



# **EMS ISD Dual Credit Policies, Procedures, & Resources**

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## **Disclaimer**

This handbook serves as a resource guide for parents and their students interested in taking dual credit course work. **\*Any information included in this handbook is subject to change due to new mandates by TCC or EMS ISD.**

## **Contact Information**

The College & Career Readiness Specialists (CCRS) are the campus coordinators for dual credit. The CCRS works with high school counselors and TCC to ensure correct enrollment in both courses at TCC and EMS ISD. The campus CCRS is an advocate for students. Please let your campus CCRS know of any concerns during the enrollment process, or through the duration of course work. The CCRS can provide communication to TCC to work to resolve any areas of concern. The CCRS does not have access to TCC information or TCC systems. Please allow adequate time for communication to occur between the CCRS and the TCC representatives. For campus counseling and CCRS contact information, please visit the campus website.

**Boswell HS Counseling Department:** [www.emsisd.com/Page/30480](http://www.emsisd.com/Page/30480)  
**Chisholm Trail HS Counseling Department:** [www.emsisd.com/Page/13799](http://www.emsisd.com/Page/13799)  
**Saginaw HS Counseling Department:** [www.emsisd.com/Page/18745](http://www.emsisd.com/Page/18745)

The following chart lists important TCC offices and contact information. Please note that you may or may not need to contact these offices. This handbook provides information about the purpose of these resources.

<b>Tarrant County College – Northwest Campus</b> 4801 Marine Creek Parkway, Fort Worth, TX 76179 <a href="http://www.tccd.edu">www.tccd.edu</a>		
<b>Contact Information</b>		
	<b>NW Campus Dual Credit Office</b> <a href="https://www.tccd.edu/academics/high-school-programs/dual-credit/service-areas/#nw">https://www.tccd.edu/academics/high-school-programs/dual-credit/service-areas/#nw</a>	
	<b>NW Campus Registrar</b> <a href="https://www.tccd.edu/admission/admissions-registrar-office/admissions-registrar-contact/">https://www.tccd.edu/admission/admissions-registrar-office/admissions-registrar-contact/</a>	
	<b>NW Campus Business Services</b> <a href="https://www.tccd.edu/services/paying-for-college/business-services-contact/">https://www.tccd.edu/services/paying-for-college/business-services-contact/</a>	
	<b>NW Campus Financial Aid</b> <a href="https://www.tccd.edu/services/paying-for-college/financial-aid/financial-aid-contact/">https://www.tccd.edu/services/paying-for-college/financial-aid/financial-aid-contact/</a>	
	<b>NW Campus Testing Center</b> <a href="https://www.tccd.edu/admission/testing-centers/testing-location-hours/">https://www.tccd.edu/admission/testing-centers/testing-location-hours/</a>	
	<b>NW Campus Student Accessibility Resources</b> <a href="https://www.tccd.edu/services/support-services/student-accessibility-resources/">https://www.tccd.edu/services/support-services/student-accessibility-resources/</a>	
	<b>Tech 24/7</b> <a href="https://www.tccd.edu/services/support-services/tech-support/">https://www.tccd.edu/services/support-services/tech-support/</a>	
	<b>NW Campus Veterans Services</b> <a href="https://www.tccd.edu/services/veterans-services/veteran-services-contact/">https://www.tccd.edu/services/veterans-services/veteran-services-contact/</a>	

## **Dual Credit**

EMS ISD and TCC work together to provide students with the opportunity to participate in dual credit courses. The TCC Dual Credit Program allows students to earn college credit while attending high school. Dual credit students take college-level courses taught by fully credentialed TCC faculty. These courses satisfy high school graduation requirements and provide college credit at the same time.

- EMS ISD will award high school academic credit for approved courses.
- TCC will award college-level academic credit.

When dual credit students graduate from high school, they may have already completed transferable college credits. (Source: TCC) Credit policies are determined by each individual college. Earning credit for a dual credit course does not guarantee transferable college credit at all institutions.

## **Dual Credit Benefits**

Participating in dual credit provides the following benefits to students:

- Receive high school **and** college credit for courses in which they earn a “C” or better
- Satisfy Advanced Measures requirements
- Graduate from their high schools with transferable college credits (credit awarded determined by each college)
- Fast-track their undergraduate or vocational degrees
- Save on tuition and fees by accelerating time to complete a degree
- Have access to the full range of TCC services
- Experience college culture
- Gain confidence to succeed in college

## **Expectations of a Dual Credit Course**

A dual credit course requires students to take responsibility for their learning and success. The following list illustrates the expectations of a student in a dual credit course. (Source: TCC)

- Students are responsible for completing assignments and taking tests on time as outlined in the syllabus.
- Students determine what they need to learn.
- Students take notes and prepare their own outlines and study guides.
- Students monitor their own progress and calculate their own grades.
- Students must have prerequisite knowledge and skills before starting the class.
- Students are expected to generate questions and initiate discussion.
- Students are responsible for learning all material whether or not it is presented in class.
- Students take fewer tests over larger amounts of material and are not necessarily allowed to make-up or retake tests.
- Student grades are based on a small number of assessments.
- Students are responsible for sharing grades with parents via their MyTCC portal. Grades are not available through Skyward throughout the grading period.
- Due to Family Educational Rights and Privacy Act (FERPA), communication is between only the student and the professor.
- College courses sometimes deal with controversial issues or subject matter.

