

NBHS/SAC 2021 FALL DUAL CREDIT CHECKLIST

All documentation is due to Mrs. Burton in the Front Office/Counseling Center or to her email (aburton@nbisd.org) by dates below. **WATCH DEADLINES!**

Missing a deadline will prevent you from participating in dual credit classes.

Supporting documents and instructions will be sent to **student's school email** for completion.

They may be printed, completed and returned or completed, scanned, and email returned.

Step #	Required Steps	Activity/Due Dates	Date Finished
1	Complete/Sign the NBHS Dual Credit Agreement as well as the San Antonio College (SAC) Student/Parent Consent Form. Mrs. Burton will send these to student's SCHOOL EMAIL. Leave Banner ID blank. Mrs. Burton will fill this in later.	Due by Friday, January 15, 2021	
2	Go to www.applytexas.org and follow the instructions found in the powerpoint Mrs. Burton sends to students' school emails. There are 2 parts for Apply Tx, the profile and the application itself. The application must be completed exactly as provided by SAC or your application will not go through properly. Record username, password, and application # on page 2.	Apply Tx Due by Friday, January 29, 2021	
3	Check school email DAILY for Banner ID and ACES username from Mrs. Burton. This can take up to 2 weeks to receive.	Check school email daily	
4	Log onto www.alamo.edu and click on ACES tab at the top right. Follow instructions in [redacted] for first time users. Use the assigned username and default password, then create your unique password. Call the SAC help line (210-485-0555) if the default password is not working. Mrs. Burton does not have access to ACES systems.	Write down Banner ID, Username, and password on page 2	
5	Log into ACES, click on the START HERE tab on the left and complete the Go FAARR and Test Prep Modules located in the center of the page. Green check marks appear next to tasks when they are completed. This will not work on an iPad.	Complete Go FAARR and Test Prep modules	
6	After completing both Modules, print the page with green check marks, attach to completed page 2 (next page) , and turn in to the Front/Counseling office.	Due by Friday, February 26, 2021	
7	Register for TSIA 2 on the dual credit website. High School homepage, hover over "Meet the Staff" on the left, click on counselors, click on the dual credit tile, and click on the link to register. Students must be on school gmail accounts to access the registration link.	Register after step 6 is complete and prior to March	

Students will take TSIA 2 during the school day and are responsible for all work missed.

Students will select the day they wish to test and should plan accordingly. Emails will be sent to **school emails** to confirm test date and passes will be sent to students the day of testing. On the test day, students will show passes to either 3rd or 6th period teachers, will go to A lunch, and will report to Room 228 by 12:00 to begin testing. Average testing time is 2 ½ - 3 ½ hours, but the test is untimed. Students do not need to bring anything for testing, as it is computer based. A calculator is on the test when available for use. Paper and pencils will be provided for students. Attendance will be notified of students who are testing.

NBHS DUAL CREDIT STUDENT INFORMATION SHEET
TAKE A PICTURE OR MAKE A COPY FOR YOUR RECORDS
 Return to the Front/Counseling Office by February 26, 2021

PRINT AND USE A PEN

Student Name:	
Student ID:	
Grade Level 2021-2022:	
Student Email:	
Student Phone:	
Parent/Guardian Name:	
Parent/Guardian Phone:	

APPLY TEXAS INFORMATION	
Username:	
Password:	
Application Number:	

ACES ACCOUNT INFORMATION	Make a copy for future access/reference!
Banner ID:	
Username:	
Password:	

* Banner ID will be provided at a later date



High School Programs Student/Parent Consent Form

Entering program as a: 9th Grader 10th Grader 11th Grader 12th Grader

* Banner ID: _____ Birth Date: _____ Entry Term: Fall 2021

If available, indicate your Apply Texas Application ID# if you are entering this program as a first time student: _____

Please select all student type options that apply:

Public School Home School¹ Charter/Private School Alamo Academies SAISD Phoenix (SAISD only)

School/Organization Name: New Braunfels HS School ID: _____

Name: _____
(Please Print) Last First MI

Mailing Address: _____ City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____

Student Personal Email: _____ Parent/Guardian Personal Email: _____

Parent/Student Consent for Release of Information and Participation in the School Program for the duration of the student's School career.

I, _____ and _____, understand
(Print: Parent/Legal Guardian's Name) (Print: Student's Name)

The College:

