

# THE CONCURRENT ENROLLMENT / DUAL CREDIT PROGRAM

2008 - 2009

# GUIDEBOOK

**BRAZOSPORT COLLEGE**

And

**COLUMBIA - BRAZORIA INDEPENDENT SCHOOL DISTRICT**



520 South 16<sup>th</sup> Street  
West Columbia, Texas, 77486  
979-345-5147



**BRAZOSPORT COLLEGE**

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Welcome to the Columbia-Brazoria Independent School District  
 Concurrent Enrollment / Dual Credit Program  
 Brazosport College

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<b>Monday &amp; Thursday</b>	<b>Tuesday &amp; Wednesday</b>	<b>Friday</b>
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## The Concurrent Enrollment / Dual Credit Concept

Dual credit courses are college courses that meet or exceed the Texas Essential Knowledge and Skills requirements for Texas public schools. High school students may concurrently enroll in Brazosport College with the permission of their high school principal or counselor and the college counselor.

Students are encouraged to participate in the Dual Credit and Concurrent Enrollment Program. Once a student has completed the sophomore year, met minimum passing standards on the TAKS test, and is classified as a junior, he/she is eligible to take a **Texas Success Initiative** approved test (**TSI**), either the THEA (Texas Higher Education Assessment) test or COMPASS test, before registering for college classes (See page 7 for THEA exemptions).

There are three options to taking college courses.

1. High School - as a part of students' high school schedule
2. Evening Classes at Brazosport College or another site – on students' own time
3. Day Class at another high school or BC – requires special permission from the principal and counselor to leave the campus to attend classes during the day

Dual credit classes are college courses for which a student receives both high school and college credit. Dual credit will be received upon successful completion of college courses with a minimum grade of "D". However, some high schools will not grant high school credit for college courses having a grade of "D" – a minimum grade of "C" is required to receive high school credit. Columbia-Brazoria Independent School District (C-BISD) **does not** accept the grade of "D" for college courses. A grade of "**C**" (70) **or better is required** to receive high school credit. Check with the high school or college counselor for more information about credits.

Juniors typically take U.S. History, Psychology, Sociology, Speech, Biology, PE, or computer classes. Seniors take these classes also, plus Government, Math, and English. These are just some of the classes that offer dual credit. There are many more but these are the most popular choices.

A list of college classes approved for dual credit is on page 6 of this guidebook. There is also a list of approved dual credit courses in the Columbia High School Academic Catalog.

Concurrent enrollment means that a student is enrolled in more than one school at the same time. Concurrent enrollment classes are any college course where the student does not receive high school credit. Students receive college credit only for these courses.

Some of the courses that are taken concurrently are college sophomore English, advanced computer technology classes, advanced math courses, office management classes, and may be any course in the college catalog for which the student is eligible.

Students may take up to two college courses each semester. Students requesting more than two college courses, during any given semester, will need special approval from the appropriate college dean and counselor.

**Students enrolling in college courses for high school credit should be aware that these are college level courses taught by college faculty. All students, regardless of age or class standing, will be held to the same standards. Grades earned become part of the student's permanent record at Brazosport College.**

## Student Eligibility

To be eligible to enroll into the Dual Credit/Concurrent Enrollment Program a student must have completed the 10<sup>th</sup> grade, met minimum passing standards on the TAKS test, be classified as a junior, follow the Recommended Graduation Plan or Distinguished Achievement Program, be a full-time high school student, pass the THEA or COMPASS test, and have a good record in the following areas.

- **Attendance:** The student must not have had excessive absences in the semester previous to the enrollment period. (90% Rule applies) (Texas Education Code [TEC], Chapter 25 Rule 092)
- **Discipline:** The student must not have had severe discipline problems in the semester previous to the enrollment period. (ISS / AEC / Boot Camp) (TEC Chapter 37 Rule 124)
- **Grades:** The student must have passed all of his/her classes, including college courses, in the semester previous to the enrollment period.

Students meeting the high school requirements will receive a Dual Credit Approval Form and a Dual Credit Guidebook from their high school counselor before applying to the Dual Credit Program. The approval form must be signed by the student, a parent/guardian, a high school counselor, and the high school principal before meeting with the college counselor. The Dual Credit Guidebook Receipt Form, the last page in the guidebook, must be removed and signed by the student and a parent/guardian when applying for the Dual Credit Program. The Dual Credit Approval Form and Guidebook Receipt Form must be presented to the college counselor before registering for college classes. The registration process will be discussed later.