## **Cost of a Dual Credit Course**

- Tuition is currently \$64 per credit hour. A 3-credit hour course will cost \$192.00. Remember, most courses have a fall and spring class to complete high school requirements. If you plan on taking one course like English III, the cost will be \$384.00 (ENGL 1301 + ENGL 1302). Other expenses will include, but may not be limited to textbooks. **\*Tuition prices are subject to change if TCC changes their tuition rate.**

## Side-by-Side Comparison of Dual Credit and Advanced Placement (AP)

	Advanced Placement (AP)	Dual Credit (DC)
Description	Allows students to take college-level courses and exams to earn college credit or placement while still in high school	Allows high school students to simultaneously earn high school and college credit
College Credit	Must pass College Board AP exam with a score of 3 or higher for potential college credit	TCC college credit earned upon successful completion of course(s)
Instructors	Taught by the high school teachers trained by the College Board	Taught by college instructors or high school teachers who serve as adjunct professors
College/University Acceptance	Accepted throughout the nation (check the policy at each college or university as colleges determine the specific credit awarded)	Accepted at <u>public</u> colleges and universities in Texas as well as many other colleges and universities across the nation (check the policy at each college or university)
Location	Taught at the high school	Taught at the high school, online, or at a TCC campus
Eligibility	Open to any student grades 9-12	*Available for students in 11 <sup>th</sup> & 12 <sup>th</sup> grade with limited options for 9 <sup>th</sup> & 10 <sup>th</sup> grade students  *Must have high school approval and complete registration requirements  *Must meet TSIA2 eligibility requirements for college-level course work
Cost	Free to take the course (\$92 test fee if elect to take the test; fee reductions may be available for eligible students)	\$64 per credit hour (classes are usually 3 hours each for a \$192 total cost per class—grant funds may be available)

### Dual Credit Eligibility

Dual credit through TCC is available for qualifying students. To take a course for dual credit, the course must be an EMS ISD approved course to receive high school credit. Most options currently available are for students in grades 11 and 12. While some students may be prepared to move into a dual credit course in the 9<sup>th</sup> or 10<sup>th</sup> grade, there are additional TCC requirements for these students and limited course options. Please see your high school counselor or CCRS for advisement if you are a 9<sup>th</sup> or 10<sup>th</sup> grade student that is considering a dual credit course.

#### **Dual Credit students:**

- Must **meet TSIA2 eligibility requirements** for college-level coursework or be eligible for a waiver based on PSAT, SAT or ACT scores
- May **not be enrolled in more than two dual credit courses** per term (6 credit hours per semester)
- Are **not eligible** to enroll in **developmental courses** for dual credit
- Must earn a **“C” or higher** in each course attempted to **remain eligible** for dual credit coursework. If a student receives a **“D” or “F”** they are no longer eligible for dual credit courses within the subject area of failure throughout high school. *(Example: A student earns a "D" in ENGL 1301. They are no longer eligible to enroll in English courses for dual credit throughout high school, however, students can still enroll in dual credit courses in a subject area other than English.)*
- Must follow TCC’s Academic Standing and all other policies and regulations outlined in the TCC Catalog - <http://catalog.tccd.edu/content.php?catoid=4&navoid=210>

## Dual Credit Course Offerings & Course Availability

Classes will only be offered at the location and time as posted if there is enough enrollment to support the class. For a course to be held, 15 students must complete the enrollment process AND pay for the course.

**TCC can cancel classes due to low enrollment.** Every effort will be made to accommodate students completing the enrollment and payment process. The following options may be considered if a class does not meet the enrollment requirements.

**Option #1:** The course will be converted from a face-to-face course to an online course, or a blended course. Courses that are online only are asynchronous and do not meet in person. Blended courses require online access and the ability of the student to meet face-to-face for the course (50% online - 50% face-to-face).

**Option #2:** Course will be combined with other EMS ISD high schools and meet centrally at one EMS ISD campus. Transportation must be provided by the student.

**Option #3:** The class will be cancelled. Students will need to select the on-level or AP alternative to the course. **\*\*Any one of these options may be considered. Options #1 and #2 are not a guaranteed option. TCC decides the outcome of a low enrollment courses.**

### Academic Core Course Options

The following dual credit classes will be offered at Boswell HS, Chisholm Trail HS, and Saginaw HS. Classes will be held on high school campuses and taught by TCC faculty.

High School Course Equivalent	High School Credit Awarded	College Course Name	College Credit Hours
English III	0.5 (Semester 1)	ENGL 1301	3
	0.5 (Semester 2)	ENGL 1302	3
English IV <i>(For students who have NOT completed ENGL 1301 &amp; 1302)</i>	0.5 (Semester 1)	ENGL 1301	3
	0.5 (Semester 2)	ENGL 1302	3
English IV <i>(For students who have completed ENGL 1301 &amp; 1302)</i>	0.5 (Semester 1)	ENGL 2323	3
	0.5 (Semester 2)	ENGL 2327	3
US History	0.5 (Semester 1)	HIST 1301	3
	0.5 (Semester 2)	HIST 1302	3
US Government	0.5	GOVT 2305	3
Economics	0.5	ECON 2301	3

### Concurrent Enrollment Course Offerings

Courses on the next page are offered as concurrent enrollment. These courses must be taken at a time that does not conflict with the student's regular school day. An official transcript from the college/university is required to be submitted for high school credit to be awarded. These courses are not taught at the high school campus.