- Will be authorized to obtain and use, for program purposes, the student's High School (herein called School) records, including, without limitation, parent residency information (if necessary), transcripts, test scores and grades to determine eligibility, and behavioral and disciplinary information. College is also authorized to share student records information with School. Information will be shared from School to College and/or College to School via a secure electronic transfer of documents containing student information.
- Will comply with the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99). All information provided to Alamo Colleges District relating to educational records will be confidential and Alamo Colleges District will not disclose, communicate or divulge, or permit disclosure, communication or divulgence, to another or use for their own benefit or the benefit of another, any confidential information, unless permitted by FERPA or required by the laws of the State of Texas.
- Will not permit the student to participate in the School Program if he/she fails to: submit an accurate online application through AlamoENROLL by the announced deadline, submit all other documents pertaining to residency to the appropriate person by the announced deadline(s), verify enrollment into the correct dual credit courses, and/or maintain satisfactory academic progress.
- Will provide a disabled student accommodation of his/her disability to participate in the program and activities of the Alamo Colleges District upon request. Accommodations are considered for approval when students are testing and/or taking courses on the College site. Support services may include special testing arrangements, readers, scribes, and note-taking services. However, Alamo Colleges District is neither able nor required to provide the level of disability support services offered through the School. For a student to receive disability support services at the College, the School student must provide a copy of the student's current IEP plan to the College's Disability Support Services ("DSS") office.
- Will provide final eligibility status to the School dual credit liaison to complete the student's file.
- Instructor will inform the student of academic progress/grade status at the third week and at mid-semester.
- Will send all communication to the student's provided @student.alamo.edu email address accessible in ACES.

I understand that:

- This form is valid for the duration of the student's participation in the School Program.**
- Submitting this consent form and/or School course card does not guarantee eligibility or enrollment into the program or selected courses. Eligibility and enrollment into the School Programs and courses is dependent on a complete application packet submitted by the deadline and qualifying test scores for each course selected, as determined by the servicing College and School.
- Courses will be more academically challenging than traditional School courses, will include different requirements and a separate grade for each course.
- Courses held on the College campus (all instructional methods apply) may contain a mix of both School and traditional college students. Therefore, the subject matter of the course may be more complex and mature in nature and the expectation is that the student's behavior and performance will be equivalent to that of a college student.
- My child may be enrolled in dual credit courses approved by the School.



High School Programs Student/Parent Consent Form

6. Grades are awarded on a 4.0 scale at the College, and the School will convert them to the School letter grades according to its procedures.
7. Grades earned in dual credit courses are based off the instructor's evaluation of the student's progress, the College grade may be different than School grade, will become part of the student's permanent academic record, and will be reflected on the College transcript.
8. A student has a maximum of one (1) year from the end of the semester or term in which the final grade was issued to request a review of the grade or petition for a change of grade.
9. Students who fail to verify enrollment in ACES, per each term's Census Date for the College, cannot contest enrollment thereafter. The submission of a School transcript will not be considered.
10. Students must attend their dual credit class regularly and turn in all required assignments. Students may be withdrawn for lack of attendance and/or lack of progress. This attendance policy pertains to all students enrolled in any section of a dual credit course on any campus. If for any reason my child is not attending the dual credit class at the School regularly, he/she will be withdrawn from the class (includes students sent to alternative school and homebound students).
11. Students underperforming are encouraged to withdraw the course before the Last Date to Withdraw deadline, after conferring with a counselor. If student remains in course after the Last Date to Withdraw, they will be awarded the grade earned.
12. Students are responsible for knowing and adhering to the Last Date to Withdraw deadlines for withdrawal on the Alamo Colleges District Academic Calendar, accessible at <http://alamo.edu/calendars/>.
13. Students are expected to meet academic standing as defined in the College catalog to continue in any of the School Programs offered through the Alamo Colleges District.
14. Student struggling to maintain a passing grade will be provided with options for the student's successful completion or be advised by the instructor, School counselor, assigned School staff, or the College academic representative on consequences of withdrawing the dual credit course in order to minimize future problems related to admissions, financial aid, and scholarships.
15. If a student plagiarizes a paper, or colludes or cheats in any dual credit class, the student will be subject to the disciplinary policies and procedures of the College. In some instances, severe cases may result in failure of the course and suspension from the School Program. Any disciplinary action will become part of the student's education record with the College district.
16. Courses are generally transferrable; however, it is not the College's responsibility to ensure that the dual credit course(s) for which the student enrolls are transferable to the College/university the student plans to attend.
17. If my child earns thirty or more college credits, he/she may be considered a sophomore at some universities and this could affect scholarships and other financial opportunities. It is my responsibility to check with the receiving institution to determine how dual credit hours are handled.
18. The School Program is now available for students in grades 9-12, as dual credit courses are available at your School.
19. Students who choose to take regular college courses outside the School Program requirements will be admitted as Early Admit and responsible to meet all admission requirements for the program as well as pay full tuition and fees based off residency status for all courses. Any college credit earned is strictly college credit and is part of any School Program agreement. Please work with the College's Admission Office for the admission process and deadlines.
20. Excluding Early College School, all students enrolled in School Programs **may not exceed a total of 14 courses throughout their time in School.**
21. Students may participate in one or more School Program (Dual Credit and Alamo Academies or Early College School and Alamo Academies) provided that they **do not exceed a total of 14 courses throughout their time in School.** Students pursuing this option will require special Academic Advising in order to ensure completion in at least one School Program.
22. Alamo Colleges District and the Colleges are not charging students tuition and fees, special program charges, textbook or instructional materials charges during their participation in any School Program. All associated cost will be waived and/or billed to the ISD/school per the adopted cost sharing model indicated in each ISD/Private/Charter school Memorandum of Understanding (MOU). *Home School students please review the information provided within the Home School Students section.*
23. For additional information on School Programs, please visit <http://www.alamo.edu/hsprograms>.

