Dual Credit/College Credit Handbook

May High School

2020-2021

April 2020

May High School will be offering Dual Credit courses once again through Cisco College and TSTC. This handbook gives enrollment details for Cisco College. TSTC information is available in the counselor's office.

In order to take dual credit or college credit only courses through either Cisco College or TSTC, May ISD requires the following:

- ☐ Cumulative GPA of 3.0
- ☐ Passing both the reading and writing sections (Cisco College Only)
- ☐ Submitting all paperwork to Mrs. Ribble

May ISD is excited to offer you this opportunity to earn college/dual credit courses while in high school. If you have any questions or need assistance with any step in this process, please do not hesitate to contact me at 254-259-2091, EXT 1221, or at kay.ribble@mayisd.com.

CISCO COLLEGE

New to the 2019-2020 school year, May ISD students have the opportunity to receive financial aid for dual credit courses taken through Cisco College. All students taking dual credit courses through Cisco College will have the option to apply for financial aid by completing the Free Application for Federal Student Aid **by Fall: October 15 and Spring: March 15.**

After applying for financial aid and applying to Cisco College, students will receive a financial aid letter from Cisco College. If you qualify for financial aid, those funds will be used to cover the cost of tuition, any fees, and textbooks. If you do NOT qualify for financial aid, you will be responsible for the cost of tuition, any fees, and textbooks. Financial Aid information is not handled through the school. All questions and concerns about financial aid must go through Cisco College.

Below are the steps to follow for enrolling in Dual Credit/college credit courses through Cisco College:

STEP 1: Students and/or parents visit with me about the application process and receive a handbook.

STEP 2: Take the TSI and meet the qualifying scores before June1.

STEP 3: Apply for financial aid at https://fafsa.ed.gov/

STEP 4: Complete the Cisco College application found at ciscocollege.edu/dualcredit

STEP 5: Submit parent/student checklist with all required documents to me.

STEP 6: I will submit your completed paperwork (transcript, parent permission form, TSI scores, and the courses you wish to take) to Cisco College.

STEP 7: Payment will be made after all students are enrolled in their classes via Campus Connect link on the student's blackboard page **by the student/parent**. Instructions for using Campus Connect are included within this document.

May ISD School Board approved dual credit and college credit only classes are listed below by grade level and follow the Cisco College Core Curriculum Plan.

Cisco Course Title	Course Name	Credit Hrs	High School Course	Unit
Freshmen Level Courses				
Learning Frameworks	EDUC1100	1	College Credit Only	CC Only
Public Speaking	SPCH1315	3	Public Speaking Prof. Comm. Speech Comm.	CC Only
Sophomore Level Courses				
World Civilizations I	HIST2321	3	World History	0.5
World Civilizations II	HIST2322	3	World History	0.5
Junior Level Courses				
Composition I	ENGL1301	3	English III	0.5
Composition II	ENGL1302	3	English III	0.5
U.S. History I	HIST1301	3	US History	0.5
U.S. History II	HIST1302	3	US History	0.5
Senior Level Courses				
British Literature II	ENGL2323	3	English IV	0.5
American Literature	ENGL2326	3	English IV	0.5
Federal Government	GOVT2305	3	US Government	0.5
College Algebra	MATH1314	3	Advanced Math	1.0
Elective and Fine Art Credits				
Music Appreciation	MUS11306	3	Fine Art	CC Only
Art Appreciation	ARTS 1301	3	Fine Art	CC Only
General Psychology	PSYC2301	3	Elective	CC Only
Intro to Sociology	SOCI1302	3	Elective	CC Only
Intro to Computer Science	COSC1301	3	Elective	CC Only
American Music	MUSI1310	3	Elective	CC Only

College Credit Only Courses

** A student can choose to take other courses offered through Cisco college for college credit only.
** See Cisco College Core Curriculum Plan for HS Students to get a course schedule. Page 6 of this document.
** Courses taken during the summer, even if they are dual credit eligible, do not count towards GPA and rank according to our local policy.

Texas Success Initiative Assessment (TSI)

All students who want to take Dual Credit courses through Cisco College are required to take the TSI and meet the score requirements prior to being enrolled in Dual Credit courses.

The Texas Success Initiative (TSI) was instituted by the Texas Legislature and is a program of diagnostic testing and developmental instruction designed to improve student success rates in Texas colleges. Entering college students are required to meet established minimum standards on assessment tests in math, reading, and writing. A new version of TSI will be released on August 31, 2020.