### **Concurrent Enrollment Course Options**

<b>High School Course Equivalent</b>	<b>High School Credit Awarded</b>	<b>College Course Name</b>	<b>College Credit Hours</b>
Communication Applications	0.5	SPCH 1311- Introduction to Speech Communication	3
Algebra II	1	MATH 1314- College Algebra	3
Independent Study in Math (4 <sup>th</sup> year advanced math credit)	1	MATH 1324- Mathematics Business and Soc. Sci.	3
Psychology	0.5	PSYC 2301- General Psychology	3
Sociology	0.5	SOCI 1301- Introduction to Sociology	3
American Sign Language I	1	SGNL 1401- American Sign Language I	4
American Sign Language II	1	SGNL 1402- American Sign Language II	4
Spanish III	1	SPAN 2311- Intermediate Spanish I	3
Art I	1	ARTS 1316- Drawing I	3

### **Career and Technical (CTE) Course Options**

The following dual credit classes will be offered as career and technical dual credit course options.

#### **CTE Dual Credit Options – Courses Only Offered on a TCC Campus**

The following dual credit classes will be held on the TCC campus, at a time during the student's school day, and taught by TCC faculty. Transportation is not provided to TCC campuses. Students must provide their own transportation. Courses located on a TCC campus follow the same tuition guidelines as the academic core dual credit options.

*\*TCC course offerings and course availability are subject to change.*

<b>High School Course Equivalent</b>	<b>High School Credit Awarded</b>	<b>College Course Name</b>	<b>College Credit Hours</b>
Advanced Aircraft Technology (Alliance Campus)	1.5 (Semester 1)	AERM 1315/1205	6
	1.5 (Semester 2)	AERM 1310/1208	6
Advanced Aircraft Technology II (Alliance Campus)	1.5 (Semester 1)	AERM 1314	3
	1.5 (Semester 2)	AERM 1303	3
Fire Fighter I (NW Campus)	1 (Semester 1)	FIRT 1301/1329	6
	1 (Semester 2)	FIRT 1311/1371	6
Greenhouse Operations & Lab (NW Campus)	2 (Semester 1 & 2 must be completed to earn credit)	HALT 1301	3 (Semester 1 - Fall)
		AGCR 2418	4 (Semester 2 - Spring)
Horticultural Science & Advanced Plant and Soil Science	1 (Semester 1)	HALT 2308	3
	1 (Semester 2)	HALT 2323	3

### **CTE Dual Credit Options- Courses Offered at HCTC**

The following dual credit classes will be held at Hollenstein Career and Technology Center (HCTC) and taught by HCTC instructors that are fully credentialed through TCC. Students taking a course on the HCTC campus will not pay tuition for the course. Upon successful completion of the course, students will receive college credit through TCC and high school credit through EMS ISD.

*\*The availability of these courses is subject to the instructor's credentials with TCC and TCC course offerings.*

<b>High School Course Equivalent</b>	<b>High School Credit Awarded</b>	<b>College Course Name</b>	<b>College Credit Hours</b>
Automotive Technology 1	1 (Semester 1)	AUMT 1405	4
	1 (Semester 2)	AUMT 1407	4
Automotive Technology 2	1 (Semester 1)	AUMT 1410	4
	1 (Semester 2)	AUMT 2317	3
Computer Maintenance & Lab	1 (Semester 1)	CPMT 1403	4
	1 (Semester 2)	ITNW 1309	3
Networking & Security & Lab	1 (Semester 1)	ITNW 1425	4
	1 (Semester 2)	ITSY 1300	3
Welding 1	1 (Semester 1)	WLDG 1428	4
	1 (Semester 2)	WLDG 1430	4
Welding 2	1 (Semester 1)	WLDG 1312	3
	1 (Semester 2)	WLDG 1434	4
Culinary 1	1 (Semester 1)	CHEF 1301	3
	1 (Semester 2)	CHEF 1305	3
Culinary 2	1 (Semester 1)	HAMG 2301	3

\*Dual credit courses offered at HCTC will be held daily throughout the semester during the student's regular school day. These courses follow the EMS ISD schedule.

### **Textbook Information for Dual Credit Courses**

#### **Academic Dual Credit & CTE Dual Credit on a TCC Campus**

Students will be responsible for purchasing textbooks for their courses. Contact information is listed below for TCC. You can order the books online through the TCC Bookstore website. Cost varies. The campus CCRS will post book information on their websites when it becomes available. Please check with your instructor on the first day of class to verify you purchased the correct text.

Student Center TCC NW Campus - 817-515-7755

#### **CTE Dual Credit on the HCTC Campus**

Students will follow the HCTC procedures for textbooks. HCTC courses are tuition free, however, students will be responsible for any required course materials or certification fees.



## Course Times and Location

### Summer Courses

Summer courses can be online or face-to-face on a TCC campus.

**\*Special Note:** Select courses wisely. Students taking the AP English Language (AP English 3) exam in May could be awarded ENGL 1301 credit through TCC for scoring a 3 or 4 on the exam or be awarded ENGL 1301 and ENGL 1302 credit through TCC for scoring a 5. Scores for AP exams are not released until July.

**\*Another Special Note:** Be aware when taking summer dual credit courses, students must have a full academic high school schedule during the school year. Please plan for the high school courses you would like to take in place of the academic classes you took through summer dual credit. There is the possibility of schedule conflicts and you may be placed in electives that do not fit your interest area. There are no “free” or “study” periods in high school.

