Northwest Vista College
2016-2017
Dual Credit Adjunct Training
Logging into ACES and Reviewing Summary Class List/Roster

- ACES stands for Alamo Colleges Educational Services.

- ACES is the official communication system for Alamo Colleges.
  - We will communicate with students and dual credit teachers through their ACES email.

- ACES can be accessed directly from our home page.
More Tips

· Need to highlight something? Use bold, colored text only sparingly. The color values for the blue text are R=8 G=117 B=184. It is the only color you should ever use.

· Never animate anything in PowerPoint. It makes presentations appear unprofessional.
Welcome to ACES

ACES is a secure portal that provides students, staff, and faculty with access to various applications using a single sign-on. As an ACES user, you will have access to register for classes, financial aid information, email, library resources, and online courses. ACES will also provide you with the latest information of events and important news taking place within your college.

ACES Login Information

- Get my ACES User Name
- Get My Banner ID Number
- Getting started with ACES

Important Numbers

Helpdesk
- NLC: 210-486-5777
- NVC: 210-486-4777
- PAC: 210-486-3777
- SAC: 210-486-0777
- SPC: 210-486-2777
- District: 210-485-0555

Admissions and Records / Enrollment Services
- NLC 210-486-5401
- NVC 210-486-4700
- PAC 210-486-3700
- SAC 210-486-0200
- SPC 210-486-2700

Useful Information

Registration
- Registration and Payment Calendar
View your rosters
Click here for rosters
More Tips

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Fall 2016

Mary C. Dixson
Aug 18, 2014 09:37 am
More Tips

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Summary Class List

An asterisk will appear next to the appropriate field if any of the following conditions exist: 1) The student has more than one major or department in his/her primary or secondary curriculum. 2) The student has a program, level, college, or degree in the secondary curriculum that is different from that in his/her primary curriculum.

If the word Confidential appears next to a student's name, the personal information is to be kept confidential.

Course Information

Interpersonal Communication - SPCH 1318 101
CRN: 60387
Status: Active

Enrollment Counts

<table>
<thead>
<tr>
<th>Maximum</th>
<th>Actual</th>
<th>Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrollment: 25</td>
<td>25</td>
<td>0</td>
</tr>
<tr>
<td>Cross List: 0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Summary Class List

<table>
<thead>
<tr>
<th>Record Number</th>
<th>Student Name</th>
<th>ID</th>
<th>Reg Status</th>
<th>Paid</th>
<th>Level</th>
<th>Credits</th>
<th>Grade Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Mandi L.</td>
<td></td>
<td><strong>Web Registered</strong></td>
<td>Y</td>
<td>Undergraduate</td>
<td>3.000</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Elizabeth</td>
<td></td>
<td><strong>Web Registered</strong></td>
<td>Y</td>
<td>Undergraduate</td>
<td>3.000</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Javier</td>
<td></td>
<td><strong>Web Registered</strong></td>
<td>Y</td>
<td>Undergraduate</td>
<td>3.000</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Amber A.</td>
<td></td>
<td><strong>Web Registered</strong></td>
<td>N</td>
<td>Undergraduate</td>
<td>3.000</td>
<td></td>
</tr>
</tbody>
</table>
Confirming Rosters Prior to 1\textsuperscript{st} Day of Class

- Fall registration will be complete a month prior to the first day of class.
- Spring registration will be complete two weeks after ALL grades are posted.
- Check rosters and report any concerns to your High School Dual Credit (HS DC) Liaison two weeks before the first day of class.
  - If roster is accurate: Print, sign and send to HS DC Liaison for submission to the NVC DC Office
  - If roster is inaccurate: Notify HS DC Liaison via email and include the following information (this will be sent to the NVC DC Office for processing):
    - CRN and course title (55555/ENGL 1301)
    - Student Banner ID (900999999)
    - Student Name (James C. Johnson)
    - Action to be taken (Add, Drop)
Confirming Rosters **After the 1<sup>st</sup> Day of Class, Prior to Census**

- **Adding a student:**
  - No add requests can be performed after the 1<sup>st</sup> day of class.
  - Only individual student situations will be considered.
  - Should an add request be approved the following will be required: Add Slip and Confirmation of Attendance Form (Submitted prior to the term’s Census date)
  - Complete the form, sign, date and submit to HS DC Liaison for submission to NVC DC Office
    - See examples for guidance
    - Request will not be processed unless the form is completed properly
  - Email confirmation of submission to HS DC Liaison to have electronic record
Example of ADD Paperwork:

- Need to highlight something?
- Use **bold, colored text** only sparingly. The color values for the blue text are R=8 G=117 B=184. It is the only color you should ever use.
- Never animate anything in PowerPoint. It makes presentations appear unprofessional.

