Cisco College

2023-2024

Dual Credit Handbook

WELCOME

Dear Parents, Guardians, and Students:

Thank you for your interest in the Cisco College dual credit program. Dual credit is a wonderful opportunity for students to earn high school and college credit at a fraction of the cost without ever leaving the high school campus. By enrolling in dual credit courses, students will significantly lower their cost of education and get a "jump start" on their college degree.

The research proves that students who enroll and successfully complete dual credit courses are more likely to complete their first year of college and complete it with a higher grade point average compared to those students who elect not to enroll in dual credit courses. The exposure to the college curriculum boosts confidence and reduces the level of anxiety that can be associated with the college experience.

The success that Cisco College dual credit students continue to experience is noteworthy. Many have been able to complete their entire freshman year of classes at over half the cost, which ultimately lowers the overall cost of a college education. The 2022-2023 Cisco College dual credit rate is $70 per credit. A three-hour course will total $210 and a four-hour course will total $280. Additional information regarding dual credit tuition, financial aid, and the admissions process is available on the Cisco College website at www.cisco.edu, Dual Credit.

You may also contact the Director of Dual Credit programs, Tianay Bralley, at tianay.bralley@cisco.edu or the Dual Credit Counselor, Nathan Monroe, at nathan.monroe@cisco.edu or call 325-794-4510.

We are confident that your experience with our outstanding faculty will provide you with the foundation to complete your degree at Cisco College and prepare you to transfer to a four-year university or enter the workforce.

Sincerely,

Dr. Thad J. Anglin
President

WELCOME

Dear Student:

Welcome to Cisco College's Dual Credit Program. I am honored and excited that you are interested in enrolling in one of the many dual credit courses Cisco College currently offers. You have demonstrated academic excellence and college credit is the next step in your academic progression. Cisco College's Dual Credit Program has two tailored pathways, academic and career/technical, to meet the needs of a diverse student population.

The benefits of Cisco College's Dual Credit program are numerous, and I am certain that the program will provide you with an exceptional educational foundation. The quality of education provided by the faculty is unmatched and each instructor has a desire to see you succeed. Here at Cisco College, we are dedicated to the student experience and we are looking forward to having you be a part of the Cisco College family.

I ask that you review the following handbook carefully to familiarize yourself with the policies, procedures, and expectations of Cisco College's Dual Credit Program.

Please feel free to contact me if you have any questions or concerns regarding dual credit. On behalf of everyone here at Cisco College, thank you for your interest.

Sincerely,

Tianay Bralley, MBA
Director of Dual Credit Programs

Contact Info

The Cisco College Dual Credit office is located in the Abilene Education Center in Office 111. Office hours are typically Monday - Thursday, 8:00 a.m. - 4:00 p.m. and Friday, 8:00 a.m. - 12:00 p.m.

Tianay Bralley, MBA
Director of Dual Credit Programs
325-794-4510
Fax: 325-692-2530
Cell: 254-631-1252
tianay.bralley@cisco.edu

Nathan Monroe, MA
Dual Credit Counselor
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Mission

The Mission of Cisco College is to provide quality, affordable, educational opportunities to meet the diverse academic, technical, and career needs of the students and communities we serve.

General Information

Dual credit allows high school students to earn college credit and high school credit concurrently. Cisco College partners with more than 40 regional high schools to deliver a quality college education for a fraction of typical college and university tuition costs. Dual credit serves to expand academic options for college-bound students and familiarize them early with college curriculum and expectations.

Dual credit courses are offered in-person on-campus, in-person off-site, hybrid, and online. A list of high school dual credit partners is located on the college website under Dual Credit. Policies regarding disclosure of information regarding student performance, withdrawing from a class, and student support services may be found on the webpage and in the Dual Credit Handbook. Other benefits of Cisco College's Dual Credit Program include:

- Reduction of time required to complete an undergraduate degree,
- Transfer of dual credit courses to most higher education institutions,
- Development of skills and acquisition of valuable experience in career and technology fields prior to graduation, and
- Reduction of the cost of higher education.