The following TSI scores represent college ready scores:

- Reading score of 351 or above
- Mathematics score of 350 or above
- Writing essay score of a 5; or an essay score of a 4 with objective score of a 340

Exemptions

- A student with an SAT score of at least 1070 and a math score of at least 500 is exempt from the math requirement.
- A student with an SAT score of at least 1070 and a verbal score of at least 500 is exempt from the reading and writing requirements.
- A student with an ACT composite score of at least 23 and a math score of at least 19 is exempt from the math requirement.
- A student with an ACT composite score of at least 23 and an English score of at least 19 is exempt from the reading and writing requirements.
- PSAT combined minimum score of 107 with a minimum of score of 50 on the critical reading and/or mathematic s section linked to the subject area the students wishes to enroll in. **(Dual Credit Students only)**

All Exemptions should be confirmed with the Cisco College Registrar's Office. Please call 254-442-5118 for questions concerning exemptions.

TSI Pre-Assessment Activity

Students must complete the Pre-Assessment Activity at rangercollege.edu/testing prior to taking the TSI Assessment. Students will be instructed to provide an email address to send their certificate of completion to. **Students must print this certificate and bring this on testing day.** Students will not be allowed to test without proof of completion.

Scheduling for the TSI Assessment

May ISD is a testing center. To test at May ISD, contact Mrs. Steele to schedule an appointment. You may also contact Cisco College to schedule a date and time to take it at their campus. Use the information below to register for the test. If possible, the TSI may be given at May ISD during the school year. There is currently no charge for a dual credit student to take the TSI at Cisco College in Cisco, Texas.

Cisco College at Cisco, Texas:
Location: 101 College Heights
Please call 254-442-5020 to schedule your TSI Assessment.
Testing is held by appointment.

On Testing Day: Students will need to bring the following items on testing day to their campus:

- Certificate of Completion for the Pre-Assessment Activity
- Photo ID

Students will not be allowed to have their cell phone or any other personal belongings during the test. Calculators are NOT ALLOWED.

How to Make a Payment

Option 1: Canvas

Canvas is the online portal for students which gives access to important information. Students can view their unofficial transcript, view/pay their bill, register for classes, and designate their direct deposit location.

The Canvas link is on the Cisco College main website, ciscocollege.edu. Select Campus Connect for Students under "Review/Pay Account".

Login: Students use their Social Security number with no dots or dashes.
Password: Student's 8 digit birth date (MMDDYYYY).

Option 2: Mail (no cash please)

Cisco College
Attn: Bursar
101 College Heights
Cisco, TX 76437

Please include student name and CC student ID number or birthdate.

Option 3: In Person

Payment may be made at the Cisco and Abilene locations.

Option 4: Phone (please be aware that extremely high call volumes occur during registration and the first week of classes)

Bursar's Office
254-442-5118 option 4

CORE CURRICULUM PLAN : Get Core Complete!

The core curriculum is a 42-hour block of general education courses that makes up "the basics" of a 2-year degree or the lower-level course work of a baccalaureate degree. Use the core curriculum plan to keep track of your progress towards becoming core complete. A course may only fulfill **1** core requirement.

Any **public** college or university in Texas must accept in transfer **the full 42-hours** in place of the core curriculum of that college or university for any student who **successfully completes the full 42-hours.**

Core Requirement	Course	Semester Taken	Grade	Cisco or Transfer
American History-3 hrs.	HIST 1301			
American History-3 hrs.	HIST 1302			
Communication-3 hrs.	ENGL 1301			
Communication-3 hrs.	ENGL 1302			
Creative Arts- 3 hrs. (choose one) ARTS 1301, DRAM 1310, OR MUS 1306				
Government/Political Science-3 hrs.	GOVT 2305			
Government/Political Science-3 hrs.	GOVT 2306			
Language, Philosophy & Culture-3 hrs (Choose any soph. literature or soph. foreign language)				
Life & Physical Science-4 hrs. (Choose one lab science) Science/Allied Health major: BIOL 1406 or 2401, CHEM 1411, PHYS 1401 or 2425 Non-Science major: BIOL 1408, CHEM 1405, GEOL 1403 or 1404, PHYS 1403, 1404, 1415, or 1417				
Life & Physical Science – 4 hrs. (Choose one lab science) Science/Allied Health major; BIOL 1407 OR 2402, CHEM 1412, PHYS 1402 OR 2426 Non-Science major; BIOL 1409, CHEM 1405, GEOL 1403 OR 1404, PHYS 1403, 1404, 1415, or 1417				
Mathematics- 3 hrs. (Choose MATH 1314 or higher based on requirements of intended transfer institution) Math or Science major: MATH 2413 Bus. Or Social Sci. major: MATH 1324				
Social & Behavioral Science- 3 hrs (Choose one) AGRI 2317, any ECON, HIST 2321 OR 2322, any PSYC, any SOCI				
Core Curriculum Option (Choose one) AGRI 2317, BCIS 1305, EDUC 1100 or 1300, PHIL 1301 or 2306, SPCH 1315 or 1321, any ECON, any PSYC, any 4-hr lab science, any sophomore foreign language, any sophomore literature, any sophomore history				

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May ISD Dual Credit/College Credit Checklist

Please submit this checklist to Mrs. Ribble.

