



**ALAMO COLLEGES DISTRICT**  
**St. Philip's College**

**DUAL CREDIT & EARLY COLLEGE HS**  
**ANNUAL BREAKFAST MEETING**

**MONDAY, FEBRUARY 5, 2018**

# Important Dates (Timeline) 2018 – 2019

## FALL 2018 DEADLINES

Monday, February 12, 2018	Alamo ENROLL Ready, Set, Apply TX due (Apply TX, Go FAARR, & TEST PREP MODULES IN ACES)
Monday, March 5, 2018	*Verification Form and School Roster (*New students only) and School Roster
Monday, March 26, 2018	Turn in Estimated Sections (Periods) per instructor for college course on high school campus
Monday, April 16, 2018	Parent Consent forms, Updated School Roster, & Test Scores
Monday, June 4, 2018	Deadline to submit Re-test Results/Final School Rosters DUE
Thursday, June 7, 2018	Fall 2018 Deadline for New & Existing Faculty Applications
Wednesday, August 8, 2018	Submission deadline to complete New students registration & Updated Verification form due (new students to your school/district only)
Monday, August 27, 2018	Classes Begin
Wednesday, September 12, 2018	Fall 2018 Census Date
Friday, November 16, 2018	Last Day to Withdraw for Fall 2018 (letter grade of "W" will be on college transcript)

# Important Dates (Timeline) 2018 – 2019

## Spring 2019 DEADLINES

Friday, September 14, 2018	Turn in Sections (Periods) per instructor for college course on high school campus
Friday, October 5, 2018	Spring 2019 Deadline for New & Existing Faculty Applications
Friday, October 19, 2018	Alamo ENROLL Ready, Set, Apply TX due (Apply TX, Go FAARR, & TEST PREP MODULES IN ACES) Apply Texas for Spring 2019 opens September 15 <sup>th</sup>
Friday, October 26, 2018	*Verification Form and School Roster (*New students only) and School Roster
Friday, November 9, 2018	Parent Consent forms, Updated School Roster, & Test Scores
Friday, January 4, 2019	Submission deadline to complete New students' registration & Updated Verification form due (new students to your school/district only)
Friday, January 11, 2019	Deadline to submit Re-test Results/Final School Rosters DUE
Tuesday, January 22, 2019	Classes Begin
Wednesday, February 6, 2019	Spring 2019 Census Date
Monday, April 22, 2019	Last Day to Withdraw for Spring 2019 (letter grade of "W" will be on college transcript)

# Apply Texas - Steps

Due  
2/12/18

## Recommendations

- Inform students to write down:
  - Apply Texas Application ID#
  - Email address used
  - Username and Password
- Students' need to be cautious of how they input their First and Last Name.
- Social Security # is recommended not required. But, if not entered you cannot locate in the find Banner ID and Username ID Links.



ALAMO COLLEGES DISTRICT  
St. Philip's College

Dual Credit

### Dual Credit - ApplyTexas Guide

#### Create an Account

1. Complete all items in the My Profile tab
2. Ensure to select SAVE PROFILE when done
3. Record Apply Texas Username (email) and Password for future reference
4. You will receive an email that you put in your Apply Texas profile.
5. You must login into your email and click email Verification.
6. Apply Texas email Verification and type your email and click continue.
7. It will take you to the Apply Texas login page.

**Note: You will receive an automated e-mail from Apply Texas titled "Your Apply Texas Profile." This e-mail will be sent to the email address you enter on your profile. The message will contain your Apply Texas username for future access to your application.**

**This email is NOT verification that the application has been completed or submitted. Students**

# Apply Texas – Issues

- Student will be required to submit a NEW Apply Texas for the semester of entrance.
  - Example: Student applied for Fall, but doesn't take a dual credit course. He/she must reapply if trying to take dual credit in the Spring.
  - Due to non-enrollment activity in Fall semester the current application becomes inactive in our college system.
- Residency Status
  - “O” Out of State students need to submit Core Residency Questionnaire, and submit to SPC Admissions Office.
  - Military Verification Form student needs to submit Yearly to address their Student Hold (prevents registration if not addressed).

