

Palo Alto College Dual Credit Process

www.alamo.edu/pac/dualcredit

Dual Credit Action Items

Dual Credit Course Agreement – Each course requested by the high school for Dual Credit must be outlined and agreed upon by the ISD's Curriculum Coordinator and the Palo Alto College Department Chair. The Course Agreement contains information concerning course information, faculty qualifications, and student eligibility requirements. In addition, the Course Agreement outlines the Instructional Materials (textbook/materials) required to cover curriculum in the classroom, as outlined in the Memorandum of Understanding. The Agreement is for three academic years from the first implementation term. Submission of a current syllabus is required with the form.

Annual Agreement – Dual Credit High School Liaisons/Counselors submit Annual Agreements to the Dual Credit Department. This agreement lists the Dual Credit courses requested by the high school for the academic year, and must be approved by the high school principal along with their signature.

AlamoENROLL – The Dual Credit Advisor can make a visit to the high school to assist students with the AlamoENROLL process, which includes completion of the ApplyTexas application. This process is active throughout the year. <https://www.applytexas.org/>

AlamoENROLL Modules – All students are required to complete two modules: GoFAARR and Test Prep. The GoFAARR module provides general information to be successful in the Dual Credit program. Completion of this module is required by the Alamo Colleges. The Test Prep module offers an overview of the TSI exam, as well as provides practice exam questions. This module is mandated by the State of Texas and must be completed prior to the exam by all students.

Testing – Students may be tested through the Palo Alto College Testing Center, or may test through the high school test site, if one is available and approved. The high school liaison is responsible for notifying the Testing Center to upload student's test scores or submitting the scores to the Dual Credit Advisor for processing and review.

Parent Consent Forms – The Parent Consent Form is an agreement with the student, parent and Palo Alto College which outlines the student's responsibilities to enroll and remain in the program. These forms are collected before students are registered.

Verification of Application Eligibility – This document certifies all students recommended for the upcoming academic year are eligible for participation and have completed an ApplyTexas application; completed the GOFAAR module and 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; And have the appropriate Bacterial Meningitis documents on file per ISD/High School records. In addition, the document serves as an unofficial transcript.

High School Recommendation Request – The high school liaison will submit a recommendation list to include student names, date of birth, grade level, courses and ApplyTexas application ID to the college Advisor. The Dual Credit Advisor will then use this list to provide Banner IDs and ACES usernames, as well as verify eligibility requirements and enroll qualified students who have been recommended.

Registration – The Dual Credit Advisor registers the students based on the course recommendation of the counselor and qualifying test scores on the TSI exam and/or TSI-approved assessment.

Unofficial Dual Credit Rosters – Prior to the first day of classes, the Dual Credit Advisor provides the high school liaison a roster all registered students to ensure accurate placement in the class. It is the high school liaison's responsibility to inform the Dual Credit Advisor of any changes or corrections in a timely manner.

Dual Credit Faculty Orientation – Faculty are encouraged to attend Palo Alto College Convocation events during which faculty will have the opportunity to learn more about Palo Alto College.

Tuition and Fees – Palo Alto College will waive tuition for up to two classes (between 6 to 8 hours). If a Palo Alto College faculty member is asked to travel and teach at the high school campus, then appropriate fees may apply.

Instructional Materials Fee – Some courses may have an Instructional Materials (IM) charge applied to some or all CRNs. The IM charge is agreed upon in the Course Agreement. An invoice will be generated and distributed to the HS after Census per part of term per semester. The college will identify the CRNs with the IM charge and notify the school.

Cost-Share Plan – The cost-sharing model for all Dual Credit is based on which Dual Credit Partner pays the faculty (based on enrollment at census date):

- When the Dual Credit Partner pays the faculty, Alamo Colleges will pay \$600 per section with at least 15 student enrollments.
- When Alamo Colleges pays the faculty in either face-to-face or online format, the Dual Credit Partner will pay Alamo Colleges:
 - o \$100 per student if the Dual Credit Partner's dual credit enrollment is less than 80% of the total enrollment in the section.
 - o \$2,800 per section if the Dual Credit Partner's dual credit enrollment is 80% or higher of the total enrollment in the section.

Official Rosters – All instructors will view their final rosters through ACES for verification of student registration in the Dual Credit Program. Any issues with students must be brought to the attention of the Dual Credit department immediately. **Registration is not permitted during Enrollment Management Week (the week prior to first day of semester).** Students must attend in person or log in to their online course via ACES on the *FIRST DAY* of each class in which they are enrolled. Failure to do so will result in the student being dropped from their course. After census date, students will receive a W or the appropriate grade deemed by Alamo Colleges.