



Dear Student:

We at Western Texas College are excited about your interest in the dual credit program. This program offers some great opportunities to you and some significant financial savings. Through the dual credit program you can earn both high school and college credit simultaneously. There are two tracks you can follow to receive Dual Credit. First, there is the Academic Core track which is oriented towards students whose goal is a Bachelor's degree. The second track for Dual Credit is the Career and Technical track which is designed for students who want to complete a certificate or Associate of Applied Science degree in two years or less and go directly to the work force.

While you may be taking some dual credit classes at your high school, it is important for you to make a mental distinction between college requirements and high school requirements. College instructors expect you to spend a considerable amount of time outside of the classroom to complete class assignments, research, and study. Your instructor will explain concepts and methods, but you must invest the time needed to develop an understanding and command of the topics covered in class.

Western Texas College has a number of resources and services to benefit you. The list of services available to you can be found on our website at www.wtc.edu. Please feel free to contact Billy Mebane, Distance Learning Director at bmebane@wtc.edu or 325-574-7630 should you have any questions concerning the dual credit program. Thank you for your interest in our college, and we look forward to working with you.

Sincerely,

Billy Mebane, Director
Distance Learning

PARENT INFORMATION

Dual Credit courses offered by Western Texas College (WTC) are taught by full-time or adjunct faculty who meet the Southern Association of Colleges and Schools credential requirements. Classes taught in the high school are the same in content and evaluation as those offered on the Western Texas College campus. Academic core courses will transfer to other Texas public colleges and universities with no problems.

One major difference between high school and college courses concerns the sharing of information about student performance. Under the Family Educational Rights and Privacy Act (FERPA), a federal law passed in 1974, only directory information may be shared with anyone other than the student. Under the provisions in FERPA, WTC can share students' progress with designated personnel from the high school district, usually a counselor, principal, or registrar. For additional information on FERPA, you can search the U.S. Department of Education website.

Through the dual credit program, parents will save a substantial amount of money by not incurring charges for two years of college room and board and by paying lower tuition than is charged at universities. The average cost for 15 credit hours at a state university is \$22,605 while the same 15 hours at WTC will cost \$7,720 for tuition, fees, and room/board for the 2010-2011 calendar year.

New scholarship for Scurry County high school students: The **Opportunity Scholarship** has now been revised to include Dual Credit students. This scholarship will be able to pay for up to nine hours of dual credit tuition when the student meets entrance and scholarship requirements. (Fees, books, or supplies are not included)

In addition to the financial savings parents will experience due to their students taking Dual Credit classes, the students themselves will be laying a foundation that will pay benefits as well. The College Board reported that in 2008, the typical full-time, year-round worker in the United States with a four-year college degree earned 62% more than the typical full-time, year-round worker with only a high school diploma. Most parents dream that their children will have a prosperous future. Giving your students a jump start in Dual Credit classes will get them headed in the right direction to making this dream a reality.

WTC personnel will be happy to discuss the basic provision of the dual credit program with any parent who may have questions.

DUAL CREDIT TRACKS

(1) Academic Core Courses

These courses are required for students who want to graduate with an Associate of Science, Associate of Arts, or a Bachelor's degree. Most universities and colleges require approximately 45 hours of core courses. This course work includes such courses as English, History, Government, and Math. With few exceptions, these courses are the same, regardless of your major. A student who completes the 46 hours of core curriculum at WTC will be able to transfer all of these courses to the four-year university. Instructors for these courses must have a Master's degree with eighteen graduate hours in the discipline being taught. In summary, these courses:

- Transfer to other Texas public colleges and universities
- Require tuition, fees, and college textbooks
- Require students to meet TSI standards

(2) Career and Technical Courses

These courses apply to students who are working towards the Associate of Applied Science degree or a certificate that will lead to employment. Some universities also accept this coursework as part of their requirements for the Bachelor's of Applied Arts and Sciences degree. Examples of programs these courses would be applied towards would include Radio Broadcasting, Welding, and Help Desk. In summary, these courses:

- Are applied to college level technical certificates which can be used to earn A.A.S. degrees that transfer to Texas public colleges and universities
- Do require tuition, fees, supplies, and college textbooks
- Require students to meet the minimum high school passing standards
- Requires students to declare college level technical certificate major

Tech Prep Courses

These courses are taken in high school, a grade of 80 or better must be earned and the student can receive college credit at a later date. Most colleges require that a student earn 12 college credit hours before receiving college credit for the Tech Prep courses. In summary, these courses:

- Are applied to college level technical certificates which can be used to earn A.A.S. degrees that transfer to Texas public colleges and universities
- Do **not** require tuition, fees, and college textbooks
- Requires students to declare college level technical certificate major
- Credits awarded after student enters college and earns 12 college credit hours with a 2.0 or better GPA (Student must apply to the registrar for credit to be awarded to transcript.)