# Verification Form

**Due**  
**03/05/18**

ALAMO COLLEGES DISTRICT  
Northeast Lakeview College

ALAMO COLLEGES DISTRICT  
Northwest Vista College

ALAMO COLLEGES DISTRICT  
Palo Alto College

ALAMO COLLEGES DISTRICT  
San Antonio College

ALAMO COLLEGES DISTRICT  
St. Philip's College

2017-2018 High School Programs Verification of Eligibility

High School Program Department at:  Date:

Name of HS DC Liaison:  Position:

The submission deadline for students to be enrolled in the 2017-2018 academic year is March 6<sup>th</sup> for fall 2017 and October 27<sup>th</sup> for spring 2018.

High School certifies the following students meet the eligibility requirements to enroll as dual credit students:

Seniors		
Name	Birth Date	Banner ID
John Smith	month/day/year	999999999
Sally Johnson	month/day/year	888888888
<input type="text" value=""/>		

Juniors		
Name	Birth Date	Banner ID

- ONLY New Students go on the Verification Form **(DO NOT PUT RETURNING STUDENTS)**
- Verification Form certifies that the high school will meet the following requirements:
  - Complete Apply Texas
  - GO FAARR
  - Completion of Pre-Assessment Activity (Test Prep)
  - TSI Assessment and/or alternative test to qualify for the program and course selection
  - Good academic standing at the high school
  - High school has Bacterial meningitis records on file
  - Unofficial high school transcript



# School Roster

Due:  
3/5/2018

Due:

- Monday, March 5, 2018 – Verification Form and Preliminary School Roster due
- Monday, April 16, 2018 – Parent Consent Form, Updated School Roster, and Test Scores

SEMESTER TERM

[Name of School] Student Roster

9/14/2017

	Name	Banner ID#	SS#	DOB	Course Selection	If class at High School Period	HS Campos, Online or on College Campus	App. ID#: FOR NEW STUDENTS ONLY	Graduation Date
1	Test, Jane	900123456	xxx-xx-xxxx	1/24/1996	HIST 1301	3rd	HS	763285	6/1/2017
2	Doe, Rudolph	900456789	xxx-xx-xxxx	4/18/1997	HIST 1301		Online	791526	6/1/2017
3	Gordon, Barry	900789123	xxx-xx-xxxx	2/25/1995	HIST 1301		College Campus	Returning Student	6/1/2018
4									
5									

# Sections Per Each College Course at the High School Campus

Due  
3/26/18

College and High School section taught at the campus with dual credit students must match.

Course	Section	Part of TERM	Instructor	Campus	District	CRN #	Period
ARTS 1304	5	DC 19 week	Ramirez, Robert	Memorial ECHS*	Comal	21267	1st
ARTS 1304	7	DC 19 week	Ramirez, Robert	Memorial ECHS*	Comal	30216	2nd
ARTS 1304	8	DC 19 week	Ramirez, Robert	Memorial ECHS*	Comal	30217	5th
ARTS 1304	9	DC 19 week	Ramirez, Robert	Memorial ECHS*	Comal	30218	8th
BIOL 2402	56	DC 19 week	Candia, Abel B.	Memorial ECHS*	Comal	22569	1st
BIOL 2402	59	DC 19 week	Candia, Abel B.	Memorial ECHS*	Comal	30224	2nd
EDUC 1300	108	DC 19 week	Young, Dannette	Memorial ECHS*	Comal	24828	3rd
EDUC 1300	130	DC 19 week	Young, Dannette	Memorial ECHS*	Comal	30228	4th
EDUC 1300	131	DC 19 week	Young, Dannette	Memorial ECHS*	Comal	30229	7th
EDUC 1300	132	DC 19 week	Young, Dannette	Memorial ECHS*	Comal	30231	8th


