



## Welcome to the BISSD/BC



### Dual/Concurrent Enrollment Program

What is Dual/Concurrent Enrollment?	Page 2
How does a student qualify?	Page 2
What classes give dual credit?	Page 3
Testing Requirements	Page 5
New Student Orientation	Page 5
How will Brazosport College classes transfer to universities?	Page 6
Costs, scholarships, financial aid	Page 7
How will taking a college class affect my high school schedule and GPA?	Page 7
How do I sign up for a dual credit class?	Page 8
How do I find out my final grade in my college class?	Page 8
Dual Credit Enrollment Rules and Procedures	Page 9
Brazosport College standards of student conduct	Page 12

*For further information contact your high school counselor or Mrs. Phillips, the BISSD/BC shared counselor.*

#### Mrs. Phillips Schedule

Mon.: Brazosport H.S. (979)730-7260 , ext. 29115  
Tues.: Brazoswood H.S. (979)730-7300, ext. 29115  
Wed.: Brazosport College (979)230-3691  
Thur.: Brazoswood H.S. (979)730-7300, ext. 29115  
Fri.: Brazosport H.S. from 7:30 a.m. - noon  
Brazoswood H.S. from 1:00- 4:00 p.m.

Email address: [sphillips@brazosportisd.net](mailto:sphillips@brazosportisd.net) or [Susan.Phillips@brazosport.edu](mailto:Susan.Phillips@brazosport.edu)

## **What is Dual and Concurrent Credit?**

**Dual credit classes** are college classes that give both college and high school credit.

**Concurrent classes** are college classes that give college credit only, but are taken while still in high school. Once students have completed the sophomore year, they may take college classes.

The classes that have been approved for dual credit are shown on page 3. They are also listed in the annual **Course Selection Guide**. Although many classes are offered for dual credit, juniors typically take U.S. History, Psychology, Sociology, Speech, P.E. or computer classes. Seniors take these classes, plus English. These are just some of the academic classes that give dual credit. There are many technical and vocational classes available through dual credit also, including Automotive Technology, Chemical Process Technology, Drafting Technology, Heating, Air Conditioning and Refrigeration Technology, Industrial and Commercial Electricity, Machine Technology, and Welding Technology.

Concurrent credit classes are classes for which the student only receives college credit. Concurrent course grades will not be reflected on the high school transcript and will not be calculated in the GPA. Students may take any college class for concurrent credit only, if they so choose. Some classes that are often taken this way are college sophomore English, calculus, advanced computer technology classes, office management classes, and more.

Students may have one or two periods off for their college class.

## **How Does A Student Qualify For Dual/Concurrent Enrollment?**

To qualify for dual/concurrent college enrollment students must have passed the TAKS sophomore level test, be classified as a junior, and have a good record in the following areas:

- **Attendance:** the student must not have had excessive absences in the semester prior to the enrollment period.
- **Discipline:** the student must not have had severe discipline problems in the semester prior to the enrollment period.
- **Grades:** The student must have passed all classes in the semester prior to the enrollment period.\* Grades will be checked as soon as they are available and the student will be pulled from future college enrollment for the next semester if there are any failing grades.

When students satisfy the above qualifications they are eligible for college admission. Each student must meet admission requirements in order to register for classes at Brazosport College. There may also be testing requirements (THEA or Compass) for individual classes, as indicated later on page 8.

\*Returning college students who have successfully passed one college class in a pair that requires two classes in order to get credit may be allowed to enroll in the remaining class only.

## What Classes Give Dual Credit?

Members of the BISD/BC Coordinating Committee have agreed that the following dual credit courses can be offered. Both semesters of college courses listed together (i.e.: ENGL 1301 & ENGL 1302) must be successfully completed to receive high school credit. Students may not receive high school credit for one semester taken at BC and one semester at BISD.

A 4-year graduate (not more than 45 months) who graduates with at least 30 hours of college credit is eligible for \$1000 credit through the Early High School Graduation Scholarship Program.

