Welcome to Angelo State University! We are happy to have you join us as a dual credit instructor. This guide will help you as you begin the program and as you continue through your courses. If you have any questions, please don’t hesitate to contact us.

Technology Account Access
Most technology services at ASU are accessible with your Technology Access Account. It will allow you to access 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 through RamPort.

If you attended a Dual Credit In-Service Training, you were provided with your username and password. If you do not know your username and/or password, please contact the IT Help Desk at (325) 942-2911. You will need to supply them with your Campus ID number (CID). If you have trouble anytime logging into your account, please contact the IT Help Desk at (325) 942-2911.

You will be able to use this username and password to log into RamPort from any computer (on or off-campus). RamPort is where you can view your course rosters, enter grades, and check your Angelo email account.

Viewing/Printing your Course Roster
All students will be registered for their dual credit courses prior to the first class day. To ensure your roster is correct, it is advised that you check your course roster on the first day of class and notify us of any discrepancies.

Viewing your course roster:

1. Sign in to your RamPort account with your ASU username and password.
2. Select the Work Life Tab across the top of the page.
3. Click on Faculty and Advising Services Menu.
4. Click Summary List.
5. Select a CRN (Course Reference Number- 5 digit call number assigned to each class). Note: Each section you teach will be assigned a separate CRN.

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Printing Your Roster in RamPort (continuing from previous section - Viewing your Course Roster)

1. Once you have selected the appropriate CRN, your roster will view. The “Current Record Set” will show 1-15. If there are more than 15 students, there will be more than one page to view and print.
Dropping Classes

Once a student is enrolled in an ASU dual credit course, they will have two (2) options to drop the course throughout the semester:

1. Clean Drop- This can be done from the first day they are registered for the course until the end of business on the 12th ASU class day, otherwise known as Census Day. (Please see ASU’s University Calendar for exact date.)
2. Drop with a “W”- Beginning the day after Census Day, students will be able to drop a course with a “W” until a specific date designated for the semester. (Please see ASU’s University Calendar for exact date.)

If a student chooses to drop a course, a drop request form must be initialed and signed by all requested parties and submitted back to the Angelo State Dual Credit Office by the respective deadlines for the term. Once the form is received, the requested drop will be processed.

A link to the drop request form is available on Angelo State’s dual credit webpage for high school counselors: http://www.angelo.edu/dept/dual_credit/hs-counselors.php.

Course Drop Definition

A course drop, which will be recorded on a student’s transcript, is defined as an affected credit course not completed by an undergraduate student who:

1. Is enrolled in the course at the official date of record,* and
2. Will receive a non-punitive grade of W or QW

*Date of record varies according to the length of the course. The most common course lengths are listed below. For the date of record for all other course lengths, please contact the Registrar’s Office.

<table>
<thead>
<tr>
<th>Course Length</th>
<th>Date of Record</th>
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<tbody>
<tr>
<td>Three-week course</td>
<td>Second class day</td>
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<tr>
<td>Five- or six-week course</td>
<td>Fourth class day</td>
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<tr>
<td>Eight-week course</td>
<td>Sixth class day</td>
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</tbody>
</table>
### Course Length

<table>
<thead>
<tr>
<th>Course Length</th>
<th>Date of Record</th>
</tr>
</thead>
<tbody>
<tr>
<td>16-week course or longer</td>
<td>12th class day</td>
</tr>
</tbody>
</table>

### Other Factors Regarding Course Drop Limit

Transfer students who are affected by this legislation shall be required to submit all transfer institution transcripts for processing of the transfer course drops which apply to the limit prior to being allowed to utilize any drops at Angelo State University. If the transfer transcript does not indicate any drops toward the limit, ASU will set the drop count for that institution at zero. If a student was granted a drop at ASU and the Registrar’s Office later learns that the drop count was set incorrectly, the Registrar’s Office will update the student’s record to correct the count. If the student has exceeded the six course drop limit, the drop will be removed and the faculty member of the associated course will be contacted to issue the appropriate grade.

### Withdrawal Definition

A student is considered to have withdrawn from the university when the student drops all courses during a semester.

### Excluded Courses from Limit

Drops from the following types of courses are excluded from the course drop limit:

- Courses taken by students while enrolled in high school – whether for dual credit, early college credit or college credit alone
- Courses dropped at private or out-of-state institutions
- Remedial or developmental courses, workforce education courses or other courses that would not generate academic credit that could be applied to a degree
- Aerospace studies courses not eligible for formula funding
- Courses taken as required co-requisites, such as a lecture class with a required laboratory, are counted as one drop whether identified as separate courses or as separate sections of a course
- Courses that meet the definition of complete withdrawal

### Inputting Final 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.

1. Sign in to your RamPort account with your ASU username and password.
2. Select the WORK LIFE tab.
3. Click on the Faculty and Advising Services Menu.
4. Choose Final Grades from the list.

5. Select the current term from the drop-down menu.  
   Note: The default term is the upcoming semester, not the one you are entering grades for.
6. Select your course from the drop-down and click Submit.

7. A list of your current students for that course will appear. For each student, choose a grade from the drop-down menu in the grade column.

8. Once you have entered grades for all of the students listed, click Submit.
9. You will see a confirmation message.

![Confirmation message]

Notes:

- The grades will be "rolled" into the permanent database approximately every 4 hours throughout the grading period. The web-based grading system will be turned off at 12:00 noon on the first Monday after the end of the term. If a grade needs to be adjusted after it has been rolled, or after the system has been turned off, you must submit a Request for Grade Change form to your department chair.
- Submit your grades often. There is a time limit based on the next time grades are "rolled". Any grades not submitted before the roll will be lost.
- If you have more than 25 students, they will be displayed in "Record Sets" of 25 students per page. Be sure to Submit each page of grades before going to the next record set. If you do not submit the page prior to proceeding, all of the grades entered will be lost.
- Be sure to enter the Last Attend Date for any grade of F. The date must be formatted as MM/DD/YYYY

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 2.0.

**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.

**Student Teaching and Dual Credit**

As a dual credit instructor, you are allowed to have a student teacher in the dual credit course. As the instructor of record, you must ensure that the curriculum being taught meets the requirements of the college course, that rigor is maintained, and that the student teacher is being actively supervised. The instructor of record must determine the grade that will be assigned and submit that grade to ASU.
Resources to Help You Succeed

Library
The Porter Henderson Library on-campus Library services include:

- 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 the LibGuides homepage.

Student Handbook (Behavior, Reporting Assault, and Student Grievances)
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.

The ASU Student Handbook can be viewed online at http://www.angelo.edu/student-handbook/.

Important Dates
All ASU dual credit courses must abide by the deadlines and dates according to Angelo State University’s academic calendar: http://www.angelo.edu/services/registrars_office/academic_calendar.php.

Please make sure to schedule your syllabi accordingly.