ASU Presidential Scholars Student Handbook

Courses at High School Campuses

Angelo State University's Dual Credit Office

2018-2019
Welcome to Angelo State University! We are happy to have you join us as a dual credit student. This guide will help you as you enroll in the program and as you continue through your courses. If you have any questions, please refer to your high school counselor, or feel free to contact us!

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For Parents

We are happy to have your student in the ASU Presidential Scholars Dual Credit Program. Taking dual credit courses will give your child a huge advantage when entering college. However, there are some things to keep in mind in supporting your student during their dual credit enrollment:

- Dual credit courses are college-level courses. The grade that the student earns will calculate into their GPA (grade point average), which could affect their future academic standing and financial aid eligibility. If the student is having issues with their courses, they should speak with their high school guidance counselor, quickly. There is a deadline to withdraw from dual credit courses before a grade must be reported.
- Students should check with the major at their prospective public or private college/university to understand how their dual credit courses will fit into their degree plan, and to ensure that they will transfer. To understand how these courses fit into an ASU degree plan, please refer to the Undergraduate Catalog, or speak with an ASU academic advisor.
- If your student plans on coming here as a freshman (and we hope that they do), they do not need to request a transcript to be sent to ASU! The courses are already on their ASU record.

University Calendar

ASU Dual Credit Courses follow the ASU Academic Calendar. This means that dual credit courses will start and end at the same time as the other ASU college courses. This may vary slightly from the high school calendar. Please refer to the course syllabus or speak with the instructor about the course schedule.

Technology Access Account

Most student technology services at ASU are accessible with your Technology Access Account. It will allow you to access network services in the labs, classrooms, via wireless, and from off campus. This account will also provide you access to Ramport (ASU’s portal). With the Technology Access Account, you will be given an ASU e-mail account that can be used both on and off campus.

Upon admission to Angelo State’s dual credit program, you will receive an email allowing you to set up access to RamPort. Follow the instructions carefully and save the confirmation page for future reference. If you forget your username and/or password, or if you ever have issues logging in, please contact the IT Service Center at 325-942-2911 (please have your Campus ID Number available).

Selecting your Dual Credit Courses

You will sign up for classes through your high school counselor. Please contact your counselor to inquire about classes that are available, and for which classes you are eligible to enroll. When selecting courses for dual credit, it is important to consider your future educational goals. You should begin researching colleges and universities and majors early to determine which courses would best suit your goals. The information provided below should assist you in selecting your courses.

Texas Common Course Numbering System

The Texas Common Course Numbering System (TCCNS) is a voluntary, co-operative effort among 136 Texas community colleges and universities to facilitate transfer of freshman and sophomore level general academic coursework. TCCNS provides a shared, uniform set of course designations for
students and their advisors to use in determining both course equivalency and degree applicability of transfer credit on a statewide basis. When students transfer between two participating TCCNS institutions, a course taken at the sending institution transfers as the course carrying the same TCCNS designation at the receiving institution.

**Texas Core Curriculum**

Students have flexibility to choose courses from an institution’s core curriculum. However, that flexibility may be limited by the student's major. For example, most science majors have prescribed math and science requirements as part of their degree program requirements. Students should also be aware that most degree plans only require a certain number of courses in the core. For example, a student majoring in a science field will most likely only need one course in the creative arts core curriculum. This means that students should choose to take just one music, art, or theatre course.

Students should always consult with an academic advisor or counselor at their prospective college or university to determine what courses might be applicable to their major and consult with their high school counselor to ensure they are needed for high school graduation requirements.

The Texas Core Curriculum contains the following requirements:

- Communication: 6 credit hours (2 courses)
- Mathematics: 3 credit hours (1 course)
- Life and Physical Science: 6 credit hours (2 courses)
- Language, Philosophy, and Culture: 3 credit hours (1 course)
- Creative Arts: 3 credit hours (1 course)
- American History: 6 credit hours (2 courses)
- Government/Political Science: 6 credit hours (2 courses)
- Social and Behavioral Sciences: 3 credit hours (1 course)
- Component Area Option: 6 credit hours*

*Note: An institution may wish to include in its core curriculum courses that address exemplary educational objectives not covered in the preceding broad discipline categories. Such courses may include computer literacy, kinesiology, health/wellness, interdisciplinary or linked courses, or other courses that address a specific institutional role and mission.

**Using Dual Credit Courses towards an ASU Degree**

Students taking courses as part of the core curriculum at Angelo State University will have those courses applied to their core if they choose to attend ASU as an undergraduate. However, even at ASU, certain majors require specified courses to meet degree requirements. For a list of major requirements, please visit [https://www.angelo.edu/academics/](https://www.angelo.edu/academics/). Be aware that degree requirements can change from year to year and may vary slightly by the time a high school student attends ASU as an undergraduate student.

