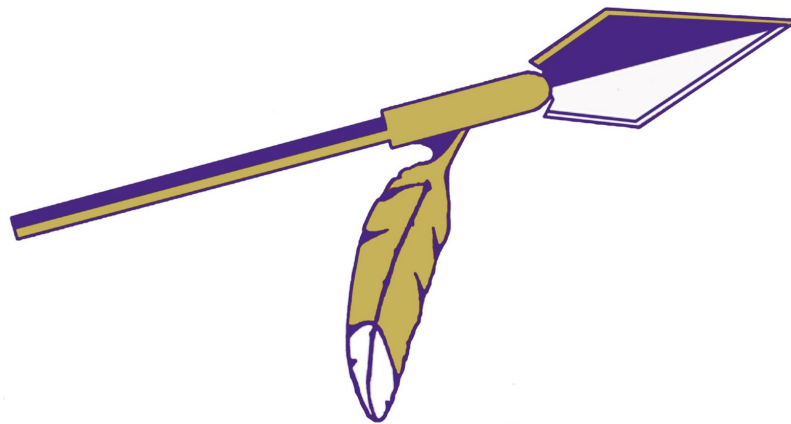


Alvarado High School



Fall 2022 Dual Credit Handbook and Information Packet

Dear Parents/Guardians and Scholars,

This handbook details the policies, procedures, and expectations of Alvarado High School scholars who elect to enroll in dual college classes. The purpose of offering dual credit is to provide high school scholars inexpensive access to college courses as well as career and technical education opportunities. AHS partners with Hill College to provide these opportunities, and since scholars are “dually” enrolled in AHS and Hill College, then scholars in dual college classes will be expected to conform to AHS expectations as well as Hill College expectations. This handbook therefore is a guide to help scholars and their parents/guardians understand the dual college process at AHS.

First, scholars who have any interest in enrolling in dual college classes must complete the steps detailed below even if they are not 100% sure they intend to register for dual college classes in August. Scholars may change their mind before classes begin and elect not to enroll in dual college classes even after going through all of the steps. It is, however, more difficult for a scholar to enroll in dual college classes late because getting set up as a dual scholar is a multi-step process.

Second, to begin the process, a parent/guardian must acknowledge the receipt of this handbook. Once the Academic Advising Center (AAC) receives this acknowledgement, then further information will be posted in Family/Student Access (and emailed to parent and scholar). No scholar will be advanced through the dual enrollment process without first acknowledging the receipt of this handbook.

Finally, please note that Alvarado ISD pays the tuition and fees for one dual college class (three hours of credit) for the Fall 2022 semester. For scholars who maintain an 80 (B) or above in the Fall 2022 course paid for by Alvarado ISD and who maintain a 70 (C) or above in all other dual college classes taken in the Fall 2022 semester, Alvarado ISD will pay the tuition and fees for one dual college class (three hours of credit) in the Spring 2023 semester. To be eligible for this benefit from Alvarado ISD, AHS scholars must have completed the process in Step 1, Step 2, Step 3 and Step 4 by June 3rd, 2022. Scholars are responsible for purchasing the required textbook(s), materials, and/or access code(s) for all dual college classes.

Below are the steps to follow for enrolling in dual credit courses:

Step 1: Complete the Parent/Guardian acknowledgement form located at aisd.me/dualhandbook.

Step 2: Discuss the dual enrollment opportunities with your Academic Advisor and commit to the program by adding dual courses to your future schedule. Academic Advisors will verify receipt of the acknowledgement form before scheduling dual classes.

Step 3: Complete the online application at goapplytexas.org to apply to Hill College and complete the Hill College dual credit permission form located at <https://liveforms.hillcollege.edu:8443/liveforms/web/flow/view?id=4199>. Completing these two applications (Apply Texas & dual credit permission form) is necessary for a scholar to be admitted as a dual college scholar at Hill College. After successful submission of these applications, then parents/guardians will receive an email from Hill College to sign application documents electronically.

Step 4: Take the TSI Assessment. Additional information on TSI Assessment testing dates will be provided after scholars have completed Step 1, Step 2 and Step 3. The initial cost of the TSI Assessment is \$15.

Step 5: Register with Hill College to enroll in Hill College classes. Additional information on enrollment dates will be provided after scholars have completed Step 1, Step 2 and Step 3. If a scholar has not completed their enrollment with Hill College by August 18, 2022, the scholar will be removed from dual credit courses.

