



Dear Student:

The Western Texas College Dual Credit Department is excited about your interest in the dual credit program and here to help you in your adventure. You have the opportunity to simultaneously earn college credit along with high school requirements for high school graduation.

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.

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, Director of Dual Credit & VCT, at bmebane@wtc.edu or 325-574-7630, or Nellie Leatherwood at nleatherwood@wtc.edu or 325-574-7632 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 of Dual Credit & VCT

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. Dual Credit 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 and some Career and Technical classes will transfer to other Texas public colleges and universities.

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 at 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.

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

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Mission Statement

Mission Statement:

Western Texas College is committed to excellence as it challenges students to reach their full potential.

The institutional goals of Western Texas College are to:

- Provide quality education for pre-professional, general, career, technical, workforce, and foundational students
- Enhance student life through campus activities
- Provide support services that help students, staff, and faculty succeed
- Provide a safe learning environment that encourages and facilitates social, cultural, economic, and community development
- Promote life-long learning that encourages critical thinking, skill development, communication proficiency, art and cultural appreciation, and civic responsibility

Application Process

To enroll for the dual credit program, a high school student must:

1. Meet with a high school counselor to determine eligibility for the program.
2. Submit placement scores (i.e. TSI, ACT, SAT). Please see complete list under [scores](#).
3. NEW STUDENTS may complete the WTC Admission Application available online at <http://www.wtc.edu/distancelearning/dualcredit.html>.
4. Provide the above documentation along with a current official high school transcript.

Bookstore

Textbooks, academic supplies, and related items may be purchased on campus or online from the college bookstore in the Student Center building. The web link for the bookstore is www.wtcbookstore.com.

A student of this institution is not under any obligation to purchase a textbook from a college-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

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 (quit) or W (total withdraw) 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 two 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.

Correspondence

Instructors and WTC will send all course related information and school correspondence to the student's email accounts listed on their dual credit admission application.

Course Load

The normal course load during a regular semester is five academic courses or 15 to 17 semester hours, excluding physical education and other one-hour courses. No student will be permitted to enroll for six academic courses or for more than 18 semester hours without the permission of the Dean of Instructional Affairs. The criteria considered before special permission will be granted will include an overall GPA of 3.5 or above and the number of solid subjects in which the student will be enrolled.

Normal load for each six-week summer session is six semester hours or nine semester hours for the nine-week term. Maximum load for a six- or nine-week summer session is nine semester hours. The college reserves the right to limit the course load carried by any student.

In the course descriptions found in another section, the three figures in parentheses after the title of each course indicate the number of semester hours of the course, the number of lecture hours each week, and the number of laboratory or activity hours each week, respectively.

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 ensure the student will still meet high school graduation requirements.
2. 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. **It is the students' responsibility to ensure that the drop procedure is completed at both campuses.**

Dual Credit Tracks

(1) Academic Core Courses

These courses are required for students who want to graduate with an Associates of Science or Associates of Arts degree from Western Texas College. Most universities and colleges require approximately 42 hours of core courses. A student who completes the 42 hours of core curriculum at WTC will be able to transfer all of these courses to the four-year university. Instructors who teach these courses must have a Master's degree with eighteen graduate hours in the discipline being taught.

(2) Career and Technical Courses

These courses apply to students who are working towards the Associate of Applied Science degree or a certificate that provide needed skills for employment. Some universities also accept this coursework as part of their requirements for the Bachelors of Applied Arts and Sciences degree.

Enrollment Process

Dual credit enrollment allows high school students to earn college and high school credit concurrently. Western Texas College partners with area high schools to offer dual credit classes to high school students. High school counselors have a list of available dual credit classes offered each semester.

Western Texas College delivers dual credit classes through several methods: Interactive Television (ITV), face-to-face, online, or hybrid (combination of online and face-to-face)

Students interested in dual credit classes must meet the following requirements:

- meet Texas Success Initiative (TSI) requirements in reading, writing, or math depending on what is required for the course the student wishes to take
- complete all dual credit admissions requirement through the high school Counselor

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. WTC instructors and WTC administrators cannot discuss student performance with parents unless the student has signed a written release form.

Financial Obligations

Students are responsible for tuition, fees, and books. Tuition and fees are due at the time of registration. Students who have not paid by the payment deadline each semester WILL be removed from courses.

