Northwest Vista College
Fall 2017- Spring 2018
Dual Credit High School Liaison and Academic Dean Training
New Update for Fall 2017

- $100 per student per course if less than 80% of actual student enrollment in a course on census date
- School District will pay Alamo Colleges $2,800 per Course if HS students take 80% or higher of actual student enrollment in a course on census date
- Maximum cost cap per course of $2,800
- Expand from 10 courses (30 college hours) to 14 courses (42-45 college hours)

<table>
<thead>
<tr>
<th>Grade Level</th>
<th>Current</th>
<th>Beginning in 17-18</th>
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<tbody>
<tr>
<td></td>
<td>No. Courses in Fall 2016</td>
<td>No. Courses in Spring 2017</td>
</tr>
<tr>
<td>12th</td>
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</tr>
<tr>
<td>11th</td>
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</tr>
<tr>
<td>10th</td>
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<td>1</td>
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<td>9th</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Total Courses</td>
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Apply Texas App Reminders

Deadline: February 13, 2017

- Students will complete the **Apply Texas** application through the AlamoENROLL - Ready, Set, Apply module, accessible at [www.alamo.edu/AlamoENROLL](http://www.alamo.edu/AlamoENROLL)
  - The residency portion must be answered per the parents’/legal guardians’ residency status
- How do students know they can move on to the modules?
  - Log into their ACES account after 48 hours
  - If successful, complete modules and print completion page
  - If they cannot log into their accounts, the high school will have log in information in the database. (See attached)
GoFAARR and PAA Modules

- All dual credit students **must** complete the Dual Credit Go FAARR module
  - Students will not be registered for courses if this module is not completed
  - The Test Prep module is only required if:
    - The student decides to take the TSI Assessment through the College’s Testing Center
    - The ISD/High School **is** an approved TSI Testing Center. Yet they decided the Alamo Colleges Pre-Assessment Activity (PAA) is sufficient for their needs
    - Per the Dual Credit MOU, all TSI approved ISD/High School Testing Centers are required to provide their students the PAA prior to taking the TSI Assessment

The Apply Texas login username and password **CANNOT** be used to log into ACES
Apply Texas Counselor Portal

- Allows you to look at the status of all applications
- Assist with ensuring all applied students are accounted for on your Dual Credit high school database and Verification Form
- Region 20 provides access to all high school counselors per request. Please check with your Counseling Office to determine the status of your school’s current accessibility
  - Region 20 contact is Victoria Bustos, Victoria.Bustos@esc20.net
- More information on the Counselor Portal can be found at https://admin.applytexas.org/index.html, click on Counselor Authorization Information
Bacterial Meningitis and Title IX

- Bacterial Meningitis Vaccinations are no longer submitted to the dual credit office. Yet by state law, all students need to have a current BM vaccination if attending classes on a college campus.

- Per the college and ISD MOU agreement, the high school will be responsible for making sure students have updated bacterial meningitis vaccinations on file for students who will be taking courses at the college campus. Also per the verification form, the high school will be responsible for making sure the students have their bacterial meningitis vaccination if needed for courses taken at the college campus.

- **Title IX Sex Discrimination and Harassment**
  - Per state regulations, colleges must provide information prior to the student enrolling
    - All students will have access to Title IX information via their ACES account through **AlamoCARES**. It’s the student’s responsibility to make sure they access this information.
Verification Form
Deadline: March 6th

• Certifies all students recommended for Fall 2016 & Spring 2017 are eligible for participation in the Alamo Colleges’ Dual Credit programs
• Certifies Completion of Ready, Set, Apply by the February 13th deadline;
• Certifies Completion of Pre-Assessment Activity, TSI Assessment and/or alternative instrument(s) to qualify for the program and course selection
• Are in good academic standing at the high school
• Have the appropriate Bacterial Meningitis documents on file at the high school per the verification form.
• This form is a recommendation that serves as an unofficial transcript
TSI and Assessment Standards: Qualifying for Dual Credit