**All dual credit high school students are concurrently enrolled,  
but not all concurrently enrolled students are dual credit.**



**Each student is responsible for turning-in forms, payment of tuition and fees, buying books, and providing their own transportation to and from Brazosport College.**

## Rules and Procedures

1. Students must complete the 10<sup>th</sup> grade, meet minimum passing standards on the 10<sup>th</sup> grade TAKS test, follow the Recommended Graduation Plan or Distinguished Achievement Program, and be classified as a junior.
2. Students must have a good attendance record, no failing grades and no discipline problems during the previous semester, as determined by the high school counselor's professional judgement, before registering for college classes.
3. Students must request college courses when selecting classes for the next school year.
4. Students must complete the Dual Credit Student Approval Form and submit it to Mr. Holcombe.
5. Students must attend, or [view online](#), the **New Student Orientation** video if taking college classes for the first time.
6. Students must take an approved Texas Success Initiative approved test as soon as possible, unless exempt, and have their scores reported to Brazosport College by the following dates:
  - August 20<sup>th</sup> for the fall semester
  - Dec. 12<sup>th</sup> for the spring semester
  - May 15<sup>th</sup> for Summer Session I and II (SSI and SSII)

**Failure to submit test scores by the deadlines may delay or prevent registration.**

7. Students must complete the following college forms before admission to Brazosport College.
  - Brazosport College Online Application for Admission
  - Early Admission/Dual Credit Program Form
8. Students must bring completed forms, signed by a parent and the student, to Mr. Holcombe.
9. Students must **confirm enrollment** in college classes by providing the high school counselor with a proof of payment statement (green sheet) from the college.
10. Students must attend college classes. Persistent non-attendance of college classes is considered truancy by the high school and will be treated as such. The college has an attendance policy in which the student may be withdrawn from the class by the instructor if the student misses 3 – 5 regular daytime classes or 1 – 2 evening classes, depending on the instructor. The college also sends a progress report to the high school periodically, and reports all students who are failing or withdrawn. It is very important not to miss class. If a student must miss because of some uncontrollable circumstance, the student must contact the instructor as soon as possible.
11. Students with attendance problems and/or failing grades will be called in to discuss their circumstances with their counselor.
12. Students will not be allowed to withdraw from a college course without special permission from the high school counselor and college counselor. If, for some unforeseen circumstance, a student must withdraw from a college class, he/she must fill-out a Class Drop/Withdrawal Form and have it signed by the college counselor before being withdrawn from the course. Forms can be picked up in Mr. Holcombe's office.
13. Students must check-in with the Office of the Principal when attending another high school for college classes. While attending college classes on a high school campus, students will conform to all rules and regulations of that school. Students must immediately check out at the principal's office when the college class is dismissed.
14. Students must be aware of **deadlines** – new student orientation, TSI testing, registration, payment of tuition and fees, financial aid, withdrawing from a class, transcripts, and attendance.

