folder.

### Blackboard Help@ACC-YouTube Channel

Another helpful resource that I want to point out is the [Blackboard Help @ACC YouTube Channel](#). I referenced in the video.

This site has a list of "how-to" videos for Blackboard. Of particular interest would be the *Xitracs-Syllabus Upload Training*, *Taking Attendance in WebAccess*, and *How to Upload a Syllabus to Blackboard*.

Finally, most of these resources can be located inside of Blackboard by clicking on the ACC Community Tab at the top right of the Blackboard screen once you log in.



***Dena Coots***

Director Distance Education/Instructional Design

281-756-3728

[de@alvincollege.edu](mailto:de@alvincollege.edu) or [dcoots@alvincollege.edu](mailto:dcoots@alvincollege.edu)

#### **XIV. DUAL ENROLLMENT GRADES**

Dual Enrollment students are enrolled in college classes and governed by grading policies as outlined in the course syllabus. Students will have only one grade for the course, the college grade.

ACC Faculty are required to submit numerical grades during the 6 and 9 week grading periods on the high school campuses during the fall and spring semesters only, to the designated person. Refer to the high school campus protocol for the designated person and dates grades are due. Faculty will receive email reminders.

ISD Faculty must adhere to college grading policies as outlined on the course syllabus. High school grading is not allowed in the college class.

All Faculty must submit final alpha grades via WebACCess and final numerical grades at the end of each semester to the designated high school person.

Fall grades are due by 9:00am December 10, 2018

Spring grades are due by 9:00am May 13, 2019

Courses taken on the ACC main campus, satellite campus, evening courses or online courses do not require grade reports. Students are responsible for printing their ACC transcript at the end of the semester to be submitted to the high school to be transcribed according to their grading policies.

Should students have questions regarding their grades, they are advised to visit with the instructor directly. The ACC approved policies and chain of command should be followed for grade appeals.

## **XV. STUDENT DISCIPLINE AND CONDUCT**

Dual Enrolled students are expected to behave as mature students. Should there be a concern with student behavior the professor may inform the ACC Advisor and/or the high school principal. Refer to the campus protocol sheet for specific contacts.

In most of the classrooms there is a phone or “panic” button for immediate assistance.

## **XVI. DUAL ENROLLMENT ACADEMIC STANDARDS, POLICIES & RESOURCES**

### **Academic Standard**

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). 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.

### **Resources**

Dual Enrolled students have access to the ACC Learning Lab, the ACC Library and any other academic resources available to our general students.

In addition, ACC provides reserve copies of all textbooks in the high school libraries.

ACC Advisors are housed on the high school campuses to provide support. ACC Advisors assist with:

1. Scheduling concerns
2. Behavior concerns
3. Excessive Absences

4. Change in student demeanor
5. Academic performance concerns

ACC Advisors do not assist with:

1. Making copies
2. Technology concerns
3. Grades/Missing Assignments
4. Monitoring classes in absence of a professor
5. Proctoring exams (exceptions may apply)

ACC Advisors will visit with all Dual Enrolled students the first 2-3 weeks of class to review:

FERPA/ADA  
Behavior Expectations  
Attendance

Academic Expectations  
ACC Email/365  
Withdrawal Process

## **XVII. DUAL ENROLLMENT WITHDRAWAL PROCESS/AUTOMATIC WITHDRAWAL**

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.

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.

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.

**If a student stops attending your class for any reason prior to the withdrawal deadline, please inform the ACC Advisor.**

Fall Withdrawal Deadline – November 13<sup>th</sup>; Spring Withdrawal Deadline – April 24<sup>th</sup>.

### **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 both the ACC instructional Dean and Vice President of Student Services for review.

## XVIII. DUAL ENROLLMENT 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

Faculty should follow ACC policies regarding issuing 'I' (incomplete) grades.