If the course you are taking is not part of the core curriculum, degree applicability will depend highly on the major you are selecting. For instance, all Bachelor of Arts (B.A.) programs at ASU require 12 credit hours (4 courses) in foreign language. If a student elects to take Spanish dual credit courses and chooses a B.A. program at ASU, those courses will apply to their degree. However, if a student elects to take Spanish dual credit courses at ASU and chooses to major in Chemistry as part of a Bachelor of
Science (B.S.) degree; those courses may only count as electives. The amount of electives required varies depending on the major you choose; however, elective hours are usually very limited.

All B.A. and B.S. degree programs at ASU require students to select a minor. A minor is 18 hours (approximately 6 classes) within a particular field. If a student takes several Spanish courses but decides to major in a B.S. field where foreign language courses are not required, the student could elect to minor in Spanish so that those courses will be used towards their minor requirement.

**Transferring Your Dual Credit Courses**
If a student plans on transferring ASU dual credit courses to another college or university, it is important to consult with your prospective college or university and the major that you wish to pursue to ensure the courses you are taking will apply to your intended degree. Visit the university websites for information about majors, course requirements, and transferability of courses. To order an official transcript online from ASU, please visit [here](#).

**FERPA**
FERPA stands for The Family Educational Rights and Privacy Act of 1974. FERPA, as amended, establishes requirements regarding the privacy of student records. FERPA governs:
- The release of student records maintained by the university
- Access to student records

The university must notify students annually of their rights to:
- Inspect and review their student records
- Request to amend their student records
- Limit disclosure of personally identifiable information contained in student records
- File a complaint with the Department of Education concerning an alleged failure by the university to comply with FERPA

**Parental Access to Student’s Records**
When a student reaches the age of 18 OR is attending a postsecondary institution, regardless of age, FERPA rights transfer from the parent to the student. Parents of Angelo State University students may not receive non-directory information unless the student creates a FERPA/Proxy Authorized User from their secure RamPort account.

**Filling Out Proxy Access Information**
1. Login to your RamPort student account with your ASU username and password
2. Select your name in the upper right corner, and then select My Info

![Figure 1: Ramport My Info](#)
3. Click “Grant FERPA/Proxy Access” in the FERPA section

![Figure 2: FERPA](image)

4. Click on “Add Authorized User” to set up an account for a third party (i.e. Mom, Dad, Employer, or Counselor)

5. Read the text on the page and make sure that you understand the implications and responsibility of granting a FERPA/Proxy Authorized User access to your records and information

6. Type in the required information including a valid email address for the Authorized User. This is not your email address. This email will allow the Authorized User to receive communications necessary to finalize the setup of their account access.

7. “Expand Authorized User” to set up the relationship and description of your Authorized User. Be as specific as possible. Your user will receive an email, and once he/she logs in to their secure account and submits the required information, your FERPA/Proxy is complete. At this point, ASU staff and faculty can discuss your educational and financial records with this user.

**Tuition Payments**

If you have a bill balance for your dual credit courses, payment is always due the Friday before the semester begins, by 5pm. Please see ASU’s [University Calendar](#) for an exact date. The Dual Credit Office will apply your scholarship to your bill within 10 days of your bill being due. After this time, if you believe your bill is incorrect, please contact the Dual Credit Coordinator (contact information found at the end of this document). If you fail to make your payment by payment deadline, your schedule will be dropped. If you make a payment and choose to drop the course by the 20th class day, ASU will follow this refund policy.

**View and Pay your Bill through RamPort**

1. Login to your RamPort student account with your ASU username and password
2. Click the Dual Credit tab on the left, and navigate to the Finances section
3. Click on the Pay Online icon

![Figure 3: Finances](image)
Tax Documents
All dual credit students should expect to receive a 1098-T Tuition Statement, stating the amount of tuition that was charged to the student and amount of scholarship provided to cover tuition.

Textbooks and Course Materials
Your dual credit teacher will notify you of any course materials required for the course. Please refer to his/her syllabus for your course.

Services for Students with Disabilities
Students seeking disability accommodations must apply for disability accommodations through ASU. This request can be completed online through Ramport:
1. Login to your RamPort student account with your ASU username and password
2. Click the Dual Credit tab on the left
3. Navigate to the Disability Accommodations section on the left
4. Click “Apply/Renew Disability Accommodation”

![Figure 4: Apply for Accommodations](image)

This application will need to be renewed each semester a student wishes to receive accommodations in a dual credit class. Please submit the application/renewal at least 10 days prior to the beginning of each term you are enrolled with ASU. Documentation is required; please send all supporting documentation upon submittal of the initial application. These items can be sent to the Office of Student Affairs (ADA@angelo.edu; 325-942-2211; ASU Station #11047, San Angelo TX, 76909-1047).

Once accommodations are determined, the ASU Office of Student Affairs will contact the student’s high school counselor explaining the accommodations for the student and require approval of the instructor.

Blackboard
Some instructors utilize a service called Blackboard to deliver course materials like notes, test reviews, and post important announcements. Your instructor will notify you at the beginning of class if they utilize the Blackboard service. If they do, you are encouraged to become familiar with the program. An online introduction is also available to view in Blackboard.
1. Sign in to your RamPort student account with your ASU username and password.
2. Select the Blackboard icon on the top right hand corner.