---

**DROP/ADD Form**

**Example of ADD After 1st Day of Class, Before the Term's Census Date**

<table>
<thead>
<tr>
<th>BANNER ID</th>
<th>Today's Date</th>
<th>Fall 2014 (or appropriate semester and year)</th>
</tr>
</thead>
</table>

**LAST NAME** Johnson  
**FIRST NAME** James C.

<table>
<thead>
<tr>
<th>DROP</th>
<th>CRN</th>
<th>COURSE</th>
<th>NUMBER</th>
<th>SECTION</th>
<th>LAST DAY OF ATTENDANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ADD</th>
<th>CRN</th>
<th>COURSE</th>
<th>NUMBER</th>
<th>SECTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>55555</td>
<td>ENGL</td>
<td>1301</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**REASON:**  
☑️ Academic  ☐ Personal  ☐ Military  ☐ Never Attended  ☐ Other

**CHECK ONE:**  
☐ All Course Drop  ☐ Drop on/before Census  ☐ Drop After Census  ☐ Reinstatement  ☐ Audit

**REMARKS:** Provide the reason for the add.

---

**SIGNATURES**

**DATE**

**INSTRUCTOR/COUNSELOR**

**SIGNATURE**  
**Today's Date**

**CHAIR**

**DEAN**

**VICE PRESIDENT**

**RECORDS & REGISTRATION**

**STUDENT SIGNATURE:**

Check Here If Receiving VA Benefits

---

**WHITE - OFFICE**  
**YELLOW - STUDENT**

**REV 8/2012 (CSI)**
**Confirmation of Attendance**

Banner ID Number: 9009999999

<table>
<thead>
<tr>
<th>Name of Student</th>
<th>Johnson</th>
<th>James</th>
<th>C.</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Please print)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Number</th>
<th>55555/ENGL</th>
<th>Number:</th>
<th>1301</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Section:</td>
<td></td>
</tr>
</tbody>
</table>

**Exact Dates of Attendance**

(First Date of class for Term to Current Date or End of term Date)

<table>
<thead>
<tr>
<th>FL 2014</th>
<th>08 / 25 / 2014</th>
<th>*Enter the 1st Date of Class for Term</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Month / Day / Year</td>
<td>*Enter the 1st Date of Class for Term</td>
</tr>
<tr>
<td>SP 2015</td>
<td>01 / 20 / 2015</td>
<td>*Enter Today’s Date or if term has ended, Enter Term’s End Date</td>
</tr>
<tr>
<td></td>
<td>Month / Day / Year</td>
<td>*Enter Today’s Date or if term has ended, Enter Term’s End Date</td>
</tr>
</tbody>
</table>

**Teacher Printed Name**

(Instructor/Print Name)

**Teacher Signature**

(Instructor’s Signature)

**Today’s Date**

Date

* Please attach this Confirmation Form to your Census Roll and return to the Student Success Office.
Continued… Confirming Rosters After 1st Day of Class, Prior to Census

- **Dropping a student.**
  - Drop paperwork is required after the first day of class even if instructor is performing a Smart Drop
    - See next slide for more information on the Smart Drop process
  - No drops can be performed or requested after the Term’s Census Date
  - Complete the form, sign, date and submit to HS DC Liaison for submission to NVC DC Office
    - See examples for guidance
    - Request will not be processed unless the form is completed properly
  - Email confirmation of submission to HS DC Liaison to have electronic record
Continued… Confirming Rosters After 1st Day of Class, Prior to Census

- UPDATE - Smart Drop

  - Effective fall 2014:
    - Alamo Colleges Smart Drop policy will give instructors the ability to drop students if they miss the first day of class
    - Drops will be performed through the ACES roster
    - Please communicate all Smart Drops to your High School Dual Credit Liaison

**NOTE:** Some ISDs/high schools do not want their dual credit adjuncts performing Smart Drops. Please check with your Academic Dean and/or the high school dual credit liaison before processing a Smart Drop.
Example of DROP Paperwork

· "Dropping" after the term’s census date is considered a Withdrawal.
· When a withdrawal is processed, the following will occur:
  · The instructor must post a Final Grade of “W” on the student’s record through their ACES Roster (See Posting Grades).
  · The instructor must complete and submit a Drop Slip indicating the Withdrawal and provide to the HS DC Liaison for submission to the NVC DC Office, see example.
  · The grade of “W” will appear on the student’s college transcript.
· Withdrawals performed through the dual credit program will not affect the student’s Six Drop Rule.
· Withdrawals performed through the dual credit program are counted toward the student’s 3-peat Rule.

