

# Clyde High School Dual Credit Program

2014-15

Clyde High School is offering students the opportunity to earn college credit in addition to high school credit. The dual credit program aligns Clyde High School course offerings with courses offered at Cisco College thus allowing the student an opportunity to earn college credit while attending classes at Clyde High School. Clyde ISD feels compelled to let students and parents know about the benefits as well as cautions of this program.

- ❖ **The high school course will be listed on the high school transcript as a dual credit course.**
- ❖ **The college credits will be posted on the student's transcript at the providing college.**
- ❖ **Students must meet state and school requirements before they will be allowed to enroll in dual credit courses.**
- ❖ **Clyde Dual Credit Classes will have a syllabus and attendance policy unique to the dual credit classes.**

Course Offerings: For additional information about specific classes you can go to Cisco's web page ([www.cisco.edu](http://www.cisco.edu)) Dual Credit

| <b>Clyde High School Course</b> | <b>Cisco College</b>                   |
|---------------------------------|--|
| English 4                       | English 1301 & 1302                    |
| Scientific Research and Design  | Biology for Science Majors 1406 & 1407 |
| Anatomy and Physiology          | Biology 2401 & 2402                    |
| Economics                       | Principles of Economics 2301           |
| US Govt.                        | Govt. 2305                             |
| Independent Study in Math       | College Algebra 1314 & Statistics 1342 |
| Spanish 3                       | Spanish 1411 & 1412                    |
| Psychology                      | General Psychology 2301                |
| Sociology                       | Intro to Sociology 1301                |
| Welding                         | Welding 1430                           |
| Criminal Justice                | Intro to Criminal Justice 1322         |

\*High School students shall not be enrolled in more than two dual credit courses per semester. The principal of the high school may approve exceptions to this requirement for students with demonstrated outstanding academic performance and capability (as evidenced by grade-point average, ACT or SAT scores, or other assessment indicators).

## **Dual-Credit Courses and the Texas Success Initiative**

High school juniors or seniors may be eligible to earn college credit while they are still in high school by enrolling in dual credit courses. Sophomores will be eligible to take Criminal Justice or Spanish 3 if prerequisite courses have been completed. Prior to enrolling in dual credit courses, students must satisfy Texas Success Initiative (TSI) requirements. Students wishing to enroll in dual credit courses are required by law to be assessed for basic reading, writing, and mathematics skills before they can enroll in college coursework. The TSI test is

designed for TSI purposes. Students may take college-level courses related to the area(s) of the test they pass. Students must meet the TSI requirements on the approved placement test or be **EXEMPT** based on their EOC, ACT (PLAN) or SAT (PSAT) scores. Students who are not exempt and must take one of the placement tests and will need to send the placement test scores to Clyde High School by June 12, 2014.

**Eligibility Requirements to Enroll in Academic Course for Dual Credit at Cisco College (Student must meet applicable eligibility requirements for at least ONE of the listed assessments)**

|                             |                                |
|-----------------------------|--------------------------------|
| To Qualify for Math Courses | To Qualify for English courses |
|-----------------------------|--------------------------------|

| Assessment              | Math/Algebra | Combined Composite | ELA/Reading Skills                | Objective Write/Sentence | Essay  | Combined Composite |
|-------------------------|--------------|--------------------|-----------------------------------|--------------------------|--------|--------------------|
| <b>ACT*</b>             | 19           | 23                 | 19                                |                          |        | 23                 |
| <b>SAT*</b>             | 500          | 1070               | 500                               |                          |        | 1070               |
| <b>STAAR &amp;EOC**</b> |              |                    | <b>Eng. 2 EOC Level II-4000**</b> |                          |        |                    |
| <b>PSAT*</b>            | 50           | 107                | 50                                |                          |        | 107                |
| <b>PLAN*</b>            | 19           | 23                 | 19                                |                          |        | 23                 |
| <b>TSI</b>              | 350          |                    | 351                               | 363                      | 5/4*** |                    |

\*Student must meet both subject and composite score standards where both are listed.

\*\*The EOC English 1 and English 2 tests will now be one day tests. The score will be reported as an individual score.

\*\*\*A score of 5 or higher does not require the multiple choice score.

If you need to take the TSI, please contact the Abilene Cisco Campus Administration desk to schedule a testing time. The TSI requires a pre-assessment activity that must be completed at least 24 hours before the actual test. This requires planning on the part of the student to complete the pre-assessment 24 hours before the actual assessment. **It is the student's responsibility to deliver the TSI results to Clyde High School prior to June 12. Cisco will not send the TSI scores to the high school campus.**

**Cisco Abilene Testing Center Phone-325-794-4400.**

**Costs: Cisco College**

- Tuition for high school students (2013-14 tuition was \$204 per 3 hour class and \$272 per 4 hour class) Cisco will set the tuition rate for next year during the month of April. Tuition is paid each semester. For example, if you are taking English, you will pay \$204 for the 1<sup>st</sup> semester in Aug/Sept and \$204 for the 2<sup>nd</sup> semester in January.
- Costs of books vary with the courses taken and are available in the Cisco College bookstore

**Financial Aid**

Cisco College is now extending the opportunity for high school dual credit students to receive the Texas Public Education Grant (TPEG). Student must meet FAFSA eligibility requirements to receive up to \$450 TPEG grant money for tuition. Grant money is available on a first come basis. Please see the separate Financial Aid Opportunity handout for more information. Also, look to the Dual Credit Area of the Cisco College website.