Course Dates	Course Name	Location
<b>Summer I Session</b> (Semester 1-HS Credit) <i>Courses meet according to the TCC academic calendar.</i>	ENGL 1301	Online
	ENGL 2323	
	HIST 1301	
	GOVT 2305	
	ECON 2301	
<b>Summer II Session</b> (Semester 2-HS Credit) <i>Courses meet according to the TCC academic calendar.</i>	ENGL 1302	Online
	ENGL 2327	
	HIST 1302	
	ECON 2301	
	GOVT 2305	
<b>Summer I Session</b> (Semester 1 – HS Credit) <i>Courses meet according to the TCC academic calendar.</i>	<i>*The courses listed above can be taken face-to-face on the TCC campus. Offerings and times are determined by TCC. Instructions for viewing options can be found in the Appendix section of this handbook.</i>	TCC Campus
<b>Summer II Session</b> (Semester 2 – HS Credit) <i>Courses meet according to the TCC academic calendar.</i>		

### Fall /Spring School Year Courses

#### Academic Core Courses

Course Dates	Course Name	Course Time	Courses meet 2 days per week with course subjects meeting on alternating days. <u>It is possible for a student to take 2 courses during the same time option.</u>	Location
<b>Fall</b> (Semester 1)	ENGL 1301	<b>AM Class Option</b> 8:40 am – 10:00 am	<u>It is possible for a student to take 2 courses during the same time option.</u>	Student Home Campus BHS CTHS or SHS
	ENGL 2323			
	HIST 1301	<b>PM Class Option</b> 3:35 pm – 4:55 pm		
	GOVT 2305			
<b>Spring</b> (Semester 2)	ENGL 1302	<b>AM Class Option</b> 8:40 am – 10:00 am	<u>It is possible for a student to take 2 courses during the same time option.</u>	Student Home Campus BHS CTHS or SHS
	ENGL 2327			
	HIST 1302	<b>PM Class Option</b> 3:35 pm – 4:55 pm		
	ECON 2301			

## Dual Credit Enrollment Process

The dual credit enrollment process is very important in ensuring that students meet qualifications and are enrolled in the dual credit courses of their preference. Each portion of the dual credit enrollment process is explained in the chart below. Students must meet deadlines to continue through the process to enroll in dual credit courses.

## Returning or 2<sup>nd</sup> Year Dual Credit Students

\*Students that have previously taken dual credit courses will not have to complete each of the steps below. Steps are marked with an \* if they are **REQUIRED** for returning students.

## TCC Enrollment Steps

<b>Step 1*</b>	<p><b><u>Access Canvas for the dual credit enrollment course.</u></b></p> <p>Students will utilize Canvas to complete the enrollment process. Detailed instructions on how to complete each step will be located in Canvas. Students must enroll in the course that corresponds to the student's home campus.</p> <p><b>Boswell HS:</b> <a href="http://www.emsisd.com/bhsdualcredit">www.emsisd.com/bhsdualcredit</a> <b>Chisholm Trail HS:</b> <a href="http://www.emsisd.com/cthsdualcredit">www.emsisd.com/cthsdualcredit</a> <b>Saginaw HS:</b> <a href="http://www.emsisd.com/shsdualcredit">www.emsisd.com/shsdualcredit</a></p>
<b>Step 2</b>	<p><b><u>Complete the online application to TCC.</u></b></p> <p>Apply TCC is the system students use to complete their application to TCC. Returning dual credit students do not need to complete this step, as they completed the application during the enrollment process as a first year dual credit student.</p>
<b>Step 3*</b>	<p><b><u>Login to your TCC online account (WebAdvisor).</u></b></p> <p>Students will receive an email from <a href="mailto:DONOTREPLY@TCCD.EDU">DONOTREPLY@TCCD.EDU</a> 2-5 business days after completing the Apply TCC application. This email contains the student 7-digit TCC Colleague ID Number and TCC WebAdvisor username. Students will follow the instructions in their welcome email to login to their online account to complete the remainder of the enrollment steps. *The welcome email should be saved for future reference.</p> <p><b><i>*Returning dual credit students will need to login to their <u>existing</u> TCC account.</i></b></p>
<b>Step 4</b>	<p><b><u>Complete the Pre-Assessment Activity (PAA) to prepare for TSIA2 testing.</u></b></p> <p>Students MUST complete this requirement to be eligible for TSIA2 testing. Upon completion the PAA, students will receive an email with confirmation of completion. Instructions for submitting the confirmation of completion can be found in the Canvas course.</p>
<b>Step 5</b>	<p><b><u>Complete the TCC #NotAnymore requirement.</u></b></p> <p>Texas S.B. No. 968 requires that students successfully complete the #NotAnymore program before their 1<sup>st</sup> semester at TCC. <b>New students who fail to complete the #NotAnymore program will be blocked from registration.</b> #NotAnymore is an interactive online program designed to help students better understand consent, bystander intervention, sexual assault, dating and domestic violence and stalking. Students must login to their MyTCC account to view and take an exam. Students will receive a certificate once completing the program. Instructions for completing this step and submitting the documentation can be found in the Canvas course.</p>

