



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](http://www.wtc.edu). Please feel free to contact Alicia Anderson, Director of Dual Credit & Distance Learning, at [alicia.anderson@wtc.edu](mailto: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



## Dual Credit/Early Admissions STUDENT CHECKLIST

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### Returning Dual Credit Students: Begin with Step 3.

- 1. Visit with your high school counselor about eligibility and course selection.
- 2. Submit a [Dual Credit Admissions Application](#) w/ FERPA (pdf format).
- 3. Submit a current high school transcript **each year** (through HS counselor).
- 4. Submit any English II or Algebra I EOC, PLAN, PSAT, ACT/SAT (if taken), or TSI Assessment scores.
- 5. Submit a [Course Registration Form](#) (pdf format).

All submissions can be emailed to [dualcredit@wtc.edu](mailto:dualcredit@wtc.edu)

- 6. ATTEND CLASS!!
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WESTERN TEXAS COLLEGE  
NO LIMITS...

Western Texas College gives equal consideration to all applicants for admission without regard to race, creed, color, national origin, gender, age, marital status, or disability.

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*Updated: 6/15/20*



- **This form is valid for the duration of the student’s participation in the Dual Credit Program.**
- Students are responsible for knowing and adhering to the drop date deadlines for withdrawal on the Western Texas College academic calendar.
- 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.
- Grades earned in dual credit become part of the student’s permanent academic record and will be reflected on the college transcript.
- Students may be enrolled in dual credit courses approved by the high school.
- 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. If for any reason the student is not attending the Dual Credit class at the high school regularly, he/she will be withdrawn from the class (includes students sent to alternative school and homebound students). Students underperforming are encouraged to drop the course before the drop date.
- Students who choose to take regular college courses outside the dual credit program requirements will be admitted as Early Enrollment 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.

**Student Acknowledgement**

I, the student above, read and agree to all the standards and policies outlined in the Dual Credit Handbook and the WTC Student Handbook.

Student Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Parent/Guardian Acknowledgement**

I, as a parent/guardian for the student mentioned above, state that I read and agree to all of the standards and policies outlined in the Dual Credit Handbook and WTC Student Handbook. This may be found at <https://www.wtc.edu/>. I give permission for my child to participate in the Dual Credit/Early Admission Program at Western Texas College.

Parent or Legal Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**High School Designee**

High School Principal/ Counselor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

State law gives you the right to request, receive, and correct information about yourself collected on this form. Western Texas College does not discriminate on the basis of race, religion, color, national origin, sex, genetic identity, sexual orientation, veteran status, age, or disability with respect to access, employment programs or services.



## Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. Western Texas College cannot, except in certain limited situations, release grades or other personally identifiable information to any person, other than the student, without a written release from the student.

Student Name: \_\_\_\_\_  
*(Please print name)*

### **Please check the information you want released.**

\_\_\_\_\_ all college records

\_\_\_\_\_ only the following records: \_\_\_\_\_

### **Please check for release of information to:**

\_\_\_\_\_ Parent(s)/ Guardian(s): \_\_\_\_\_  
*(Please print name)*

\_\_\_\_\_ High School: \_\_\_\_\_

\_\_\_\_\_ Other: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**I understand by signing this authorization, I am voluntarily waiving my rights of non-disclosure of my educational records listed above under the federal law only as to the person(s) or organization specifically listed. This release does not permit the disclosure of these records to any other person(s) or entities without my written consent. I understand that I am not required to release my education records to anyone and that this release remains in effect until I request in writing the revocation of this consent. I also acknowledge that I have received information regarding FERPA and I understand the information presented. If I have further questions, I will contact the Dual Credit department for assistance.**

Name: \_\_\_\_\_ Term: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ WTC ID# \_\_\_\_\_

Mailing Address \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Grade Level: \_\_\_\_\_

E-Mail: \_\_\_\_\_ High School \_\_\_\_\_

Course Title	Course Number	Section Number		Semester Hours
<b>*Total Semester Hours</b>				

### QUALIFYING TEST SCORES

Test Taken:

ACT       PLAN/ASPIRE

PSAT       SAT

STAAR       TSI

TSI Exempt:

