

HOWARD COLLEGE

BIG SPRING * SAN ANGELO * LAMESA * SWCD



HOWARD COLLEGE

Student Handbook Supplement for Dual Credit High School Students

www.howardcollege.edu

“Education...for Learning...for Earning...for Life!”



HOWARD COLLEGE

WELCOME

Welcome to Howard College! We the faculty, staff and administration take pride in our students and our college and are pleased that you have chosen to begin your college career. We hope that your college career will be rewarding and that your association with Howard College faculty, staff and students will be enjoyable and enlightening.

Howard College faculty and staff are here to serve your educational needs. This supplement handbook was compiled to help you find out more about Howard College. It is intended to provide you essential facts about many aspects of college life.

We encourage you to review this supplement handbook and use it to learn more about how you can be successful at Howard College. If you have questions or need additional information, please contact the Student Services Office. Howard College strives to accommodate the individual needs of all students in order to enhance their opportunities for success in the context of a comprehensive community college setting.

The Howard County Junior College District does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, veteran status, or any other legally protected status in educational programs, activities, admission, or employment practices. The Howard County Junior College District reserves the right to change the provisions of this handbook at any time. Every attempt has been made to address all matters requiring policy. However, ever-changing federal and state laws are foundational in the operation of the college district and will take priority.

VISION

We will be known for enriching the lives and futures of those we serve as a unique rural community college national model of success that includes a campus specializing in deaf education.

ROLE, MISSION, AND PURPOSE

The Howard County Junior College District provides oversight for its two-year institution Howard College Big Spring campus and extension campuses in Lamesa and San Angelo as well as the Southwest College for the Deaf. The district primarily serves the communities of its local taxing district of Howard County and the twelve other Texas counties in its state-legislated service area (Dawson, Martin, Glasscock, Sterling, Coke, Tom Green, Concho, Irion, Schleicher, Sutton, Menard and Kimble) as well as the deaf and hard-of-hearing community-at-large in its state-legislated responsibility for the Southwest College for the Deaf. (Texas Education Code 130.084, 130.183 and 131). Students who choose to attend the college district from places outside of its designated responsibility are integrated into the college community. Based on Texas Education Code 130.0011 and 130.003, the role, mission and purpose of the campuses are to provide preparation for a career or for transfer to a senior college or university as follows:

- Career Technical programs up to two years in length leading to associate degrees or certificates;
- Vocational programs leading directly to employment in semi-skilled and skilled occupations;
- Freshman and sophomore courses in arts and sciences;
- Continuing adult education programs for occupational or cultural upgrading with certifications as appropriate;
- Compensatory education programs designed to fulfill the commitment of an admissions policy allowing the enrollment of disadvantaged students consistent with open admission;
- Workforce development programs designed to meet local and statewide needs;
- Adult literacy and other basic skills programs for adults; and
- Such other purposes prescribed by the Texas Higher Education Coordinating Board or local governing boards in the best interest of post-secondary education in Texas.

Appropriate student services to include counseling and guidance are also provided. The campuses strive to enhance economic, community, cultural and personal development across the service area and to the deaf community through appropriate partnerships and services in meeting its public service mission. Although research is not a primary function as a community college, research in innovative teaching and student development practices to enhance learning, including best practices in deaf education, is encouraged and supported using appropriate resources. Excellence in all academic areas- instruction, research, and public service, as well as student success with a specialization in deaf education, is expected.

VALUES

A family culture based on:

- Students
- Community
- Diversity
- Unity
- Excellence
- Integrity

MOTTO

Howard College ... for Learning, for Earning, for Life!

Admission Procedures

Students enrolled in Howard College will be eligible to be awarded credit toward high school graduation for completing certain college-level courses. The process of earning high school and college credit simultaneously is called Dual Credit.

Admission Requirements

Students must have permission in writing from their high school counselor, permission of the student's parent/guardian, and must present an official high school transcript. Students must satisfy Texas Success Initiative (TSI) requirements prior to enrolling in college-level course work.