<p><b>Step 6</b></p>	<p><b><u>Complete the TCC Online Readiness Assessment.</u></b></p> <p>TCC now requires all students to complete the Online Readiness Assessment. Students must use their MyTCC login information to access the assessment. Instructions for accessing and submitting documentation can be found in the Canvas course.</p> <p>Students must successfully pass the Online Readiness Assessment 48 hours prior to course registration at TCC. Students must receive the following scores in each category:</p> <p>Reading Rate and Recall: 60%</p> <p>Technical Competency: 80%</p> <p>Technical Knowledge: 60%</p> <p>Typing Speed and Accuracy: minimum score of 15 WPM required</p> <p>Students can re-take the assessment as many times as needed but must wait 24 hours between each attempt. Please call TCC at 817-515-8000 for help or other information concerning Online Readiness.</p>
<p><b>Step 7*</b></p>	<p><b><u>Submit the TCC STUDENT SUMMARY.</u></b></p> <p>After you have completed steps 1-6 listed above, you will be asked to submit a copy of your TCC Student Summary. The summary provides information to help your campus CCRS determine if you are missing any steps needed for enrollment. Instructions for accessing your TCC Student Summary and submitting the documentation can be found in the Canvas course.</p>
<p><b>Step 8*</b></p>	<p><b><u>Complete the EMS ISD Dual Credit Student Information Online Form.</u></b></p> <p>The form is a way for the campus CCRS to collect needed information for TCC paperwork and your course requests. The form can be found in the Canvas course, and will only be accessible once all other requirements are met.</p> <p><i>*Students completing Steps 1-8 by the posted deadline will be eligible to participate in TSIA2 testing on the home campus.</i> Qualifying exam scores are required for dual credit enrollment (PSAT/SAT/ACT/TSIA2).</p>

**Additional TCC Requirements**

The following are not required of every student. Instructions for completion can be found in the Canvas course, however, these items must be submitted directly to TCC by the student and will not be uploaded in Canvas.

<p><b>Submit the FERPA form to TCC.</b></p> <p><i>(Recommended for all students, not required. Required for parents to be able to communicate with TCC about their student's education plan.)</i></p> <p><i>Students must submit this form to the dual credit office via their TCC email. EMS ISD cannot submit FERPA forms for students.</i></p>	<p>The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Dual Credit students must submit the <a href="#">Waiver of Academic Privacy</a> (FERPA) before the College will release the student's academic record to any third-party, including parents. To submit the Waiver of Academic Privacy to TCC, students must:</p> <ol style="list-style-type: none"> <li>1. Download the form from the following address. <a href="https://www.tccd.edu/documents/services/student-records/ferpa/ferpa-waiver.pdf">https://www.tccd.edu/documents/services/student-records/ferpa/ferpa-waiver.pdf</a></li> <li>2. Complete the form with TCC information and student signature. Email <a href="mailto:nw-dualcredit@tccd.edu">nw-dualcredit@tccd.edu</a> a scanned attachment of your completed form via your TCC email account.</li> </ol>
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**Submit Meningitis Vaccination Record & Minor Consent Form to TCC.**

*(Only required prior to enrollment for courses taken in-person on a TCC campus.)*

**Meningitis Vaccination Record**

1. Records can be uploaded via your WebAdvisor account. Log in, click the STUDENT MENU, and search for meningitis vaccination.
2. Records can be submitted to the TCC NW Campus Registrar's Office in-person.

You will not be able to register for a course held on a TCC campus until your vaccination record is submitted.

**Minor Consent Form**

1. Login to your TCC WebAdvisor Account. From the STUDENT MENU, click the Health Services or Minor Consent Form Link and complete the form online.

**Texas Success Initiative (TSIA2) Assessment**

To be eligible to participate in dual credit, students are required to meet the admissions criteria of Tarrant County College (TCC), which includes completion of the TSIA2 assessment (reading, writing, & math). Below you will find information pertaining to this assessment and how this assessment is used by TCC.

The **Texas Success Initiative Assessment** (TSIA or TSIA2) is the state-mandated placement test (Texas Education Code §51.333) that Texas public institutions of higher education must use to determine a student's readiness for college-level courses.

*Example Scenario*

- A student receives a *CRC score of 945 or higher with an Essay score of 5 or higher* on the ELAR section of the TSIA2. The student can then enroll in a college level course for college credit, for example, US History (HIST 1301).
- or-**
- A student does not receive the minimum score ELAR section of the TSIA 2. The student will not be able to enroll in US History (HIST 1301).

**TSIA2 Required Scores**

<b>ELAR</b> (Reading & Writing)	CRC 945-990 AND Essay 5-8 <b>-OR-</b> CRC 910-944 AND Diagnostic Level 5-6 AND Essay 5-8
<b>Math</b>	CRC 950-990 <b>-OR-</b> CRC 910-949 AND Diagnostic Level 6

**TSIA2 Waiver & Exemptions**

Students meeting any of the following criteria can be waived or exempt from the corresponding TSIA2 section.

<b>PSAT (waiver)</b>	EBRW ( <i>Evidence Based Reading &amp; Writing</i> ) Section Score: <b>460</b> Math Section Score: <b>510</b>
<b>SAT (exemption)</b>	EBRW ( <i>Evidence Based Reading &amp; Writing</i> ) Section Score: <b>480</b> Math Section Score: <b>530</b>
<b>ACT (exemption)</b>	Composite Score: <b>23, -AND-</b> English Section Score: <b>19</b> Math Section Score: <b>19</b>

*\*For TCC to accept SAT or ACT scores as an exemption, students must send their scores to TCC through the College Board or ACT website. Scores must be sent as soon as possible to allow TCC to process the exemption.*

## Academic Core Course Options – TSIA2 Requirements

<b>TCC Course</b>	<b>High School Equivalent Course</b>	<b>Qualifying TSIA2 Score/Exemption Required</b>
ENGL 1301 ENGL 1302	English III or English IV	<b>ELAR Section Only</b>
ENGL 2323 ENGL 2327	English IV	Completion of ENGL 1301 & ENGL 1302 with a “C” or higher
HIST 1301 HIST 1302	US History	<b>ELAR Section Only</b>
GOVT 2305	Government	<b>ELAR Section Only</b>
ECON 2301	Economics	Must take TSIA2 - No Minimum Score

