

# Table of Contents

<b>Table of Contents</b> .....	<b>2</b>
<b>WELCOME TO DUAL CREDIT</b> .....	<b>4</b>
<b>Dual Credit Overview</b> .....	<b>5</b>
What is Dual Credit? .....	5
What is Concurrent Enrollment? .....	5
What are the Benefits of Dual Credit? .....	5
Who Can Enroll in Dual Credit?.....	5
What classes can I take?.....	6
What are CA, ECHS and P-TECH?.....	6
How many Dual Credit classes I can take? .....	8
<b>Enrolling in the Dual Credit Program</b> .....	<b>9</b>
How do I sign up for Dual Credit?.....	9
What is an EFC ID? .....	9
How do I find my EFC ID number? .....	11
What is an eConnect account? .....	11
I can't set up my eConnect account. What do I do? .....	11
I forgot my eConnect password. What do I do? .....	10
What is the TSI? .....	10
Do I have to take the TSI? .....	11
What are the TSI Exemptions? .....	11
How do I submit my test exemption/waiver?.....	11
I need to take the TSI. What do I do? .....	11
How do I prepare for the TSI?.....	12
What happens if I do not pass the TSI? .....	12
What is FERPA? .....	12
Why is FERPA important?.....	12
How does FERPA apply to me?.....	13
How do I give permission for someone to register for me?.....	13
<b>Enrolling in the Dual Credit Program: Special Circumstances</b> .....	<b>13</b>
Why did I receive a phone call stating that I needed to provide proof of residency? .....	13
I am an out-of-district student and military dependent. Can I use my veteran's benefits? ..	14
I am an out-of-district student in foster care. Can I use my foster care benefits? .....	14
<b>Registering for Dual Credit Classes</b> .....	<b>14</b>
How will I know which courses to take?.....	14

Can I take online classes?.....	14
How much is tuition? .....	15
How much are textbooks and where do I get them? .....	15
Does DCCCD provide transportation? .....	15
<b>Taking Dual Credit Classes .....</b>	<b>16</b>
What should I expect from my professors?.....	16
What is expected of me as a Dual Credit student? .....	16
How should I address issues/concerns with my professor? .....	17
How do online classes work? .....	17
What is the difference between eConnect and eCampus?.....	18
How do I log in to eCampus? .....	18
I can't access/see my class in eCampus. What do I do? .....	18
<b>Taking Dual Credit Classes: Grades and Academic Standards .....</b>	<b>19</b>
What is the grading scale for Dual Credit classes? .....	19
What is considered a passing grade? .....	19
What happens if I'm placed on probation or suspension? .....	20
I am experiencing difficulties with my course work. What should I do?.....	20
How do I drop a class? .....	20
When is the deadline to drop a class? .....	21
What is the Six-Drop Rule? How does that affect me? .....	21
Do I get a refund if I drop a course that I paid for?.....	21
Where can I view my grades? .....	22
My grade is inaccurate. How do I fix this? .....	22
<b>Transcripting DCCCD Credit to High Schools and Colleges .....</b>	<b>22</b>
How do I transfer my grades back to my high school? .....	22
Will my credit transfer to XYZ College? .....	22
How do I know if my Dual Credit can be used for my degree? How will it transfer? .....	22
<b>Campus Resources Available to Dual Credit Students.....</b>	<b>23</b>
Disability Services.....	23
Accommodations vs. Modifications .....	23
How current should my documentation be?.....	23
How do accommodations work if I'm taking Dual Credit at my high school? .....	24
Counseling Services.....	24
Career Services.....	24
Academic Tutoring .....	24
Library Services .....	24

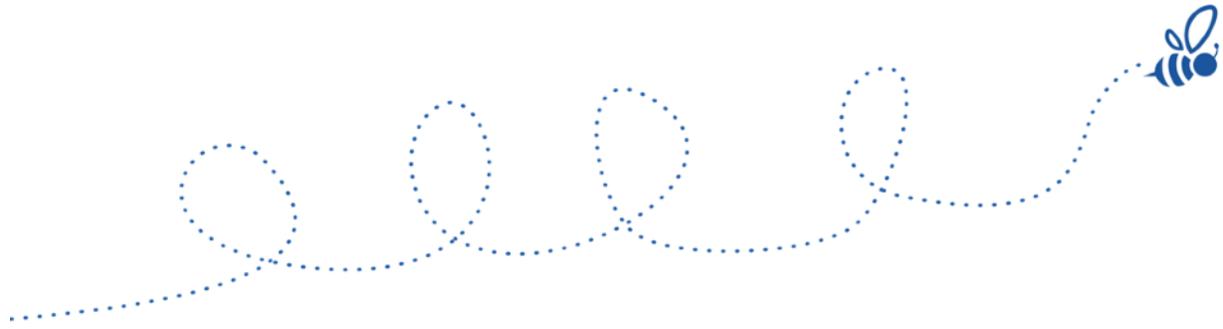
Health Center.....24

**Campus Safety Information.....25**

Will I be safe on campus?.....25

What is Title IX? .....25

**CA, ECHS and P-TECH Graduation Information .....25**

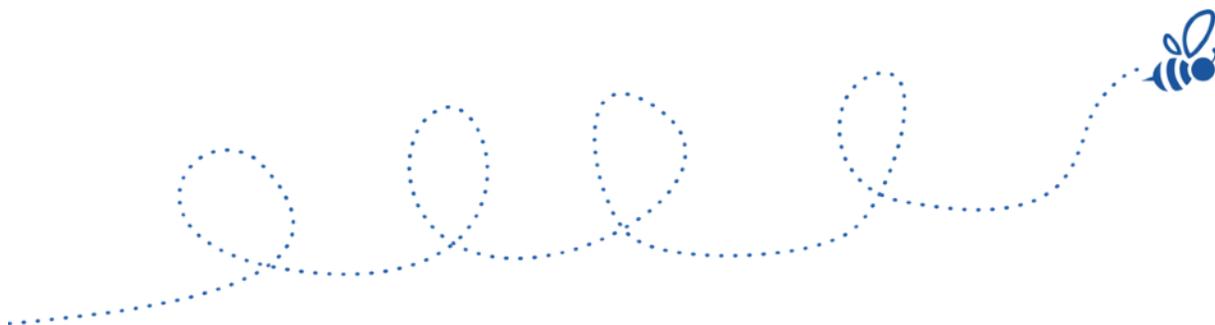
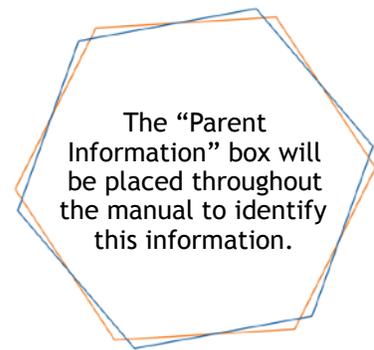