Math    Reading    Writing

### Dual Credit Enrollment Recommendations

- 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.
- Students should ask about course delivery. Courses are offered online, face to face, or hybrid (combination of face to face and online).
- WTC does not recommend first time dual credit students take more than 6 hrs their first semester.
- WTC does not recommend dual credit students, with a GPA below 2.0, take more than 6 hrs.
- WTC does not recommend dual credit students, with a GPA between 2.0 and 2.5, take more than 9 hrs.
- WTC does not recommend dual credit students, with a GPA between 2.5 and 3.25, take more than 12 hrs.
- Please refer to the WTC Course Catalog for other enrollment policies as well as scholastic probation/suspension policies.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Approved Tuition Waiver**  
*Scurry County Residents only*

What is the criterion used to determine the tuition waiver? (Example: Qualifies for free lunch program)

\_\_\_\_\_

Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Western Texas College does not discriminate on the basis of race, religion, color, national origin, sex, age or disability with respect to access, employment, programs or services. Inquiries or complaints concerning these matters should be brought to the attention of the EEO representative. Director of Human Resources, EEO Official/Title IX Coordinator, Human Resources Department, 6200 College Avenue, Snyder, TX 79549, 325-573-8511.

## TEXAS SUCCESS INITIATIVE

According to the Texas Success Initiative (TSI), an undergraduate student, unless otherwise exempt, who enters a public institution of higher education in Texas will be tested for reading, writing, and mathematics skills prior to enrolling in any college-level academic coursework.

Below are the most current TSI exemptions based on standardized testing which are subject to change:

Assessment	Reading	Writing	Mathematics
TSI Assessment	351+	340 & 4 Essay <b>OR</b> <340, ABE Diagnostic level of at least 4, and an essay score of at least 5	350+

Assessment	Composite	English	Mathematics
ACT	23	19	19

Assessment	Composite	Evidenced-Based Reading and Writing (EBRW)	Mathematics
SAT (Taken after March 5, 2016)	Not Required	480	530
SAT (Taken before March 5, 2016)	1070	500	500

Assessment	Composite	English	Mathematics
ACT-Aspire		435	431
PLAN	23	19	19
PSAT/NMSQT  (Taken before October 1, 2015)	107	50	50
PSAT/NMSQT  (Taken after October 15, 2015)		460	510

\*PSAT 8/9 does not qualify students for dual credit.

**Level-One Certificate:** A student may be TSI exempt to enroll in eligible Level One certificate workforce (i.e., Career & Continuing Education) dual credit courses.

STAAR	Algebra I	English II
EOC	4000 + 'C' or better in Algebra II - HS4	4000

\*\*For information about scheduling a TSI test at WTC, call 325-574-7632.



## STUDENT INFORMATION

### PAYMENT

Unless your school is paying for classes, students can pay in person at the WTC Business Office, Building 20 or online through their MyWTC account, or call 325-574-7610.

### TEXTBOOKS

To purchase textbooks (if needed). Contact the WTC bookstore at 325-574-7601 or online at [www.wtcbookstore.com](http://www.wtcbookstore.com).

### ON-CAMPUS ATTENDEES

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. This is only necessary for students attending class(es) on the WTC campus.

### TECHNICAL SUPPORT

MyWTC & Email Access: [support@wtc.edu](mailto:support@wtc.edu)  
MOODLE: [support@wtc.edu](mailto:support@wtc.edu)

### 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 may access MyWTC at <https://my.wtc.edu/ics>

### DUAL CREDIT OFFICE

Located at Western Texas College in Bldg. 2 LRC

**Office Hours:** Monday-Thursday 8 – 5, Friday 8 – 4  
**Summer Hours:** Monday-Thursday 7 – 5

**Website:** <https://www.wtc.edu/dualcredit.html>

**Alicia Anderson**  
Director of Dual Credit  
325-574-7630

**Nellie Leatherwood**  
Dual Credit Clerk  
325-574-7632

Email: [dualcredit@wtc.edu](mailto:dualcredit@wtc.edu)  
888-468-6982, ext 7632