Example of DROP Paperwork

DROP/ADD Form

Example of Drop After 1st Day of Class, Before the Term’s Census Date

9009999999

BANNER ID

Today’s Date

DATE

Fall

SEMESTER

2014

YEAR

LAST NAME Johnson

FIRST NAME James C.

DROP

CRN 55555

COURSE ENGL

NUMBER 1301

SECTION

LAST DAY OF ATTENDANCE

Last Date Attended

ADD

CRN

COURSE

NUMBER

SECTION

REASON:

☐ Academic ☐ Personal

☐ Military ☐ Never Attended

☐ Other

CHECK ONE:

☐ All Courses Drop

☐ Drop on/before Census

☐ Drop After Census

☐ Reinstatement

☐ Audit

REMARKS: Provide the reason for the drop.

SIGNATURES

DATE

INSTRUCTOR/COUNSELOR

Signature Today’s Date

CHAIR

DEAN

VICE PRESIDENT

RECORDS & REGISTRATION

STUDENT SIGNATURE:

Check Here If Receiving VA Benefits:

WHITE - OFFICE

YELLOW - STUDENT

REV 6/2012 (CS1)
“Dropping” Students After Census

- “Dropping” after the term’s census date is considered a Withdrawal
  - When a withdrawal is processed, the following will occur:
  - The instructor must post a Final Grade of “W” on the student’s record through their ACES Roster (See Posting Grades)
  - The instructor must complete a Drop Slip indicating the Withdrawal and provide to the HS DC Liaison for submission to the NVC DC Office, see example
  - The grade of “W” will appear on the student’s college transcript
  - Withdrawals performed through the dual credit program will not affect the student’s Six Drop Rule.
  - Withdrawals performed through the dual credit program are counted toward the student’s 3-Peat Rule.
# Example of WITHDRAWAL Paperwork

Example of a Withdrawal. Submit after the term’s Census Date, prior to the Last Date to Withdraw Deadline.

<table>
<thead>
<tr>
<th>DROP/ADD Form</th>
<th>Example of a Withdrawal. Submit after the term's Census Date, prior to the Last Date to Withdraw Deadline.</th>
</tr>
</thead>
<tbody>
<tr>
<td>BANNER ID</td>
<td>9009999999</td>
</tr>
<tr>
<td>DATE</td>
<td>Today's Date</td>
</tr>
<tr>
<td>SEMESTER</td>
<td>Fall</td>
</tr>
<tr>
<td>YEAR</td>
<td>2014 (or appropriate semester and year)</td>
</tr>
<tr>
<td>LAST NAME</td>
<td>Johnson</td>
</tr>
<tr>
<td>FIRST NAME</td>
<td>James C.</td>
</tr>
<tr>
<td>CRN</td>
<td>55555</td>
</tr>
<tr>
<td>COURSE</td>
<td>ENGL</td>
</tr>
<tr>
<td>NUMBER</td>
<td>1301</td>
</tr>
<tr>
<td>SECTION</td>
<td></td>
</tr>
</tbody>
</table>

## Drop

<table>
<thead>
<tr>
<th>DROP</th>
<th>CRN</th>
<th>COURSE</th>
<th>NUMBER</th>
<th>SECTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>55555</td>
<td></td>
<td>ENGL</td>
<td>1301</td>
<td></td>
</tr>
</tbody>
</table>

## Add

<table>
<thead>
<tr>
<th>ADD</th>
<th>CRN</th>
<th>COURSE</th>
<th>NUMBER</th>
<th>SECTION</th>
</tr>
</thead>
</table>

## Signature

**Signature**

Today’s Date

**INSTRUCTOR/COUNSELOR**

**CHAIR**

**DEAN**

**VICE PRESIDENT**

**RECORDS & REGISTRATION**

## Reason

- [X] Academic
- [ ] Personal
- [ ] Military
- [ ] Never Attended
- [ ] Other

## Check One

- [ ] All Courses Drop
- [ ] Drop After Census
- [ ] Reinstatement
- [ ] Audit

## Remarks

Provide the reason for the withdrawal.