BC Course Code	Name of BC Course	Name of BISD/State Course	HS Credits	DAP Eligible GPA Weighted
ACNT 1403 & ACNT 1325	Introduction to Accounting I & Principles of Accounting I (Office)	Accounting I	1	n/a
AUMT 1305 & AUMT 1407	Introduction to Automotive Technology & Automotive Electrical Systems	Automotive Technician I	2	Yes
AUMT 1419 & AUMT 1410	Automotive Engine Repair & Automotive Braking Systems	Automotive Technician II	2	Yes
BCIS 1405	Business Computer Applications	BCIS I	1	Yes
BIOL 2401 & BIOL 2402	Human Anatomy & Physiology I & Human Anatomy & Physiology II	Anatomy & Physiology	1	Yes (1.05)
DFTG 1305	Technical Drafting	Engineering Graphics	1	Yes
DFTG 1309	Basic Computer Aided Drafting	Research Design & Development (CAD)	1	Yes
DRAM 1120	Rehearsal and Performance	Theater Production I, II, or III	1	n/a
DRAM 1310 & DRAM 1351	Introduction to the Theatre & Beginning Acting	Theater Arts I	1	n/a
ECON 2301	Principles of Economics I	Economics	1/2	Yes (1.05)
ELPT 1319 & ELPT 1329	Fundamentals of Electricity I & Residential Wiring	Electrical Trades I	2	Yes
ELPT 1321 & ELPT 1345	Intro to Elec Safety & Tools Commercial Wiring	Electrical Trades II	2	Yes
ENGL 1301* & ENGL 1302*	Composition and Rhetoric I & Composition and Rhetoric II	English IV	1	Yes (1.05)
ENGL 2307	Creative Writing I	Creative and Imaginative Writing	1/2	n/a
GOVT 2301* & GOVT 2302*	National, State, and Local Government I & National, State, and Local Government II	U.S. Government	1/2	Yes (1.05)
HART 1310 & HART 1401	Shop Practices & Tools Basic Electricity for HVAC	Heating, Air Conditioning & Refrigeration I	2	Yes
HART 1407 & HART 2445	Refrigeration Principles Residential Air Conditioning	Heating, Air Conditioning & Refrigeration II	2	Yes
HIST 1301* & HIST 1302*	United States History to 1877 United States History 1877 to Present	U.S. History	1	Yes (1.05)

BC Course Rubric	Name of BC Course	Name of BISD/State Course	HS Credits	DAP Eligible GPA Weighted
ITSE 1432	Introduction to Visual Basic Programming	Business Computer Programming (1 <sup>st</sup> sem)	1/2	Yes
ITSE 2449 (Select one) ITSC 1407	Advanced Visual Basic Introduction to C++ Programming	Business Computer Programming (2 <sup>nd</sup> sem)	1/2	Yes
MATH 1316	Trigonometry	Local math credit	1/2	n/a
MATH 1314	College Algebra	Local math credit	1/2	n/a
MATH 1342	Statistics	Independent Study in Mathematics	1/2	n/a
MATH 2413	Calculus I	Independent Study in Mathematics	1/2	n/a
MCHN 1302 & MCHN 1338	Print Reading for Machine Trades Basic Machine Shop I	Machine Shop I	2	Yes
MCHN 1341 & MCHN 1343	Basic Machine Shop II Machine Shop Math	Machine Shop II	2	Yes
PHED 1100 (2 semesters)	Physical Activities	PE Foundations of Personal Fitness	1/2	n/a
PHYS 1401 & PHYS 1402 (College Algebra prerequisite)	College Physics I & College Physics II	Physics	1	Yes (1.05)
POFT 1329	Beginning Keyboarding	Keyboarding	1/2	n/a
POFT 1309	Administrative Office Procedures	Administrative Procedures I	1	n/a
PSYC 1300	Learning Frameworks	Learning Frameworks	1/2	n/a
PSYC 2301	General Psychology	Psychology - Advanced	1/2	Yes (1.05)
PTAC 1302	Introduction to Process Technology	Petrochemical Processing	1/2	Yes
PTAC 1408	Safety/Health/Environment	Petrochemical Processing	1/2	Yes
PTAC 1410	Process Technology - Equipment Lab	Instrumentation	1/2	Yes
PTAC 1432	Process Instrumentation I	Instrumentation	1/2	Yes
SOCI 1301	Introduction to Sociology	Sociology - Advanced	1/2	Yes (1.05)
SPAN 2311	Intermediate Spanish I	Spanish IV (1st semester)	1/2	Yes (1.05)
SPAN 2312	Intermediate Spanish II	Spanish IV (2nd semester)	1/2	Yes (1.05)
SPCH 1315	Fundamentals of Speech	Communication Applications	1/2	n/a
WLDG 1428	Introduction to Shielded Metal Arc Welding	Introduction to Precision Metal Manufacturing Careers +	1	Yes
WLDG 2443	Advanced Shielded Metal Arc	Welding I +	2	Yes
WLDG 2406	Intermediate Pipe Welding	Welding II +	2	Yes