## Dual Credit Course Equivalency Table

BC Course	College Credit	BC Course Title	Columbia High School Course Title	Measure/Weighted GPA	HS Credit
ACNT 1403	4	Intro to Accounting I	Accounting I	✓	1*
ACNT 1325	3	Principles of Accounting I (office)			
ARTS 1301	3	Art Appreciation	Art I	✓	1
AUMT 1305	3	Intro to Automotive Technology	Automotive Technician I		2*
AUMT 1410	4	Automotive Brake Systems			
AUMT 1307	3	Automotive Electrical Systems	Automotive Technician II		2*
AUMT 1419	4	Automotive Engine Repair			
BIOL 1406	4	General Biology I	AP Biology II	✓	1*
BIOL 1407	4	General Biology II			
BIOL 2401	3	Human Anatomy & Physiology I	Physiology & Anatomy	✓	1*
BIOL 2402	3	Human Anatomy & Physiology II			
CHEM 1411	4	#General Chemistry I	AP Chemistry II	✓	1*
CHEM 1412	4	General Chemistry II			
DRAM 1310	3	Stagecraft	Theater Arts I	✓	1*
DRAM 1351	3	Beginning Acting			
ECON 2301	3	Principles of Economics I	Economics	✓	½
ENGL 1301	3	Composition & Rhetoric I	English IV	✓	1*
ENGL 1302	3	Composition & Rhetoric II			
GEOG 1303	3	World Geography	World Geography	✓	1
GOVT 2301	3	Federal, State, & Local Govt. I	Government	✓	½*
GOVT 2302	3	Federal, State, & Local Govt. II			
HIST 1301	3	US History to 1877	US History	✓	1*
HIST 1302	3	US History 1877 to Present			
HUMA 1301	3	Humanities	Humanities	✓	1
BCIS 1405	4	BCIS	BCIS	✓	1
IMED 1316	3	Web Page Design I	Web Mastering	✓	1
ITSE 1432	4	Intro. To Visual Basic Programming	Computer Science	✓	1
MATH 1314	3	College Algebra***	Pre-Calculus	✓	1*
MATH 1316	3	Trigonometry			
MATH 2412	3	Pre-Calculus	Calculus I	✓	1*
MATH 2413	4	Calculus I			
MUSI 1306	3	Music Appreciation	Music History I	✓	½
MUSI 1307	3	Music Literature	Music Theory I	✓	½
PHED 1100	1	**Physical Education	PE		½*
PHYS 1401	3	College Physics I	Physics	✓	1*
PHYS 1402	3	College Physics II			
PSYC 2301	3	General Psychology	Psychology	✓	½
PTAC 1302	3	Introduction to Process Technology	Petrochemical Processing		1*
PTAC 1408	4	Safety, Health, & Environment			
PTAC 1452	4	Process Instrumentation	Instrumentation I		1
PTAC 2410	4	Process Technology I - Equipment	Instrumentation II		1
SOCI 1301	3	Introduction to Sociology	Sociology	✓	½
SPAN 1411	4	Beginning Spanish I	Spanish I	✓	1
SPAN 1412	4	Beginning Spanish II	Spanish II	✓	1
SPAN 2311	3	Intermediate Spanish I	Spanish III	✓	1
SPAN 2312	3	Intermediate Spanish II	Spanish IV	✓	1
SPCH 1315	3	Fundamentals of Speech	Communication Applications	✓	½
WLDG 1428	4	Intro to Shielded Metal Arc Welding	Intro to Precision Metal Manufacturing Careers		1
WLDG 2443	4	Intermediate Pipe Welding	Welding I		2
WLDG 2406	4	Advanced Shielded Metal Arc	Welding II		2

# indicates that a prerequisite is required to take this course. "C" or better in high school chemistry or CHEM 1405 – Introductory Chemistry

\*Two college courses must be taken to receive high school credit.

\*\*Two PE courses must be taken to earn ½ credit of high school PE. (Two PE courses can be taken during the same semester).

\*\*\*Students who are not THEA exempt by TAAS, TAKS, SAT or ACT will need to score 270 on the THEA test to take college economics, chemistry, math, or physics.

## Testing Requirements

In order to take academic classes at any public college or university in Texas, students must take or be exempt from the **THEA or COMPASS**. Students are exempt if they have the following scores on the TAKS, SAT, or ACT.

***Partial exemptions for Math or English are available with exams taken after April 1, 2004.  
Please contact a counselor for more information about exemptions.***

TAKS	SAT	ACT
Writing: 3	Combined verbal & math score: 1070	Composite score: 23
ELA: 2200	Verbal: 500 (minimum)	English: 19 (minimum)
Math: 2200	Math: 500 (minimum)	Math: 19 (minimum)

If a student is not exempt and wants to take an academic class, he/she can register for an approved TSI test either by mail, with a form from the guidance office, or by calling **(979) 230-3040** to register for a **THEA Quick test or COMPASS test** at Brazosport College. For emergency situations, there is also a Computer Administered THEA (C.A.T.) test available, which gives immediate results, but has a larger fee. Call 230-3040 to schedule a THEA Quick test or contact Mr. Holcombe to find out how to register for the THEA test.

If a student is taking a **technical course**, such as welding, computer, electricity, etc., a THEA or COMPASS test may not be required. However, testing may be required for some advanced technical classes.

**All necessary testing must be completed by the deadlines listed on page 5.**

## New Student Orientation

Brazosport College requires that all first-time college students attend New Student Orientation. This orientation consists of a video about the services the college offers to help students succeed. If a student will be a first-time college student he/she must attend the orientation before registering for college classes.

Orientations are held before each semester at Brazosport College. Students may register for orientation by calling 230-3040. Once you have attended the orientation, see Mr. Holcombe to sign-up for college classes. Remember that students will not be allowed to register for classes without attending, or viewing online, New Student Orientation.