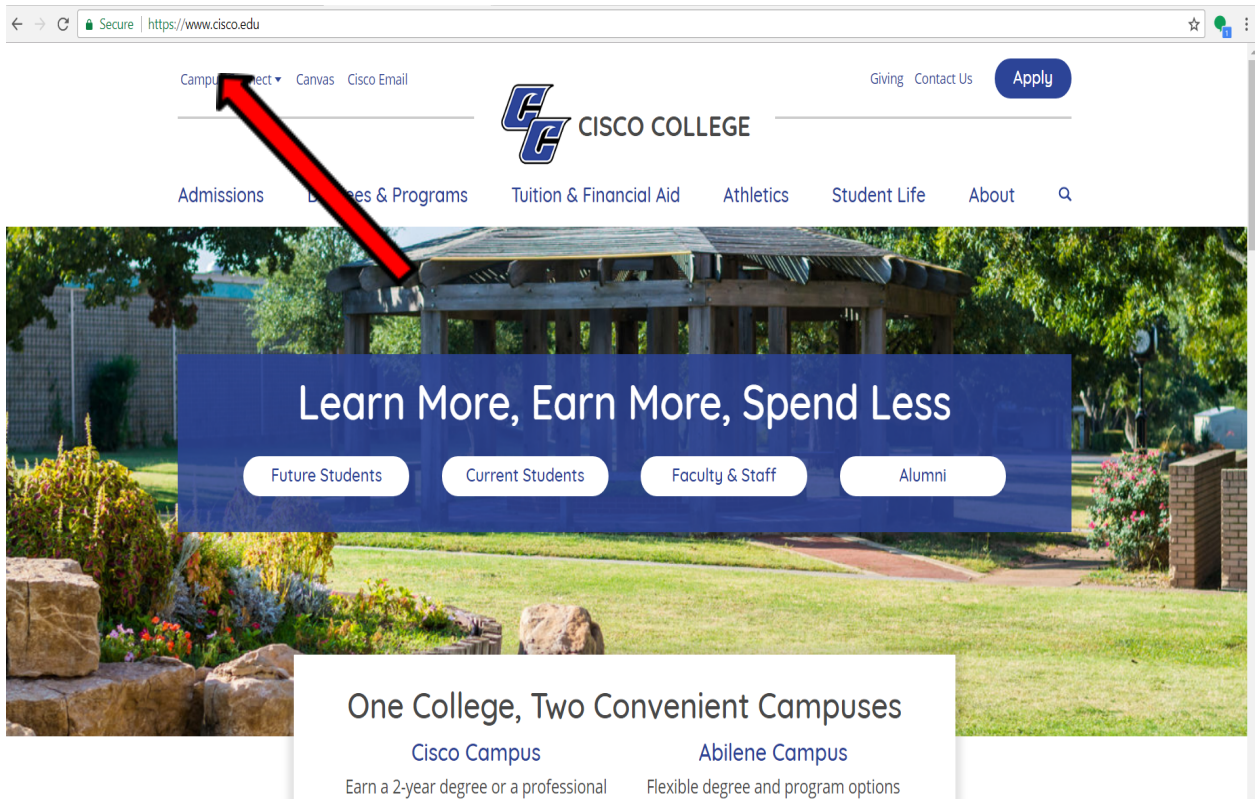| Credit Hours	Cisco College Dual Credit Tuition	Cisco College Regular Tuition	Avg. Texas Public Tuition	Avg. Private Universities
3	$210	$525	$915	$3,025
4	$280	$724	$1220	$4,033
6	$420	$1050	$1830	$6,050

Please note that the *Dual Credit Handbook* should be used in conjunction with the official Cisco College Catalog. Specific areas of institution operations pertaining to dual credit students are addressed within this handbook. Students are encouraged to consult their high school dual credit representative or high school counselor to obtain information and address any questions or concerns. Students, parents, and any other interested parties may access the most updated copy of the *Dual Credit Handbook* on the Cisco College website.

Communication

Prior to enrollment, the student will receive information through the e-mail **provided on the student's admissions application**. Please make sure this is an **active email which the student will check at least once a week**. Official institution communication will occur largely through the student's Campus Connect account. Through Campus Connect, students may view their current schedule, bill statements and posted payments, course grades, and unofficial transcripts.
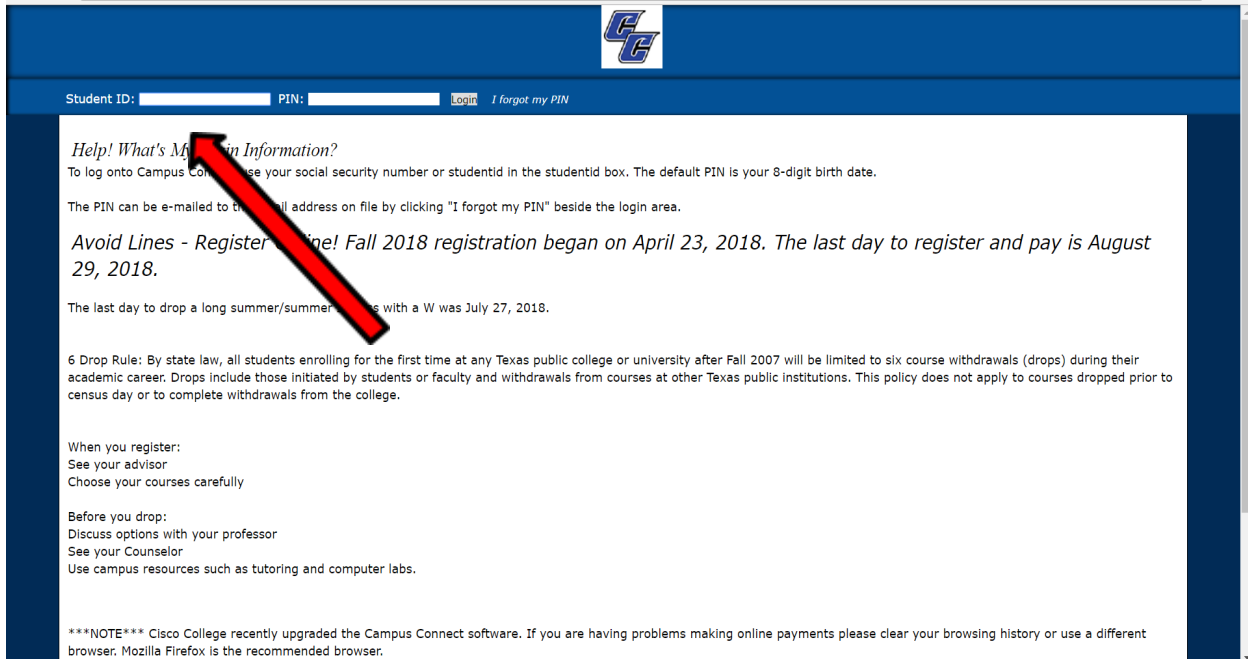
Campus Connect

