

# THE CONCURRENT ENROLLMENT / DUAL CREDIT PROGRAM

2009 - 2010

# GUIDEBOOK

BRAZOSPORT COLLEGE

And

SWEENY INDEPENDENT SCHOOL DISTRICT



**Sweeny Independent School District**  
1310 Elm St.  
Sweeny, Texas 77480  
(979) 491-8000



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# Welcome to the Sweeny Independent School District Dual Credit/Concurrent Enrollment Program

<b>What to Find</b>	<b>Where To Find It</b>
Dual Credit/Concurrent Enrollment	3
Student Eligibility	4
Rules and Procedures	5
The Dual Credit Course Equivalency Table	6
Testing Requirements	7
New Student Orientation	7
The Registration Process	8
Financial Aid for Dual Credit	8
High School Schedule and GPA	9
Transfer of Credits	10
Standards of Student Conduct	11
The Enrollment Checklist	12
The Guidebook Agreement / Receipt Form	13

Monday & Thursday	Tuesday & Wednesday	Friday
Sweeny High School	Columbia High School	Brazosport College 8 am – 12 noon
(979) 491-8134	(979) 345-5417 ext. 2025	(979) 230-3690
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## Dual Credit and Concurrent Enrollment

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/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 TSI 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 “70”. 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 Chemistry, Government, Math, and English. As you will notice, these are just some of the classes that offer dual credit. There are many more – these are just the most popular choices. There is a list of approved dual credit courses in the Bulldog 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.

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 Bulldog Catalog.

**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, pass the 10<sup>th</sup> grade TAKS test, be classified as a junior, follow the Recommended Graduation Plan or Distinguished Achievement Program, receive permission from the high school counselor, and have a good record in the following areas.

- **Attendance:** The student must not have had excessive absences (9 or more) in the semester previous to the enrollment period. (90% Rule) (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. (AEP, Boot Camp, etc.) (TEC Chapter 37 Rule 124)
- **Grades:** The student must have a “B” or better average, the previous semester.

Students should follow the advice of their high school and college counselors in determining appropriate class loads, considering high school and college schedules, test scores, previous academic and non-academic records, and non-academic activities.

When students satisfy the above qualifications they are eligible to apply for dual credit college admission. Each student must meet Brazosport College admission requirements in order to register for dual credit college classes. The registration process will be discussed later.



**Each student is responsible for payment of tuition, books, fees, forms, and 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 TAKS English language arts, writing, and/or math, be classified as a junior, and follow the Recommended High School Program or the Distinguished Achievement Program.
2. Students must have a good attendance record; have an average of “B” or better, and no discipline problems during the previous semester, as determined by the high school counselors’ professional judgement, before applying for college classes.
3. Students must request college courses when selecting classes for the next school year.
4. Students must attend New Student Orientation if taking college classes for the first time.
5. Students must take an approved TSI test (THEA or COMPASS) as soon as possible, unless exempt, and have their scores reported to Brazosport College no later than the following dates:
  - August 25<sup>th</sup> for the fall semester
  - Dec. 15<sup>th</sup> for the spring semester
  - May 25<sup>h</sup> for SSI & SSII

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

6. Students must complete the following forms before admission to Brazosport College.
  - Brazosport College Online Application at ApplyTexas.org
  - Brazosport College Early Admission/Dual Credit Program Form
7. Students must bring completed forms, signed by a parent/guardian and the student, to Mr. Holcombe. He will verify that the forms are complete, sign them, and return them to the student to take to the college for registration and payment of tuition.
8. 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 5 or more regular daytime classes or 2 or more 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.
9. Students with attendance problems and/or failing grades will be called-in to discuss the circumstances with their counselor.
10. Students must get permission from their high school and college counselors before withdrawing from a college course. If for some unforeseen circumstance, a student must withdraw from a college class, he/she must fill-out a Class Drop/Withdrawal Form, signed by the student and college counselor to be withdrawn from the course. Forms can be picked-up in the Counseling Office from Mr. Holcombe.
11. 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 checkout at the principal’s office when the college class is dismissed.
12. Students must be aware of deadlines – new student orientation, THEA testing, registration, payment of tuition and fees, financial aid, withdrawing from a class, transcripts, and observe class attendance policies.