Students are encouraged to investigate other courses Brazosport College offers for concurrent credit (college credit only). Concurrent courses will not be reflected on the high school transcript and will not be calculated in the GPA but may earn college credit that may transfer to another college or university. *See BC/BISD counselor for details.*

**\* Available as Honors classes for qualified students. Students must be accepted into the BC Honors Program.**

## Testing Requirements

In order to take **academic classes** at any public college or university in Texas, you must have either taken or be exempt from the **THEA test or a state approved alternate test**. **You are exempt if you have the following scores on the TAKS, ACT or SAT:**

<b>Exit Level TAKS</b>	<b>SAT</b>	<b>ACT</b>
<b>2200 in Math and /or 2200 in ELA with a Writing Composition sub-score of 3</b>	<b>Combined critical reading &amp; math score: 1070</b>	<b>Composite score: 23</b>
	<b>Math and/or Critical Reading: 500</b>	<b>Math and/or English: 19</b>

Sophomore level TAKS scores of 2200 ELA and 3 Writing sub-score can waive THEA for one year.

Either the THEA or the Compass (state approved alternate test) are available at BC. You may sign up in a variety of ways – call 230-3040 or mail in a form to register for the THEA or go to the counseling and testing desk at BC to register for the Compass. Both the THEA and the Compass test reading, writing and math skills. Scores from the Compass are available immediately, and THEA scores are available 7-10 days after testing.

If you are taking a technical class, such as welding, computer, electricity, etc., testing may not be required. Consult Mrs. Phillips regarding any testing requirements for these classes.

**All necessary testing must be completed by July 1 for fall registration.**

## New Student Orientation

Brazosport College requires that all first-time students attend **New Student Orientation**. This orientation consists of a video presentation about the services that the college offers to help students succeed. Orientation is available on-line at [www.brazosport.edu](http://www.brazosport.edu). After viewing the video on-line the student should then complete the on-line survey in order for the orientation to register on his or her record. If a student does not have computer access computers are available at the college to complete orientation.

## How Will Brazosport College Classes Transfer?

The state of Texas has set up a system of “Core Curriculum” in which each public college or university must accept as Core Curriculum any transfer class that is part of the Core Curriculum of the previous institution. This means that the classes listed below are guaranteed to transfer to any Texas public college or university.

### **Brazosport College Core Curriculum**

<b>Component Area</b>	<b>Required Semester Credit Hours</b>	<b>Core Courses</b>
Communication	9	ENGL 1301 ENGL 1302 SPCH 1315 SPCH 1318
Mathematics	6	One course from: MATH 1314 or above*
Natural Sciences (with laboratories)	8	Two courses from: CHEM 1411, 1412 PHYS 1401, 1402, 2425, 2426, BIOL 1406, 1407, 2420
Visual and Performing Arts	3	One course from: ARTS 1301, DRAM 1310, MUSI 1306
Humanities	3	One course from: HUMA 1301, PHIL 1301, ENGL 2322, 2323, 2327, 2328, 2331 SPAN 2323
U.S. History	6	HIST 1301 and 1302 Or HIST 2301 and 1302
Political Science	6	GOVT 2301 and GOVT 2302
Social/Behavioral Science	3	One course from: PSYC 2301, 2314, 2316 SOVI 1301, 1306, 2301
Computer Literacy	4	BCIS 1405
Total Minimum Requirements	45	

\*Not MATH 1335

“If a student successfully completes the 44 semester credit hour core curriculum at Brazosport College, that block of courses is transferable to any other public institution of higher education and must be substituted for the receiving institution’s core curriculum. A student shall receive academic credit for each of the courses transferred and may not be required to take additional core curriculum courses at the receiving institution unless the Texas Higher Education Coordinating Board has approved a larger core curriculum at that institution.