Students can access Campus Connect by visiting www.cisco.edu and clicking on the "Campus Connect" link in the upper left corner of the page. Click on For Students in the drop down menu.

The Campus Connect "Student ID" is the student's social security number. Enter numbers only, no dashes (Ex: enter 123456789). The "Pin" is the student's birthday in eight-digit format. Enter numbers only with no slashes or dashes (Ex: enter 01012013 for a student born on January 1st, 2013, mmddyyyy).

Programs and Course Offerings

Cisco College offers dual credit courses in the general education core curriculum and career/technology. A list of general course offerings is available in the Dual Credit Handbook located on the college website under Dual Credit. Dual credit schedules are coordinated by the high school, the dual credit office, and division chairpersons. Dual credit classes may be scheduled at times that do not exactly correspond to the regular college course schedule to help accommodate high school schedules. Dual credit courses may include both high school students and Cisco College students. To accommodate high schools when possible and to manage schedule demands, faculty may be assigned courses that combine dual credit schools or dual credit and non-dual credit sections. Dual credit classes should not be mixed with students taking a course for high school credit only. Dual credit sections may not always correspond to common class size.

General Academics (Core)

Language/Communication

ENGL 1301	Composition I
ENGL 1302	Composition II
ENGL 2311	Technical and Business Writing
ENGL 2322	British Literature I
ENGL 2323	British Literature II
ENGL 2327	American Literature I
ENGL 2328	American Literature II
SPAN 1411	Beginning Spanish I
SPAN 1412	Beginning Spanish II
SPAN 2311	Intermediate Spanish I
SPAN 2312	Intermediate Spanish II
SPCH 1315	Public Speaking

Math

MATH 1314	College Algebra
MATH 1342	Elementary Statistics
MATH 2412	Precalculus
MATH 2413	Calculus I with Analytical Geometry

Science

BIOL 1406	Biology for Science Majors I
BIOL 1407	Biology for Science Major II
BIOL 1408	Biology for Non-Science Majors I
BIOL 1409	Biology for Non-Science Majors II
BIOL 2401	Anatomy and Physiology I
BIOL 2402	Anatomy and Physiology II
CHEM 1411	General Chemistry I
CHEM 1412	General Chemistry II

Social Sciences

ECON 2301	Principles of Economics (Macro)
ECON 2302	Principles of Economics (Micro)
HIST 1301	US History I
HIST 1302	US History II
HIST 2321	World Civilization I
HIST 2322	World Civilization II
GOVT 2305	Federal Government
GOVT 2306	Texas Government
PYSC 2301	General Psychology
PSYC 2314	Lifespan Growth and Development
SOCI 1301	Introductory Sociology

Arts

ARTS 1301	Art Appreciation
MUSI 1306	Music Appreciation
DRAM 1310	Introduction to Theatre

Kinesiology

KINE 1101	Walking
KINE 1301	Introduction to Physical Fitness and Sport
KINE1336	Sport and Recreation Management I
KINE 1337	Sport and Recreation Managemen

Career and Technology Education

Agriculture

AGRI 1307	Agronomy
AGRI 1311	Dairy Science
AGRI 1315	Horticulture
AGRI 1319	Intro to Animal Science
AGRI 2330	Wildlife Conservation and Management

Allied Health

MDCA 1313	Medical Terminology
PHRA 1305	Drug Classification

Automotive Technology

AUMT 1405	Intro to Automotive Tech
AUMT 1419	Suspension & Steering
AUMT 2416	Suspension and Steering
AUMT 2417	Engine Performance Analysis I

Criminal Justice

CJSA 1313	Court Systems and Practices
CJSA 1322	Intro to Criminal Justice
CJSA 1342	Criminal Investigation
CJCR 1307	Correctional Systems and Practices
CJLE 1345	Intermediate Crime Scene Investigation
CJSA 1317	Juvenile Justice

CJSA 1327	Fundamentals of Criminal Law
CJSA 1312	Crime in America

Electrical

ELPT 1421	Introduction to Electrical Safety
ELPT 1429	Residential Wiring
ELPT 1445	Commercial Wiring
ELPT 1325	National Electrical Code II