With the appropriate permission and assessment, a student may be concurrently enrolled.

Core Academic Courses

A high school student is eligible to enroll in core academic dual credit courses if the student demonstrates college readiness by achieving the minimum passing standards under the provisions of the Texas Success Initiative (TSI) according to the THECB Rules and Regulations. (Subject to change as per current laws and regulations at time of registration.)

Career Technology Education (CTE) Courses

A high school student is eligible to enroll in Career Technology Education dual credit courses if the student demonstrates that he or she has achieved the minimum high school passing standard on the 10th or 11th grade STAAR test (subject to change as per current laws and regulations at time of registration.)

Admission Procedures

The student must complete and submit the following:

- Howard College Application for Admission via Apply Texas
- Howard College Dual Credit Registration Packet

If any of the information on the application changes, the student is required to complete another application for that semester.

An official copy of the high school transcript is required along with TSI scores in order to prove exemption for all first-time students. For returning students, only one transcript is required per academic year.

The Howard College Schedule Card must include the student's name, date of birth, and social security number along with the course information. The student signature is required plus a signature from a Howard College official which verifies the student is eligible to take the course under TSI policy.

Upon graduation from high school, the student must supply Howard College with an official high school transcript that includes the graduation date. If a transcript is not submitted, release of any records will be blocked until the official transcript is received.

Tuition and Fees

Certain fees or costs may be reduced for dual credit high school students. Contact the Dual Credit Department for details.

Refunds

Students who officially drop a course or withdraw from the college shall have their tuition refunded according to the schedule in the current Howard College Catalog.

Course Changes

Howard College reserves the right, when necessary, to cancel classes, change instructors, and otherwise alter the published schedule. No charge will be made for changes due to cancelled classes.

Students not wishing to replace the class will receive a full refund of the costs associated with the cancelled class. In order to replace a cancelled class, the student should make changes before the end of late registration.

All changes in schedule, including adding and dropping courses, must be arranged by the student in writing or in person. Changes are not official until all steps in the process have been completed. If the request originates from the student, the change must be completed within the time specified in the Howard College calendar.

Dual credit students may only add or drop a course with the permission of a Howard College official and high school administrator.

Students who do not officially drop a course but stop attending will be treated as still enrolled. This may result in failure of the class and could impact future financial aid. It is important that a student officially drop a course by contacting the appropriate high school administrator.

College Standards

College courses are both interesting and challenging. Students will learn a great deal, but will be expected to work hard. On average, college students should plan to study at least three hours a week for every hour spent in the classroom. Students taking a three-semester hour class should set aside a minimum of nine hours per week to study. Some students will need to study more. Students should schedule extra study time when exams are planned or course projects are due.

Dual credit students are expected to perform at the college level and honor all deadlines set by Howard College and instructors. Individual professors distribute class policies and syllabi detailing course requirements the first week of class.

Course Content

College-level courses may include controversial, sensitive, and/or adult material. Students are expected to have the readiness for college-level rigor and content.

College Grades

Be aware of instructor's systems for assigning grades as indicated in the course syllabus. The grades students earn at Howard College in a dual credit course will become part of their permanent college record as well as their high school record. See the Howard College Catalog for the System of Grading.

Upon completion of the semester, grade reports will be available to those students who do not have a hold on their records. If the student has a hold, it is the student's responsibility to contact the Registrar to determine what he/she must do to get the hold cleared.

Howard College will provide letter and numerical grades for students enrolled in dual credit courses comprised solely of dual credit students. For dual credit students enrolled in courses which are also comprised of college-only students, a numerical grade may not be given.

College Attendance Policies

Regular and punctual class attendance is important to the attainment of the educational objectives of the college. Each instructor or program will have attendance guidelines with administrative approval which will be consistent with the mission of the college but will fulfill individual course requirements. Each instructor's policy will be explained in detail to the class at the beginning of the semester and will be included in the course syllabus.