# WELCOME TO DUAL CREDIT

Congratulations!

As a Dual Credit student, you are choosing to challenge yourself and take an active role in your future. Merely considering Dual Credit as an option speaks to your commitment to your future, and we are glad that you are considering Eastfield College as a partner in your academic journey. Dual Credit is a wonderful opportunity for high school students to get a head start on college while still in high school. You can take a variety of academic and technical classes to meet your graduation requirements, try out a major/program of study, or to explore career options before graduating from high school.

This student (and parent) manual is designed to guide you from considering Dual Credit to successfully completing college courses. As a college student, you – the student – are expected to take the lead in ensuring your academic success. However, we recognize that parents will still be very involved with supporting you through this transition. Thus, though the manual is addressed to students, it will include information to assist parents as well.



## Dual Credit Overview

### What is Dual Credit?

Courses offered for dual credit stem from agreements between high schools and community colleges or universities whereby a high school student enrolls in a college course and simultaneously earns college credit and high school credit for the course. These partnerships enable high school students to earn college credits before graduating from high school, making their transition to the collegiate campus smoother and their likelihood of graduating from college greater.

### What is Concurrent Enrollment?

Concurrent Enrollment is a program through which students get a head start on college by earning college credit while attending high school. However, **high school credit is not earned**. When choosing to enroll concurrently, families should consider the following:

- Students must receive counselor approval to enroll
- Families must provide transportation to and from the campus
- Families must pay the full tuition associated with the course
- Families must provide textbooks and other materials required for the course

### What are the Benefits of Dual Credit?

Among others, enrollment in Dual Credit provides students with the following benefits:

- Full or partial tuition scholarships for eligible courses significantly lowers the cost of college
- Provides a head start on postsecondary core requirements, which could decrease the amount of time needed to complete a degree
  - Core courses are transferable to all public Texas institutions
- Allows access to college facilities and activities
- Serves as a “controlled” introduction to college life that allows for an easier transition to college
- Builds student confidence and self-esteem

### Who Can Enroll in Dual Credit?

Dual Credit students must be enrolled in grades 9-12 at a participating high school, private school, charter school, or home school. It is strongly recommended that you have completed at least your ninth grade year of high school prior to enrolling in Dual Credit, unless you are in a collegiate academy (CA), early college high school (ECHS), or pathway to technology early college high school (P-TECH) program. For all dual credit programs you must meet all college admissions criteria and minimum test score requirements for the courses in which you plan to enroll.

**You must also get approval from your high school guidance counselor in order to participate in the Dual Credit program.** Eastfield College Dual Credit staff will assist you with the registration process once all admissions and testing requirements have been met.

### What classes can I take?

Classes available for Dual Credit vary by high school – see your high school counselor for details. Traditional classes for Dual Credit include: English, history, government, economics, fine arts appreciation, business, math, Science, and more. Depending on the number of courses offered by the high school, a student could earn more than 40 college credits prior to high school graduation. If you are in a collegiate academy or early college high school, you could earn up to 60 credit hours and receive an associate degree.

### What are CA, ECHS and P-TECH?

A *collegiate academy or CA* allows qualified rising ninth graders to enroll in a unique four-year academic experience. This program satisfies credit requirements for high school graduation while the student also earns an Associate of Science degree. All courses are offered at the high school, which allows students to participate in extracurricular activities. You must apply for this program in the eighth grade.

An *early college high school or ECHS* is a designation from Texas Education Agency that allows all participating students to earn their high school diplomas and Associate of Science or Associate of Applied Science (AAS) degrees. Typically students spend the first two years at the high school and the last two years integrated on the college campus. You must apply for this program in the eighth grade.

A *pathway to technology early college high school or P-TECH* is similar to an ECHS but also includes an industry partner and is focused on preparing students for the workforce. The high school, college, and industry partner work together to assist students in preparing for a STEM-related career. Students graduate with industry-recognized Associate of Science or Associate of Applied Science degrees and skills to succeed in high-growth industries. You must apply for this program in the eighth grade.

### **Example Dual Credit Core Program Offerings**

#### **15-Hour Core Option – EXAMPLE**

<b>Fall Semester - 9 credit hours</b>	<b>Spring Semester - 6 credit hours</b>
ENGL 1301, Composition I	ENGL 1302, Composition II
GOVT 2305, Federal Government	ECON 2301, Principles of Macroeconomics
HIST 1301, US History I	

### 30-Hour Core Option – EXAMPLE

Year 1: 15 hours

<b>Fall Semester - 9 credit hours</b>	<b>Spring Semester - 6 credit hours</b>
ENGL 1301, Composition I	ENGL 1302, Composition II
GOVT 2305, Federal Government	ECON 2301, Principles of Macroeconomics
HIST 1301, US History I	

Year 2: 16 hours

<b>Fall Semester - 8 credit hours</b>	<b>Spring Semester - 8 credit hours</b>
SPAN 1411, Beginning Spanish I	SPAN 1412, Beginning Spanish II
PHYS 1405, Elementary Physics I	PHYS 1407, Elementary Physics II