**DEADLINE: Monday, March 26, 2018**

- Turn in Estimated Sections (Periods) per instructor for college course on high school campus
- Part of Term: DC 20 weeks or 16 weeks




# High School Program Enrollment Form


**Due  
4/16/18**




ALAMO COLLEGES DISTRICT




ALAMO COLLEGES DISTRICT  
Northeast Lakeview College




ALAMO COLLEGES DISTRICT  
San Antonio College



ALAMO COLLEGES DISTRICT  
Northwest Vista College



ALAMO COLLEGES DISTRICT  
St. Philip's College



ALAMO COLLEGES DISTRICT  
Palo Alto College

### High School Programs Student/Parent Consent Form

Entering program as a:  9<sup>th</sup> Grader  10<sup>th</sup> Grader  11<sup>th</sup> Grader  12<sup>th</sup> Grader

Banner ID: \_\_\_\_\_ Birth Date: \_\_\_\_\_ Entry Term: \_\_\_\_\_ SSN: \_\_\_\_\_

If available, indicate your Apply Texas Application ID# if you are entering this program as a first time student: \_\_\_\_\_

Please select one of the following student types:

Public School  Home School<sup>1</sup>  Charter/Private School  Alamo Academies  SAISD Phoenix

School/Organization Name: \_\_\_\_\_ School ID: \_\_\_\_\_

Name: \_\_\_\_\_

## Some Highlights (example):

- NEW Students ONLY
- Valid for the duration of the student's participation in high school programs
- Filling out the form does not guarantee eligibility
- 1 year to contest final grade
- Cost Sharing Charge
- Student may not exceed a total of 14 courses
- Students are expected to meet Academic Standing as defined in the College Catalog to continue in any High School Program.

# Fall 2018 – Drop Before Census


- Census Date: Wednesday, September 12, 2018
- Submit the excel spreadsheet to your college representative before the deadline date.
- College courses removed before census date will not affect student’s college record.

<b>SEMESTER</b>		St. Philip's College Early College High School Student Drop before census date						<b>DATE</b>	
School:	<b>YOUR SCHOOL NAME</b>								
	Student Name	School ID#	Banner ID#	Drop	Drop	Date Requested	Date Processed		
1									
2									
3									
4									

# Fall 2018 – Drop After Census

- Last day to withdraw with a “W”: Friday, November 16, 2018
- Submit the DROP/ADD FORM to your college representative before the deadline date.
- Student will receive a “W” on their College Record.

**DROP/ADD Form**


**ALAMO COLLEGES**  
 ST. PHILIP'S COLLEGE

Student Banner ID \_\_\_\_\_ Date \_\_\_\_\_ Semester \_\_\_\_\_ Year \_\_\_\_\_  
 Last Name \_\_\_\_\_ First Name \_\_\_\_\_

<b>DROP COURSE</b>	CRN (ex. 55321)	Course Name (ex. ENGL)	Number (ex. 1301)	Section (ex. 001)	<b>SIGNATURES:</b>
<b>ADD COURSE</b>	CRN (ex. 55321)	Course Name (ex. ENGL)	Number (ex. 1301)	Section (ex. 001)	CHAIR
<b>REASON (Please check one):</b> <input type="checkbox"/> Academic <input type="checkbox"/> Personal <input type="checkbox"/> Military <input type="checkbox"/> Never Attended <input type="checkbox"/> Other _____			<b>(Please check one):</b> <input type="checkbox"/> All Course Drop <input type="checkbox"/> Drop on/before Census <input type="checkbox"/> Drop After Census <input type="checkbox"/> Reinstatement <input type="checkbox"/> AUDIT		DEAN
REMARKS:					VICE PRESIDENT
					RECORDS & REGISTRATION      DATE
STUDENT SIGNATURE:					