HVAC

HART 1407	Basic Refrigeration
HART 1441	Residential A/C
HART 2441	Commercial A/C
HART 2438	A/C Install/Start up

Industrial Technology/Maintenance

CETT 1402	Basic Industrial Electricity
HYDR 1445	Hydraulics & Pneumatics
IEIR1441	Industrial Motor Controls
ELPT 2419	Programmable Logic Controllers

Plumbing

PFPB 1319	Commercial Plumbing I
PFPB 1353	Commercial Plumbing II
PFPB 1421	Plumbing Maintenance and Repair
PFPB 1355	Industrial Plumbing

<u>Welding</u>

WLDG 1317   Introduction to Layout and
                      Fabrication
WLDG 1337   Introduction to Welding
                      Metallurgy
WLDG 1412   Introduction to Flux Cored
                      Welding
WLDG 1421   Introduction to Welding
                      Fundamentals
WLDG 1430   Introduction to Gas Metal
                      Arc Welding
WLDG 1434   Introduction to Gas Tungsten
                      Arc Welding
WLDG 1435   Introduction to Pipe Welding
WLDG 2435   Advanced Layout and
                      Fabrication
WLDG 2443   Advanced Shielded Metal
                      Arc Welding
WLDG 2451   Advanced Gas Tungsten Arc
                      Welding
WLGD 2452   Advanced Flux Core Arc
                      Welding
WLDG 2453   Advanced Pipe Welding

Student Eligibility and Requirements

In order to be eligible to enroll in dual credit courses with Cisco College, students must be a freshman to senior in high school and demonstrate college readiness as defined by the Texas Success Initiative (TSIA2) program standards. Freshmen and sophomores may also enroll if they meet all eligibility standards and have permission from their high school principal according to their school policies. Each participating high school will pre approve students for dual credit. Pre approval is determined strictly by the high school and school district, and students must meet both sets of eligibility standards to enroll in dual credit. Students should consult this handbook and their high school counselor to determine eligibility status. Submission of the application to Cisco College and *Dual Credit Request Form* will satisfy the written permission requirement.

Enrollment Guidelines

Students must complete each of the following steps before dual credit enrollment is final.

Step 1. Speak with your high school counselor or high school dual credit representative to ensure that you are eligible to enroll in dual credit.

Step 2. Complete Cisco College's online Admissions application. Please choose Dual Credit/General Studies as your intended major. The application can be found by navigating to www.cisco.edu and clicking on the Apply button in the upper right hand corner.

Step 3. Send an official high school transcript to the Office of Dual Credit. Typically, these will be sent by the high school counselor or dual credit representative at your school.

Step 4. Complete the *Dual Credit Request Form.* This form can be located on the Dual Credit page at www.cisco.edu and scrolling down to find the student's school.

Step 5. Demonstrate college-readiness by achieving the minimum passing standards under the provisions of the TSIA2. Please consult page 14 for acceptable tests and minimum score requirements. It is the student's responsibility to ensure that the office of dual credit has received their scores. Students should submit copies of their test scores to their high school counselor.

Step 6. Submit proof of Bacterial Meningitis Vaccine (BMV) if you are taking in person classes at the Cisco College campus.

Step 7. Register for classes. Once the above steps have been completed, the Office of Dual Credit will register students for each class listed on their *Dual Credit Request Form*. Students will not have access to register online, but students should monitor their campus connect account to ensure registration has occurred and is accurate.

Step 8. Make payment. Payments can be accepted online through the student's campus connect account, over the phone through the Business Office, or in person at either campus. Failure to make payment arrangements by the designated Cisco College payment deadline may result in classes being dropped.

<u>Proof of Bacterial Meningitis Vaccination</u>

Cisco College, in compliance with Texas Education Code, Section 51.9192, Subchapter Z, as amended by the 82nd Texas Legislature, now requires the bacterial meningitis vaccination for all new students enrolling in classes after January 1, 2012. Students who will attend in person classes on the Cisco College campus must provide to the Cisco College Dual Credit Office a certificate signed by a health practitioner indicating they have been vaccinated against bacterial meningitis.

Students who require the BMV shot must have the shot 10 days prior to the first day of class. Proof of the bacterial meningitis vaccination must be received by the Office of Dual Credit before registration can occur.

TSIA2 Minimum Passing Standards-Academic Dual Credit

Students attending Texas public institutions of higher education must be in compliance with the Texas Success Initiative (TSIA2) in order to enroll in public institutions of higher education. The law requires all entering college students to be assessed for college readiness in reading, mathematics, and writing unless the student qualifies for an exemption. The following are approved assessment tests and their corresponding minimum passing standards.