¹Home School Students:

I understand that:

1. All of the statements above and below apply to all Home School students.
2. The course must have an equivalent (articulated) School course and must be approved by the parent and the College.
3. All updates will be communicated through the email address provided on the Apply Texas application until a Banner ID is assigned; thereafter, all communication will be sent to the student's provided @student.alamo.edu email address accessible in ACES.
4. As stated in the annual Home School MOU, parents of students participating in any School Program will be billed \$100 per course and responsible for any special program charges, textbook or instructional materials charges applied to the student record per enrollment status. For payment deadlines and payment plan options, please visit <http://alamo.edu/district/business-office/>.
5. Instructional Materials charges are applicable on selected courses. Please confer with your College High School Programs contact for additional details.
6. Homeschool student must complete one academic year at the College.



High School Programs Student/Parent Consent Form

Alamo Academies Students:

I understand that:

1. All of the above and below statements are apply to all Alamo Academies students.
2. Will follow the curriculum of the Academy Program of Study.

Student's Signature

Date

Parent or Legal Guardian Signature

Date

School Dual Credit Liaison/Dual Credit Counselor

Date

All listed policies are subject to change to accommodate State mandated rules and regulations.

State law gives you the right to request, receive, and correct information about yourself collected on this form. Alamo Colleges District do not discriminate on the basis of race, religion, color, national origin, sex, genetic identity, sexual orientation, veteran status, age, or disability with respect to access, employment programs or services.

NEW BRAUNFELS HIGH SCHOOL DUAL CREDIT STUDENT/PARENT AGREEMENT

Dear Prospective Dual Credit Student: Name _____ ID: _____

You have indicated a desire to enroll in a dual credit course offered at New Braunfels High School. Be sure to carefully read all of the information that follows regarding the Dual Credit Program and the enrollment process. Please pay close attention to the forms that must be completed and returned to the front office. Notice the due dates! If you have additional questions after reading this packet, please contact Mrs. Burton at 830-627-6021.

Dual Credit Program Information

A Dual Credit Program allows eligible students to earn college credit for certain high school courses in which they are enrolled. Dual credit courses are high school courses that adhere to college-level standards. Dual credit courses are taught at the high school during the same time that the high school course is scheduled. The primary purpose of the Dual Credit Program is to enable students who meet the requirements to earn college credits while completing their high school education. A successfully completed dual credit course earns the student college credit which may be applied toward an associate degree and/or may transfer to other colleges and universities.

Students should verify with the college they plan to attend after high school graduation that the college credits earned through the dual credit program will transfer and apply toward a college degree.

BE VERY SELECTIVE OF THE DUAL CREDIT COURSES YOU CHOOSE:

University Acceptance of Dual Credit Courses

It must be noted that each college or university reserves the right to (1) accept college credits for transfer credit from another college or university and (2) apply them appropriately to a student's transcript. It is the responsibility of the student to seek information from institutions in which he/she desires to transfer concerning the acceptance of dual credit coursework and its application to a degree in the desired major.

Student Failure in a Dual Credit Course

All students who are performing poorly in a dual credit course may be dropped from the college-level course within the first week or two of the semester by the published deadline to avoid future problems related to admissions, financial aid, and scholarships at institutions. *Students who complete the college-level course but earn a D or F (70 or below) will not be allowed to enroll in another dual credit course while in high school.*

Drop/Withdrawal from a Dual Credit Course AFTER the Withdraw Deadline

If a student withdraws from a dual credit course after the published deadline, a "W" will be placed on his/her college transcript. The U.S. Department of Education has requested all colleges implement a Satisfactory Academic Progress Policy in order for students to receive financial aid. San Antonio College and many other colleges/universities policy states a student may be put on suspension from financial aid due to a low college course completion rate.

I have read and understand the conditions of my child enrolling in a dual credit course, including the deadline requirements, and the requirement to view the AlamoEnroll GoFAARR/TestPrep presentation from San Antonio College. Upon acceptance, I hereby grant my child permission to enroll in the Dual Credit program with San Antonio College.

Student's Signature:

Date:

Parent/Guardian's Signature:

Date:

Special Note:

New Braunfels Independent School District is authorized to provide dual credit courses for eligible high school students on the basis of an articulated agreement between NBISD and Alamo Colleges/San Antonio College. This agreement requires that participating dual credit students abide by a set of policies, procedures, and timelines put in place by Alamo Colleges/San Antonio College. Because New Braunfels ISD has no jurisdiction or control over SAC policies, procedures, and timelines, when an issue arises, our ability to advocate on a student's behalf is often limited. In addition, SAC prefers to resolve issues by working directly with the student involved. Therefore, while NBISD is eager to assist students whenever possible, we have found that the most effective student advocate is often the student, himself/herself.