New Dual Credit Students

☐ Student must submit an **application for admission** online at www.cisco.edu, clicking on Apply Button (upper right corner). *please choose "DUAL CREDIT/GENERAL STUDIES" as your intended major/program* (it is critical that they use their social security number when applying).

Application Confirmation Number: _____

☐ Submit FAFSA Online
☐ Dual Credit Request Form
   W-9S Form
☐ TSI Scores
☐ GPA of at least a 3.0
☐ Class(es) I would like to take in the Fall semester is/are:
_____

Returning Dual Credit Students

Applies to All Dual Credit Students

☐ Submit signed parent permission forms **(Required every year)**

☐ Submit any NEW qualifying test scores (TSI, ACT, SAT, STARR EOC, etc.)

☐ I don't have any NEW test scores

☐ Submit FAFSA Online
☐ GPA of at least a 3.0
☐ Class(es) I would like to take in the Fall semester is/are:
_____

_____   _____
Student's Name   Date Submitted

Mrs. Ribble will submit the following Information to Cisco College:

☐ Your Official Transcript

☐ Qualifying **test scores**. (TSI, ACT, SAT, STARR EOC, Etc.)

☐ Dual Credit Request Form

☐ Classes you would like to take

College Dual Credit - Parent Permission Form

The dual-credit enrollment program at Cisco College requires the following:

1. The student must be admitted to Cisco College. Each student must:
   - Complete and submit an application for admission.
   - Complete and submit the Parent Permission form with all signatures.
   - Submit copies of test scores (STAAR, TSI, PSAT, PLAN, ACT, SAT).

2. The student must have completed the Texas Success Initiative (TSI) for the appropriate subject and must have tested in all three areas if not exempted by STAAR, ACT or SAT scores.

3. Payment must be submitted to Cisco College at the time designated by CC officials.

4. The signatures on this form give the high school permission to send to Cisco College all required test scores as well as final transcripts upon graduation.

5. The signatures also give Cisco College permission to release the student's academic record to the high school until such time as the student is no longer enrolled at that school.

6. The signatures on this form also give Cisco College permission to release the student's academic record to the parent(s) upon request until such time as the student is no longer enrolled at that school unless the student rescinds this permission by completing the section below.

Your social security number (SSN) is being requested because it is a unique identification number.

I (the student) understand that a dual credit course is a college level course; therefore, I will follow all policies of Cisco College. I further understand that I am not officially enrolled until all required registration documents and payment have been submitted to the college.

_____   _____
Student Name (Please Print)   Student Social Security Number

_____   _____
Full Address (Street, City, Zip)   Daytime or Cell Phone Number

May High School_____   025-905-001_____
High School Name   High School ID Number

_____   _____
Student Signature Date

_____   _____
Parent/Guardian Signature Date

* * * * * * * * * * * * * * * * * *

I DO NOT give Cisco College permission to release my academic record to my parent(s).
_____   _____
Student Signature Date

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Frequently Asked Questions

What is Dual Credit?
Dual Credit allows a high school student to earn college credit and high school credit concurrently.

When can Dual Credit courses be taken?

Dual Credit courses can only be taken during the school year as dictated by the May ISD school calendar. Courses taken during the summer will be considered college credit only.

What is the difference between Dual Credit and College Credit Only classes?
With Dual Credit courses, a student is able to earn both a college credit as well as a high school credit. Dual Credit courses are scheduled into May High School's master schedule and the student will be given time during the school day to work on their course work. College Credit only courses do NOT earn high school credit, and the courses are NOT built into May High School's master schedule. The student assumes full responsibility to work on the course work on their own time outside of the school day.

Will the credits transfer?
Most of the credits earned will transfer to other colleges or universities. It is the students' responsibility to make sure that the Dual/College Credits earned will transfer to another college or university.

What is a Dual Credit passing grade?
Credit will be awarded for high school credit for a 70 average or better for the semester. For example, if a dual credit semester grade is 98, a 98 will be recorded on the student's transcript with the corresponding course.

What happens if I earn lower than a 70 in a course?
The course will not fulfill the requirement for high school credit. You will be placed on academic probation. If a student earns two grades lower than a 70 in dual credit courses, you will not be allowed to enroll in future college courses in that subject area.