### 42-Hour Core-Complete Option – EXAMPLE

Year 1: 21 hours

<b>Fall Semester - 9 credit hours</b>	<b>Spring Semester - 12 credit hours</b>
ENGL 1301, Composition I	ENGL 1302, Composition II
GOVT 2305, Federal Government	ECON 2301, Principles of Macroeconomics
HIST 1301, US History I	HIST 1302, US History II
	GOVT 2306, Texas Government

Year 2: 21 hours

<b>Fall Semester - 11 credit hours</b>	<b>Spring Semester - 10 credit hours</b>
SPAN 1411, Beginning Spanish I	MATH 1314, College Algebra
PHYS 1405, Elementary Physics I	PHYS 1407, Elementary Physics II
HUMA 1315, Fine Arts Appreciation	PHIL 1301, Introduction to Philosophy

### 60-Hour Associate of Science Degree–EXAMPLE

Year 1: 0 hours

<b>9<sup>th</sup> Grade - Fall</b>	<b>9<sup>th</sup> Grade - Spring</b>
TSI Preparation	TSI Preparation

Year 2: 10 hours

<b>10<sup>th</sup> Grade - Fall</b>	<b>10<sup>th</sup> Grade - Spring</b>
EDUC 1300, Learning Frameworks	ARTS 1301, Art Appreciation
PHED 1164, Physical Education	SPCH 1311, Public Speaking

Year 3: 26 hours

<b>11<sup>th</sup> Grade - Fall</b>	<b>11<sup>th</sup> Grade - Spring</b>
ENGL 1301, Composition I	ENGL 1302, Composition II
BIOL 1408, Biology for Non-Science Majors I	BIOL 1409, Biology for Non-Science Majors II
HIST 1301, U.S. History I	HIST 1302, U.S. History II
PSYC 2301, General Psychology	SOCI 1301, Sociology

Year 4: 26 hours

<b>12<sup>th</sup> Grade - Fall</b>	<b>12<sup>th</sup> Grade - Spring</b>
ENGL 2322, British Literature I	ENGL 2323, British Literature II
GOVT 2305, Federal Government	GOVT 2306, Texas Government
GEOL 1401, Geology I	GEOL 1402, Geology II
MATH 1314, College Algebra	MATH 1316, Trigonometry

**TOTAL HOURS: 62**

\*Note: This is an ideal scenario for students who are TSI reading and writing met by 10<sup>th</sup> grade and math met by 12<sup>th</sup> grade.

\*\*Based on 2017-2018 DCCCD catalog.

### [How many Dual Credit classes I can take?](#)

Students can take as many classes as have been approved by the high school counselor. However, it is recommended that students take no more than two classes per semester during fall/spring term and one class per session in summer, unless you are in a CA, ECHS or P-TECH program. Additional restrictions on your schedule may apply based on academic standing.

## Enrolling in the Dual Credit Program

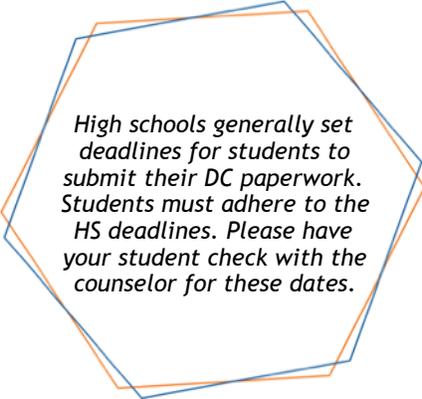
### How do I sign up for Dual Credit?

1. Talk with your high school counselor about enrolling in Dual Credit
2. Complete the **Admissions Application for High School Students** by visiting [https://www1.dcccd.edu/stuapp/newuser\\_hs.cfm](https://www1.dcccd.edu/stuapp/newuser_hs.cfm)
3. Obtain your EFC ID and set up your eConnect account
4. Determine if you need to take the TSI or have an exemption
5. Take and attain the minimum required score of the appropriate section(s) of the TSI or submit documentation of exemption or eligibility
6. Submit a completed Dual Credit Enrollment Packet to your high school counselor. The packet is available through your counselor or the Dual Credit Office. The counselor will submit the information to the Dual Credit Office. A completed Dual Credit Enrollment Packet includes the following:
  - a. High School Enrollment Form signed by parent and high school counselor.
  - b. Consent to Emergency Treatment Form
  - c. FERPA Release for Proxy Registration/Admissions\*\* (required if parents will register or pick up transcripts on behalf of student)
  - d. Proof of Meningitis Vaccination (*only for students taking Dual Credit courses on the EFC campus*)
  - e. Official high school transcript

*Students taking Dual Credit classes at their high school or online are not required to provide meningitis documentation. However, if you decide to take classes at one of our campuses, meningitis documentation will be required prior to enrollment.*

### What is an EFC ID?

The EFC ID is a 7-digit number that serves as your student ID number. You will need to provide this unique identifier when conducting campus business. You may also see it referred to as your DCCCD ID. Please do not provide your high school ID number when communicating with the college.



*High schools generally set deadlines for students to submit their DC paperwork. Students must adhere to the HS deadlines. Please have your student check with the counselor for these dates.*

In most cases, the EFC ID is generated immediately following the submission of the online application. In some instances, a student's account may require "special processing." If you receive this message, call the Dual Credit Office at 972-860-7323. In most cases, the EFC ID can be generated in 1-2 business days.

Once registered for courses, students are welcome to request an EFC ID card by visiting Building C, Room 120. Though not required, this card can be used for access to student events and discounts.

### [How do I find my EFC ID number?](#)

1. Visit [eConnect.dcccd.edu](http://eConnect.dcccd.edu)
2. Select Future Student Menu or Credit Student Menu
3. Select "Get My Student/Employee ID" under the My eConnect Account column
4. Provide your name, birthdate, and SSN

### [What is an eConnect account?](#)

**EConnect** is a student information portal where students can search for classes, check grades, request transcripts, order textbooks, and update personal information.