## Student Signature

Check Here If Receiving VA Benefits

**WHITE - OFFICE**

**YELLOW - STUDENT**

**REV 8/2012 (CSI)**
Posting Grades and 2015-2016 DC Academic Calendar

Posting Grades:

- All grades are due by the grading deadline per term
- When entering grades into your ACES Roster:
  - Enter all grades at one time
  - Ensure you do not have additional pages of students to grade (Each screen only reveals 25 students at a time.)

- **Mid-Term grades must be posted**
- Final grades cannot be changed once submitted without a Change of Grade (COG) form.
  - Ensure the COG is completed and submitted to the HS DC Liaison prior to the grading deadline to ensure your grade is corrected.
Incomplete grades “I”: May be issued if student has a passing average on all completed coursework and a justified reason, such as illness or death in the family.

The “I” becomes an “F” and may prevent the student from being enrolled into future terms, unless the following takes place:

- Meet with the student and lay out expectations and a deadline
  - If fall grade: Deadline prior to spring term
  - If spring grade: Deadline prior to summer term
- Make a contract, signed by instructor and student
- Submit contract to the HS DC Liaison for submission to the DC Office
- Please note: Do not post an “I” if you missed the withdrawal deadline.
Incomplete grades “I” Continued:

Once the deadline is met:

- Complete and sign a COG
- Submit the COG to the HS DC Liaison for submission to the DC Office
- For students who were not enrolled into their spring course due to the grade of “I”/”F”
  - Complete and sign an Add/Drop slip and Confirmation of Attendance form for the spring courses
  - Submit paperwork to the HS DC Liaison for submission to the DC Office

Posting grades of D or F:

- Please ensure to indicate the Last Date of Attendance on your ACES Roster when posting grades of D or F
Consequences of missing grades

- Reports of missing grades are shared with Chairs/NVC DC Office who are alerting faculty/HS DC Liaisons to ensure deadlines are met.
- As of Spring 2012, the following may occur for faculty members who fail to post grades by the deadline:
  - Adjuncts may lose the opportunity to teach, and
  - A list of the instructors pending grades will be sent to the ISD/Charter School Administrators for review.
- Graduated students are also affected if their grades are not posted by the deadline. They experience the following:
  - Unable to receive a final college transcript reflecting course work and grades.
  - Therefore, unable to met Admission Deadlines for the college or university they plan to attend due to the grading delay.
  - Advised and enrolled into college courses for which they have already received credit through dual credit.
Click Here to Post Mid-Term Grades
Click Here to Post Final Grades
Example of a CHANGE OF GRADE

Change of Grade

Name of Student
Last
First
M.I.

Semester/Year: Fall 2014
Course: ENGL
Number: 1301
Section/CRN: 55555

Previous Grade Assigned: Enter Grade
New Grade Recorded: Enter Grade

Reason/Remarks: Enter reason grade was not posted by grading deadline.

Print Teacher's Name
(Instructor/Print Name)

Print document and Sign
(Instructor's Signature)

(Academic Chair / Print Name)

(Academic Chair / Signature)

(Vice President's printed name)

(Vice President Signature)

* Vice President's signature only required if grade change is more than 1 year
Concourse (e-Syllabus)

- Concourse is the new e-syllabus tool that will be used by the Alamo Colleges to comply with Texas House Bill 2504 which requires all public institutions of higher education to post information about courses, faculty, and other information on the web. Also please note, concourse is mandatory and listed on all ISD course agreements.
  - For more information, please visit the Texas Higher Education Coordinating Board (THECB) website.

- If instructors need to review the online Concourse training for faculty, it is available through ACES, Employee tab, top of the right column, or click here.
Uploading syllabus
How it Works

Building Process

1. Data extracted from Banner is fed in to create high-level templates. District policies are included in this data.
2. College admins input additional data, such as college policies. (NOTE: For Fall 2013, District admins added College policies to expedite the Concourse roll-out.)
3. Departmental admins input course-specific data, such as common textbook information
4. Individual syllabi are created, already populated with data inputted at the higher levels.
5. Instructors input minimal details to complete their syllabus.

Instructors input minimal details to complete their syllabus.
What Exactly Is Included In Every Syllabus?

