



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 Alicia Anderson, Director of Dual Credit & Distance Learning, at alicia.anderson@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,

Alicia Anderson
Director of Dual Credit & 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. 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 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 and some fees than is charged at universities.

The **Opportunity Tuition Waiver** has been revised to include Dual Credit students. This scholarship will be able to pay for up to twelve (12) hours of dual credit/early admission tuition per semester when the student meets entrance and scholarship requirements. (Fees, books, or supplies are not included)

In addition to the financial savings parents will experience, students themselves will be laying a foundation that will pay benefits as well. Most parents dream that their children will have a prosperous future.

WTC personnel will be happy to discuss the basic provisions 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 do the following:

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>. Only a one-time submission required for NEW students.
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 bookstore will purchase from students used textbooks which are in good condition, provided that they are continued in use by the various departments/divisions. 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 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 four 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 account that is listed on their 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 be certain that the student will still meet high school graduation requirements.
2. The student must also email a drop request to the Dual Credit office at dualcredit@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.

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 at Western Texas College. Most universities and colleges require approximately 42 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 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. 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 Bachelors 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 at Western Texas College
- Do require tuition, fees, supplies, and college textbooks
- Requires students to declare college level technical certificate major

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 students, or home-schooled students at an equivalent level, may take college classes while still in high school, if they (in summary):

- Have met the high school district's standards for Dual Credit
- Have met Texas Success Initiative (TSI) standards for college admission if applicable

Enrollment Process

Dual Credit Enrollment allows high school students to earn college and high school credit for one class. 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:

- has met the Texas Success Initiative (TSI) requirements in reading, writing, or math depending on what is required for the course the student wishes to take
- has completed 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 and instructors and administrators cannot discuss student performance with parents unless the student has signed a written release form.

Financial Obligations

Unless other financial arrangements are in place with a student's high school of attendance, 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 for each semester WILL be removed from courses.

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.

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 course management system. This is where 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/>

Scores

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 <i>through Summer 2020</i>	Math- 350	Reading- 351	Writing-340+, Essay 4 or <340 ABE 4, essay 5

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. ID's are issued in the Security office in building 15.

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/modification 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.

FINAL CHECKLIST

1. Complete Dual Credit Admission Application (*one-time submission*)
<http://www.wtc.edu/uploads/appsforms/DualCreditAdmission.pdf>
2. Attach official high school transcript
 - a. The transcript must show current grades
3. Placement test scores or proof of exemption are needed for Dual Credit
4. Payment of tuition and fees by deadline.

Email, fax, or mail to:

Western Texas College
Dual Credit
6200 College Avenue
Snyder, TX 79549
FAX 866-433-1097
dualcredit@wtc.edu

Contacts:

Alicia Anderson

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