## Dual Credit Course Equivalency Table

Dual credit is credit for both high school and college upon successful completion of a college course.

Brazosport Course	Credit Hours	BC Course Title	SHS Course Title	Honors GPA	SHS Credit
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 1407	4	Automotive Electrical Systems	Automotive Technician II		2*
AUMT 1419	4	Automotive Engine Repair			
BIOL 1406	4	General Biology I	Honors Scientific Research & Design I	✓	1*
BIOL 1407	4	General Biology II			
CHEM 1411	4	#General Chemistry I **	Honors Scientific Research & Design II	✓	1*
CHEM 1412	4	General Chemistry II			
DFTG 1305	3	Technical Drafting ***	Computer Applications		1
DFTG 1309A	3	Basic Computer-Aided Drafting	Engineering Graphics		1
DFTG 2328 & DFTG 1358	3	Architectural Drafting – Commercial Electrical/electronic Drafting	Honors Architectural Graphics	✓	1*
ECON 2301	3	Principles of Economics I **	Honors Economics	✓	½
ELPT 1319	3	Fundamentals of Electricity I ***	Electrical Trades I		2*
ELPT 1329	3	Residential Wiring			
ELPT 1321	3	Intro to Electric Safety & Tools	Electrical Trades II		2*
ELPT 1345	3	Commercial Wiring			
ENGL 1301	3	Composition & Rhetoric I	Honors English IV	✓	1*
ENGL 1302	3	Composition & Rhetoric II			
GEOG 1303	3	World Geography	Honors World Geography	✓	1
GOVT 2301	3	Federal, State, & Local Govt. I	Honors Government	✓	½*
GOVT 2302	3	Federal, State, & Local Govt. II			
HART 1310	3	Shop Practices & Tools ***	Heating, A/C & Refrigeration I		2*
HART 1401	4	Basic Electricity for HVAC			
HART 1407	4	Refrigeration Principles	Heating, A/C & Refrigeration II		2*
HART 2445	4	Residential Air Conditioning			
HIST 1301	3	US History to 1877	Honors US History	✓	1*
HIST 1302	3	US History 1877 to Present			
BCIS 1405	4	Bus. Comp. Information Systems	BCIS I		1
ITSE 1431	4	Intro to Visual Basic Programming	Computer Science		1
MATH 1314	3	College Algebra**	Honors Pre-Calculus	✓	1*
MATH 1316	3	Trigonometry			
MATH 2412	3	Pre-Calculus	Honors Calculus	✓	1*
MATH 2413	4	Calculus I			
PHED 1100	1	Physical Education	PE		½
PHYS 1401	4	College Physics I **	Honors Scientific Research & Design III	✓	1*
PHYS 1402	4	College Physics II			
POFT 1329	3	Introduction to Keyboarding	Keyboarding		½
PSYC 2301	3	General Psychology	Psychology	✓	½
PTAC 1302	3	Introduction to Process Tech ***	Petro-Chemical Processing		1*
PTAC 1408	4	Safety, Health, & Environment			
PTAC 1432	4	Process Instrumentation I	Honors Instrumentation I	✓	1
PTAC 1410	4	Process Technology I - Equipment	Honors 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	Honors Spanish III	✓	1
SPAN 2314	3	Intermediate Spanish II	Honors Spanish IV	✓	1
SPCH 1315	3	Fundamentals of Speech	Honors Communication App.	✓	½
WLDG 1321	3	Welding Fundamentals ***	Intro to Precision Metal Manufacturing Careers		1*
WLDG 1428	4	Intro to Shielded Metal Arc Welding			
WLDG 2443	4	Advanced Shielded Metal Arc	Welding I		2
WLDG 2406	4	Intermediate Pipe Welding	Welding II		2

# Prerequisite required before taking college chemistry – CHEM 1405 or one year of high school chemistry.

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

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

\*\*\* Technical Certificate Program: Students must pass at least one section of TAKS or THEA in Reading, Writing, or Math.

## Testing Requirements

In order to take academic classes at any public college or university in Texas, students must take or be exempt from an approved Texas Success Initiative test (THEA or COMPASS). Exemptions for high school students are accepted with the exit level TAAS or TAKS test.

