



ASU Dual Credit Counselor Handbook

Welcome to Angelo State University! We are happy to have you as a dual credit counselor. If you have any questions, please do not hesitate to contact us!

Mission Statement:

Angelo State University, a member of the Texas Tech University System, delivers undergraduate and graduate programs in the liberal arts, sciences, and professional disciplines. In a learning-centered environment distinguished by its integration of teaching, research, creative endeavor, service, and co-curricular experiences, ASU prepares students to be responsible citizens and to have productive careers.

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Admission Requirements & Steps to Apply

All admission and application information can be found on the [ASU Dual Credit Website](#). Please refer to the signed MOU with your district, as well.

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

An application update will be provided weekly (every Monday morning) sent automatically to your RAMmail account. 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. Please contact the ASU Dual Credit office if you are not receiving these reports, or do not have access to RAMmail. In addition to the automatic email, you may request an updated report at any time by contacting dualcredit@angelo.edu.

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 [TSI Chart](#). All reports provided to high school counselors will include the current TSI status for each student.

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, the payment deadline will always be the Thursday before the term begins by 5pm. The student must make full a 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 State email address. Encourage them to check this email often. Payments can be made online or by mailing in a check or money order. See [How to Pay Your Bill at Angelo State](#).

If a student does not meet the 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.

[Tuition Payment and Installment Procedures](#)

Instructor Requirements

ASU dual credit instructors are responsible for the following during each term they are teaching an ASU dual credit course:

- Uploading syllabi and vita information by the due date
- Signing and submitting course census rosters by the due date
- Submitting final grades by the due date

Counselors will receive notifications of these deadlines as they approach. Specific instructions for each process listed above can be found in the Dual Credit Instructor Handbook.

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.

Dual Credit Dropped Courses Not Including in "Six Drop Rule"

In Texas, the "6 Drop Rule" prohibits dropping more than six classes after the Census Date. Dual credit courses are not included in the six drop rule.

Grade Grievances

The assignment of a grade in a course is the responsibility of the faculty member and is based on the professional judgment of the faculty member. Except for issues of computation,

discrimination, equal treatment, or reasonable accommodation when a documented student need is present in accordance with the Americans with Disabilities Act of 1990 (ADA) guidelines, the faculty member's grade determination is final.

Students may formally appeal their final grade to the High School Principal. Please refer [to OP 10.03 Grade Grievance](#) for more information.

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.

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). In Ramport, instructors can view course rosters, enter grades, and check their Angelo State email account (see [Signature Roster Instructions](#) for more information about reviewing rosters in RamPort). Students can access unofficial transcripts, final alpha grades, view holds, and request official transcripts.

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 their username and/or password, or if they have trouble logging in to their account, please advise them to contact the IT Service Center at (325) 942-2911.

Resources to Help Your Students Succeed

Blackboard for Course Delivery

[Blackboard Learn](#) helps faculty manage content, personalize courses, foster collaboration, and connect with learners. Students can access content 24/7 on their mobile devices or computers making it easier than ever to manage their course loads. Dual credit instructors are able to use blackboard to post class materials, deliver quizzes, etc. Visit the [ASU E-learning website](#) to learn more.

Blackboard Organization for Instructors

A [Blackboard](#) organization is available for instructors where information about assessment and syllabi and vita development is posted. Additional trainings will also become available as they are developed.

To access the organization:

1. Log into [Blackboard](#) with your username and password.
2. Go to the My Organizations area beneath the pictures.
3. Click on Angelo State Dual Credit Program.

If you do not see this information when you log in, please contact our office at dualcredit@angelo.edu to ensure you have been granted the necessary accesses.

Library

The Porter Henderson Library services include Online LibGuides. These are lists of high-quality, online and print research materials. They are curated by librarians and are arranged by subject and by course. Students can find them online, 24/7, on RamPort. Instructors may also access the library resources:

1. Sign in to your RamPort account with your ASU username and password
2. Select Academics on the left, and then click on the Library Icon at the top.

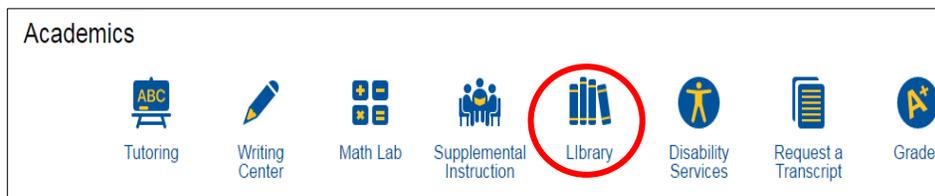


Figure 1: Ramport Library Services

Writing Center

The ASU Writing Center is available for dual credit students to utilize. So that our writing center is able to assist the students properly, please have students include their ASU CIDs (Student ID number) on all documents submitted to the Writing Center. The students should have received emails with their CID and it is also visible on your class rosters.

In order not to overload the Writing Center, we also ask that you notify the Writing Center if you intend to direct students to upload their papers for review several days in advance. This will

allow these areas to better accommodate your students with staffing and review of course information. ASU Writing Center: 325-486-6173

Student Advising Services

Students may contact the ASU Center for Academic Excellence for advising assistance. Advisors can help students determine which courses should be taken in preparation for transferring courses to another institution or using their dual credit courses towards a degree at ASU.

Center for Academic Excellence

(325) 942-2595

dualcreditadvising@angelo.edu

Textbook Policies

ASU does not provide textbooks for dual credit courses nor do we have restrictions regarding which book must be used. It is at the discretion of the high school and dual credit instructor to determine which course materials should be utilized and how those will be supplied to the students. You are welcome to contact an ASU academic department for feedback or guidance on selecting a textbook or course materials.

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.

Services for Students with Disabilities/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 Website for High School Counselors](#): see link titled, ADA Accommodations.

Important Dates

All ASU dual credit courses must abide by the deadlines and dates according to [Angelo State University's Academic Calendar](#). Instructors should schedule their syllabi accordingly; students should be informed of all deadlines and term dates.

ASU Dual Credit Contact Information

Should you ever have any questions regarding our dual credit program, please do not hesitate to contact us. Staff contact information is available at on our [website](#).

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