Dual Credit Eligibility

To take English III, English IV, US History, US Government, Texas Government, Anatomy and Physiology, or Astronomy dual credit, scholars must meet one of the following criteria:

- SAT score of 480 on the Evidence-Based Reading and Writing (EBRW)
- ACT composite score of 23 and 19 on English
- TSI score of 5 or higher on essay and a minimum score of 945 on ELAR multiple choice score OR
- TSI score of 5 or higher on essay and a score between 910-944 on ELAR multiple choice score AND diagnostic level score of 5 or higher
- PSAT/NMSQT score of 460 on the Evidence-Based Reading and Writing (EBRW)
- STAAR English II EOC score of 4000 or higher
- ENGL 2322 (English IV) maintains the prerequisite of ENGL 1301 and ENGL 1302 with a grade of C or higher

To take College Algebra dual credit, scholars must meet one of the following criteria:

- SAT score of 530 on Mathematics
- ACT composite score of 23 and 19 on Mathematics
- TSI score of 950 or higher on Mathematics OR
- TSI score of 910-949 on Mathematics AND diagnostic level score of 6 or higher
- PSAT/NMSQT score of 510 on Mathematics
- STAAR Algebra I EOC score of 4000 or higher and Algebra II course completion with grade of 70 or higher

To take Economics, Public Speaking, Business and Computer Applications, Music Appreciation, Art Appreciation, Criminal Justice, Computer Science/Networking, Introduction to Teaching dual credit, scholars at a minimum, must have a TSI score.

Frequently Asked Questions

What is dual credit?

Dual credit is a process by which a high school scholar enrolls in a college course and receives simultaneous academic credit for the course from both the college and the high school. While dual credit courses are often taught on the secondary school campus to high school scholars only, a high school scholar can also take a course on the college campus and receive both high school and college credit.

Will the credits transfer?

Most of the credits earned will transfer to other colleges or universities, particularly state universities in Texas. Alvarado High School dual offerings will fulfill all of Hill College's core curriculum requirements. If a scholar completes all of those 42 hours (44 hours with the science labs), a scholar will be considered "core complete" and any Texas state institution must accept that scholar as "core complete" even if its core curriculum differs from Hill College's core curriculum. However, it is the scholars' responsibility to make sure that the dual credits earned will transfer to another college or university or will go towards the degree program they plan on pursuing.

What Dual Credit classes are offered at Alvarado High School?

Eng III A (Fall) ENGL 1301

Eng III B (Spring) ENGL 1302

Eng IV A (Fall) ENGL 2322 (dual scholars who passed all 9 hours of dual college English offered will be provided an opportunity to earn credit by exam for the last semester of high school English IV)

US History A (Fall) HIST 1301

US History B (Spring) HIST 1302

US Govt (Spring) GOVT 2305

Texas Govt (Spring) GOVT 2306

Economics (Fall) ECON 2301

Public Speaking (Fall & Spring) SPCH 1315

College Algebra (Fall & Spring) MATH 1314

Astronomy A (Fall) PHYS 1403, PHYS 1103 (lab)

Astronomy B (Spring) PHYS 1404, PHYS 1104 (lab)

Anatomy & Physiology I (Fall) BIOL 2401

Anatomy & Physiology II (Spring) BIOL 2402

Art Appreciation (Fall & Spring) ARTS 1301

BCIS (Fall & Spring) BCIS 1305

Music Appreciation (Fall & Spring) MUSI 1306

Introduction to Education (Fall & Spring) EDUC 1301

Criminal Justice Certificate of Completion

Computer Science Technical Core Certificate

What is a dual credit passing grade?

Credit will be awarded for Alvarado High School credit for a 'C' average or better for the semester. A 'D' at the college level is considered passing but may or may not transfer to another college. If a dual credit course is being taken to work towards the Performance Acknowledgement requirements, the scholar must earn a 'B' average or better in a minimum of four dual courses.

What happens if I earn a 'C' or lower in a course?

The course will not be able to be applied towards the requirement of a Performance Acknowledgement in the dual credit area. Hill College will determine whether or not scholars are placed on academic probation. AHS Academic Advisors will meet with dual scholars and make determinations on future scheduling each semester.

Why does Alvarado High School care if I earn a 'C' or lower in a course?

Alvarado ISD has made a strong financial commitment to pay for the dual credit tuition and fees for one course of Alvarado High School scholars. It is also the expectation of Alvarado High School for scholars to be college ready. It is not beneficial for scholars to earn low grades since this affects both high school GPA and class rank as well as college GPA. A low GPA could negatively affect both college acceptance as well as scholarship opportunities.

