

HOWARD COLLEGE

BIG SPRING • SAN ANGELO • LAMESA • SWCID



Howard College
Student Handbook Supplement
for
Dual Credit High School Students

www.howardcollege.edu

"Education ... for Learning ... for Earning ... for Life!"

APRIL 2011



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 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

To be a leader in education...for learning, for earning, for life!

Mission Statement

Working as one, Howard College builds communities through quality, innovative education for lifelong learning.

Moto

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

Values

An institution working as one that:

- * Focuses on who we serve
- * Provides quality innovative instruction and services leading to successful outcomes
- * Utilizes effective and efficient processes, policies and procedures
- * Demands a culture of personal and institutional integrity and accountability
- * Fosters an environment of high academic standards, exceptional performance and service by all
- * Values the individual employee

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 principal and 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 in 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

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, though, 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), college 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 Business Office. 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)

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 to inform the institution of a disability, in writing, utilizing the Academic Accommodation Request form if he/she desires accommodations. These forms are available in the office of the Campus ADA Academic Coordinator:

The law further obligates the student to provide a recent evaluation of the disability conducted sometime within the preceding three years by a qualified professional. Information should be included that describes the disability and, most importantly, specifies the accommodations needed to facilitate learning. Without documentation, it cannot be adequately determined whether existing resources adequately address needs. In addition, proper documentation protects the rights of students with special needs as well as the integrity of the institution. 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.

HOWARD COLLEGE **TSI Minimum Passing Standards**

The Texas Success Initiative (TSI) has been established in accordance with the Texas Education Code to assess students' college-level skills in reading, writing, and math. The following are a listing of state approved assessment tests and the minimum passing standards.

TSI	<p>Reading: 351 Math: 350 Writing: 5 or 4 With 31 € on Grammer</p>
STAAR	<p>Reading: 2000* Writing: 2000* Reading Writing Combined: 4000* <i>On English II or English III, 10th or 11th Grade Score</i></p>
	
ACT <i>Scores are valid for 5 years from test date</i>	<p>Composite: 23 Math: 19 English: 19 <i>If the Composite score has been met with the minimum score of the Math or English section, then a student will be exempt for the corresponding section passed.</i></p>
SAT <i>Scores are valid for 5 years from test date</i>	<p>Combined Score: 1070 Math: 500 Verbal: 500 <i>If the Combined score has been met with the minimum score of the Math or Verbal section, then a student will be exempt for the corresponding section passed.</i></p>



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.



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 FAFSA

Completed and signed by the student

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

ISD's and Home Schooled Students inside the city limits of San Angelo:

Ofilia Gomez, Associate Registrar
ogomez@howardcollege.edu
(325) 481-8356 Ext. 327

Lamesa ISD:

Monica Castro
mcastro@howardcollege.edu
(806) 872-2223