**A student who transfers to another institution of higher education without completing the Brazosport College core curriculum shall receive academic credit within the core curriculum of the receiving institution for each of the courses that the student has successfully completed in the Brazosport College core curriculum.” – Statewide Transferability of Brazosport College Core Curriculum**

## **Costs, Scholarships and Financial Aid**

The cost for one three hour class at BC is \$165 for in-district residents. Most BISD students are in-district. A four hour class is \$255. The complete Tuition Table is printed in the schedule booklet, available in Mrs. Phillips office, the Guidance Office, or at BC.

BISD intends to pay for vocational lab courses for which lab facilities are not available on the high school campuses. These courses include all dual credit courses in Automotive Technology, Electrical Trades, Heating, Air-Conditioning and Refrigeration, Machine Trades, and Chemical Process Technology. This funding is subject to fund availability and final budget approval.

Scholarships and TPEG grants for up to \$200 per semester are available on a first come, first served basis. To receive either a TPEG grant or a scholarship the student and parent must fill out a FAFSA (Free Application for Federal Student Aid), available in the guidance office, BC financial aid office or on-line at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

### **STEPS TO GETTING FINANCIAL AID**

<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>
See your high school counselor, and then see Mrs. Phillips to sign up for at least 3 college credit hours (one college course).	Go to the <a href="http://www.fafsa.ed.gov">FAFSA</a> website and apply for a Personal Identification Number ( <a href="#">PIN</a> ). You will need to apply for yourself and one parent. You can set your own PIN, or have one set for you.	Once you receive your PIN, go back to the FAFSA website, fill out and submit the FAFSA.	When you get a response from the Department of Education, called a Student Aid Report, or SAR, go to the Financial Aid office at Brazosport College to complete the paperwork.

Once a student graduates from high school, tuition waivers are available from the state of Texas if

- A student graduates in 3 years and has 15 hours of college credit or
- A student graduates in the regular 4 years and has 30 hours of college credit.

Your high school counselor or Mrs. Phillips can give you more info regarding this.

## **How Will My College Class Affect My High School Schedule and GPA?**

When a student takes a college class, one or two periods may be reserved for college on the high school schedule. If the college class is after school, then it is only necessary to have one period reserved on the high school schedule.

All dual credit course grades will be recorded numerically and used in averaging the high school GPA. Any dual credit class for which a weighted high school equivalent is available will receive a weight of 1.05. All other college classes will not be weighted when calculating the GPA. To receive high school credit for a BC dual credit course, a student must earn at least a numerical value of 70 or higher in the college course. Concurrent class grades do not affect the high school GPA at all.

## **How To Sign Up For a Dual/Concurrent Class**

1. When your high school counselor talks to you about course selection for next year, tell the counselor that you are interested in taking a college class. When you turn in your high school course selection form indicate which class you want to take at the college.
2. Go online and complete the **Application for Admission ([www.applytexas.org](http://www.applytexas.org))**, and the **BC New Student Orientation and Survey ([www.brazosport.edu](http://www.brazosport.edu))**, if this is your first semester at BC.
3. Take the **THEA or Compass test** as soon as possible. Call 230-3040 to schedule. Testing must be completed by July 1 for fall registration. See page 8 for test exemption information.
4. Mrs. Phillips will call you in to advise you on your course and time selection. She will give you an Early Admission Form which you must return to her (to be able to register online) or keep and turn in at BC. You aren't registered for your college class until you either register online at "MyBC" at [www.brazosport.edu](http://www.brazosport.edu), or go to the college, turn in your form, and have an admission specialist enter you in the class. If you plan on taking BC summer classes you must see Mrs. Phillips on your own. She only calls in students who have indicated a college class on their course selection forms. Otherwise, the student must take the initiative to come see her.
5. **Beginning July 22 you may register online or take your Early Admission Form to the Registrar's Office at the college.** When you turn it in, you will be given a copy of your schedule, along with your fee statement.
6. **Pay for your class.** Payment does not have to be made at the time of registration, but must be made by a certain date before classes begin. If you don't pay by this deadline, you will be dropped from your college class(es).
7. **Classes begin August 31.**
8. Mrs. Phillips will call you in during the fall semester to make course selections for the spring semester and give you your Early Admissions Form for spring registration.