## Additional Concurrent Enrollment Course Offerings – TSIA2 Requirements

<b>TCC Course</b>	<b>High School Equivalent Course</b>	<b>Qualifying TSIA2 Score/Exemption Required</b>
SPCH 1311	Communication Applications	Must take TSIA2 - No Minimum Score
MATH 1314	Algebra II	<b>Math Section Only</b>
MATH 1324	Independent Study in Math	<b>Math Section Only</b>
PSYC 2301	Psychology	<b>ELAR Section Only</b>
SOCI 1301	Sociology	<b>ELAR Section Only</b>
SGNL 1401	American Sign Language I	Must take TSIA2 - No Minimum Score
SGNL 1402	American Sign Language II	Must take TSIA2 - No Minimum Score
ARTS 1316	Art I	Must take TSIA2 - No Minimum Score
SPAN 2311	Spanish III	Must take TSIA2 - No Minimum Score

## Career & Technical Course Offerings at TCC – TSIA2 Requirements

<b>TCC Course</b>	<b>High School Equivalent Course</b>	<b>Qualifying TSIA2 Score/Exemption Required</b>
FIRT 1301/1329 FIRT 1311/1371	Firefighter I	<b>ELAR &amp; Math Recommended, <i>Not Required</i></b>
AERM 1310/1205 AERM 1310/1208	Advanced Aircraft Technology 1	<b>ELAR &amp; Math Recommended, <i>Not Required</i></b>
AERM 1314/1303	Advanced Aircraft Technology 2	Completion of Aircraft Technology I with a “C” or higher
HALT 1301 AGCR 2418	Greenhouse Operations & Lab	Must take TSIA2 - No Minimum Score
HALT 2308/2323	Horticultural Science & Advanced Plant and Soil Science	Completion of Greenhouse Operations & Lab with a “C” or higher

## **Career & Technical Course Offerings at HCTC – TSIA2 Requirements**

<b>TCC Course</b>	<b>High School Equivalent Course</b>	<b>Qualifying TSIA2 Score/Exemption Required</b>
AUMT 1405 AUMT 1407	Automotive Technology 1	Must take TSIA 2 - No Minimum Score
AUMT 1410 AUMT 2317	Automotive Technology 2	Completion of AUMT 1405/1407 with a “C” or higher
CPMT 1403 ITNW 1309	Computer Maintenance & Lab	Must take TSIA 2 - No Minimum Score
ITNW 1425 ITSY 1300	Networking & Security & Lab	Completion of CMPT 1425/1305 with a “C” or higher
WLDG 1428 WLDG 1430	Welding 1	Must take TSIA 2 - No Minimum Score
WLDG 1312 WLDG 1434	Welding 2	Completion of WLDG 1428/1430 with a “C” or higher
CHEF 1301 CHEF 1305	Culinary Arts	Must take TSIA 2 - No Minimum Score
HAMG 2301	Advanced Culinary Arts	Completion of CHEF 1301 & CHEF 1305 with a “C” or higher

### **TSIA2 Testing Locations**

Students that complete all the dual credit enrollment steps via Canvas, by the posted deadline, will be scheduled to take the TSIA2 on their home campus.

For students that miss testing on the home campus, students must take the exam through TCC.

Testing options at TCC include taking the exam in person at the TCC NW Campus Testing Center, or online through a remote proctoring service called Examity.

Students must follow the procedures to schedule in-person or remote testing through TCC.

**Click this link for instructions on scheduling the TSIA2 through TCC:**

<https://www.tccd.edu/admission/testing-centers/tsi-assessment/>

### **Course Registration (For Qualifying Students)**

Once students complete the TCC enrollment steps and meet the required scores on the required assessment, students are eligible to enroll in courses.

Students must register for courses through their TCC WebAdvisor/MyTCCTrack account. Students must complete online registration by the deadline identified for each enrollment term. If students do not complete this process, they will not be registered for the course through TCC.

**NOTE:** Specific registration instructions and information will be sent to the student EMS ISD email accounts when registration is available. Students are expected to follow the instructions to self-register for the appropriate courses through TCC WebAdvisor.

## Course Payments

Students must pay tuition to TCC to complete registration for classes. Students must follow TCC's deadlines for payment. Students can pay online via TCC WebAdvisor/MyTCCTrack. Students can set up payment plans in the system or pay in full. Students can also make tuition payments at the TCC Business Services Office.

Payment completes registration. Students will be removed from dual credit courses and placed in on-level or AP courses, based on availability, on the home campus if payment is not made by the deadline. Payments cannot be accepted at high school campuses. **\*CTE dual credit courses held on the HCTC campus are tuition free.**

### **Tarrant County College Tuition Rate Table, Effective as of Spring 2019**

<b>Total Semester Hour(s)</b>	<b>Total Tuition: Legal Resident of Tarrant County</b>	<b>Total Tuition: Legal Resident of Other Texas County</b>	<b>Total Tuition: Legal Resident of Other State/Non-Resident Alien</b>
1	\$64	\$126	\$305
2	128	252	610
3	192	378	915

## Financial Aid

Students may be eligible to receive financial aid for dual credit courses. Students are not eligible for federal financial aid because they are not high school graduates. In order to assist students, TCC has developed a dual credit grant that can be awarded to qualifying students. This assistance could cover tuition and books for desired courses.

**FUNDS ARE AWARDED ON A FIRST COME, FIRST SERVE BASIS. PLEASE TAKE CARE OF THESE STEPS EARLY IF YOU WOULD LIKE TO RECEIVE FINANCIAL AID.**

It is the student's responsibility to complete required steps and communicate with TCC.