## XIX. ACC CONTACTS

Divisions	Chair	Extension 281.756.	Office	Email
<b>Arts and Sciences, Dean</b>	<b>Dr. Jerry Fliger</b>	<b>3718</b>	<b>G142</b>	<a href="mailto:jfliger@alvincollege.edu">jfliger@alvincollege.edu</a>
Arts	Dennis LaValley	3752/3605	J100	<a href="mailto:dlavalley@alvincollege.edu">dlavalley@alvincollege.edu</a>
Drama/Humanities	Dr. Jay Burton	3607	B229	<a href="mailto:jburton@alvincollege.edu">jburton@alvincollege.edu</a>
Government/Economics	Elizabeth McLane	3742	G152	<a href="mailto:emclane@alvincollege.edu">emclane@alvincollege.edu</a>
History/Geography/Philosophy	TBD			
Life Science (Biology, Horticulture)	Dwight Rhodes	5669	S216	<a href="mailto:drhodes@alvincollege.edu">drhodes@alvincollege.edu</a>
Music, Applied Music, Ensembles Music	Dr. Kevin Moody	3587	B111	<a href="mailto:kmoody@alvincollege.edu">kmoody@alvincollege.edu</a>
Physical Science (Astronomy, Chemistry, Geology, Physics)	John Matula	5670	S218	<a href="mailto:jmatula@alvincollege.edu">jmatula@alvincollege.edu</a>
Psychology/Sociology	Traci Elliott	5680	D237	<a href="mailto:telliott@alvincollege.edu">telliott@alvincollege.edu</a>
Speech	Dr. Bill Waggoner	3612	B231	<a href="mailto:bwaggoner@alvincollege.edu">bwaggoner@alvincollege.edu</a>
<b>General Education and Academic Support, Dean</b>	<b>Dr. Nadia Nazarenko</b>	<b>3725</b>	<b>G134</b>	<a href="mailto:nnazarenko@alvincollege.edu">nnazarenko@alvincollege.edu</a>
English	Thomas Parker	3713	G153	<a href="mailto:tparker@alvincollege.edu">tparker@alvincollege.edu</a>
Head Librarian	Becky McLain	3561	A220	<a href="mailto:Rmclain@alvincollege.edu">Rmclain@alvincollege.edu</a>
Mathematics	Jennifer Hopkins	3707	G162	<a href="mailto:jhopkins@alvincollege.edu">jhopkins@alvincollege.edu</a>
Foreign Language (SPAN, CHIN, FREN, GERM)	Saul Olivares	5681	G118	<a href="mailto:solivares@alvincollege.edu">solivares@alvincollege.edu</a>
Academic Foundations and Learning Lab	Barbara Eckenfels	3556	A211	<a href="mailto:beckenfels@alvincollege.edu">beckenfels@alvincollege.edu</a>
<b>Legal and Health Sciences, Dean</b>	<b>TBA</b>	<b>5601</b>	<b>S100</b>	
Allied Health Programs	Dr. Stacy Ebert, Director	5660	S108A	<a href="mailto:sebert@alvincollege.edu">sebert@alvincollege.edu</a>

	Dr. Debra Fontenot,			<a href="mailto:dfontenot@alvincollege.edu">dfontenot@alvincollege.edu</a>
Associate Degree Nursing	Nursing Director	5611	S108B	
Court Reporting	Micki Kincaide	3757	K201	<a href="mailto:mkincaide@alvincollege.edu">mkincaide@alvincollege.edu</a>
Criminal Justice	Craig Fos	3779	N125	<a href="mailto:cfos@alvincollege.edu">cfos@alvincollege.edu</a>
Criminal Justice Academy	Jeff Gambrell	3780	N124	
Diagnostic Cardiovascular Sonography	Jessica Murphy	5650	S108D	<a href="mailto:jmurphy@alvincollege.edu">jmurphy@alvincollege.edu</a>
Director of Associate Degree & Vocational Nursing	Dr. Debra Fontenot	5611	S108B	<a href="mailto:dfontenot@alvincollege.edu">dfontenot@alvincollege.edu</a>
Emergency Medical Technology	TBD	5640	S165	
Neurodiagnostics	Kelly Truitt	5644	S250	<a href="mailto:ktruitt@alvincollege.edu">ktruitt@alvincollege.edu</a>
Paralegal	Dr. Karen Barnett	3642	C211	<a href="mailto:kbarnett@alvincollege.edu">kbarnett@alvincollege.edu</a>
Pharmacy Technician	Rhonda Boone	3805	H118	<a href="mailto:rboone@alvincollege.edu">rboone@alvincollege.edu</a>
	Georgette Goodwill	5655	S249	<a href="mailto:ggoodwill@alvincollege.edu">ggoodwill@alvincollege.edu</a>
Polysomnography	Goodwill	5655	S249	
Respiratory Care	Marby McKinney	5661	S149	<a href="mailto:mmckinney@alvincollege.edu">mmckinney@alvincollege.edu</a>
TDCJ Programs	Sara Bouse	3568	S201	<a href="mailto:sbouse@alvincollege.edu">sbouse@alvincollege.edu</a>
Vocational Nursing	Melinda Wallace	5631	S108C	<a href="mailto:mwallace@alvincollege.edu">mwallace@alvincollege.edu</a>
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Accounting/Business Management	Susan Weatherford	3812	D229	<a href="mailto:sweatherford@alvincollege.edu">sweatherford@alvincollege.edu</a>
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Computer & Office Administration	Susan Weatherford	3812	D229	<a href="mailto:sweatherford@alvincollege.edu">sweatherford@alvincollege.edu</a>
Culinary Arts	Leslie Bartosh	3949	D221	<a href="mailto:lbartosh@alvincollege.edu">lbartosh@alvincollege.edu</a>
Human Services/Substance Abuse Counseling	TBD		C215	
Industrial Design Technology	James Langley	3784	N109	<a href="mailto:jlangley@alvincollege.edu">jlangley@alvincollege.edu</a>
Process Technology	Victor Kalsey	3785	N115	<a href="mailto:vkalsey@alvincollege.edu">vkalsey@alvincollege.edu</a>
Radio Station/Communications				<a href="mailto:blewis@alvincollege.edu">blewis@alvincollege.edu</a>
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General Education and Academic Support, Dean	Dr. Nadia Nazarenko	3725	G134	<a href="mailto:nnazarenko@alvincollege.edu">nnazarenko@alvincollege.edu</a>
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Professional, Technical and Human Performance, Dean	Dr. Linda Austin	3630	C132	
Distance Education	Dena Coots	3728	A176	<a href="mailto:dcoots@alvincollege.edu">dcoots@alvincollege.edu</a>