Instructor Office Hours

Instructors are available to answer questions about course materials or class policies during his or her office hours as listed in their course syllabus. 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.

Late Registration

Registration will be closed in accordance with the official Western Texas College catalog. Registration more than one week after the regular registration date, but prior to the twelfth class day, will require both dean and instructor approval. The catalog can be viewed at: <http://www.wtc.edu/publications.html>

MOODLE/ eCampus

MOODLE is the name of our learning management system. This is where most instructors post assignments, grades, and put information for each course. Students may access MOODLE online at <http://ecampus.wtc.edu>. Access to MOODLE is obtained, after the student is registered, by using their MYWTC log in information.

MyWTC

Students will be assigned a WTC username, which is the student's first and last name separated with a period (i.e.: 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 account, WTC email account, and MOODLE access. Students must email the instructor as soon as they are enrolled. Students may access MyWTC at <https://my.wtc.edu/ics/>

TSI Exemption/Waiver Placement Table

ACT	Math-19	English-19	Composite-23
ACT-ASPIRE	Math- 431	English- 435	
SAT <i>prior to March 5, 2016</i>	Math-500	Verbal-500	Total-1070
SAT <i>after March 5, 2016</i>	Math- 530	Reading/Writing- 480	Combined score not required
STAAR-EOC	Math- Algebra I- 4000 and a “C” or higher in high school Algebra II or Algebra II- Level 2	English II- 4000 or English III- Level 2	
PLAN	Math-19	English-19	Composite-23
TSI	Math- 350	Reading- 351	Writing-340, Essay 4

These scores must be provided to the Dual Credit office or must be identified on the official high school transcripts at the initial time of admission.

Student ID's and Parking Permits

Parking permits are issued at the Administration Building (Palmer Hall – Bldg. 20) during regular business hours. Students parking on the WTC campus must have a valid parking permit. In order to get a parking permit, students must provide a tuition receipt, driver's license, and their license plate number.

Students must have a student ID to use college facilities and to gain admission into college events.

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 requested. The responsibility to apply for accommodations rests with the student. The student is responsible for delivering the letter, provided by the college's ADA counselor, to the instructor. The accommodation listed in the letter should be discussed with the instructor on the first day of class.

Tuition and Fees

DUAL CREDIT TUITION/FEES	<u>*FEES NOT INCLUDED:</u>
3 HOURS - \$196.00*	Distance Learning Fee for dual credit courses is \$25 per course (Online or ITV courses only) On-campus dual credit courses may have additional lab fees.
4 HOURS - \$248.00*	
5 HOURS - \$300.00*	
6 HOURS - \$352.00*	
7 HOURS - \$404.00*	
8 HOURS - \$456.00*	
9 HOURS - \$508.00*	
10 HOURS - \$560.00*	
11 HOURS - \$612.00*	
12 HOURS - \$664.00*	

Tuition and Fee Installment Plan

1. Students can pay their full tuition or select an installment plan through their MyWTC accounts. The installment plan is only available during the fall and spring semester. The installment plan is administered by a third party, and several flexible payment options are available to the student.
2. Students choosing the installment plan will be charged a non-refundable \$30.00 enrollment fee per semester. The installment plan is an interest free plan.
3. Any student electing the installment option must do so prior to the beginning of the semester, and all tuition and fees must be paid in full by the end of the semester.
4. Students paying in full, through MyWTC, will be charged a \$2.00 credit/ debit card fee.

WTC Responsibilities

1. Is authorized to retrieve, request, and share the student's high school records (to include a copy of the parent residency cards if necessary), transcripts, test scores and grades to determine eligibility. Information will be shared from high school to college and/or college to high school via email, fax, or an electronic file.
2. Will comply with the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99). All information provided to Western Texas College relating to educational records will be confidential and Western Texas College will not disclose, communicate or divulge, or permit disclosure, communication or divulgence, to another or use for their own benefit or the benefit of another, any confidential information, unless permitted by FERPA or required by the laws of the State of Texas.
3. Will not permit the student to participate in the dual credit program if he/she fails to: submit an accurate application by the announced deadline, submit all other documents pertaining to residency to the appropriate person by the announced deadline(s), verify enrollment into the correct dual credit courses, and/or maintain satisfactory academic progress.