Attendance is effective on the first day of classes of the semester. Regular and punctual attendance in class and laboratories is expected of all students. Excused absences for college activities will be reported to faculty by memo from the Dean of Students. All other absences will be evaluated by the instructor. It is the student's responsibility to communicate with the faculty member concerning any absence as soon as the student is aware that he/she will be absent or as soon as the student returns to class. The student must take the initiative and assume the responsibility for making up any missed work. In some cases, the student may be required to present evidence to support an absence.

According to the instructor's attendance policy, an instructor may choose to officially drop the student from the class with the student receiving a grade of "W." However, if the instructor does not choose to officially drop the student from class, it is the student's responsibility to drop the class if he/she chooses. The student may contact the instructor to discuss his/her specific situation, but the instructor will not be required to provide make-up opportunities for unexcused absences. A student who is not dropped by the instructor and chooses not to drop will at the conclusion of the semester receive the appropriate grade achieved by his/her course work.

Communicate With Your Instructor

Any concerns about performance in the course or an assignment should be discussed with the instructor of the course. Instructors publish their office hours in their syllabi and are available to answer questions about course materials or class policies at this time.

Howard College faculty and staff are dedicated to helping students achieve their goals and will assist students in any way possible. College faculty do not typically discuss student issues with parents. Although dual credit students are still in high school, they are considered college students. Due to the provisions of the Family Educational Rights and Privacy Act (FERPA), faculty do not assume responsibility for notifying parents, Howard College staff or high school staff of academic or attendance problems.

Transcripts

Students may view and print an unofficial transcript via MyHC on the Howard College website at www.howardcollege.edu. Requests for an official transcript must be done through the Registrar's office. It is not the policy of Howard College to fax transcripts. A transcript will not be released if a "hold" has been placed on the student's file.

Upon graduation from high school, the student must supply Howard College with an official high school transcript that includes the graduation date. If a transcript is not submitted, release of any records will be blocked until the official transcript is received.

Code of Student Conduct

Dual credit students are subject to the same responsibilities and consequences as is any other college student as outlined in the Howard College Student Handbook located on the website at www.howardcollege.edu.

Each student is expected to act in a manner consistent with the college's functions as an educational institution. Any individual found to have committed misconduct or prohibited behavior while classified as a student is subject to disciplinary sanctions, conditions and/or restrictions.

Student Services

Howard College Student Services provides a wide range of services designed to supplement a student's total college experience at Howard College. Student Services serves as a vehicle for increased access to both technical and academic programs as well as to the community at large. Howard College students are strongly encouraged to make use of these services offered to all registered Howard College students, including access to both academic and personal counseling, career choice workshops, and job assistance services. Student organizations and activities are also sponsored by Student Services and dual credit students are encouraged to take part in these as appropriate.

Student ID

Students may obtain an official Howard College student I.D. that can be used at various college functions. I.D. cards are made at the Harold David Fitness Center on the Big Spring campus. For the San Angelo campus, I.D. cards are made in the Student Services Building. For all other campuses, cards are made at registration.

Advisement and Testing Services

Howard College will provide advising services for dual credit students related to fields of study at Howard College or on transferring to a four-year university. Testing services are also available to assist the student by realistically assessing academic achievement through different testing instruments. Results on these instruments are used 1) for determining eligibility for certain college programs, 2) for some certifications, 3) for course placement, and 4) for meeting requirements mandated by the state legislature. Testing schedules are posted on the Howard College website.

Student Organizations

Dual credit students are eligible to participate in all extracurricular activities at their home high school campus. They are also eligible to participate in most Howard College student clubs and organizations. College organizations are described in the Howard College catalog located on the website at www.howardcollege.edu

Services for Students with Disabilities (ADA) (page 6)

Colleges and universities must assure that the same educational programs and services offered to other students be available to students with disabilities. Howard College will do everything possible to provide reasonable accommodations for any student with a disability. Student Responsibilities It is the responsibility of the student (or parent, if the student is a minor under 18 years of age) to inform the institution of a disability, utilizing the Academic Accommodation Request form if he/she desires accommodations. These forms are available in the office of the Campus ADA Academic Coordinator and online at <https://howardcollege.edu/accessibility-services-application/>.