College & Career Pathways	Akilah Martin, Director	3726	A227	<a href="mailto:amartin@alvincollege.edu">amartin@alvincollege.edu</a>
Institutional Effectiveness & Research	Patrick Sanger, Director	3663	D205	<a href="mailto:psanger@alvincollege.edu">psanger@alvincollege.edu</a>
Grants Coordinator	Gayland Capps	3905	D208	<a href="mailto:gcapps@alvincollege.edu">gcapps@alvincollege.edu</a>
Instructional Support Specialist	Lori King	3507	A227B	<a href="mailto:lking@alvincollege.edu">lking@alvincollege.edu</a>

<b>Vice President of Student Services</b>	<b>Marilyn Dement</b>	<b>3517</b>	<b>A137</b>	<b><a href="mailto:mdement@alvincollege.edu">mdement@alvincollege.edu</a></b>
Director of Advising	Regan Metoyer Peterson	3527	A133	<a href="mailto:rmetoyer@alvincollege.edu">rmetoyer@alvincollege.edu</a>
Director of Retention	Holly Williams	3553	A132	<a href="mailto:hwilliams@alvincollege.edu">hwilliams@alvincollege.edu</a>
Alvin/Danbury ACC Advisor	Alpha Trevino	281.245.2726	AHS	<a href="mailto:atrevino@alvincollege.edu">atrevino@alvincollege.edu</a>
Manvel ACC Advisor	Monica Silvas	281.245.2928	MHS	<a href="mailto:msilvas@alvincollege.edu">msilvas@alvincollege.edu</a>
Shadow Creek ACC Advisor	LaTisha Harrison	281.245.3820	SCHS	<a href="mailto:lharrison@alvincollege.edu">lharrison@alvincollege.edu</a>
Dawson ACC Advisor	Christina Maartens	281.412.8898	GDHS	<a href="mailto:cmaartens@alvincollege.edu">cmaartens@alvincollege.edu</a>
Pearland ACC Advisor	Christina Maartens Gwendolyn	281.412.8898	PHS	<a href="mailto:cmaartens@alvincollege.edu">cmaartens@alvincollege.edu</a>
Turner ACC Advisor	Burgess	281.727.1611	THS	<a href="mailto:gburgess@alvincollege.edu">gburgess@alvincollege.edu</a>
Office of Disability Services	Eileen Cross	281.756.3533	A130	<a href="mailto:ecross@alvincollege.edu">ecross@alvincollege.edu</a>
Director of Testing	William Trevino	281.756.3526	A144	<a href="mailto:assessment@alvincollege.edu">assessment@alvincollege.edu</a>

Please direct all questions regarding curriculum, textbooks, and course objectives to your ACC Dean and/or Department Chair.

## XX. WHAT IF....

1. I need 10 or less copies of a document and I'm on the high school campus?  
Ask someone for assistance. If you need more than 10 copies, you need to utilize the ACC Copy Center.
2. My students need scantrons?  
Dual Enrollment students receive free scantrons. Faculty must pick up scantrons from the ACC Advisor office or the CCP office located at ACC –A 227.
3. I have a morning of emergency and cannot make it to class?  
Follow the instructions on the protocol sheet for that campus, and always inform your Dean and/or Department Chair.
4. I am contacted by an irate parent?  
Do not ignore the parent! Respond calmly and suggest that their student meet with you directly. If at anytime you have a question or concern about how to handle a parent, or if the parent is belligerent, contact the CCP Director for assistance.

5. I am unable to log into the district network?  
Contact the CCP Office for assistance 281.756.3746. As a backup, contact the Assistant Principal noted on your protocol. **Do not** contact the ACC Advisor.
6. There is an emergency on the high school campus while I am there?  
Listen to the announcements, connect with a teacher on your hall and remain alert.
7. There is a fire drill or lock-down during my instructional time?  
Faculty are encouraged to participate. The students must participate. College classes cannot be exempt from safety drills.
8. A student has a complaint about me as an instructor?  
Dual Enrollment students should follow all policies and procedures establish for filing grievances and academic complaints.
9. A student stops attending class?  
Notify the ACC Advisor. It is imperative that the ACC Advisor is informed when students on your roster are no longer attending class.
10. A student is on my ACC roster by not the high school roster or vice versus?  
Inform the ACC Advisor immediately

Remember to check and read your ACC Email! ACC Email is the official form of communication. Emails will be sent to keep you well-informed. When in doubt, contact the CCP Office for assistance.

Have a wonderful 2018-2019 academic year!