### [I can't set up my eConnect account. What do I do?](#)

1. Verify that the email address you are using is the same email you listed on the admissions application.
2. Verify that your EFC ID number is correct.
3. If you are having additional difficulties, contact eConnect technical support at 972-669-6402.

### [I forgot my eConnect password. What do I do?](#)

1. Select "[Forgot/Reset My Password](#)" under the My eConnect Account column.
2. Provide your last name, birthdate, email address used on your admissions application, and EFC ID number.
3. Check your email and follow the link to reset your password.
4. Contact eConnect tech support at 972-669-6402 if you need additional assistance.

### [What is the TSI?](#)

The Texas Success Initiative (TSI) assessment tests reading, writing, and math skills for college readiness, and is required for anyone pursuing an academic program at a Texas public college or university. The TSI is untimed, and Dual Credit students get two attempts of each section for free. Any additional attempts cost \$10 per section.

In order to enroll in courses with a TSI requirement, students must meet the following minimum scoring requirements as an indicator of college readiness:

Math – 350

Reading – 351

Writing – 340 plus essay score of 4 OR <340 plus essay score of 5 AND ABE score of 4-6

### [Do I have to take the TSI?](#)

Dual Credit students may qualify for a TSI exemption or eligibility waiver. ***If TSI testing is required, you are only required to test in the sections of the TSI needed for your specific classes.*** When you graduate high school, you will be subject to all TSI requirements deemed necessary by your college and must test or provide proof of exemption for the sections in which you are not TSI met. Students who choose to register for only Career-Technical Education (CTE) courses do not need to take the TSI to earn a level 1 certificate.

### [What are the TSI Exemptions?](#)

1. **SAT (prior to March 2016):** 500 Math, 500 critical reading, with a combined 1070 score (writing section excluded)
2. **SAT (March 2016 to present):** 480 Evidence-Based Reading and Writing, 530 Math. There is no combined score. Scores from the old and new versions of the SAT cannot be mixed or combined for exemptions.
3. **ACT:** 19 Math, 19 English, with a 23 composite score.
4. **STAAR (EOC):** English III Level 2 – 4000; Algebra II Level 2 – 4000.

High School students can also be considered Dual Credit eligible if they meet the following requirements:

1. ACT the PLAN: 19 Math, 19 English, with a 23 composite score.
2. STAAR (EOC): English II Level 2 - 4000; Algebra I Level II - 4000 **and** grade of a C or better in high school Algebra II course.

These scores cannot be used to exempt from TSI/College Readiness requirements and are valid until high school graduation.

### [How do I submit my test exemption/waiver?](#)

Test scores must be received directly from the testing institution (i.e. College Board) or posted on your high school transcript. The Dual Credit Office will also accept official score reports directly from your high school counselor. Scores must be no more than five years old.

### [I need to take the TSI. What do I do?](#)

1. Watch the EFC Pre-Assessment video by visiting [econnect.dcccd.edu](http://econnect.dcccd.edu)
2. Complete the Pre-Assessment Activity through your eConnect account
3. Contact your high school counselor to find out if the TSI will be offered at your high school. Follow your high school counselor's instructions for signing up for the test.

If you choose to come to campus to test,

1. Watch the EFC Pre-Assessment video by visiting [econnect.dcccd.edu](http://econnect.dcccd.edu)
2. Complete the Pre-Assessment Activity via [econnect.dcccd.edu](http://econnect.dcccd.edu)
3. Visit Building C, Suite 125 to receive a test referral (be sure to bring your picture ID)
4. Take the TSI in EFC's Testing Center (Building C, Room 113)
5. Return to C125 to speak with a dual credit team member for evaluation and advising based on your scores.

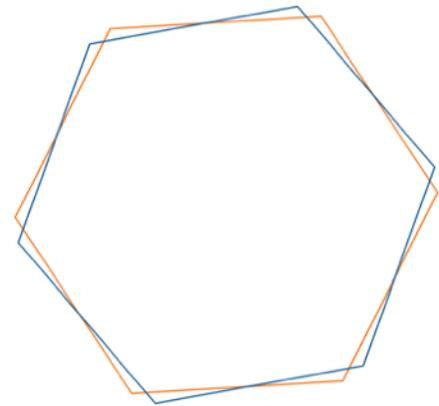
### **How do I prepare for the TSI?**

Students are encouraged to visit [accuplacer.collegeboard.org](http://accuplacer.collegeboard.org) for free test prep resources.

### **What happens if I do not pass the TSI?**

Dual Credit students are eligible to attempt each section twice at no charge. Additional attempts are \$10 per section. Students can test as many times as they wish. However, we encourage students to review the diagnostic report and study the areas in which they have limited proficiency.

Dual Credit students have the option of enrolling in developmental courses if you choose. Passing a developmental course places you in college-level in that subject. As developmental courses cannot be offered for dual credit, the family is responsible for the cost of the course.



### **What is FERPA?**

FERPA (Family Education Rights and Privacy Act, 1974) is a privacy law designed to protect a student's educational records. FERPA gives parents rights to their children's educational records in grades K-12, but those rights transfer to the student once they enroll at a college or university.

### **Why is FERPA important?**

FERPA prevents your private information being accessed or released without your permission. DCCCD is allowed to disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, you can request not to disclose this information. DCCCD is required to notify you about your directory information, and notify you each year about your FERPA rights.

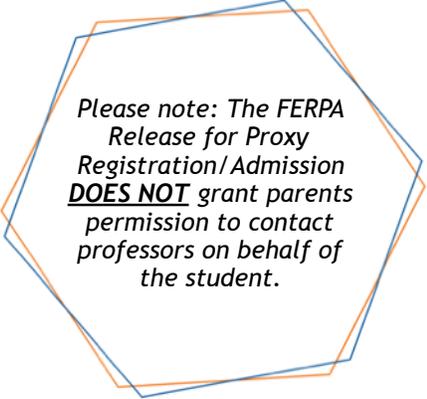
### How does FERPA apply to me?