Students with a broadband (cable, DSL) connection to the Internet can view the Orientation video, online, at the following address. <http://www.brazosport.edu/~lac/Orient/orient.html>

**Orientation is Mandatory!**

## The Registration Process

1. When students discuss course selection with their high school counselor for the next year, they must inform their counselor of an interest in taking a college course. On the high school Course Selection Form, students must indicate the college class to be taken next school year.
2. Pick up a Dual Credit Approval Form and a Dual Credit Guidebook from the high school counselor when discussing dual credit courses. Pick up a Brazosport College Early Enrollment/Dual Credit Program Form, a Brazosport College Application, and a Brazosport College Tracking and Evaluation Form from the college counselor, once approved by the high school counselor.
3. Take the **THEA or COMPASS test**, if not exempt (see page 7 for TSI test exemption information), as soon as possible, and have scores reported by **August 20<sup>th</sup>** for the fall semester (see page 5 for testing deadlines).
4. Attend **New Student Orientation** if this is the first college course the student has taken. Students who have already attended Orientation do not have to attend another; this is for new students, only.
5. Turn in the Early Admission/Dual Credit Program Form, complete the Brazosport College Online Application, the Dual Credit Student Approval Form, and a Dual Credit Guidebook Receipt Form, to the college counselor, Mr. Holcombe. He will assist students in completing the registration process.
6. When students pick up their high school schedules in the fall, they **must verify** that the requested college classes are correct. If there are any changes needed, please notify the high school and college counselors, immediately.
7. Students will **confirm** college enrollment by providing the high school counselor with a proof of payment statement (**green sheet**) from Brazosport College. Students may be placed into high school classes if they do not provide this confirmation.

## Financial Aid for Dual Credit Students

Recently, approved changes in the eligibility requirements for financial aid have been extended to high school students. Students enrolling in the Concurrent Enrollment Program can apply for aid through the Financial Aid Office at [Brazosport College](#).

Students must meet [FAFSA](#) eligibility requirements to receive a [Texas Public Education Grant](#) (TPEG) money for tuition, fees, and textbooks. Students can receive up to \$200.00 for each semester they are enrolled in dual credit college courses. Students must enroll in at least three (3) college credit hours, one (1) college course, each semester they request aid.

Grants are available to students on a first come, first served basis. All necessary paperwork must be completed and processed prior to registration. Check the [financial aid calendar](#) for dates and deadlines before applying for a TPEG.

Contact the [Financial Aid Office](#) at Brazosport College for assistance with the financial aid application process.

### Steps to Getting a TPEG

Step 1	Step 2	Step 3	Step 4
See your high school counselor, and then see a Brazosport College counselor to sign up for at least 3 college credit hours (one college course).	Go to the <a href="#">FAFSA</a> website and apply for a Personal Identification Number ( <a href="#">PIN</a> ). You will need to apply for yourself and one parent. Have your PIN sent to your email address.	When you receive your PIN in your email, go back to the FAFSA website, fill it 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.

Your high school counselor, college counselor, and the BC [Financial Aid Office](#) personnel are always happy to help you with any part of the FAFSA process. 979-230-3377

**EACH SEMESTER REQUIRES REGISTRATION AND PAYMENT OF TUITION AND FEES**

## High School Schedule

Some Dual Credit courses are taught on the high school campus. Counselors will inform students which classes will be offered as part of the high school schedule. Students must request Dual Credit courses when they pre-register for high school classes in the spring. If the requirements for taking Dual Credit courses are not fulfilled by the deadline, the regular high school course will be placed in the students' schedule. Be sure to check the deadlines (page 5) when requesting college classes.

Some Dual Credit classes are not offered as a part of the high school schedule. Students may get special approval from the counselor and principal to leave the high school campus to attend a college class on another campus or at Brazosport College. Evening courses also could be taken on the students' own time.

**Schedules are final once high school classes begin**



## Grade Point Average (GPA)

When Columbia High School receives the grade report from Brazosport College, the college level course is typed on the student's high school transcript with the symbol code of "D" to denote it was a Dual Credit course.

Beginning with the graduating class of 2006, all college level dual credit courses will be calculated into the high school GPA for class ranking and transcribed as the actual number grade. Most college level courses will carry the grade point weight of 1.10. See page 6 for course equivalents.

**"There are not two worlds – education and work –  
there is one world ... life."  
*W. Wirtz***

## Transfer of Credits

The state of Texas has set up a system of Core Curriculum in which every public college and university must accept as part of its Core Curriculum any transfer class that has been identified as part of the Core Curriculum of the previous institution.

Most other college credits will transfer to senior colleges and universities in Texas, except for courses with a grade of “D”. Some colleges may accept one or two “D’s”, but most will not accept them. Before transferring credits, students should check with the college that they are planning to attend. Students should study carefully the degree requirements of the senior college they plan to transfer and arrange a program of work based on this study.