Who can take dual credit courses?

Freshmen through seniors who have met the TSI college readiness requirements by earning a college readiness score on the TSI Assessment or met one of the TSI exemptions and have been notified of acceptance into Hill College may register for dual credit courses. Grades received in dual credit courses are part of the scholar's permanent college record.

How much does dual credit cost?

Alvarado ISD will pay for the tuition and fees for one dual credit course for the fall 2022 semester. The scholar must maintain an 80 (B) or above in the course and maintain a 70 (C) or above in all other dual classes taken in the fall for Alvarado ISD to pay for the tuition and fees for a dual credit course in the spring. Scholars are responsible for purchasing the required textbook(s), materials, and/or access code(s) for all dual courses. Textbooks may cost as much as \$200-300 per course and must be purchased and received by the end of the first week of the course. Tuition and fees are set by Hill College, and therefore cannot be determined in advance. Please review Hill College's website for the most up to date tuition and fees. Hill College does offer payment plans. All financial questions and arrangements will need to be directed to the Business Office at Hill College. While dual scholars are not eligible to receive grants and loans through FAFSA for dual enrollment, visit www.hillcollege.edu for information on potential scholarships offered by the Jumpstart Foundation.

What happens if I don't pay for my dual credit courses by Hill College's deadline?

Scholars will be dropped from their class(es) by Hill College if payment is not made by the deadline. It is the scholar's responsibility to re-register for the desired Hill College classes. Lack of re-registering for dual classes will require a schedule change for your high school schedule. We cannot guarantee there will be room in a comparable Honors or AP class offered at AHS when adjusting your high school schedule.

What happens if I am placed in DAEP or an alternative education placement?

If a scholar is removed to an alternative education placement setting such as DAEP, the situation will be handled on a case by case basis.

What if I need to drop a class for other reasons during the semester?

Upon making payment or after starting the semester, if a scholar needs to withdraw for any reason from his or her Hill College classes, it is the scholar's responsibility to initiate that process with the AHS Academic Advising Center and Hill College. If a scholar is dropping a class that was paid for by the school district, the scholar must also reimburse the school district for the cost of the class. Without reimbursement, the drop will not be approved. There is an official form that must be completed by the scholar with Hill College. The AHS Academic Advising Center has a copy of this form and will help with the completion of the form, signing off to endorse the drop, and sending the drop form to Hill College. The academic calendar with the Hill College last allowed withdrawal date can be found online on their website. Be aware that dropping a Hill College class too late can affect a scholar negatively in regards to his or her college transcript as well as high school credits. Scholars will also have to be placed in the comparable class at Alvarado High School at the time of the drop and use the grade from the dual class as the transfer grade for the comparable class at Alvarado High School.

Where can I purchase textbooks?

Textbooks can be purchased from the Hill College bookstore online, at the Hillsboro campus or Cleburne campus. However, there are also many online resources to purchase textbooks, used or new, or to rent textbooks. Please make sure that any new or rented textbooks come with any online access codes that may be required for the course.

How will my college class affect my high school schedule and GPA?

Dual courses receive the same weight as AP or honors courses with 10 points being added to the final semester average in the fall and in the spring.

How is a dual credit course different from a regular high school course?

All dual credit courses are taught by a Hill College instructor. Some of the dual credit courses are taught online. Scholars must be self-motivated and be able to meet deadlines in order to be successful in a dual credit course. Dual credit courses are taught at the pace and rigor of regular college courses. Hill College does not have the same makeup and retest policies as Alvarado High School. Scholars will not receive six week grades. AHS has no control over Hill College grades, but Hill College grades will go on both your high school and college transcripts. Scholars will be able to monitor dual credit grades through their Hill College online account. Grades will not be posted in Skyward Parent Portal until final grades are awarded at the completion of a semester. Dual credit scholars will be expected to conduct themselves as a college scholar. Scholars will be responsible for communicating any concerns or questions with Hill College instructors via email, Schoology Account, phone, or making arrangements to meet with instructors on Hill College campus. Alvarado High School staff are not able to change due dates for assignments or dates set for testing and neither are parents or guardians. If there is a conflict or problem, it is the scholar's responsibility to contact the Hill College instructor prior to the due date to see if other arrangements can be made.

Who should I contact if I have questions?

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