As a Dual Credit student, DCCCD staff cannot discuss or allow your parents access to your personal information without your written consent. Professors cannot discuss your grades or personal information with your parents. Students or proxies conducting official college business on campus (registration, schedule changes, transcript pickup, TSI testing, residency changes) must be prepared to present a picture ID at all times.

### How do I give permission for someone to register for me?

**The FERPA Release for Proxy Registration/Admission** is required if your parents, siblings, or family friend(s) need to conduct official DCCCD/college business on your behalf if you are unable to see us in person. This form is for the following Admissions and Registration purposes only:

1. Class registration
2. Schedule changes
3. Transcript requests and pickup
4. Admissions residency/directory changes
5. Meningitis documentation changes
6. Tuition payment\* (if applicable)



*Please note: The FERPA Release for Proxy Registration/Admission **DOES NOT** grant parents permission to contact professors on behalf of the student.*

***The Proxy form must have signatures of the student, approved proxy, and copy of photo ID of student and proxy to be valid.***

## **Enrolling in the Dual Credit Program: Special Circumstances**

### Why did I receive a phone call stating that I needed to provide proof of residency?

Students who are not U.S. citizens but plan to enroll in Dual Credit courses will need to provide an Affidavit of Intent to become a Permanent Resident in order to register for courses.

In some cases, students incorrectly identify themselves as out-of-state or out-of-country when completing the online application. Unfortunately, we cannot alter student records without appropriate documentation. If you are contacted to update your residency information, please submit the requested information as quickly as possible to ensure that your account is properly billed.

For information on the types of documents that may be provided for residency requirements, please call the Dual Credit Office at 972-860-7323.

**[I am an out-of-district student and military dependent. Can I use my veteran's benefits?](#)**

Military dependents are eligible to use benefits to cover the cost of dual credit courses. Please contact the Center of Excellence for Veteran Student Success (CEVSS) to learn about your options and to discuss whether Dual Credit courses would be the best utilization of your benefits at 972-860-7340.

**[I am an out-of-district student in foster care. Can I use my foster care benefits?](#)**

Yes. Please contact the EFC Welcome Center at 972-860-8349 for information on how to access this benefit.

## **Registering for Dual Credit Classes**

**[How will I know which courses to take?](#)**

If your Dual Credit courses will be offered at the high school, your high school counselor will build the Dual Credit course into your schedule and provide the Dual Credit Office with the appropriate section number.

If you plan to take Dual Credit courses at EFC or online, your high school counselor will inform you of the courses available to you. You will then need to browse the course schedule in eConnect to build a course schedule that suits your preference. When you visit the Dual Credit Office, you will need to know the course name and section number (i.e. ENGL-1301-41365) for each of the classes you plan to take.

eConnect is the best way to search for your classes online. To see class availability in real time:

1. Go to [econnect.dcccd.edu](http://econnect.dcccd.edu)
2. Select the "Credit Student Menu tab"
3. Click on "Find Credit Classes" under the Prepare to Register column
4. Select the desired term (ex: Fall 2018)
5. Select the desired campus for your class.
6. Select the course prefix and course number (ex: HIST 1301), press "Add", and "Search"

**[Can I take online classes?](#)**

Yes, you can take online classes, but they are generally not recommended for first-time Dual Credit students except in extreme circumstances, especially in summer. Students who perform poorly in online classes will need special permission from the director to enroll in future online

### ***How much is tuition?***

Students attending a public, private, charter school, or home school in Dallas County with a Dual Credit Service Agreement receive a full scholarship for all courses taken for Dual Credit. Repeats of a Dual Credit class or concurrent classes (taken only for college credit) are \$59 per credit hour. Third or greater attempts of any class will be charged a higher tuition rate.

Students attending a public, private, charter school, or home school outside of Dallas County with a Dual Credit Service Agreement receive a partial scholarship for all courses taken for Dual Credit. Instead of the out-of-district tuition rate of \$111 per credit hour, students will pay the in-district tuition rate of \$59 per credit hour. Repeats of a Dual Credit class or concurrent classes (taken only for college credit) are \$111 per credit hour. Third or greater attempts of any class will be charged a higher tuition rate.

### ***How much are textbooks and where do I get them?***

Dual credit students are responsible for their own books if taking classes at EFC or another DCCCD campus. Some schools/ISDs provide books to the students, particularly if the courses are offered at the high school. Students should contact their high school counselor for details.

To order books online from the campus bookstore:

1. Go to [econnect.dcccd.edu](http://econnect.dcccd.edu)
2. Select the "Credit Student Menu" tab
3. Under the Register for Classes column, click on "Buy My Books"
4. Log in to your eConnect
5. Select the campus where your class is located

Students are also welcome to order books from other booksellers, either online or in-store. Students should ensure that they have the correct ISBN number when making these purchases.

### ***Does DCCCD provide transportation?***

Dual credit students are responsible for their own transportation if taking classes at a DCCCD campus. Some schools/ISDs transport students to the college campus in special situations. Students should contact their high school counselor for details.

Some students will be eligible to receive a free DART pass. For more information, visit [dcccd.edu/gopass](http://dcccd.edu/gopass).

Students are welcome to drive to campus. Parking is free, and, with a few exceptions, there are no assigned parking areas.

## Taking Dual Credit Classes

### What should I expect from my professors?

Your professors are specialists in the fields they teach and are committed to your academic growth. Grades received in classes are earned, and your professors expect your behavior and work to be college-level. Your professors are responsible for:

1. Maintaining a safe and civil class environment.
2. Providing the class with a syllabus containing all appropriate due dates, learning outcomes, grading and attendance policy, and office hours.
3. Notifying you if changes are made to the syllabus or if due dates are moved for any reason.
4. Responding to student questions and concerns within a timely manner.
5. Notifying the class in case of emergency or cancellation.

You should be aware that there are some significant differences between high school and college classes. A few are noted below:

- Professors have academic freedom over their classes – you may be exposed to different views, language, or controversial subjects.
- You may need to study two to three hours outside of class for every hour of class.
- Grades come from two to three tests and/or papers, some assignments and quizzes. Tests usually cover multiple chapters at a time. Professors are not required to provide you with a test review.
- Professors may not take attendance every day, but it may factor into your grade.
- Professors do not communicate with parents or hold parent/teacher conferences.
- Professors do not remind students when assignments are due.
- Professors do not extend deadlines or accept late work.