Added by District, College, and Department Admins (before you start editing):

- Course identifiers - including college, course name, number, and section; credits; term; and general course description
- Added by System Admins (before you access it):
- Learning objectives (if available at the system or college level)
- Pre-/Co-requisites
- Institutional policies
- College policies
- Course description - if a detailed or more-specific description is needed
- Course materials (if common to all sections of a course) with complete details such as textbook title, author, publisher, edition, ISBN, and purchasing options.
- Any other departmental or course-wide policies or requirements

Added by Faculty:

- Curriculum Vitae - including all institutions of higher ed and degrees earned, all previous teaching positions with names of institutions and dates of employment, significant professional publications relevant to academic positions held (with citations), and instructor contact information.
- Meeting days/times and delivery method (face-to-face, online, etc.)
- Course materials (if unique to specific sections of a course) with complete details such as textbook title, author, publisher, edition, ISBN, and purchasing options.
- A brief description of each major course requirement, including each major assignment and examination
- Required and recommended readings
- A general description of the subject matter of each lecture or discussion, i.e., a schedule of topics, activities, and assignments
- Grading policy (how grades will be determined)
- Any additional classroom policies

The syllabus must be available on the college's website no later than the seventh day after the first day of classes for the semester or other academic term.
New Features for your courses

- Students can now access tutoring services directly from their ACES accounts.
- Tutoring services are tied to the student’s course.
# NVC Academic Department Chairs

<table>
<thead>
<tr>
<th>English and Reading</th>
<th>Fine &amp; Performing Arts and Kinesiology</th>
<th>Humanities</th>
</tr>
</thead>
<tbody>
<tr>
<td>JH 111 - 210.486.4856</td>
<td>PCA 105 - 210.486.4374</td>
<td>LOH 206 - 210.486.4768</td>
</tr>
<tr>
<td>Chair: V. June Pedraza <a href="mailto:vpedraza@alamo.edu">vpedraza@alamo.edu</a></td>
<td>Chair: Tim Jones <a href="mailto:tjones75@alamo.edu">tjones75@alamo.edu</a></td>
<td>Chair: Charles Hinkley <a href="mailto:chinkley@alamo.edu">chinkley@alamo.edu</a></td>
</tr>
<tr>
<td>Adm: Debbie Perales <a href="mailto:dperales11@alamo.edu">dperales11@alamo.edu</a></td>
<td>Adm: Susan Palmer <a href="mailto:spalmer21@alamo.edu">spalmer21@alamo.edu</a></td>
<td>Adm: Briana McFadden <a href="mailto:bmcfadden4@alamo.edu">bmcfadden4@alamo.edu</a></td>
</tr>
<tr>
<td>· English</td>
<td>· Art</td>
<td>· Foreign Languages</td>
</tr>
<tr>
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<td>· Dance</td>
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<tr>
<td>Math</td>
<td>Natural and Physical Sciences</td>
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<td>-------------------------------------</td>
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<tr>
<td>JH 213 - 210.486.4814</td>
<td>LOH 306 - 210.486.4057</td>
<td></td>
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<tr>
<td>Chair: Qiaoying Zhou</td>
<td>Chair: Rick Chamblin</td>
<td></td>
</tr>
<tr>
<td><a href="mailto:qzhou2@alamo.edu">qzhou2@alamo.edu</a></td>
<td><a href="mailto:rchamblin@alamo.edu">rchamblin@alamo.edu</a></td>
<td></td>
</tr>
<tr>
<td>Adms: Yalitza Guerra</td>
<td>Adm: Erica Arcos</td>
<td></td>
</tr>
<tr>
<td><a href="mailto:yguerra12@alamo.edu">yguerra12@alamo.edu</a></td>
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<tr>
<td>· DE Math</td>
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<td>Social Sciences</td>
<td>Workforce and Technical Programs</td>
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<tr>
<td>LOH 206 - 210.486.4856</td>
<td>MLH 201 - 210.486.4352</td>
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</tr>
<tr>
<td>Chair: Trina Cowan</td>
<td>Chair: Heather McCreery</td>
<td></td>
</tr>
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<td><a href="mailto:tdiehl@alamo.edu">tdiehl@alamo.edu</a></td>
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</tr>
<tr>
<td>Adms: Alicia Baltazar</td>
<td>Adm: Emily A. Coppin</td>
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<td><a href="mailto:abaltazar5@alamo.edu">abaltazar5@alamo.edu</a></td>
<td><a href="mailto:ecoppin@alamo.edu">ecoppin@alamo.edu</a></td>
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Questions & Closing
Dual Credit Team

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Marlyne Perez, Sr. Specialist-Student Success
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