Test	Passing Standards
EOC STAAR	English II: 4000 Algebra II: 4000 Algebra I: 4000 (Must also pass Algebra II course)
TSI (old standards valid for 5 years from test date)	Math: 350 Reading: 351 Writing: 4 or higher on the essay AND a 340 on multiple choice **OR** 4 on the essay AND below a 340 on multiple choice AND a 4 or above on the ABE Diagnostic *Students must meet **both** the essay and multiple choice score requirement.*
TSIA2 (replacement TSI as of January 11, 2021)	ELAR: 5 or higher on the essay AND 945 on multiple choice **OR** 5 or higher on the essay AND 910-944 AND Diagnostic Level 5 or 6 Math: 950 **OR** 910-949 AND Diagnostic Level 6
ACT	Math: 19 English: 19 Composite: 23 *Students must meet **both** the composite and section score requirements.*
SAT	Math: 530 Evidence-Based Reading and Writing: 480
PLAN	Math: 19 English: 19 Composite: 23 *Students must meet **both** the composite and section score requirements.*
PSAT (new standards set April 26, 2018)	Math: 510 Evidence-Based Reading and Writing: 460

TSIA2 Placement Test Exemptions

You may be exempt from placement testing if you have qualifying scores

(TEST SCORES ARE VALID FOR FIVE YEARS FROM THE DATE OF TESTING)

	ELAR Exemptions	Math Exemptions
STAAR	A minimum English III EOC Level 2 score of 4000	A minimum Algebra II EOC Level 2 score of 4000
ACT tests prior to Feb 15, 2023	A minimum Composite score of 23 <u>and</u> a minimum English score of 19	A minimum Composite score of 23 <u>and</u> a minimum Math score of 19
ACT tests on or after Feb 15, 2023	Combined score of 40 on the English and Reading (E+R)	Math score of 22
SAT tests March 2016 and later	A minimum Evidence-based Reading and Writing (EBRW) score of 480	A minimum Math score of 530
GED	A minimum score of 165 on the Reasoning Through Language Arts (RLA) subject test	A minimum score of 165 on the Mathematical Reasoning subject test

Other exemptions may be:
- Students on active duty in the military
- Students who were on active duty in the military and retired on or after August 1, 1990 ○ Students with an associate or bachelor's degree from a regionally accredited college or university
- Students with previous college coursework may be exempt from one or more sections of the TSIA2. Bring a copy of your transcript(s) to a counselor to be evaluated.
- Students who have successfully completed the Texas College Bridge coursework during high school and can provide a certificate of completion (valid for 2 years from the date of completion) may be exempt.

Waivers:
- Students enrolling into a Level 1 Certificate will have TSIA2 requirements waived

Dual Credit Students:
- If you are a dual credit student, please contact tianay.bralley@cisco.edu or nathan.monroe@cisco.edu regarding TSIA2 testing.

If you have questions concerning testing or exemptions, please contact the academic counselor for your program or group. Counselor information can be found at the following link: https://www.cisco.edu/student-life/academic-support/counseling/academic-advisement. To access counselor information through the Cisco College website: under Student Life, click on Academic Support and on the right-hand side click on Counseling.

TSI Minimum Passing Standards-Career and Technology Dual Credit

A high school student is eligible to enroll in workforce education dual credit courses in the eleventh and/or twelfth grade; ninth and tenth grade students will follow their schools' policies. If the student demonstrates that he or she has achieved the designated minimum final phase-in score on the Algebra I end-of-course assessment, and/or the English II reading and English II writing end-of-course assessments relevant to the courses to be attempted, then the student will meet TSIA2 requirements. A student wishing to enroll in CTE dual credit courses may also satisfy TSIA2 requirements with appropriate test scores on the SAT, ACT, PSAT or PLAN test. Qualifying scores are listed on page seven.

Testing Services

The TSIA2 test is administered at the Cisco campus and Abilene Educational Center. Students May email testing@cisco.edu to schedule a test date. Questions about testing or the TSIA2 exam can be directed to Cisco Campus 254-442-5020, Abilene Campus 325-794-4458. The testing facility is limited and as such, the test is administered on a first come, first serve basis. Dual credit students may take the TSIA2 exam at no cost.

Tuition and Fees

The base tuition rate for high school dual credit students is $70.00 per credit hour.

Three-hour courses total $210, and four-hour courses total $280.

Certain courses or programs may require additional program costs such as testing, certification, etc. Books and supplies are not included in tuition, and students should plan accordingly. Tuition and fees are susceptible to change at the discretion of Cisco College.

Financial Obligation

Upon registration, students are responsible for making payment arrangements with the Business Office. Students who fail to make arrangements by the posted payment deadlines will be dropped from classes and will be responsible for any fees or remaining balances. The Office of Dual Credit will not register any student who has an unpaid balance of any amount from previous semesters or issue an official college transcript.

Late Registration Fees

Any dual credit students who fail to meet all admissions and enrollment requirements by set deadlines may still register with the permission of the Director of Dual Credit. Students registered after enrollment deadlines will be assessed a $30 late registration fee.

Payment Options

Dual credit students have a variety of ways to submit payments. Options include paying online through Campus Connect, by calling the Business Office, or in person at either the Abilene Educational Center or Cisco campus.

To pay online through Campus Connect, visit www.cisco.edu, select the "Campus Connect" link on the top left-hand side of the page, and login to Campus Connect (see page 7).