# Academic Standing and Probation

- **Good Standing** – 2.0 and above; continue in the high school programs
- **Academic Probation:**
  - Academic Probation status is waived when students earn both term and cumulative 2.0 institution GPA; otherwise, enrollment status will be Continued Academic Probation.
  - Students who fail to earn a minimum term institution GPA of a 2.0 while on Academic Probation may be placed on Academic Dismissal.
- **Continue Academic Probation**
  - After the first (1) semester term of Academic Probation Status, students may re-enroll at one of the colleges in the Alamo Colleges District on a Continued Academic Probation status after meeting with college representative.
  - Students are limited to courses (must reduce load) and must meet semester GPA of 2.0.
  - If a student does not meet the minimum academic standards for the semester enrolled, the student is placed on Academic Dismissal at all of the colleges in the Alamo College District.
- **Academic Dismissal**
  - No longer eligible for the any high school programs.
- [http://myspccatalog.alamo.edu/content.php?catoid=142&navoid=7701#Academic\\_Standing\\_and\\_Probation](http://myspccatalog.alamo.edu/content.php?catoid=142&navoid=7701#Academic_Standing_and_Probation)

# How to request College Transcript?

- Student(s) have a Hold to prevent them from obtaining their Official College Transcript. In order to resolve Counselor/Liaison and/or student must submit Official Final High School Transcript to SPC Records and Registration Office.
  - Drop off/mailed in person sealed envelope OR
  - TREX (electronic) High School
- Once the Official Final High School Transcript has been submitted the student will login into ACES and request for College Transcript.
  - 1<sup>st</sup> time request of Official College Transcript is FREE
  - After 1<sup>st</sup> time request student will be bill \$10.00 each time.

**How to Request for Transcript 2018**

Go to Website: <http://www.alamo.edu/main.aspx?id=1173#transcripts>

**Current Student - ACES**

1. Log to ACES
2. Select the "Student TAB"
3. Click "**Web Services**" (on the left of page, under tabs)
4. Select "**Student**"
5. Select "**Student Records**"
6. Select "**Request Printed Transcript**"

**Official Transcript Requests**

Transcript requests are being processed daily, however, due to required validation of converted data, it may take more than 10 business days to process your request. Please contact your Enrollment Services/Admissions and Records Office if your request is not processed in 10 business days so that they may follow up on your request. Please **do not submit** another request, as this may further delay your transcript.

**ACES Login Information**

First-time users only:  
Your default password will be the first two letters of your last name, IN CAPS, followed by your birthdate in MMDDYY format

[Get my ACES User Name](#)  
[Get My Banner ID Number](#)  
[Getting started with ACES](#)

**Former Students and Employees Log-in To ACES Instructions**

1. If you remember your User ID and password, log-in to ACES in the spaces indicated in the Secure Access Box.
2. If you forgot your password, click the *Forgot Password?* Link at the bottom of the Secure Access Log-in Box and answer the Security Question.
3. If you still cannot log-in to ACES, call the Help Desk at 361-485-5555.

# Cost Sharing – Instructor Charge

## Course taught at High School

- College courses at the high school campus with ISD Adjunct Instructor
- **NO Instructor Charge**

## Course taught SPC Online or Face 2 Face College Campus

- \$100 per college course/per student for online or on college campus for DC/ECHS/Phoenix/Academy programs

**OR**

- 80% or more of students enrolled per class section taught by SPC Instructor: \$2,800 per college course

**Billing – based on Census Date enrollments**



# Cost Sharing - Stipends

- The Cost Sharing - Stipend is \$600 for a minimum of 15 or more students per section taught by ISD – DC/ECHS Adjunct.
- Example: DC/ECHS Adjunct
  - 1<sup>st</sup> period: 14 students – **Not eligible for stipend**
  - 2<sup>nd</sup> period: 27 students – **eligible for \$600**
  - 3<sup>rd</sup> period: 32 students – **eligible for \$600**
  - 4<sup>th</sup> period: 10 students – **Not eligible for stipend**
  - 5<sup>th</sup> period: 15 students – **eligible for \$600**
  - **Total Stipend: \$1,800**
- The stipend is paid from College to the ISD/Charter/Private.
- ISD/Charter/Private can distribute out the funds in full/partial or non to ISD – DC/ECHS Adjunct.
- Stipends are based on Census Date enrollments