- TSI Assessment with College Ready Scores: (Deadline for initial scores April 17, 2017)
  - TSI Writing Placer: 363-390 w/Essay of 4 or Essay score of 5
  - TSI Reader Placer: 351-390
  - TSI Math Placer: 350-380
- TSI Exemption:
  - SAT, ACT, STAAR EOC
    - The score report has to be provided by College Board or other approved source
  - Completed approved College Course with C or higher
    - Includes AP Scores that meet Alamo College Credit by Exam policy
- Dual Credit Waiver
  - PSAT - Still awaiting updated PSAT Scores from THECB
  - EOC – Still awaiting for receiving process between ISD and college
  - CTE and Level 1 Certificate seeking students
  - It is possible a student may not be eligible for every subject they would like to take
DC Waiver Eligibility

- Qualifying test scores from state approved exams for DC Waiver:
  - PSAT – Still awaiting updated PSAT Scores from THECB
  - EOC – English II (4000); Algebra I (4000) with passing grade in Algebra II course

- CTE and Level 1 Certificates:
  - However, will be required to complete the AlamoENROLL modules and take the TSI Assessment as a diagnostic.
  - Additionally, students who step out of their certificate program are considered degree seeking and will be held to the TSI policies.

- The waiver will be updated upon completion of DC program
  - If student successfully completes approved DC Course, Waiver changed to permanent exemption for the respective TSI areas. (i.e. ENGL 1301 Completed with C or better exempts Reading and Writing.)
  - If student does not successfully complete approved DC Course, Waiver changed to require TSI for non DC courses. (i.e. ENGL 1301 completed less than C will require to take TSI in Reading and Writing for non DC program.)
TSI and Assessment Standards, continued

- College Level Placement is met when:
  - Student score results meet Alamo College and College Departmental standards per course
  - It is possible a student may not be eligible for every subject they would like to take

- TSI Assessment College Level Requirements for Placement
  - TSI Writing Placer: 363-390 w/Essay of 4 or Essay score of 5
  - TSI Reader Placer: 351-390
  - TSI Math Placer: 350-380

- Scores are subject to change due to the novelty of the instrument (Per the State, this is Phase I for the TSI Assessment)
- All information pertaining to placement and college level readiness will be provided once it has been finalized or adjusted
TSI Exemptions

- SAT will be based on the date it was administered:
  - SAT prior to March 5th, 2016
    - 500+ on Critical Reading portion
    - 500+ on Math portion
    - 1070+ on the combination of Critical Reading and Math Portions
  - SAT On or After March 5th, 2016
    - 480+ on the Evidence-Based Reading and Writing
    - 530+ on Math portion

- ACT: 19+ on both the English and Math portions with a Composite of 23+

- STAAR end-of-course (EOC)
  - English III with 4000 (Reading 2000 and Writing 2000)
  - Algebra II with 4000
Application Packet Requirements

- **First Time Student (Freshman, Sophomore, Junior or Senior Packet):**
  - Apply Texas Application
  - Student/Parent Consent Form
  - Test Scores
  - Residency Documentation (if necessary)
  - Listed on high school’s Verification List

- **Returning Student Packet:**
  - Re-Apply (necessary, if student did not take courses for a full year)
  - Submit any Re-Test Scores before deadlines
  - Revised Student/Parent Consent Form (if necessary)
  - Listed on school’s Verification List
Submission of Admission Paperwork Before

Deadline: April 17th, 2017

- All high schools will do the following by the posted deadlines:
  - Update database with submission of Student/Parent consent form
  - For incoming Freshman, high schools will need to work with their feeder middle schools in order to get copies of their incoming Freshman consent forms.
  - Ensure Freshman have test scores submitted
  - Ensure database has the required correct information per student:
    - **Graduation Date**
    - **Birth Date**
    - **High School ID for all students**
Submission of Admission Paperwork Before
Deadline: April 17th, 2017

· Consent Form Binder Format:
  · Four Tabs: Labeled – 9th, 10th, 11th, 12th
  · Alphabetical order.
  · All Consent forms and Verification List must have student Banner ID listed
    · August 11th New updated verification form needs to be submitted.
    · Do not include consent forms for students determined ineligible for not applying before the deadline.
    · Do not print consent forms onto colored paper
  · At time of submission, database and forms should be aligned.
  · Submit updated database via email

· Note: If students fail to meet application and/or testing deadlines, they will be considered ineligible. High school liaison is responsible for communicating student’s final eligibility.
Communication with high school and parents

- **High School:**
  - Dual Credit Database: Refer to the Comments Field and most recent updated database for accurate information
  - Ensure all students considered ineligible per your database are informed immediately.