Next, move the cursor over the "Student Information" tab and select "Pay/Review Account" on the drop-down menu.
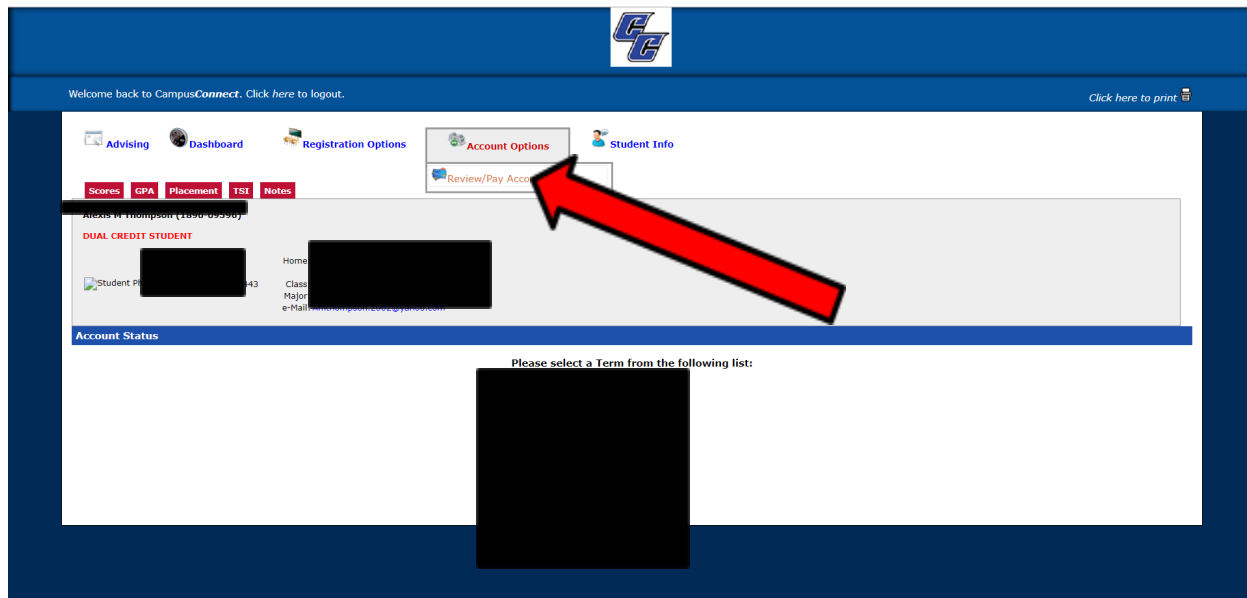
On the following screen, select the appropriate semester and continue. This selection will populate your bill for the term selected. Scroll to the bottom of the bill to find the "Pay by Credit Card" and "Facts" options. Select the desired action and follow the ensuing prompts.

Facts by Nelnet Tuition Management System

To help you meet your educational expenses, Cisco College is pleased to offer Nelnet Business Solutions as a convenient payment plan. The cost to budget your interest-free, monthly tuition payment plan is $25 per semester, non-refundable, Nelnet Enrollment Fee. This fee will be deducted from your account immediately upon contracting with Nelnet Tuition Management.

If you would like to take advantage of the Nelnet Tuition Payment Plan, after your student has been registered for their dual credit class(es), follow the instructions on the Nelnet Payment Plan link from their Campus Connect account. (See page 7 for instructions.)

2023-2024 Dual Credit Financial Aid

Financial aid is available to dual credit students who demonstrate financial need. The Texas Public Education Grant (TPEG) is awarded to students who submit a FAFSA and qualify for the grant. If eligible, students can receive up to $450 toward tuition costs for dual credit. The grant will not exceed semester tuition costs for qualifying students. Students enrolled in 3 semester hours will be credited with $210 in TPEG allotments, the cost of one dual credit class. If a student is enrolling in 7 semester hours, which total $490, the student will be awarded the full TPEG amount of $450 leaving a $40 remaining balance. The student is responsible for the remaining amount should TPEG not cover all tuition costs for the semester. The grant is awarded on a first come, first serve basis. Students may apply for the TPEG grant every academic year they are enrolled in at least 3 hours. Books are not covered by the grant, so students should plan accordingly.

To apply for dual credit financial aid:

Step 1: Apply for a federal student aid "FSA ID" at FAFSA, for you and your parent. The ID will be necessary to complete your FAFSA.

Step 2: Complete the online FAFSA (Free Application for Federal Student Aid) at FAFSA. You will need 2021 Income Tax return and any other financial documents, for you and your parent, to complete this application.

Step 3: Check email provided on FAFSA. The Financial Aid Office will notify you if further documentation is needed.

Step 4: Contact the Office of Dual Credit to find out if you have been awarded TPEG funds. Please allow two weeks for financial aid to process your FAFSA.