4. Will provide final eligibility status to the high school dual credit liaison to complete the student's file.
5. Will use the provided email address to send information about the dual credit program; however the college does not guarantee receipt of email. It is the responsibility of the student to ensure spam and junk mail settings do not filter email from the college.
6. Will address errors, made by the College, which affected a student's enrollment into courses.

Student Responsibilities

1. Students are responsible for knowing and adhering to the drop date deadlines listed on the Western Texas College academic calendar.
2. Students are responsible for updating their demographic information (i.e. home address, phone number, email address.)
3. Submitting this consent form does not guarantee eligibility or enrollment into the program or selected courses. Eligibility and enrollment into the Dual Credit program and courses is dependent on a complete application packet submitted by the deadline and qualifying test scores for each course selected, as determined by Western Texas College and the high school
4. Courses will be more academically challenging than traditional high school courses, will include different requirements for each course, and will result in a separate grade for each course. The college transcript will reflect the grades awarded by the college.
5. Grades earned in dual credit become part of the student's permanent academic record and will be reflected on the college transcript.
6. Courses held on the college campus (all instructional methods apply) may contain a mix of both high school and traditional college students. Expectation, student behavior, and performance will be equivalent to that of a college student.
7. **APPEAL OF A FINAL GRADE:** A grade appeal must be initiated not later than the end of the fourth week of the semester (fall or spring semester) following the semester in which the final course grade was officially transcribed. Students are encouraged to initiate the process as soon as possible.
8. Students may be enrolled in dual credit courses approved by the high school.
9. Students must attend their Dual Credit class regularly and turn in all required assignments. Students may be withdrawn for lack of attendance and/or lack of progress. This attendance policy pertains to all students enrolled in any section of a dual credit course on any campus with the exception of homebound students.
10. Students found in violation of Western Texas College's Academic Integrity Policy will be disciplined at the discretion of the instructor. Acts of academic dishonesty shall include, but not

limited to, cheating on a test, plagiarism, and collusion. Any disciplinary action may become part of the student's education record with Western Texas College.

11. Courses are generally transferrable; however, it is not the responsibility of Western Texas College to ensure that the dual credit course(s) for which the student enrolls are transferable to the college/university the student plans to attend.
12. If a student earns thirty or more college credits, he/she may be considered a sophomore at some universities and this could affect scholarships and other financial opportunities. It is the student's responsibility to check with the receiving institution to determine how dual credit hours are handled.
13. Students who choose to take regular college courses outside the dual credit program requirements will be admitted as Early Admit and responsible to meet all admission requirements for the program as well as pay full tuition and fees based off residency status for all courses.

Enrollment Recommendations

1. Before enrolling in dual credit courses, students should read and understand the course description(s) located in the WTC Course Catalog:
 - (Rd) at the end of a course means the course is Reading Intensive.
 - (Wtg) at the end of a course means the course is Writing Intensive.
 - (Mth) at the end of a course means the course is Math Intensive.
2. Students should ask about course delivery. Courses are offered online, face to face, or hybrid (combination of face to face and online).
3. WTC does not recommend first time dual credit students take more than 6 hrs their first semester.
4. WTC does not recommend dual credit students, with a GPA below 2.0, take more than 6 hrs.
5. WTC does not recommend dual credit students, with a GPA between 2.0 and 2.5, take more than 9 hrs.
6. WTC does not recommend dual credit students, with a GPA between 2.5 and 3.25, take more than 12 hrs.
7. Please refer to the WTC Course Catalog for other enrollment policies as well as scholastic probation/suspension policies.

Contacts:

Billy Mebane

Director of Dual Credit/VCT
6200 College Avenue
Snyder, TX 79549
Phone: 325-574-7630
Toll Free: 1-888-468-6982
Fax: 866-433-1097
Email: bmebane@wtc.edu

Nellie Leatherwood

Dual Credit Clerk
6200 College Avenue
Snyder, TX 79549
Phone: 325-574-7632
Toll Free: 1-888-468-6982
Fax: 866-433-1097
Email: dualcredit@wtc.edu

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

Business Office – 325-574-7610

Technical Support:

MYWTC password and log in: support@wtc.edu
WTC email: support @wtc.edu
MOODLE (eCampus): support@wtc.edu