### How to Enroll in Dual Credit Courses at Clyde High:

- The student will indicate he/she wants to enroll in one of the dual credit classes when choosing classes in April.
- STAAR scores will arrive in May/June. The counselor will contact any student who **did not meet** the TSI requirements by letter and give further information, guidelines and **deadlines**. **On June 12, students who do not meet the TSI requirements will be moved to a regular high school course.**
- The counselor will contact any student by letter that **did** meet the TSI requirements and give further information, suggestions and **deadlines**.
- Cisco assumes the role of "Teacher of Record."
- ***Admission to the class will be on a first come/first serve basis. Classes will be closed at a certain enrollment. Students can be placed on a waiting list after June 12, if they provide documentation that they have met the TSI standards and completed the online admission application. If an enrolled dual credit student decides not to take the class, the next student on the wait list will be eligible.***

**Course Registration and Tuition payment will take place during August before the semester begins. Students must pay tuition before the August 25 deadline. Students with balances will be dropped after the August deadline and again after the Dec deadline for the spring semester. Students can pay online or in person at the business office on the Abilene Cisco campus.**

### Taking a college class is really a 4 step process.

1. **Admission** Students will apply for admission to Cisco College online if this is the first college class.

\*Apply at **www.cisco.edu** VERY Important Critical Step..... Do Immediately

A. Go to *Admissions*----Select *Dual Credit*----click on *Application*.

B. Fill in the "Red Star" boxes.

C. For the question-*"What is you intended Program/Major?"*-choose **High School Dual Credit Student**.

The Clyde High Counseling office will provide to Cisco a copy of the student's transcript; test scores and letter of permission from the Principal **on June 12**. Cisco will not be able to process the transcript if the student has not applied for admission.

2. **Dual credit Request Form**- Cisco now has an area on their website dedicated to the dual credit student. **www.cisco.edu**. There is helpful information and several forms and checklists. There is a Dual Credit Request Form that must be completed online and submitted. After submitting the online request form, please print the form, sign the form and return to your counselor at Clyde High School. Please refer to the 2014-15 Clyde Dual Credit Checklist. This information is also available on the website.

3. **Registration** Clyde High school will send the roster of student names who indicate they plan to enroll in dual credit and who qualify by meeting the TSI standards to Cisco on June 12, 2014. Once Cisco has processed this information they will register these students in the appropriate courses and they will be officially enrolled in the course(s).

4. **Tuition** After receiving the roster of interested and qualified names, Cisco will officially register these students in the course(s). At this time, tuition can be paid. Payment can be through Campus Connect, by calling the Business Office, or in person at the Abilene Cisco

Campus. Tuition can be paid through cash, credit card or check. There is a payment plan available on the Cisco College website called Facts by Nelnet. **Tuition for 2013-14 was \$204 for a 3 hr class and \$272 for a 4 hour class each semester. Tuition must be paid for fall semester before August 25. Students with balances will be dropped .**

5. **Books** Students will be responsible for purchasing their textbook. College textbooks are available from a variety of sources including the Cisco Bookstore.

### **Advantages**

- Students may take college classes during the day, while attending high school.
- Students do not have to drive long distances at night to take classes.
- Students in athletics and other extra-curricular activities earn college credit and still have time for events, practices and games.
- Students may save hundreds of dollars in student fees, housing, and transportation costs normally incurred while attending college.
- Course credits are transferable to *most* colleges.

### **Cautions**

- Students with a letter grade of D or numeric grade of 60-69 will receive high school credit for the college course. The student will not be allowed to enroll in the second semester of the course for any letter grade below a C and numeric grades below 70.
- College courses are **more difficult** than the high school courses most students are accustomed to taking. **Therefore, students must be self-motivated and exercise self-discipline when attempting the more challenging curriculum.**
- Once enrolled in the course, a student will not be refunded the tuition, even if he/she fails to complete the curriculum.
- The grades earned in the course will be entered on your high school transcript as well as on your college transcript. These grades **will** be used in the high school GPA calculation.
- Make sure the course you take will be required for the major you intend to pursue at the college you intend to attend. If not, you may spend money to take an unnecessary class.
- The college teachers do not post progress or six weeks grades on Parent Portal. **They do not send failure notes or call parents.** (FERPA)

If you contact Cisco College at any time, please identify yourself as a dual credit student from Clyde High School.

**The Cisco College Dual Credit Director is Grant Greenwood. His contact information is listed below for questions.**

**Email: [grant.greenwood@cisco.edu](mailto:grant.greenwood@cisco.edu)**

**Phone: 325-794-4510**

**Office: Abilene Educational Center, 717 E. Industrial Blvd. Abilene, Texas 79602**

**Because our class size is limited, it is very important that you take care of these admission steps as soon as possible. The class will be “first come, first served” based on the students who qualify by meeting the TSI, apply for admission and complete the dual credit request form. We will verify admissions with the Cisco counselors by June 12, 2014 to confirm those that have completed the process. If you have not met the TSI and completed the application for admission by this date, we**

will remove you from the dual credit class and place you in a regular core class. Your name can be placed on a waiting list. If a student enrolled in the dual credit decides to drop, then the next qualifying name on the wait list can be eligible. It is the student's responsibility to deliver the TSI results to Clyde High School prior to June 12. Cisco will not send the TSI scores to the high school campus.

Students wishing to drop a dual credit course at any point during the semester must complete a Dual Credit Drop Request Form with their high school counselor. It is the student's sole responsibility to ensure that their courses have been dropped. Failure to properly notify the appropriate high school counselor and Office of Dual credit of intention to drop may result in a failing grade in the course. Refunds will be administered according to the schedule below.

#### **Fall and Spring Semester Refunds**

|  |             |
|--|-------------|
| <b>Prior to the first class day</b>    | <b>100%</b> |
| <b>During class days 1-15</b>          | <b>70%</b>  |
| <b>During class days 16-20</b>         | <b>25%</b>  |
| <b>After 20<sup>th</sup> class day</b> | <b>None</b> |