**Click this link or scan the QR code for instructions on completing the FAFSA and the grant application:**

<https://www.tccd.edu/academics/high-school-programs/dual-credit/financial-aid-dual-credit/>



## **Calendar**

Dual credit classes follow the TCC calendar. Semesters usually start and finish at different times than the semesters at EMS ISD.

### **When do I need to be on campus?**

When dual credit classes begin, students will need to report to their dual credit class at the designated time and location. If your class is not scheduled to meet that day, you will not be in that class. (*Example: If you have a 1<sup>st</sup> or 8<sup>th</sup> period dual credit class, you will have late arrival or early release on the days your class is not scheduled to meet.*) The classroom where your class meets will be locked on days when class is not in session and you will need to be off campus.

**Exception: HCTC CTE Dual Credit Courses** – Students in these courses follow the EMS ISD calendar. Students will attend class Monday through Friday during their scheduled class period.

### **What do I do if I ride the bus to school, or have transportation problems and will have to be on campus when my dual credit class is not meeting?**

There is not a designated place on campus for you to meet when your dual credit class is not in session. To participate in the course, you will need to be off campus when your class is not in session. You will need to find alternate transportation for days your class does not meet.

### **What do I do in inclement weather?**

In the case of bad weather, students need to monitor and follow EMS ISD delay and closures.

## **Transportation Policy**

EMS ISD does **NOT** provide transportation for students enrolled in dual credit classes. Students taking dual credit courses at HCTC will be able to utilize district transportation as the classes coincide with the regular school schedule. Student drivers **MUST** have a valid Driver's License & insurance to drive and park at EMS ISD and TCC facilities.

## **Attendance Policy**

Regular and punctual class attendance is expected at Tarrant County College. Student absences will be recorded from the first day the class meets. In case of absence, it is the student's responsibility to contact the instructor. Students who stop attending class for any reason should contact the instructor and the campus CCRS to officially withdraw from the class. Failure to officially withdraw may result in a failing grade for the course. Attendance is not reported in the EMS ISD Skyward system. Class attendance and participation are essential to student success. Effective with the Spring 2012 term, the following attendance guidelines will apply:

- A student in an on-campus course missing a cumulative of 15 percent of the class meetings **and** not keeping up with the course assignments may be dropped **at the discretion of the instructor**. (source TCC)
- For online courses, assignment due dates are used to calculate attendance. Missing an assignment is equivalent to missing a class.

## **Grade Reporting**

TCC professors are responsible for grading. The grading policies for a dual credit class are determined by TCC. Professors will **NOT** communicate with parents regarding course progress. Students will not receive any grade on their report card in the duration of their dual credit class (no progress report grades or six-week grades will be available in Skyward). Students will need to check their grades via their MyTCC account. Grades should be updated throughout the semester.

\*Any student that is suspected of Academic Dishonesty will be disciplined by TCC, according to TCC policy and procedure. TCC supervises faculty professors. Visit the TCC website for information regarding policies and procedures: <https://www.tccd.edu/services/student-life/rights-and-responsibilities/>.

\*For CTE dual credit courses located on the HCTC campus, instructors follow TCC procedures. No grades will be available in Skyward.



## **Grade Equivalencies & Weight**

### ***Dual Credit Classes at EMS ISD***

The exact **numeric** course grade the district receives from TCC is used to determine the grade posted on the student's high school transcript. Dual credit courses are weighted courses. Five points will be added to the final numeric grade when calculating a student's academic GPA. Students will not be required to submit an official TCC transcript to the school for dual credit courses taken on a EMS ISD campus. **Students must score a 70 or higher in their dual credit course to receive high school credit.** *\*Please note that a letter grade will appear on a student's official TCC transcript. Students must obtain a "C" (score a numeric grade of at least a 70) in the course in order for the course to be transferrable to other colleges and receive high school credit.*

### ***Dual Credit Classes taken on your own time at TCC (Concurrent Enrollment)***

Students must provide an official transcript from TCC to the home campus at the conclusion of their course. If no numeric grade is received by the district, the letter grade received on the transcript will be converted to a numeric grade as illustrated in the chart below. Please note that five additional points will be added to the numeric grade when calculating the student's academic GPA.

The following is the conversion from TCC to EMS ISD Grades, if no numeric grade is provided by TCC:

<b>Final Grade on TCC Transcript</b>	<b>EMS- ISD Numeric Grade on High School Transcript</b>	<b>Numeric Grade used to Calculate GPA</b>
<b>A</b>	<b>95</b>	<b>100</b>
<b>B</b>	<b>85</b>	<b>90</b>
<b>C</b>	<b>75</b>	<b>80</b>
<b>*D</b>	<b>*65</b>	<b>70</b>
<b>*F</b>	<b>*65</b>	<b>70</b>

***\*A student receiving a D/F does not receive high school credit for the course.***

If no transcript is sent to the high school by the student, the high school will request the grade from TCC. If TCC can provide a letter grade, the appropriate numeric grade conversion will be placed on the student's high school transcript.

### **How do I get my grade on my High School Transcript?**

#### ***Dual Credit Classes at EMS ISD***

No action is needed from the student. TCC professors will contact district/campus officials with the student's numeric grade received in the course. Numeric course grades will be added to the student's high school transcripts.

#### ***Dual Credit Classes taken on your own time at TCC (Concurrent Enrollment)***

To get high school credit for your Dual Credit course taken on the TCC campus, you must request an official transcript to be sent to your high school from TCC. Follow the instructions below.