### What is expected of me as a Dual Credit student?

Dual Credit students are college students. As such, you are expected to meet college expectations in and outside of the classroom. While college classes are fun and enlightening, **you must change to a college-focused mindset to be successful.** In college:

1. YOU are responsible for your attendance, class participation, behavior, and quality of work.
2. YOU are responsible for completing all assignments on time and making up missed classes.
3. YOU are responsible for keeping up with your syllabus, which outlines what work is to be done each week and when your quizzes, tests, and assignments are due.
4. YOU are responsible for managing your study time.

5. YOU are responsible for balancing and prioritizing your time between dual credit classes, high school classes, and your extracurricular activities.
6. YOU are responsible for meeting ALL deadlines, including semester drop deadlines.
7. YOU are responsible for the grades you earn.
8. YOU are responsible for adhering to the DCCCD Student Code of Conduct and your high school's code of conduct.
9. YOU are responsible for understanding the policies for academic dishonesty (cheating, plagiarism, forgery, copying work, bribery, stealing, etc.), and will be held to DCCCD disciplinary procedures if such actions occur.
10. Ultimately, YOU are responsible for your success in Dual Credit.

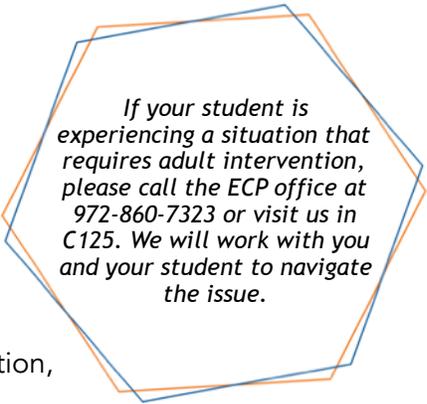
### How should I address issues/concerns with my professor?

In the event that you have an issue that needs to be addressed with your professor, try to resolve the issue with the professor directly before escalating the issue. Email, call, or visit the professor during office hours to address the issue.

Ensure that all of your communication is courteous and professional. If applicable, provide documentation or other proof to support your position.

If, after multiple attempts, a satisfactory resolution is not provided complete a student complaint form.

Once completed, submit the form, with supporting documentation, to the Dual Credit Office. We will submit the information to the appropriate dean on your behalf.



*If your student is experiencing a situation that requires adult intervention, please call the ECP office at 972-860-7323 or visit us in C125. We will work with you and your student to navigate the issue.*

### How do online classes work?

Online classes require excellent time management skills, study skills, and initiative. While they provide much more freedom for your schedule, **you must be proactive, self-motivated, and responsible to be successful.** Because of this, online classes are generally harder for Dual Credit students. We strongly recommend taking at least one in-person class before attempting online.

Online classes can be accessed any time, any day via eCampus once the class has started. You will have access to a course syllabus, which will explain the class expectations and all assignments and tests that are due. Each week, you will be required to complete readings, quizzes, and other assignments as appropriate. Generally, online courses are NOT self-paced, and tests and quizzes are only available for a limited amount of time. You will still receive the same amount of college credit as you would in an in-person class.

If you have questions about your class, email your professor. Allow at least two business days for a response. You are expected to contact your professors in advance of important deadlines (test dates, drop deadline, final exams). Professors will NOT remind you of missing assignments and reserve the right to not offer makeup exams and quizzes.

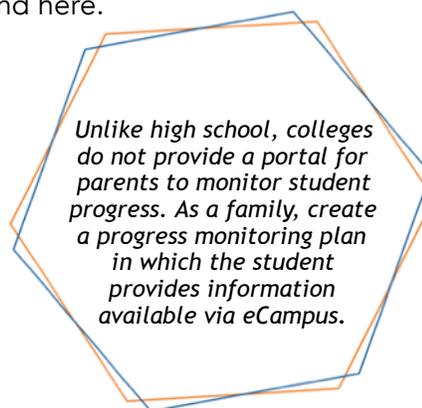
### What is the difference between eConnect and eCampus?

**EConnect** is a student information portal where students can search for classes, check grades, request transcripts, order textbooks, and update personal information. **Dual Credit students cannot register or drop themselves.** All schedule changes must be made by the Dual Credit Office.

**NOTE: Keep your email and phone number updated in eConnect! Students will be notified via email and phone in the event of any college safety drills, emergencies, or closures.**

**ECampus/Blackboard** is your online classroom where you will go to access course information. Content for both online and face-to-face classes will be found here.

Depending on how you set up your accounts, the passwords for eConnect and eCampus may not be the same. You are encouraged to keep your usernames and passwords in a secure location so that you are always able to access your accounts.



### How do I log in to eCampus?

1. Visit [ecampus.dccd.edu](http://ecampus.dccd.edu)
2. Click on "Access Courses"
3. Find the "Login Here box"
4. Type "e" followed by your seven-digit DCCCD ID # for both USERNAME and PASSWORD
5. You will then be prompted to change your password (*for ease of access, you are encouraged to consider using the password you used for eConnect*)

### I can't access/see my class in eCampus. What do I do?

If you have enrolled in a class and do not see it when you log in to eCampus, please check back on the start date of the class. If you don't see your class after the course start date, contact your instructor. If you are enrolled in the wrong class on eCampus, contact the Dual Credit Office at 972-860-7323 and/or eCampus tech support at 1-866-374-7169.

