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

Admission Requirements/ Steps to Apply:
All admission and application information can be found on ASU dual credit webpage for application information: [http://www.angelo.edu/dept/dual_credit/application-information.php](http://www.angelo.edu/dept/dual_credit/application-information.php). Please also refer to the signed MOU with your district.

Please make sure students have submitted an application prior to sending any required documentation needed to complete their application (ie. dual credit agreement form and TREX high school transcript).

An application update can be provided upon request. Please contact the ASU Dual Credit office for a report. This report will show you which students have applied for the upcoming term, the status of each application, and what documents are missing to complete their application.

TSI Scores and Exemptions
Students are required to meet TSI standards or exemptions in order to register for an ASU dual credit Math or English course. Updated TSI information can be found on the ASU dual credit webpage for application information: [http://www.angelo.edu/dept/dual_credit/application-information.php](http://www.angelo.edu/dept/dual_credit/application-information.php).

All reports provided to high school counselors will include the current TSI status for each student.

<table>
<thead>
<tr>
<th>Test</th>
<th>Score Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACT</td>
<td>Composite Score of 23 with at least a 19 on the English</td>
</tr>
<tr>
<td>SAT (old SAT test)</td>
<td>Combine reading and math score of 1070 with a minimum of 500 on the test</td>
</tr>
<tr>
<td>Redesigned SAT (new SAT test)</td>
<td>Evidenced-Based Reading and Writing score of 480 or higher</td>
</tr>
<tr>
<td>STAAR</td>
<td>English II EOC of 4000 or higher</td>
</tr>
<tr>
<td>TSI Assessment Test</td>
<td>351 or higher</td>
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<tr>
<td></td>
<td>Essay: 5; or Essay 4 and Multiple Choice of 363</td>
</tr>
<tr>
<td></td>
<td>350 or higher</td>
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</tbody>
</table>

*All college-level English courses require passing TSI scores in Reading and Writing

**All college-level Math courses require passing TSI scores in Math
Registration Process
Counselors are responsible for reporting registration for each student. An initial registration report will be sent to each counselor two (2) weeks prior to the start of the ASU term. Once the initial registration report is completed and received by ASU, students will be registered. The week prior to the 1st day of the ASU term, an updated registration report will be provided to each counselor. This report will show the counselor who is enrolled and who is not, as well as allow the opportunity to add, drop, or switch the students from classes. During the long semesters, the last day for a student to register for an ASU dual credit course is the 4th class day. All updated registration reports will need to be completed and received by ASU by or on this day in order to make any necessary schedule changes. The fourth class day will also be the last day for a student to be admitted for the Fall or Spring term.

Tuition payments:
If your student has a bill for Angelo State dual credit courses, payment deadline will always be the Friday before the term begins, by 5pm. The student must make full payment or 25% of the payment if choosing the installment plan. If the installment option is chosen, an additional $30 will be added to the overall bill and the payments will be distributed into 4 payments throughout the semester (1st business day of each month during the semester).

Students with a bill balance will receive notifications to their Angelo email address. Encourage them to check this email often. Payments can be made online or by mailing in a check/money order. See How to Pay Your Bill at Angelo State (link).

If a student does not meet payment deadline, the student’s schedule will be dropped for the current term. If the student makes a payment and decides to drop before the 20th class day, ASU will follow this refund schedule.

Instructor Requirements:
ASU dual credit instructors are responsible for the following during each term they are teaching an ASU dual credit course:
- Uploading syllabus and vita information by due date each term
- Signing and returning course census rosters by due date each term
- Submitting final grades by due date each term

Specific instructions for each process listed above can be found in the Dual Credit Instructor Handbook, which is posted here: http://www.angelo.edu/dept/dual_credit/dual-credit-instructor-trainings/.

Counselors will receive notifications of these deadlines as they approach.
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>
</tr>
<tr>
<td>Five- or six-week course</td>
<td>Fourth class day</td>
</tr>
<tr>
<td>Eight-week course</td>
<td>Sixth class day</td>
</tr>
<tr>
<td><strong>16-week course or longer</strong></td>
<td><strong>12th class day</strong></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

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.

Technology Account Access
Most technology services at ASU are accessible with a Technology Access Account. It will allow the instructor and/or student to access RamPort (ASU’s portal: ramport.angelo.edu). With the Technology Access Account, they will be given an ASU e-mail account (RamMail) that can be used both on and off campus through RamPort. ASU’s IT Department will provide all students and instructors with a link to access their account, updating their password before the initial login. If they misplace the username and/or password, please contact the IT Help Desk at (325) 942-2911. If they have trouble at any time logging into their account, please contact the IT Help Desk. RamPort is where instructors can view course rosters, enter grades, and check their Angelo email account. Students can access unofficial transcripts, final alpha grades, view holds, and request official transcripts.
Resources to Help Your Students 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/.

ADA Accommodations

Students can be approved for accommodations for an ASU dual credit course upon request through our Student Affairs Office. Instructions can be found on the ASU dual credit webpage for High School Counselors: http://www.angelo.edu/dept/dual_credit/hs-counselors.php. See link for ADA Accommodations.

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.
Instructors should schedule all syllabi accordingly. Students should be informed of all deadlines and term dates.

**ASU Dual Credit Contact Information**

Dual Credit Office  
dualcredit@angelo.edu  
(325) 486-6803 or 6400  
[Hardeman Student Services Center](mailto:dualcredit@angelo.edu)  
ASU Station #11014, San Angelo, Texas 76909