FAFSA Deadlines

Fall: October 15
Spring: March 15

Financial Aid Contact Information

Jessica Brown, Advisor, Jessica.brown@cisco.edu, 254.442.5128
Natalie Nickerson, Advisor, natalie.nickerson@cisco.edu, 325.794.4412
Katie Thompson, Advisor, katie.thompson@cisco.edu, 254.442.5150
Linda Sellers, Director, linda.sellers@cisco.edu, 254.442.5155

Dropping Courses

Students wishing to drop a course at any point during the semester should fill out a *Dual Credit Drop Request Form*. The form can be found on the Dual Credit Handbook & Forms webpage. It is the student's sole responsibility to ensure that their courses have been dropped. Failure to properly notify the appropriate high school counselor and Office of Dual Credit of intention to drop may result in a failing grade in the course. Refunds will be administered according to the following schedule.

Fall and Spring Semester Refunds

Prior to the First Class Day	100%
During Class Days One to Fifteen	70%
During Class Days Sixteen to Twenty	25%
After Twentieth Class Day	None

College Expectations

Students who enroll in dual credit course(s) are enrolling in college level courses. Typically, these courses are more demanding than high school courses. Dual credit students are expected to perform at the college level and honor deadlines and expectations established by Cisco College and the student's instructor. College curriculum is more challenging and will require more reading and studying to be successful. College courses do not meet every day and tend to move at a faster pace than that to which high school students are accustomed. Students should familiarize themselves with college and instructor policies to ensure that they are meeting set expectations. Instructors will provide a syllabus in each class that will provide important information regarding course content, course requirements, and expectations. Please review this document carefully.

College Grading

Faculty are responsible for assessing student learning and objective grading. Grades represent the learning that takes place in the course. Both the faculty member and the student should be aware of a student's progress. Faculty should implement and publish a grading system that includes sufficient recorded grades to support the final grade assigned. Assignment feedback and grades should be communicated to students as quickly as possible and prior to any subsequent major assignments or exams. Faculty are encouraged to use Canvas for assignments, feedback and grading, and grade records for all courses. Faculty are required to maintain an electronic gradebook for submission to the registrar at the end of each term. Faculty members may use a plus or minus after a grade to indicate the upper or lower part of the letter range, but such additional marks are not recorded on permanent records. All course syllabi should include course grading policies and assessment methods, per the college syllabus plan.

Grades are as follows:

Grade Description	Grade Points per Semester Hour
A - Superior Achievement	4
B - Excellent Achievement	3
C - Average Achievement	2
D - Passing Achievement	1
I - Incomplete	0
F - Failure	0
W - Official Withdrawal	0

Although a grade of "D" will result in college course credit, it may not satisfy passing requirements for the student's high school. Also, a grade of "D" often will not transfer to another higher education institution.

Minimum Grade Requirements

All dual credit students are expected to make reasonable scholastic progress. The Director of Dual Credit at Cisco College, and applicable high school administrators have the right to remove any student from the dual credit program who is not meeting academic standards set by the college and/or high school. Students who receive a grade of "D" are subject to removal at the discretion of the Director and/or high school. A student who makes a D or F must submit an appeal to the Dual Credit Office by a given deadline stating why they should be allowed to remain in the Dual Credit Program. The Letter of Appeal form can be found on the Dual Credit Handbook & Forms webpage.

Class Attendance

The college attendance policy published in the college catalog and student handbook identifies the allowed number of absences students may accrue during a term. Faculty are responsible for keeping an accurate attendance record including the first and last dates of attendance for all courses regardless of location or format. Eligibility for federal student aid is based in part on enrollment status documented by attendance records. Faculty are encouraged to maintain attendance records on Canvas for all courses regardless of location or format so that students may remain aware of their status in the class and their compliance with course policies.

Catalog Attendance Policy

See Cisco College Catalog and course syllabi.

Attendance and Excused Absences

All Attendance guidelines under Course Information and the catalog attendance policy apply to dual credit courses. However, excused absences for dual credit courses also include UIL extracurricular activities and high school events such as testing, assemblies, and campus-wide drills. Faculty may require dual credit students to provide a high school-approved activity or team schedule in order to verify excused absences. Faculty are encouraged to consult high school websites for calendars and activity or team schedules. Faculty may request that the Office of Dual Credit contact high schools to verify a student or class absence. Per the catalog attendance policy, students are allowed to make up work missed due to an excused absence. Faculty should ensure that syllabus attendance and make-up work policies align with the catalog attendance policy. Faculty may not prohibit students from securing equivalent credit for work missed due to excused absences including in-class work. However, alternate assignments or alternate assignment submission methods may be used. These include different exam or quiz versions or online assignments or quizzes. Syllabus policies should notify students if alternate assignments will or may be required for work missed due to excused absences.

If a student missed one more than the allowed number of absences, he/she may be dropped from the class if the professor deems the student to be failing due to excessive absences, and/or failure to make up work due to absences.

For online or hybrid courses, a student may be dropped after he/she fails to access the course website and/or participate in the class for a two-week period and the professor deems the student is failing.

Any student who ceases to attend class without officially withdrawing through the Dual Credit Office is subject to a grade of "F."

The student will receive a grade of "W" for the course if withdrawn before the last day to drop with a "W" and an "F" if withdrawn after the last day to drop with a "W."