## Taking Dual Credit Classes: Grades and Academic Standards

### What is the grading scale for Dual Credit classes?

Although professors may use varying methods of calculating student grades, grades in Dual Credit are recorded on your DCCCD transcript according to the following scale:

- A – Excellent
- B – Good
- C – Average
- D – Poor
- F – Failing
- W - Withdrawn – has no GPA value, but shows class was dropped from schedule
- I - Incomplete – granted by your professor only in extreme circumstances; work must be completed by the end of the semester following initial class enrollment

The grades, academic standing, and grade point average (GPA) that you earn in your Dual Credit courses will become a part of your permanent academic record and will follow you after high school graduation. Student academic performance in Dual Credit classes may affect future college admissions and financial aid eligibility.

### What is considered a passing grade?

Grades of C or better are considered passing grades (check with your high school counselor regarding your high school's policy regarding Ds). Dual Credit students are held to the same academic standing requirements as regular college students and must maintain a 2.0 GPA (out of a 4.0) scale. Your GPA is recalculated at the end of each semester to reflect new coursework completed. The GPA is used to determine a student's academic standing:

- **Good Academic Standing (GOOD):** Cumulative GPA of 2.0 or higher
- **Academic Probation (PROB1):** Cumulative GPA is less than 2.0. A student may also be placed on Academic Probation if he/she withdraws from too many classes. A student will remain on Academic Probation until the cumulative GPA rises above a 2.0. Students must pass all courses with a C or better while on Academic Probation.
- **Suspension (SUSP):** Student was already on Academic Probation due to an overall GPA of less than 2.0. Student earned a grade of D or lower in a course during Probation. Student is ineligible to register for courses for the following semester.

**NOTE: If your school district allows a "D" as a passing grade for high school credit, the college grade earned is what goes on your DCCCD/college transcript. Even though you may earn high school credit, you can be placed on Dual Credit probation/suspension and jeopardize your admissions/financial aid eligibility. Students will not be allowed to take the second course in a sequence or courses listing the first course as a pre-requisite if a D is made in the first course (i.e. a student who makes a D in ENGL 1301 will not be allowed to enroll in ENGL 1302). Students must retake the course (at the expense of the student) and earn a C or better to move forward in the sequence.**

### *What happens if I'm placed on probation or suspension?*

**Probation students may continue in Dual Credit as long as they pass all courses with a C or better.** Probation students will have additional restrictions (no online classes, repeating failed coursework, and/or mandatory progress reports) until the cumulative GPA returns to good standing.

**Suspended students are not eligible to register for DCCCD courses for a semester.**

Approval from EFC Dual Credit administrator and the high school counselor are required to return to Dual Credit. DCCCD reserves the right to deny readmission to suspended Dual Credit students with a history of unsatisfactory progress.

### *I am experiencing difficulties with my course work. What should I do?*

If you are experiencing difficulties in a class, take ownership of your performance and exhaust every resource available to you, including:

- Meeting regularly with your professor
- Forming a study group
- Attending tutoring
- Accessing online resources in the subject area

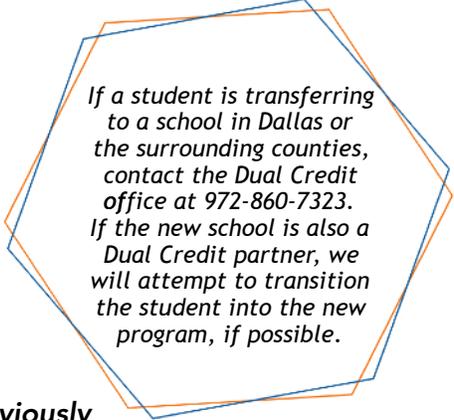
If academic performance does not improve, talk with your high school counselor and EFC Dual Credit coordinator about the possibility of dropping the course.

### *How do I drop a class?*

Once you and your support team (parent, high school counselor, EFC Dual Credit coordinator) decide that dropping a course will be the best option for you, complete the Drop Request

Form and submit it to the EFC Dual Credit Office. You can request the drop form from your high school counselor. Work with you high school counselor to ensure the form is submitted prior to the drop date.

You are responsible for withdrawing from your class by the drop deadline each semester. It is also your responsibility to verify that you have been officially dropped from your course via eConnect. Dropping a class with your high school counselor does not guarantee that you have officially dropped from a college class.



*If a student is transferring to a school in Dallas or the surrounding counties, contact the Dual Credit office at 972-860-7323. If the new school is also a Dual Credit partner, we will attempt to transition the student into the new program, if possible.*

**Remember: If you decide to retake a course that you previously dropped, you will be responsible for paying to retake the course.**

In addition to academic issues, there are other instances in which students may need to drop a class (i.e. medical issues, personal issues, changing schools, or switching schedules). Regardless of the reason, students must submit a Drop Request Form to the Dual Credit Office or risk an F being placed on their permanent academic record.

### [When is the deadline to drop a class?](#)

The drop date for a course will be posted in your class syllabus. This information can also be found on your registration summary, which can always be accessed via eConnect.

### [What is the Six-Drop Rule? How does that affect me?](#)

The Six-Drop Rule is a Texas law that says college students may not drop more than six classes throughout their entire undergraduate college career. Dual credit students are exempt from this policy until high school graduation, but withdrawals may impact future financial aid eligibility.

### [Do I get a refund if I drop a course that I paid for?](#)

DCCCD disburses refunds based on the date that a student drops a course:

- If you drop a course prior to the first day of the semester, then you will receive a full refund.
- If you drop a course during the first 15 class days of the semester (the first five days of summer terms), then you will receive a refund of 70 percent.
- If you drop a course during the 16<sup>th</sup>-20<sup>th</sup> class days of the semester (the sixth day of summer terms), then you will receive a refund of 25 percent.
- If you drop a course after the 20<sup>th</sup> class day of the semester (after the sixth day of summer terms), then you are no longer eligible to receive a refund.

Where can I view my grades?

Students can access their grades under [Check My Grades](#) or [My Advising Report](#) in eConnect. You can also request an official transcript in person or online.

### [\*\*My grade is inaccurate. How do I fix this?\*\*](#)

You can file a grade dispute by contacting your professor first. If you are unable to resolve the grade dispute with your professor, please complete the student complaint form and submit to the Dual Credit Office. Grade appeals must be filed immediately after the semester you first completed the course and are subject to time limit restrictions.

