

# **Los Fresnos CISD**

## ***Dual Enrollment Program Handbook***



*"What We Do Here Shapes the World"*

Dual Enrollment courses are offered to provide Los Fresnos CISD students with an opportunity to acquire college credit while still attending high school. It is also meant to better prepare students for post-secondary studies geared toward a college certificate/degree and beyond. When enrolled in a college dual enrollment class at Los Fresnos High School or Los Fresnos United, it is important that students and parents are fully aware that they are developing a permanent official college record that will influence future financial aid and college/university application submission.

**Courses Offered:** The Los Fresnos CISD offers dual enrollment courses in the areas essential to the Texas Core Curriculum for Texas colleges and universities. A variety of dual enrollment courses are offered each semester.

**Course Instructors:** Dual Enrollment courses are taught by instructors approved and employed by the institution of higher education providing the courses, with most of the instructors also being teachers at LFHS and/or LFU.

**Registration:** Students are required to pre-register for the following year's dual enrollment courses during regular high school pre-registration. Availability of any dual enrollment course is dictated by the local college.

**Application Packets:** Upon initial entrance to the Dual Enrollment Program, a complete college application packet, including qualifying college placement exam scores (TSI), must be submitted to the counselor by the announced deadline. Packets submitted after the deadline will not be processed.

**“College Readiness:”** The Texas State Legislature mandates that all entering undergraduate students must be assessed for readiness to enroll into college-level course work. Prior to enrollment in a Texas public college or university, dual enrollment students are required to take a college placement test(s). The purpose of this exam is to assess the reading, mathematics, and writing skills that entering freshmen-level students should have if they are to perform effectively in undergraduate certificate or degree programs in Texas public colleges and universities.

### **Eligibility for Dual Enrollment:**

#### Academic classes

- Junior and Senior students - Prior to enrollment, all interested students:
  - must complete the DE admission process by the respective deadline,
  - must exhibit “College Readiness” by meeting TSI compliance in the area(s) in which they are requesting to take a course, and
  - must have completed pre-requisite course(s)
- Sophomore and Freshman students - Prior to enrollment, all interested students:
  - must complete the DE admission process by the respective deadline,
  - must exhibit “College Readiness” by meeting minimum requirements in **all three** areas (Reading, Writing & Math) of the Texas Success Initiative (TSI), and
  - must have completed pre-requisite course(s)

#### Technical Classes

- Technical Certificate students:
  - must meet the college admission requirements
  - TSI testing not applicable for technical courses
  - Because technical classes are taken at the college campus, all entering students are required to show evidence of an initial bacterial meningitis vaccine or a booster dose during the five-year

period preceding to the first day of the first semester in which the student initially enrolls at the Texas higher education institution

**Course Load:**

Course load will be determined by school counselor, student, and parent based on student's academic programming needs.

**Enrollment:** A student is not fully enrolled in a dual enrollment course until all requirements of the institution are met and the student fills out a registration permit.

**Calendar/Attendance:** The LFCISD school calendar may not correspond to the college calendar. It is important to become familiar with the college calendar for courses. Instructors establish their own attendance policies and each policy must be followed precisely. Missing too many days from class could result in failure based upon the instructor's participation policy. Note that high school functions, such as UIL activities, are not excused absences from college courses.

**Textbooks/Workbooks/Equipment:** The LFCISD provides all textbooks for dual enrollment classes taken during the fall and spring semesters. Textbooks remain the property of the school district. Students may be required to purchase a workbook if the dual enrollment course selected requires it. If a student is issued a book(s) and/or equipment, they are not to be used for any other activity, except for classroom related assignments. The student is responsible for the proper care of applicable books and equipment as well as their return. Students will be responsible for covering costs for any lost property.

**Tuition:** Tuition is covered by the institution of higher education providing dual enrollment courses and/or the Los Fresnos CISD.

**Transportation:** Academic DE courses are taught at LFHS and/or LFU. LFCISD bus transportation is available for Career and Technical Education students taking DE technical courses.

**Grading/Testing Policy:** The grading/testing policy is according to the type of Dual Enrollment course selected. Dual Enrollment courses that are NOT for AP credit are under the grading/testing policy of the college or university and must be followed by the District. Grading/testing policies are provided to the student at the beginning of each course in a detailed course syllabus.

**Adding and Dropping Courses** a. Adds: Students may not add a class after the established college deadline. b. Drops: Students should be aware that failing a dual enrollment course is in effect failing a college course. Drop dates and procedures for dropping a course are provided by the college. Should it become necessary to drop a dual enrollment course, the student is required to submit a signed college withdrawal form before the college's established deadline.

If a dual credit student withdraws from (drops) a course before the college census date (typically 10 class days after class begins,) the course will not appear on the college transcript. It is the responsibility of the student to check with the instructor or their course syllabus for the census date. Students who withdraw from (drop) a course on or after the census date will receive a "W" on their TSC transcript. Students may withdraw from (drop) a course up to the "Last Day to withdraw with a W." It is the responsibility of the student to check with the

instructor or the course syllabus for date of the “Last day to withdraw with a ‘W’.” These withdrawals/drops will result in a “W” on the TSC transcript. Having “W’s” on college transcripts may impact Federal Financial Aid eligibility after graduation from high school. Students should speak with their counselor for details.

**Failing a Course:** A student who fails one or more dual enrollment courses in one semester will not be allowed to enroll in another dual enrollment course(s) the subsequent semester. The student must sit out of the dual enrollment program for one complete semester.

**Extra-curricular Eligibility:** A dual enrollment course can be counted among the classes necessary for a student to be considered as full-time for participation in extracurricular activities. Additionally, the State Board of Education identifies certain advanced courses eligible for consideration for eligibility waivers. Los Fresnos CISD identifies dual enrollment courses in the group of courses that can be considered for a grade of 60 and above. Students can use the waiver one time per semester per course.

**Honor Roll:** Dual enrollment courses taken in the core areas will receive an additional 10 points in qualifying for Honor Roll purposes only. The actual grade earned is reported on the report card and the official transcript.

**GPA and Ranking:** Dual enrollment classes in the core areas will be used for calculating student grade point averages and class ranking. Students taking dual enrollment classes are eligible to graduate in the Top 5%.

**Credit Transferability:** It is important to keep in mind that not all colleges and universities accept credit earned in all dual credit courses taken in high school. Students and parents should check with prospective colleges or universities to determine if a particular course will count toward the student’s desired degree plan. The Texas Common Course Numbering System matrix can be used to facilitate transfer of dual enrollment general academic coursework. TCCNS provides course designations to be used in determining both course equivalency and degree applicability of transfer credit on a statewide basis. When students transfer between two participating TCCNS institutions, a course taken at the sending institution transfers as the course carrying the same TCCNS designation at the receiving institution. The following link will allow access to the TCCNS: <https://www.tccns.org/> .

**Transferring Credits:** It is the responsibility of the student to request a transcript be sent from the institution granting dual credit to the college/university they wish to attend; costs associated with college transcript requests are the responsibility of student.