Component Area	Core Code	Required Semester Credit Hours	Core Courses
Communication (Core A)	010	6	ENGL 1301 and ENGL 1302
Communication (Core A)	011	3	SPCH 1315 or SPCH 1318
Mathematics (Core B)	020	3	One course from: MATH 1314, 1316, 1324, 1325, 1332, 1342, 1350, 1351, 2412, 2413, 2414
Natural Sciences (with Laboratories) (Core C)	030	8	Two courses from: CHEM 1411, 1412 PHYS 1401, 1402, 2425, 2426 BIOL 1406, 1407, 2420
Humanities (Core D)	040	3	One course from: HUMA 1301, PHIL 1301, SPAN 2323, ENGL 2322, 2323, 2327, 2328, 2331, 2341
Visual & Performing Arts (Core D)	050	3	One course from: ARTS 1301, DRAM 1310, MUSI 1306
US History (Core E)	060	6	HIST 1301, 1302, 2301 or HIST 2327 and 2328
Political Science (Core E)	070	6	GOVT 2301 and GOVT 2302
Social/Behavioral Science (Core E)	080	3	One course from: PSYC 2301, 2314, 2316 SOC 1301, 1306, 2301
Computer Literacy (Core F)	090	4	BCIS 1405
<b>Total Minimum Requirements</b>		<b>45</b>	

“If a student successfully completes the 45 semester credit hour core curriculum at Brazosport College, that block of courses is transferable to any other Texas 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 Coordination 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.” – see the [Statewide Transferability of Brazosport College Core Curriculum brochure](#)

## 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:

1. **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 un-administered 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 un-administered 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.
2. Interference with teaching, research, administration, or the college's subsidiary responsibilities through "disorderly conduct" or "disruptive behavior."
3. Unauthorized use of college property.
4. Refusal to provide identification when requested to do so by a college official.
5. Violations of the Penal Statutes of Texas or of the United States.
6. 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 Enrollment Checklist

- Complete the sophomore year of high school and be classified as a junior
- Meet minimum passing standards on 10<sup>th</sup> Grade TAKS Reading, Writing, and Math tests
- Complete the Dual Credit Approval Form signed by student, parent, counselor, and/or principal
- Take the THEA or COMPASS test, if applicable
- View, online, the New Student Orientation video and complete the online survey.
- Submit applicable test scores unless the student qualifies for an exemption (See page 7)
- Complete the online Brazosport College application at [applytexas.org](http://applytexas.org)
- Complete an Early Admission/Dual Credit Form, signed by the student and a parent/guardian
- Sign and remove The Concurrent Enrollment/Dual Credit Guidebook Agreement/Receipt Form
- Submit all completed forms and paperwork to Mr. Holcombe for verification and his signature
- Pay Tuition and Fees at Brazosport College, on campus or online
- Go to the BC library for a Student ID card, then go to the IT Help Desk to activate email account
- Buy books and supplies at Brazosport College bookstore
- Bring the college tuition and fees payment receipt (green sheet) to the high school counselor
- Meet with high school counselor to make appropriate schedule changes, if needed

### **Deadlines –**

- THEA or COMPASS testing
- Orientation
- Registration dates
- Payment of tuition and fees
- Financial aid (scholarships, grants, loans, etc)
- Withdrawing from a class

**Make It Happen!**

# The Guidebook Agreement / Receipt Form

I, \_\_\_\_\_, have received the Dual Credit/Concurrent Enrollment Guidebook.  
Print Student Name Here

**Remove this page, sign it, and turn it in with completed forms to Mr. Holcombe**

1. I acknowledge that I have received, read and understood the contents of this booklet.
2. I agree to follow the guidelines presented in this booklet.
3. I understand that not following these guidelines could delay or prevent college registration, and may be grounds for withdrawal from college classes and placement into high school classes.
4. I understand, as a parent/guardian, that my child is enrolled in college classes that may require the student to leave the CHS campus to attend college classes at Brazosport College or another high school. I do not hold Columbia-Brazoria Independent School District responsible for my child during this time.
5. By signing this document, I have read and understood the Standards of Student Conduct, agree as a student, to be responsible for Texas Success Initiative approved testing (THEA or COMPASS), filling out all forms, submitting all forms to Mr. Holcombe, paying tuition and fees, buying books, providing transportation to and from the college, being aware of deadlines, and attending all college classes. I acknowledge that I will be held to the same standards as all college students enrolled at Brazosport College.

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

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PARENT / GUARDIAN SIGNATURE

\_\_\_\_\_  
DATE

**Columbia-Brazoria Independent School District**  
Catch the Challenge – Learn for Life

**Brazosport College**  
The College of Choice