- **Registration Communication:**
  - All communication with the College Dual Credit Liaisons must come from the HS Dual Credit Liaison. This will eliminate any inconsistency on information

- **Parent Communication:**
  - FERPA gives parents certain rights with respect to their children’s educational 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.** Students to whom the rights have transferred are “eligible students.” Parent inquiries will be re-directed to the HS.

- **Student Communication:**
  - Student can verify their dual credit course registration by logging into their ACES. Emails will be sent to student via ACES email account. Students have the ability to email or call the college
Final Database and Rosters

· A minimum of two eligibility databases will be submitted
  · Mid-May and mid-June
    · By the **end of May**, all high schools need to have a list of possible incoming Freshman with their dual credit course card requests. Please contact your feeder middle schools for a list of possible incoming freshman applicants.

· Course rosters must:
  · Be in the format provided by the College
  · Include all required fields
  · Only list eligible students per subject
  · Have all incoming eligible freshman listed.
    · **Magnet schools need to let the DC office know right away if a student is transferring high schools.**
Alamo College Registration Timeline

Deadline for Initial Rosters: June 9th

- Registration based off Initial Rosters will be processed:
  - Mid-June to two days before 1st Day of Class - Fall
  - Mid-November to two days before 1st Day of Class - Spring
- Add/Drop excel spreadsheet is permissible up to a week before 1st Day of Class
  - Make sure students attend prep days to check schedules or make changes
- Submit spreadsheet on a weekly basis – refrain from sending one student requests
  - Make sure all correct information is included (banner, CRN, course title, etc..)
Verifying Student Schedules and Rosters

- Work with your counselors to ensure all students are registered correctly.
- Ask Instructors to verify their rosters.
- Instructors need to inform you and counselor if they use Smart Drop option!
- Ask students to log into their ACES to verify registration.
- Ask counselors to communicate all schedule changes to the high school dual credit liaison.
- Make sure student is eligible for courses requested.
Schedule Changes and Drops
Allowed August 21-September 8th

- No new student enrollment
- Only for students with existing registration
- Changes to the high school schedule can affect the college’s records and transcript if not reported within the deadline given.
- Students need to have been in class the first day of class for add or same subject switch requests.
- Must submit required paperwork:
  - Add/Drop forms
  - Confirmation of attendance
  - Memo with explanation
  - Registrar’s copy of first day attendance
Alamo College Withdrawal Timeline

· **After Census September 13th** *(Instructor’s responsibility)*
  - Drops are processed as a Withdrawal *(Final Grade of “W”)* must be posted by the Dual Credit Teacher via ACES - Drop slip required for record purposes only.
  - “W” grade 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

· For all Registration Related Timeline deadlines, please view the Academic Calendar on the College website: For NVC - [http://www.alamo.edu/nvc/dual-credit/instructors.htm](http://www.alamo.edu/nvc/dual-credit/instructors.htm)
Academic Standing

· Policy
  · Student cannot make any grades of D or F in any dual credit course.
    · Note: ISD grading scale may differ than college scale
  · Student must maintain an overall college GPA of a 2.0 to remain in good Academic Standing and continue participation in the Dual Credit Program

· What happens if a student fails to meet policy?
  · Dual Credit Office will:
    · Review all final grades and determine who is no longer eligible for the program
    · Drop students from future dual credit enrollment
    · Submit a list of students who are no longer eligible to participate in the program, to the high school dual credit liaison
HS Dual Credit Liaison will notify students that they are ineligible for the program and cannot re-enroll for future terms or academic years.

Students taking a semester by semester course and a year-long course, will not be dropped from the year-long subject due to this policy.