The 10<sup>th</sup> grade TAKS test can waive testing if students make 2200 on ELA and a 3 on writing, and/or 2200 on Math. The 11<sup>th</sup> grade TAKS test can exempt students from testing with the scores listed below.

Students are exempt if they have the following scores on the TAAS, TAKS, SAT or ACT.

TAAS	TAKS*	SAT*	ACT*
Writing: 1770	Writing: 3	Combined verbal & math score: 1070	Composite score: 23
Reading: 89	ELA: 2200	Verbal: 500 (minimum)	English: 19 (minimum)
Math: 86	Math: 2200	Math: 500 (minimum)	Math: 19 (minimum)

*\*Partial exemptions for Math or English are available with exams taken after April 1, 2004.*

If a student is not exempt and wants to take an academic class, he/she can register for the THEA either by mail, with a form from the guidance office, or by calling (979) 230-3040 to register for the THEA Quick Test at Brazosport College. For emergency situations, there is also a Computer Administered THEA (C.A.T.) test available, which gives immediate results, and 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., the TSI approved test may not be required. See the college counselor for testing requirements before enrolling in technical courses.

**All testing must be completed by The Testing 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 information 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. 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 New Student Orientation**

**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 15<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 the 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 FAFSA website and apply for a Personal Identification Number (PIN). 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 these 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 high school campus or at Brazosport College. Evening courses also could be taken.

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



## Grade Point Average (GPA)

Dual Credit courses are calculated into the High School GPA. When Sweeny High School receives the grade report from Brazosport College, the course is typed on the students' high school transcript with the symbol code of "D" to denote it was a Dual Credit course.

Beginning in the fall 2004 semester, all college level courses will be typed on students' high school transcripts as the actual number grade. College grades below 70 will not be passing grades. All college level dual credit courses will be calculated into the high school GPA for class ranking and transcribed as the actual number grade.

Some college level courses being taught at Sweeny High School will carry the grade point weight of 1.10 and are calculated into the GPA. See the Bulldog Catalog for more information about weighted GPA.

Students will have a separate transcript from Brazosport College. To request an official college transcript from Brazosport College, students will need to go to Brazosport College, fill out a Request for Transcript Form, and submit it to the Registrar's Office. It will be sent to the receiving institution within three business days. Students should check with the receiving institution to verify receipt of their transcript.

**"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. Students should check with the college that they are planning to attend before transferring credits. Each student should study carefully the degree requirements of senior colleges to which the student plans 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
Visual & Performing Arts (Core D)	050	3	One course from: ARTS 1301, DRAM 1310, MUSI 1306
US History (Core E)	060	6	HIST 1301 and 1302, or HIST 2302 and 1302
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 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.” – Statewide Transferability of Brazosport College Core Curriculum

# 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 applicable THEA test scores unless the student qualifies for a waiver or exemption
- Present a dual credit approval form to the college counselor, signed by high school counselor
- Remove and sign The Guidebook Agreement / Receipt Form in the back of this Guidebook
- Apply for financial aid by completing a FAFSA (Free Application for Federal Student Aid)
- Fill-out a Brazosport College online application at ApplyTexas.org
- Enter students and/or parents e-mail address on the Application.
- Attend New Student Orientation at Brazosport College. Also available online.
- Fill-out an Early Admission/Dual Credit Form signed by the student and the parent/guardian
- Submit all completed paperwork to Mr. Holcombe for verification and then take to college
- Stop by college library for a student ID card and go to the IT help desk to activate email account
- Pay Tuition and Fees
- Buy books and supplies
- Show a college tuition and fees payment receipt, if requested by the high school counselor

### **Deadlines –**

- Testing dates
- Orientation dates
- Registration dates
- Payment of tuition and fees
- Financial aid
- Withdrawing from a class
- Transcripts

**Make It Happen!**

## The Guidebook Agreement / Receipt Form

I, \_\_\_\_\_, has 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 SHS campus to attend college classes at Brazosport College or another high school. I do not hold Sweeny 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, and agree to be responsible for meeting deadlines, THEA testing, filling-out all forms and submitting them to Mr. Holcombe, paying tuition and fees, buying books and supplies, providing transportation to and from the college, and attending all college classes.

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

\_\_\_\_\_  
DATE

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

\_\_\_\_\_  
DATE

Brazosport College – The College of Choice



Linking Education and Community