Student Services

Dual credit students have access to all student services provided by Cisco College. These services include tutoring, counseling, library access, and students with disabilities services. Tutoring is provided at no cost for students.

Counseling

The Counseling Office offers a range of services to support the student services mission of Cisco College. The office is under the supervision of the Vice President of Student Services and seeks to provide services and assistance to support students in the attainment of their educational goals. Services provided to students include course advisement, testing and placement, career and personal counseling, orientation, and assistance for special populations.

Students with Disabilities

Cisco College provides appropriate accommodations to qualified students in accordance with the Rehabilitation Act of 1973 and the Americans with Disabilities (ADA) act of 1990. Accommodations are made on a case-by-case basis. Students are encouraged to contact the Disability Services Coordinator as early as possible. Early notice is required to prepare for and provide special accommodations by the first week of class. All requests for special accommodations due to a disability must be accompanied by appropriate and acceptable documentation. It is the responsibility of the student to provide documentation that qualifies the student as an individual with a disability as defined by law that supports the requested accommodation. The student is also responsible for providing current and accurate contact information and for meeting with the Disability Services Coordinator to sign paperwork and receive instructor letters / forms before any accommodations are made.

Disability Services Coordinators:
Cisco Campus, Leigh Dycus, Counselor/Disability Services Coord. Leigh.dycus@cisco.edu, 254-442-5023 (office), 254-442-5100 (fax); 101 College Heights, Cisco, TX 76437.
Abilene Campus, Christina Mendenhall. Counselor/Disability Services Coord. christina.mendenhall@cisco.edu, 325-794-4406 (office), 325-692-2530 (fax); 717 E. Industrial Blvd. Abilene, TX 79602.

Students who believe they would benefit from environmental adjustments as a way to address the impact of a disability are encouraged to contact a Disability Services Coordinator; the Disability Services Coordinator assesses and reviews all documentation to ensure that accommodations are reasonable and appropriate.

Disability (ADA) Accommodations include: Accessible formats (Braille, CD-ROM, large print, etc.), accessible furniture, alternative testing, assistive listening devices, note taking, on-campus housing accommodations, and sign language interpreters.

<u>Writing Center</u>
Writing Centers are staffed with experienced adjunct instructors and accept students on a walk-in basis for help with any aspect of writing assignments for any class or discipline. Semester hours are posted on the college website and at the center locations: AEC 121 in Abilene and Maner Library in Cisco. Faculty are encouraged to notify their students and classes about the center and direct struggling students to the center for additional assistance. Students may access the center and related resources on Canvas.

Email questions to the Writing Center at writingcenter@cisco.edu.

Parent Information

General

Cisco College is honored to provide your student with an education that will prepare them for their future endeavors. Your student has demonstrated that he/she is college ready and capable of handling college expectations. As a result, faculty, staff and high school administration will treat your student as a college student and expect him/her to take responsibility for their education and behavior. College is an experience that encompasses intellectual development, social development, and exposure to multiple viewpoints. Your student will receive a first class education that will allow them to experience higher education while still in high school.

Faculty

Dual credit courses offered by Cisco College are taught by full-time or adjunct faculty who meet the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) credential requirements. Dual credit courses are identical in content and expectations as general population courses at Cisco College.

FERPA

In compliance with the Family Educational Rights & Privacy Act (FERPA), Cisco 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. A student may authorize release of information by signing an Education Records Information Release form in person at the Business Office. Forms may not be submitted electronically nor by anyone other than the student. Students are not required to submit this form.

Cisco College Dual Credit Checklist

1. *Dual credit student*: speak with your high school counselor or high school dual credit representative to ensure that you are eligible to enroll in dual credit.

2. *Dual credit student AND parent:* complete FAFSA and submit a Confirmation Page to your counselor.

3. *Dual credit student:* complete Cisco College's online Admissions application. Application can be found by going to www.cisco.edu and clicking on Apply Button (upper right corner). Please choose Dual Credit/General Studies as your intended major/program.

4. *Dual credit student AND parent:* complete the Dual Credit Request Form. The form can be found on the Dual Credit webpage. Scroll down to your school's name and click on the link to the form.

5. *High school counselor*: submit high school transcript to Office of Dual Credit.

6. *High school counselor and/or student:* provide placement test scores or proof of exemption. Take the TSIA2 placement exam if test scores are needed.

7. *Dual credit student AND parent:* submit proof of Bacterial Meningitis Vaccine (BMV) if you are attending on either Cisco College campus. Check with your student's high school counselor for current vaccination records first.

8. *Dual credit student:* check Campus Connect for semester schedule. The Office of Dual Credit will perform registration once dual credit enrollment begins.

9. *Dual credit student AND parent:* make payment arrangements by Cisco College deadlines. Payment can be made online through Campus Connect, by phone, or in person.

Please contact the Office of Dual Credit with questions or concerns.

Tianay Bralley	Nathan Monroe
Director of Dual Credit	Dual Credit Counselor
(325) 794-4510 – Abilene	(325) 794-4439 – Abilene
(254) 631-1252 – Cell	(325) 829-7168 – Cell