![Ramport and Blackboard](image)

Figure 5: Ramport and Blackboard

Dropping Classes
If you are not performing well in your class, you can drop your class before the drop deadline (see University Calendar). The grade for the class will show as “W” (withdraw) and will not affect your GPA, but will affect your overall completion rate. This could affect your financial aid eligibility in the future; however, failing a class may also affect your financial aid eligibility. If you are considering dropping the course, you MUST contact your high school counselor who will begin the process of dropping your course.

Dual Credit Grades
Your instructor will assign you with a letter grade of A, B, C, D, or F. Enrolling in an Angelo State dual credit course will result in an institutional GPA at Angelo State. All coursework obtained through ASU will be calculated in the institutional GPA. Your overall completion rate of college courses does include courses taken as dual credit and the overall completion rate of college coursework will be used to determine your financial aid eligibility in the future.

Viewing Your Grades
Your grade will be available in RamPort the week after classes conclude. You can log-in to RamPort to view the grades that you received. Please follow these instructions to do so:

1. Login to your RamPort student account with your ASU username and password
2. Click the Dual Credit tab on the left and navigate to the Academics section
3. Click on the Grades icon

![Ramport Grades](image)

Figure 6: Ramport Grades

Probation and Suspension for Dual Credit Students

Dual Credit Academic Probation
Students are placed on academic probation at the end of any term when a cumulative grade point average of at least 2.00 is not attained in college-level courses. Students are not subject to academic probation until a minimum of six semester hours of ASU dual credit courses has been attempted.
Students on academic probation will be allowed to enroll in the next term, but may not register for more than 6 hours of dual credit courses in that term. Dual credit students who enroll while they are classified as being on academic probation may continue to enroll in succeeding terms providing they achieve at least a 2.00 GPA each term, even though their cumulative GPA is still below 2.00.

**Dual Credit Academic Suspension**

Dual credit students who enroll in dual credit courses while on academic probation will be suspended from the succeeding long-term if they fail to achieve at least a 2.00 GPA in dual credit courses for that term. Students who are placed on academic suspension at the conclusion of the spring term are not eligible for enrollment in dual credit courses the following fall semester. Students who are placed on academic suspension at the conclusion of the fall term are not eligible for enrollment in dual credit courses during the following spring semester.

**Ordering an ASU Transcript**

If you plan on enrolling at ASU as a freshman, you do not need to request a transcript of your dual credit grades to be sent to ASU. If you plan on going to another college or university, you must order your ASU transcript to send to that college. Transcripts can be ordered online at https://www.credentials-inc.com/tplus/?ALUMTRO003541.

**Library Resources**

The Porter Henderson Library has many online resources available for our Presidential Scholars. Online LibGuides are lists of high-quality online and print research materials. They are curated by librarians and are arranged by subject and by course. Find them online, 24/7 from RamPort:

1. Login to your RamPort student account with your ASU username and password.
2. Click the Dual Credit tab on the left and navigate to the Academics section.
3. Click on the Library icon

![Figure 7: Ramport Library](image)

**Student Conduct**

A University, like any community, must have regulations and/or standards by which its members abide and procedures by which its organization functions. The standards should provide order and an atmosphere conducive to intellectual and personal development. This Student Handbook and the Code of Student Conduct contained within are intended to serve these purposes in the interest of all segments of Angelo State University.
Angelo State University has a responsibility to maintain order within the University community, and to discipline those who violate its standards, rules and/or policies. Enrollment requires students to share this responsibility. Students agree to abide by the standards, rules and/or policies set forth in this Student Handbook, the Undergraduate Catalog, the Graduate Catalog and other official University publications, as well as the Texas Education Code.

**ASU Mobile (for Apple and Android)**

This feature is a free download that gives you access to the follow resources:
- Blackboard: Course, grades, group discussions, and more (must download Blackboard app)
- My Classes: Rosters, locations, final grades
- RAMmail: Your primary email account while enrolled at Angelo State
- View and Pay My Bill
- Holds
- Library Resources
- And more...

It is highly encouraged all students download and utilize this app for everyday needs. You can find more information about this app at: http://www.angelo.edu/services/technology/mobile/asumobile.php.

**Attending ASU after High School Graduation**

We hope that after taking dual credit courses through Angelo State University, you’ll decide to come to ASU as a freshman. We’ve provided some information below that will prepare you to earn your degree here!

**Special Admission Requirements for Dual Credit Participants**

Students who complete 6 hours of ASU dual credit with a 3.0 (B) or above will automatically be admitted to ASU as a freshman after graduating high school. Students must submit the following information in order to be admitted:
- Application for Admission
- Official high school transcript
- ACT or SAT scores (score will not be used for an admission decision, but must be on file)

**Standard Admission Requirements**

Students who do not complete 6 hours of ASU dual credit with a 3.0 (B) or above can still apply to ASU. Those students must meet our standard admission requirements which can be found at myfuture.angelo.edu.

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**ASU Dual Credit Office**

dualcredit@angelo.edu
325-486-6400 or (325) 486-6803
Hardeman Student Services Center, Rm 101B
ASU Station #11014, San Angelo, Texas 76909