NOTE: All year-long courses are set-up within the fall term in our Banner system. Therefore, students are not enrolled into a physical course during the spring term. Grades for year-long courses are not posted until after the spring term for that academic year.
Verifying Annual Agreement Schedule and New Faculty

- **May 8th** Deadline for high school course agreement schedule
  - Changes/Updates must be provided by the high school academic dean before the deadline.
  - Refer to the ISD/High School Course Agreement list for guidance with creating/adjusting the dual credit roster
- **June 2nd** Deadline for New Faculty (Instructors)
  - Remind instructors they are hired through both NISD and Northwest Vista College
  - Submission of application via NVC Dual Credit Application
  - Required Master’s Degree with 18hrs in the discipline (subject)
  - Submit 2 sealed or electronic official transcripts to the Dual Credit Office
**2017-2018 Dual Credit Admission & Enrollment Calendar**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 7, 2016</td>
<td>Discussion Sessions with ISDs, Parents and Students</td>
</tr>
<tr>
<td>February 13, 2017</td>
<td>AlamoENROLL Ready, Set, Apply Due</td>
</tr>
<tr>
<td>March 6, 2017</td>
<td>Verification of Applicant Eligibility Form Due</td>
</tr>
<tr>
<td>April 17, 2017</td>
<td>Student Admission Requirements and Initial Assessment Results Due</td>
</tr>
<tr>
<td>May 8, 2017</td>
<td>Prepare Annual Agreement</td>
</tr>
<tr>
<td>June 9, 2017</td>
<td>Deadline to Submit Re-test Results</td>
</tr>
<tr>
<td>June 9, 2017</td>
<td>ISD/School Rosters for Registration Due</td>
</tr>
<tr>
<td>July 14, 2017</td>
<td>Alamo Academy Student Admission Deadline</td>
</tr>
<tr>
<td>August 11, 2017</td>
<td>Submission Deadline for Completed New³ Student Admission Packets &amp; Updated Verification Form</td>
</tr>
<tr>
<td>August 16, 2017</td>
<td>Prep Files and Process Registration</td>
</tr>
<tr>
<td>August 18, 2017</td>
<td>Deadline for all Registration¹</td>
</tr>
<tr>
<td>August 21, 2017</td>
<td>First day of class</td>
</tr>
<tr>
<td>September 8, 2017</td>
<td>Schedule Changes Allowed with Proper Paperwork - Classes Begin, August 28th (No New Enrollments)¹⁻²</td>
</tr>
<tr>
<td>September 13, 2017</td>
<td>Fall 2017 Census Date¹⁻²</td>
</tr>
<tr>
<td>November 17, 2017</td>
<td>Last Day to Withdraw for fall – Letter grade of “W” will be on College Transcript¹⁻²</td>
</tr>
</tbody>
</table>

¹ Date listed is subject to change until the Alamo College 2017-2018 Academic Calendar is finalized.

² Date listed is based off courses built in a 16-week part of term (POT) and may not coincide with the POTs your dual credit courses are built. Please ensure faculty follow the Semester Important Dates for the appropriate timeline for all possible POTs.

³ A "New Student," is a student entering an Alamo Colleges service area high school from an ISD or high school in another state or city.
Questions & Closing
Dual Credit Team

Julie Boerm, Coordinator of High School Programs
Marlyne Perez, Sr. Specialist-Student Success
Victoria Martinez, Sr. Specialist-Student Success

www.alamo.edu/nvc/dual-credit/
Main Line: 210.486.4260
Fax: 210.486.9037
Admission Flow Chart

Applying
- Complete AlamoENROLL-Ready, Set, Apply
- Login to ACES
- Complete GoFAARR Module
- Complete Test Prep Module, if necessary
- Submit Consent Form to HS LC Liaison
- Submit Residency/Bacterial Meningitis documents to College, if necessary

Testing
- Seek test dates from HS Liaison for their one-site test
- Schedule testing with College Assessment Office, if necessary
- Ensure you notify HS Liaison that you plan to test at the College

Graduating
- Congratulations!
- Requesting College Transcript: Go to http://www.alamo.edu/nvc/dual-credit/graduates.htm
- Returning as a College Student: Go to http://www.alamo.edu/AlamoENROLL
- Complete process for Future Student-Dual Credit High School Graduate

Registering
- Ensure you complete your HS course card
- Log into ACES and verify dual credit schedule, two weeks before 1st Day of Class
- Attend Prep Days to correct or change dual credit schedule
- Communicate with HS Liaison IMMEDIATELY, to correct schedule discrepancies
- NO changes can be made after the 1st Day of Class