Once the request is received, the ADA Coordinator will schedule an in-person meeting with the student either face-to-face or virtually in order to review any pertinent documentation of disability, discuss the purpose of accommodations and what specific accommodations are needed for each class.

***Additional information regarding ADA accommodations can be found in the Howard College Student Handbook posted on the college website at www.howardcollege.edu.

Course Transfer Information

ACCREDITATION

Howard College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, or call {404} 679-4500 for questions about the accreditation of Howard College.

TEXAS COMMON COURSE NUMBERING SYSTEM

Howard College uses the Texas Common Course Numbering System, designed to help students transfer credit for general academic courses from one Texas college or university to another. Many colleges and universities follow this numbering system. Those that do not must provide an Equivalency Guide which lists their equivalent course.

TRANSFER REQUIREMENTS BY STATE LAW

To facilitate the transferability of freshman and sophomore courses, Senate Bill 148 requires each institution of higher education to adopt a core curriculum of at least 42 semester credit hours. All institutions of higher education must accept transfer of credit for successfully completed courses as applicable to an associate or baccalaureate degree in the same manner as credit awarded to non-transfer students in that degree program. Howard College's core curriculum is included in the Howard College Catalog located on the website at www.howardcollege.edu.

TEST	English Language Arts & Reading (ELAR)	Math
ACT	Composite Score of 23 with at least a 19 on the English and the Math	
SAT Effective Aug. 23, 2017	Evidence-Based Reading and Writing Score of 480 or higher	Minimum Score of 530 on the Math
STAAR	English II EOC of 4000 or higher	Algebra 1 EOC of 4000 or higher (Taken and Passed Algebra II Course)
New TSIA2 Effective Jan 11, 2021 Scores expire after 5 years.	CRC \geq 945 and Essay = 5-8: College Ready CRC $<$ 945 and DT = 5-6 and Essay = 5-8: College Ready *College Readiness Classification Test (CRC) *Diagnostic Test (DT)	CRC \geq 950: College Ready CRC $<$ 950 and DT = 6: College Ready *College Readiness Classification Test (CRC) *Diagnostic Test (DT)
Old TSI	Reading – 351 or higher Writing – 5-8 Essay (including ABE 5-6) OR 340 or higher and 4 on Essay	350 or higher

Dual Credit TSI Eligibility

- All college-level Academic Reading and/or Writing courses require passing TSI scores in **ELAR**.
- All college-level Math courses (and some Sciences) require passing TSI scores in **Math**.

Admissions Procedures Checklist For Dual Credit High School Students

The following checklist will assist in the admission process for dual credit students. These items must be completed and included each semester (unless otherwise noted) in order to enroll in classes at Howard College.

✓ ***Application for Admission***

This is required only the first semester a student enrolls. However, if any of the information on the application changes, then the student is required to complete another application for that semester. www.goapplytexas.org

✓ ***Transcripts***

1. An official copy of the high school (**in progress**) transcript for all first-time students.
2. **Fall Semester Only for Returning Students** - One transcript per student per academic year.
3. An official transcript will also be required from any other colleges the student may have attended previously.
4. **TSI Exemption** -A copy of the TSI scores in order to prove exemption for all first-time students.

✓ ***Howard College Registration Packet***

Completed and signed by the student and Parent

QUESTIONS

If you need assistance or have additional questions, contact the following:

All ISD's except Lamesa and ISD's inside the City of San Angelo:

Danny Sparks, Dual Credit Coordinator

dsparks@howardcollege.edu

(432)264-5124

Private Schools and Home School Students:

Victoria Darnell, Director of Academic/CTE Advising & Special Populations

vdarnell@howardcollege.edu

(325)481-8300, ext. 3323

ISD's inside the San Angelo city limits

Imelda Aguero, Dual Credit Admissions Specialist

iaguero@howardcollege.edu

(325)481-8300, ext. 3340

Lamesa ISO:

Monica Castro

mcastro@howardcollege.edu

(806)872-2223