# Cost Sharing - Billing

- Billing is based on Census Date - Alamo Colleges District Accounts Receivable sends Invoice to ISD/Charter/Private
- **Important for Online or Face to Face College Courses ONLY:**
  - **Before Census Date:** If a student is enrolled in SPC Online and/or Face to Face college course, and **leaves to a NEW High School before census date,** Liaison must notify their college representative to make changes in the college system to bill the correct ISD/Charter/Private.
  - **After Census Date:** If a student is enrolled in SPC Online and/or Face to Face college course, and **leaves to a NEW High School after census date** the High School that was listed on Census Date will be billed.

# Cost Sharing – Instructional Materials

- Instructional Materials (IM) is an online textbook imbedded into the SPC Online and/or Face to Face College Course.
- DO NOT inform students to pay IM.
- Alamo College District Accounts Receivable will bill ISD/Charter/Private after census date.

College	Subject	Course #	IM Fee
SPC	BCIS	1305	\$82.00
SPC	BIOL	1406	\$83.00
SPC	BIOL	1407	\$72.00
SPC	BIOL	1408	\$72.00
SPC	BIOL	1409	\$72.00
SPC	BIOL	2401	\$72.00
SPC	BIOL	2402	\$72.00
SPC	CHEM	1411	\$22.00
SPC	MATH	1314	\$83.00
SPC	MATH	1414	\$66.00
SPC	MATH	2412	\$66.00
SPC	PHYS	1401	\$49.00
SPC	PHYS	2425	\$49.00
SPC	PHYS	1305	\$83.00

Chart subject to change for Fall 2018 & Spring 2019

# Dual Credit College Course(s) Opportunities for 9<sup>th</sup> – 12<sup>th</sup>

- 14 courses (42 college hours)
- Recommended order for Fall/Spring, but may be adjusted throughout their grade levels to meet the 14 courses allowed.

Grade Level	Fall	Spring
9th	0	1
10th	2	2
11th	2	2
12th	2	3
<b>Total # 14</b>		
Grade Level	Fall	Spring
9th	0	0
10th	2	2
11th	2	2
12th	3	3
<b>Total # 14</b>		

# Recommended Dual Credit Course Sequence – Example

9 <sup>th</sup> grade	
Fall	Spring (only 1 course)
NO Courses Recommended	ARTS 1301 – Art Appreciation
	DRAM 1310 – Intro to Theater/Appreciation
	MUSI 1306 – Music Appreciation

10 <sup>th</sup> grade	
Fall (2 courses)	Spring (2 courses)
SPCH 1311 – Intro to Speech	HIST 1301 – United States History II
HIST 1301 – United States History I	*SPAN 1412 – Intro to Spanish (does not count for Core 42 hours)
*SPAN 1411 – Intro to Spanish (does not count for Core 42 hours)	

# Recommended Dual Credit Course Sequence – Example

11 <sup>th</sup> grade	
Fall (2 courses)	Spring (2 courses)
ENGL 1301 – Composition I	ENGL 1302 – Composition II
PSYC 2301 – Intro Psychology	MATH 1314 or 1414 – College Algebra

12 <sup>th</sup> grade	
Fall (2 courses)	Spring (3 courses)
ENGL 2322 – British Literature I	ENGL 2323 – British Literature II
GOVT 2305 – Federal Government	GOVT 2306 – Texas Government
BIOL 1406 – Biology for Science Majors I or BIOL 2401 Human Anatomy & Physiology I	BIOL 1407 – Biology for Science Majors I or BIOL 2402 Human Anatomy & Physiology II

**\*Note: Every high school (ISD) has a different sequence of courses due to matching their curriculum**









# Dual Credit and Academy Students Can Be Mixed, but can't Exceed 14 Courses

- If the student is applying 9<sup>th</sup> or 10<sup>th</sup> grade they should apply as a Dual Credit student.
- In order to apply to any Alamo Colleges Academy Program student needs to be a 11<sup>th</sup> grader and meet their admissions (paperwork) requirements to the specific Academy Program.
- Please inform students wanting to be in both programs they cannot exceed 14 college courses.