#### **Online:**

1. Login to WebAdvisor/MyTCC
2. Select "Students"
3. Select "Request Official Transcript" under Academic Links
4. Have your transcript be sent to your campus CCRS.

#### **In Person:**

1. Go to the Registrar's Office at the TCC NW Campus and request a copy of your official transcript.
2. Bring your transcript to your campus CCRS.

## **Dropping a Course**

Students may drop a dual credit course if needed during the semester. Drops must occur by the deadlines set by TCC. Be aware that partial or no refunds may be available for the course, depending on the time the student drops. Drop dates can be found on the TCC website. Students must drop the course online through their MyTCCTrack account. Student's must also notify the campus CCRS and their campus counselor.

- If a student drops a course within the first six weeks of a semester, the student will be placed in the corresponding on-level course to obtain their high school credit.
- If a student drops a dual credit course after the end of the first six weeks, the student will be placed in the corresponding on-level course through the credit recovery online system. Students must complete all lessons in the system. Students will be placed in the on-level class for the second semester of the course.
- For CTE dual credit courses at HCTC, students will be dropped from the college course, but will remain in the high school course for high school credit only.

## **Failing a Course**

If a student receives a numeric grade below a 70, or a letter grade of "D" or "F", they will NOT receive high school credit for a course. Semester grades in dual credit courses shall not be averaged to achieve a passing grade. If a student fails a course, they will have to make up the high school credit. Students will work with their campus counselor to develop a plan for regaining credit.

**Any student who makes a numeric grade below a 70, or a letter grade of a "D" or "F" may not continue taking courses in the subject area they fail.** If students fail the first fall semester of a course, they will be placed in the on-level high school course for the second semester. *For example: A student is taking ENGL 1301 and HIST 1301. The student scores a 93 in ENGL 1301 for the semester but scores a 68 in HIST 1301. The student will no longer be able to take Social Studies courses for dual credit throughout the remainder of high school. However, the student can continue to take English courses for dual credit if desired.*

## **Changing School Placement**

### **Transferring Campuses within EMS ISD**

- *Prior to Course Start:* Make sure that when you enroll at your new campus, you identify your intention to take dual credit. The campus counselor and CCRS will assist you in enrolling in the correct course section through TCC. Please let the campus CCRS from the school you are transferring from know your intentions.
- *During Course:* Due to TCC policy, it may not be feasible for you to continue taking your dual credit course.

### **ADC Placement**

- *Prior to Course Start:* You will not be able to continue the course due to the course location. You will need to drop the course through your TCC WebAdvisor account. You will need to contact the campus CCRS. You should receive a full refund for the course, if you paid, and dropped before the start of the course.
- *During Course:* You will not be able to continue the course due to the course location. You will need to drop the course through your TCC WebAdvisor account. You will need to contact the campus CCRS. You will not receive a full refund for the course. You may not receive a refund depending on TCC policy regarding drop deadlines.

### **Transferring Out of District**

- *Prior to Course Start:* Contact your campus CCRS. You will need to drop the course through your TCC WebAdvisor account. You should receive a full refund for the course, if you paid, and dropped before the start of the course.
- *During Course:* Contact your campus CCRS. You will need to drop the course through your TCC WebAdvisor account. You may not receive a refund depending on TCC policy regarding drop deadlines.

## Special Services - Student Accessibility Resources

Students are eligible to apply for services through the TCC Student Accessibility Resources office. In order for students to receive any accommodations or assistance, they must work with this office at TCC.

Student Accessibility Resources Office- TCC NW Campus

WCTS Building, Rm 1133A

Phone: 817-515-7733

Email: [nw.sar@tccd.edu](mailto:nw.sar@tccd.edu)

## TCC Email

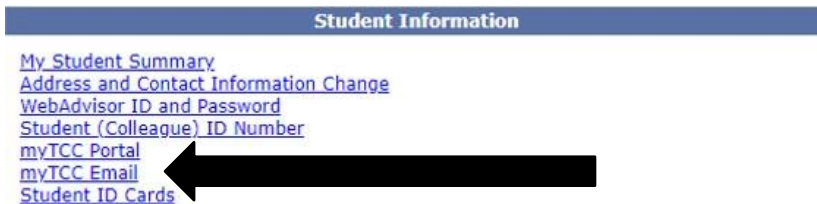
Can be accessed through MyTCC. **Please check your email regularly.** This is the only form of communication between students and TCC.

**To access your TCC Email:**

1. Login to WebAdvisor (<https://waj.tccd.edu>) and click Students.



2. Click on the MyTCC Email link from the menu.



## Words of Wisdom

Take your class work seriously but have fun learning! You are in a dual credit course, which means you are going to be learning in a new way. You are getting a head start to a college degree, enjoy!

**Communicate** with your instructor. Approach your professors with questions. Let them help you learn. Building a rapport with this individual shows them your work ethic and that you are taking ownership of your learning.

**Attend class.** As you know, being in class is an important key to being successful. Your professor will give you their expectation regarding attendance. The more you miss, the lower your grade!

Pay attention to the **syllabus**. Your professor will work with you, but you must demonstrate responsibility as well. You must adhere to due dates, class meeting times, exam schedules, etc. Set reminders in your phones of important due dates or come up with a system that works for you to make sure you make the grade!

**Check your email.** Check the email you provide on your dual credit enrollment packet to receive important updates from your campus CCRS. Check your TCC email for important information directly from TCC. This is the number one form of communication used, you **MUST** check your email to receive important information about deadlines.