## **Transcripting DCCCD Credit to High Schools and Colleges**

### [\*\*How do I transfer my grades back to my high school?\*\*](#)

Talk with your high school counselor to determine the process used by your school.

### [\*\*Will my credit transfer to XYZ College?\*\*](#)

Core Dual Credit classes transfer to most Texas public colleges. The most commonly-used equivalency guide is the [Texas Common Course Numbering System](#).

For out-of-state and private colleges, it is advised to check with Admissions or Academic Advising at your preferred college. Some classes are specific to Texas schools and, while they may transfer, how they actually apply to your degree will vary by major.

### [\*\*How do I know if my Dual Credit can be used for my degree? How will it transfer?\*\*](#)

**Transferability refers to whether a class will transfer from one college to another.** Most academic core classes will transfer to other colleges, with a few restrictions. Technical or workforce credit courses may require additional evaluation or special approval for your intended major/college.

**Applicability refers to if and how a class counts toward your degree.** A class that is transferable to another college may only count as an elective credit, rather than a major or core curriculum requirement. Contact an academic advisor at your desired college to discuss how Dual Credit classes count toward your intended major.

## Campus Resources Available to Dual Credit Students

As an EFC student, you are encouraged to take advantage of the following resources to help ensure your academic, social, and emotional success.

### Disability Services

Disability accommodation services are available for Dual Credit students with documented diagnosed disabilities. Unlike in K-12, services are not automatically granted. Students are responsible for self-identifying through the [Disability Services Office](#) (DSO) and providing appropriate documentation at least a month prior to their first semester of enrollment. Accommodations for courses on a DCCCD campus will be provided by the college pending eligibility and evaluation for services.

Receiving services at the high school level does not guarantee you will meet the criteria to receive accommodations in a college class and may not reflect your current status. Classroom accommodations are evaluated each semester based on course content and need for services.

**Services cannot be retroactively added for a Dual Credit class already in progress or completed.**

### Accommodations vs. Modifications

Accommodations refer only to services designed to provide equal access for students with disabilities. DCCCD is required to provide services for students who self-identify to DSO, qualify for accommodations, and have submitted appropriate documentation. Examples of reasonable classroom accommodations are quiet testing rooms, extra testing time, notetaking and translation services, etc.

Modifications alter a course's curriculum and/or academic rigor. **DCCCD is not required to change or lower the essential requirements of a class, nor can we modify the curriculum for a student.** Examples of modifications are: multiple test attempts, less homework, reduced test rigor, etc. Dual Credit classes must reflect college-level work usually required of all college students; therefore, students receiving accommodations are expected to adhere to all attendance and grade guidelines, drop deadlines, and policies as noted in the course syllabus and DCCCD Student Code of Conduct.

### How current should my documentation be?

Documentation should reflect an evaluation completed within the last three to five years by an appropriate professional in the field. Documentation should reflect the student's current status. For more information, contact the DSO at 972-860-8348 or visit their website [eastfieldcollege.edu/dso](http://eastfieldcollege.edu/dso)

How do accommodations work if I'm taking Dual Credit at my high school?

Specific accommodations on the high school campus requiring classroom personnel or technology will be authorized by DCCCD DSO and provided by the high school. Again, the academic rigor of a Dual Credit class must be the same quality as classes for non-dual credit students.

### **Counseling Services**

Dual Credit students are eligible to receive counseling services if they are experiencing a crisis. For other counseling support, students should contact their high school counselor. Counseling Services can also serve as a resource for services available in the Dallas County area. For more information, contact Counseling Services at 972-860-7270 or visit their website [eastfieldcollege.edu/counseling](http://eastfieldcollege.edu/counseling).

### **Career Services**

The Career Services office provides individual career assessment, counseling, resume assistance, career fairs, seminars, job search preparation, mock interviews, and a career service library. For more information, contact Career Services at 972-860-7383 or visit their website [eastfieldcollege.edu/careerservices](http://eastfieldcollege.edu/careerservices).

### **Academic Tutoring**

Tutoring Services are available for math, science, and writing in the Learning Commons (formerly known as the Library). Visit [eastfieldcollege.edu/tutoring](http://eastfieldcollege.edu/tutoring) for the tutoring schedule as well as tutoring guidelines.

### **Library Services**

The EFC Learning Commons houses a myriad of resources available to students for academic success. Visit [eastfieldcollege.edu/library](http://eastfieldcollege.edu/library) for information regarding everything available.

### **Health Center**

The Health Center has licensed registered nurses who promote health, wellness, and preventive care for the college community. Dual Credit students can receive basic first aid from the Health Center. Visit [eastfieldcollege.edu/health](http://eastfieldcollege.edu/health) for more information.

## Campus Safety Information

### [Will I be safe on campus?](#)

Eastfield College takes the safety and security of our students seriously. Our police department patrols 24-hours a day. For ECHS and P-TECH students who take classes on campus, college administrators work closely with the high school administrators to ensure the safety of students is maintained at all times. During orientation, emergency procedures and how to report incidents are reviewed with students. The college also provides students and parents with the latest information about policies and procedures related to campus safety.

### [What is Title IX?](#)

Title IX of the Education Amendments of 1972 is a federal civil rights law enforced by the U.S. Department of Education's Office for Civil Rights (OCR). Title IX protects all people in federally funded educational programs and activities from gender-based discrimination, harassment, sexual misconduct, and retaliation. During ECHS orientation on EFC campus, Title IX is reviewed with students. To report an incident, contact the Dual Credit Office for assistance at 972-860-7323.

## CA, ECHS and P-TECH Graduation Information

Congratulations! You have completed the necessary requirements to earn a college degree. This is no small feat for a high school student. If you completed all degree requirements by the last day of the EFC spring semester, you are eligible to participate in commencement activities. At the beginning of the spring semester, you are required to attend a graduation and commencement meeting. During this meeting, EFC will share information about commencement and how you will receive your degree the summer following graduation. Again, congratulations on this huge accomplishment!