## **How Do I Find Out My Final Grade In My College Class?**

At the end of each semester, grades are available on the OASIS computerized registration system at the college web site ([www.brazosport.edu](http://www.brazosport.edu)). For this system, the student's social security number and BC PIN number are required. Students are given their PIN number when they first register at BC. Students may also see Mrs. Phillips or request a transcript from the Counseling and Testing desk at BC.

## **Dual Credit/Concurrent Enrollment Rules and Procedures**

1. Students must have at least 5 classes on the high school campus daily.
2. Once entered into his or her college class, the student may not withdraw from the class or change the class without permission from the high school counselor and Mrs. Phillips. **Withdrawals are generally NOT ALLOWED by BISD.** If, for some extraordinary reason, a student is allowed to withdraw, the student will be placed in an on-campus high school class. Students must get permission from their high school counselor, as well as Mrs. Phillips, in order to withdraw from any class.
3. **Once classes have begun, the college does not allow students to change times or teachers.** The student must make arrangements for transportation and possible conflicts with work and extra-curricular activities.
4. **Persistent non-attendance of college classes is considered truancy by the high school and will be treated as such.** The college attendance policy allows the teacher to withdraw a student after 3 daytime classes or 1 evening class is missed. The college sends a progress report to the high school periodically to report all students who are failing or who have withdrawn. It is very important NOT to miss class. If a student must miss because of some uncontrollable circumstance, the student must contact the teacher as soon as possible.

## **STANDARDS OF STUDENT CONDUCT**

**Brazosport College assumes that students eligible to perform on the college level are familiar with the ordinary rules governing proper conduct and that they will observe these rules as a matter of training and habit. The institution accepts the concept that where its interests as an academic community are involved, the special authority of the institution should be asserted.**

### **Breaches of Conduct**

**The college regards the following as illustrations of misconduct that will result in action by the appropriate college authority. Notation of disciplinary action imposed upon students shall be made a part of the student's permanent file in the Office of the Dean of Student Services. Misconduct shall include, but not be limited to, the following:**

**Scholastic dishonesty – including, but not limited to, cheating on a test, plagiarism, and collusion. Cheating on a test includes: copying from another student's test paper; using test materials not authorized by the person administering the test; knowingly using, buying, selling, stealing, or soliciting, in whole or in part, the contents of an unadministered test or a test that may be used again; and the unauthorized transporting or removal, in whole or in part, of the contents of an unadministered test or a test that may be used again. Plagiarism shall be defined as the appropriating, buying, receiving as a gift, or obtaining by any means, another's work and the unacknowledged submission or incorporation of it in one's own written work. Collusion shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements. Students determined to be guilty of cheating, plagiarism, or collusion shall be subject to dismissal from the class with a failing grade. A second offense may be cause for suspension from college.**

**Interference with teaching, research, administration, or the college's subsidiary responsibilities through "disorderly conduct" or "disruptive behavior."**

**Unauthorized use of college property.**

**Refusal to provide identification when requested to do so by a college official.**

**Violations of the Penal Statutes of Texas or of the United States.**

**Endangering the health or safety of others including, but not limited to, assault, physical abuse, verbal abuse, threats, intimidation, harassment, or coercion.**

**The Dean of Student Services shall consider and take appropriate disciplinary action when violation of law, college rules and regulations, and other breaches of conduct by students are reported.**

## **The Handbook Agreement/Receipt Form**

I, \_\_\_\_\_, have received the **BISD/BC Dual Credit/Concurrent Enrollment Handbook**. I have read and understood the contents of it, including testing requirements, deadlines, and penalties for withdrawing or failing. I understand that not following the guidelines for registration could delay or prevent my college registration.

\_\_\_\_\_  
**STUDENT SIGNATURE**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**PARENT SIGNATURE**

\_\_\_\_\_  
**DATE**