ELIGIBILITY FOR DUAL CREDIT

High school or home-schooled students may be eligible to be awarded credit toward high school graduation for completing certain college-level courses. This process is called **Dual Credit**, where college credit as well as high school credit is granted.

High school juniors and seniors, or home-schooled students at an equivalent level, may take up to two college classes per semester while still in high school. Students may receive approval from WTC and their high school principal to enroll in more than 6 hours per semester. In summary:

- Junior or senior standing in high school or equivalent as a home-schooled student.
- Have met the high school district's standards for Dual Credit
- Have met Texas Success Initiative (TSI) standards for college admission

Application Process

To enroll for the Dual Credit program, a high school student must do the following:

1. Meet with a high school counselor to determine eligibility for the program.
2. Take a TSI approved exam or be exempt from TSI requirements. Exemption standards:
 - a. THEA scores of 230 on the Math, Reading , and Writing sections with essay score of 5.
 - b. TAKS (10 or 11th grade) minimum score of 2200 for Math and/or ELA, essay score of 3 (English//Language Arts).
 - c. SAT composite score of 1070 or higher with Critical Reading and Math scores of no less than 500 each. Partial exemptions are granted.
 - d. ACT composite of 23 or higher with individual Math and English scores of 19 or higher.
 - e. ACCUPLACER Writing score of 80 with essay score of 5, Reading score of 230, Math score of 63

These scores must be provided to the Director of Distance Learning or must be identified on the official high school transcripts at the initial time of admission.

3. Complete the Dual Credit/ Early Admissions Permission Form, available from high school counselors or online at the Distance Learning website at <http://wtc.edu/applications.forms/dualcredit/earlyadmissions.pdf>.
4. NEW STUDENTS may complete the WTC Admission Application available online at www.applytexas.org or the online two-page admission application located at http://www.wtc.edu/applications.forms/dualcredit/admission_app.pdf. Only a one time submission required for NEW students.
5. Provide the above documentation along with an official high school transcript.
6. Register for college classes ONLINE once dual credit registration is open.

Registration Process

You may sign up for classes at the college in the Distance Learning office during posted hours. If you are taking Dual Credit classes at your high school campus, you should check with your counselor on the registration process. Some high schools handle the registration through their counselors and others expect the student to register themselves ONLINE.

Financial Obligations

Tuition, fees, and books are the responsibility of the student. Tuition and fees are based on the student's residence status and the number of hours taken. The in-district and out-of-district tuition and fees are listed in each semester's course schedule. In-district refers to Scurry County residency. Tuition and fees are due at the time of registration. Students who have not paid by the payment deadline for each semester WILL be removed from courses.

Students taking a Dual Credit course at the high school campus during high school hours may or may not have to purchase a textbook, depending on the course and the agreement with the school district. Information about whether a textbook is provided or must be purchased will be available from the instructor of the course. Students are responsible for purchasing the required textbooks.

Dropping Courses

1. Students should first see the high school counselor and complete the drop process on the high school campus. This procedure is very important to be certain that the student will still meet high school graduation requirements.
2. The student must also email a drop request to Tammy Wesson, Distance Learning Director, at twesson@wtc.edu to complete the withdrawal process for college records. The refund policy and final drop dates are listed each semester in the college catalog. A student who does not officially drop a course will still be considered enrolled. This situation will result in the student receiving a failing grade which will become part of their permanent official college transcript. Withdrawing from a college course may also negatively affect future financial aid.

It is the students' responsibility to ensure that the drop procedure is completed at both campuses.

Student ID's and Parking Permits

Students can attain ID's and Parking Permits on the WTC campus during regular hours from the registrar's office located in the Administration Building (Palmer Hall – Bldg 20). Students must have a student ID to use college facilities and admission into college events. Without a parking permit, students parking on the WTC campus are subject to being ticketed. In order to get a parking permit, students must provide a tuition receipt, driver's license, and their license plate number.

COLLEGE EXPECTATIONS

College Standards

Dual Credit students are expected to perform at the college level and to honor all deadlines declared by the college or by the instructor. Students should familiarize themselves with the college catalog and the deadlines listed in the semester calendars and they should pay close attention to class assignments and deadlines outlined in the course syllabus they receive from their instructor. College courses are typically more challenging, require more reading, and have more homework than most high school students are accustomed to. Most college classes do not meet every day of the week, and they often move at a faster pace than many high school classes. Dual Credit students should plan to study at least two hours a week for every hour spent in the classroom. Extra study time should be scheduled when exams or course projects are due. Students taking classes on campus will be integrated into the general college population. The student's enrollment status is not identified to the instructor unless the student chooses to identify themselves.