Grade Level	Fall	Spring
9th	0	1 Dual Credit
10th	2 Dual Credit	2 Dual Credit
11th	2 Dual Credit and 2 Academy	2 Dual Credit and 2 Academy
12th	1 Dual Credit or Academy	<b>No Longer Eligible</b>
<b>Total # 14</b>		

# Course Agreements

- Course agreements are an articulation agreement between the ISD and the College.
- The course agreement will be filled out by the college and sent to the ISD to confirm and sign.
- The course agreement will lay out the syllabus for the college and will specify what book is to be used (this will be good for 3 years if the class is at the high school).
- The course agreement is good for 3 years.
- The agreement is signed by college personnel and the ISD Chair, Dean, or Curriculum Specialist identified.

	ALAMO COLLEGES DISTRICT		ALAMO COLLEGES DISTRICT Northeast Lakeview College		ALAMO COLLEGES DISTRICT San Antonio College
			ALAMO COLLEGES DISTRICT Northwest Vista College		ALAMO COLLEGES DISTRICT St. Philip's College
			ALAMO COLLEGES DISTRICT Palo Alto College		

**High School Programs Course Agreement**

In compliance with the *Texas Administrative Code, §4.84, Institutional Agreements*, all high schools of the \_\_\_\_\_ ISD/Private High School (herein called High School) and \_\_\_\_\_ College (herein called College) in partnership have agreed to the following concerning:

College Course(s): \_\_\_\_\_ and \_\_\_\_\_

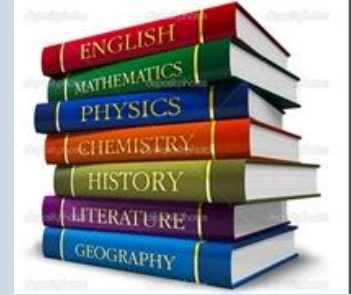
Dual Credit for High School Course(s): \_\_\_\_\_

**Course Information**

I. The class will be held (*check all that apply*):

- At the high school.
- At the college campus. The high school will arrange transportation, if applicable, to \_\_\_\_\_

# Textbook Information



How long can a textbook be used:

○ **High School Campus:**

○ The College will maintain the same textbooks and editions for dual credit courses taught at the high school campus for a minimum of 3 years.

○ **Online and/or Face to Face College Campus:**

○ For courses in which dual credit students are placed into traditional College classes (online/face to face on college campus), the College selects the textbook and/or instructional materials required, and no maintenance period is committed.

# Coding Dual Credit Courses at the High School Campus

- We have had a high volume of students contacting SPC DC Office that their current university is threatening to drop them from their college courses or not allow them to enroll until they submit an SPC College Transcript.
- After SPC DC Office researches the student's record, we are finding that the student may have submitted Apply Texas and **NEVER enrolled SPC College Course as a Dual Credit student.**
- The reason the university is asking for SPC College Transcript is due to the fact that their High School Transcript indicates the course as a Dual Credit course.
- AP and Dual Credit can be in the same class, but **NO REGULAR STUDENTS CAN BE IN THAT COURSE.**

# Communication between Liaisons and DC/ECHS Adjunct

- Department Chair List and Adjunct Hiring Checklist
- Adhering to deadline dates to submit midterm and final grades
  - If an adjunct instructor does not submit final grades a Grade Change Form must be submitted for each student.
- Faculty Observations
- Faculty Liaison

# Professional Development for Dual Credit and Early College High School Liaison and Faculty

- We are providing two dates to attend:
  - June 2018
  - August 2018
- It will provide information on various topics, hands on training, and breakout sessions.
- This professional development is to address frequently asked issues and concerns.
- We had a total of 95 attendees last year.





# SPC Testing

# QUESTIONS ?



**Thank you for  
attending!**