What does it mean to be on Academic Probation?
The number of courses allowed for you to enroll may be limited. Students will meet with an academic advisor to discuss enrollment in future classes. Overall GPA, overall effort, work quality along with other factors will be considered.

Why does May High School care if I earn a C in a course?
It is the expectation of May High School for students to be college ready. It is not beneficial for students to earn low grades since this affects both high school GPA and class rank as well as college GPA. A low GPA could negatively affect both college acceptance as well as scholarship opportunities.

Who can take Dual/College Credit courses?
Freshmen, Sophomores, Juniors, and Seniors who have met the TSI assessment(s) scores required for the course to be taken, as well as met May ISD's qualifying GPA of 3.0 may register for Dual Credit courses.

How much does Dual Credit cost and when do I pay?
The current cost for Cisco College dual credit courses is $80 per semester hour. This cost is subject to change. The student will be responsible for paying tuition costs and fees by the deadline set forth by Cisco College. All payments will be submitted via Campus Connect link once your student has been registered by Cisco College.

What happens if I am placed in DAEP or an alternative education placement?
If a student is removed to an alternative education placement setting such as DAEP, the student will be automatically withdrawn from ALL Dual Credit courses and will be not be reimbursed for the cost of all classes dropped.

Where can I purchase textbooks?
Textbooks can be purchased from the Cisco College bookstore online, or at the Cisco College campus in Cisco, TX. There are also many online resources to purchase textbooks. It is to your benefit to research online resources to find the best deal on textbooks. Used or rented textbooks are typically less expensive than new textbooks. Please make sure that any new or rented textbooks come with any online access codes that may be required for the course.

What is the deadline for turning in required paperwork to take Dual Credit courses?
All required paperwork must be completed and turned in to Mrs. Ribble by the announced deadlines set by Cisco College and May ISD.

How will my college class affect my high school schedule and GPA?
Dual Credit courses will receive a weight and be figured into the student's GPA at the end of the semester per MISD Local Board policy. If a student drops a Dual/college credit course with a failing grade or fails the course in the fall, the student will be given the college grade or a 65, whichever is higher, for the fall semester in the high school course and therefore will have the possibility of earning a year average of a 70 or better. If a student drops a Dual Credit course with a failing grade or fails a course in the spring semester, the student will receive the college grade or a grade of 65, whichever is higher, and will be required to complete the high school semester credit by credit recovery. A student who drops or fails a Dual Credit course will not be allowed to enroll in any other Dual Credit courses in that subject area in the future.

How many times can I drop a class?
Under the requirements of Texas Senate Bill 1231, 80th Legislature, an undergraduate student who enrolled in higher education for the first time in Fall 2007 or after is permitted a total of six (6) dropped courses, including any courses dropped at another Texas public institution of higher education.

How is a Dual Credit course different from a regular high school course?
Many Dual Credit/ College Credit Only courses for May ISD are taught by online instructors. Students must be self-motivated and be able to meet deadlines in order to be successful in a

Dual Credit/ College Credit Only course. Dual credit/ College Credit Only courses are taught at the pace and rigor of regular college courses. Students will receive Six Week grades that are their grade at that particular time of the semester. Students will be able to monitor Dual Credit grades through their Cisco College online account. Dual Credit/ College Credit Only students will be expected to conduct themselves as a college student. Students will be responsible for communicating any concerns or questions with Cisco College instructors via email, Blackboard Account, or phone. May High School staff is not able to change due dates for assignments or dates set for testing. If there is a conflict or problem, it is the student's responsibility to contact the Cisco College instructor prior to the due date to see if other arrangements can be made.

Are May ISD's Dual Credit/ College Credit entrance criteria different from Cisco College?
Yes, in order to take dual credit/college credit courses at May High School, you must have a GPA of 3.0, attempt all sections of the TSI, pass both the reading and the writing sections of the TSI, and submit all paperwork by the date determined by Mrs. Ribble.

I've taken my TSI, but I don't have a copy of my results. What do I need to do?
You have two options. You can contact Mrs. Steele or Mrs. Ribble at the school, 254-259-2131, and they will give you a copy of your TSI scores or you can contract Cisco College for a copy.

I was planning on taking the TSI, but I have not been able to because of Covid-19. What do I need to do?
Please fill out the Dual Credit Google Form and put the classes you'd like to take even though you haven't been able to take the TSI. During the summer, we will have testing dates. You will have time to test before the Fall semester begins. At this time, we only need to register our students. We can remove you from the class if we need to for any reason before the class begins in the Fall.