College Grades

Each instructor develops their own grading criteria which will be detailed in their syllabus. Students should familiarize themselves with this information and have the instructor clarify any part of the grading system that is not understood. If you do poorly on a test or assignment, most college instructors will not allow you to repeat the work. You should not expect to receive extra course credit for class attendance, and instructors may not offer extra credit assignments to improve your grade. The grades you earn in a Dual Credit course will become part of your permanent college record. If you find yourself doing poorly in a Dual Credit class, you may wish to drop the course. Students should check the semester calendar for the last day to drop a class and be aware that they will receive a Q on their transcripts rather than a grade.

College Attendance Policies

Be sure that you understand and follow your instructor's attendance policy as outlined in the course syllabus. Individual instructors have the authority to drop students from their class for excessive absences. Western Texas College defines excessive absenteeism as being equivalent to two weeks of instruction in a sixteen week semester. For example, if your class meets three days per week and you accumulate more than six absences, you could be dropped from your class. If you are in extracurricular activities that cause you to miss class, be sure that these absences do not occur during your Dual Credit class since these may not be excused.

University Interscholastic League (UIL)

Students participating in Dual Credit 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 UIL constitution and contest rules.

Instructor Office Hours

Your instructor is available to answer your questions about course materials or class policies during his or her office hours as listed on their course syllabus or by email. If you have concerns

about your performance in the course or you are not sure whether you understand an assignment, please do not hesitate to schedule a conference with your instructor.

Family Educational Rights to Privacy Act

Generally, FERPA and college policy prohibit disclosing without a student's written permission most information contained in student records to anyone outside the college, including a student's parents. Parents should understand that Dual Credit students are covered under this law and instructors and administrators cannot discuss student performance with parents unless the student has signed a written release form.

Students with Disabilities

Dual Credit students who receive modifications and/or accommodations at their high school and who want accommodations in the college credit class must contact the Western Texas College counseling office. Students will need to bring documentation of the disability to discuss accommodations to be requested. The responsibility to apply for accommodations rests with the student. Instructors cannot accept the information directly from the high school counselor, the student or anyone other than the college's ADA counselor. The student is responsible for delivering the letter, provided by the college's ADA counselor, to the instructor on the first day of class and discussing with the instructor the accommodations listed in the letter.

Online Internet Courses

Students enrolled in Internet courses must email the instructor as soon as they enroll into the course. Online students will be assigned a WTC username which is the student's first and last name separated with a period (ie: jane.doe) and a password which is the student's WTC ID (nine digit number). This username and password gives the student access to their MYWTC and their WTC email account. **Students are required to log into their MYWTC to enroll each semester.** Instructors and WTC will send all course related information and school correspondence to the student's WTC email account. It is the student's responsibility to log into their MYWTC and to check their email to gain access to this information and more resources.

MOODLE Access Instructions

MOODLE is the name of our course management system. This is where instructors post assignments, grades, and put information for each course. After the student emails the instructor, the instructor will email the student a course key and instructions to access the course in **MOODLE**. Student will then access **MOODLE** online at <http://ecampus.wtc.edu>.

TECHNICAL SUPPORT

Email or MYWTC password and log in – Chris Mackey at cmackey@wtc.edu
MOODLE – 325-574-7991

DUAL CREDIT APPLICATION FORMS

All forms are available online at <http://www.wtc.edu/applications.html#HighSchool>

Email, fax, or mail to:

Western Texas College
Distance Learning
6200 College Avenue
Snyder, TX 79549
325-574-7630 FAX 866-433-1097
Contact: Billy Mebane bmebane@wtc.edu

FINAL CHECKLIST

1. Complete Dual Credit Admission Application (*one time submission*)
2. Attach official high school transcript providing proof of residency
 - a. The transcript must show completion of the 10th grade
 - b. Placement test scores or proof of exemption are needed for Dual Credit
3. Course Registration Form indicating your courses
4. Early admissions/dual credit permission form signed by student, parent, and principal.
5. Complete registration each semester online – through student’s MYWTC account.
6. Payment of tuition and fees by deadline.

DUAL CREDIT – an opportunity for high school students to take college level core curriculum or career & technical courses for both high school and college credit.

Business Office – 325-574-7610

Bookstore – 325-574-7601 or email to bookstore@wtc.edu