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.

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!
## Contents

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>For Parents</td>
<td>2</td>
</tr>
<tr>
<td>University Calendar</td>
<td>2</td>
</tr>
<tr>
<td>Technology Access Account</td>
<td>2</td>
</tr>
<tr>
<td>Selecting your Dual Credit Courses</td>
<td>2</td>
</tr>
<tr>
<td>Printing Your Class Schedule</td>
<td>4</td>
</tr>
<tr>
<td>FERPA (Family Educational Rights and Privacy Act)</td>
<td>5</td>
</tr>
<tr>
<td>Parking on Campus</td>
<td>6</td>
</tr>
<tr>
<td>ASUAlert</td>
<td>7</td>
</tr>
<tr>
<td>Paying your Bill</td>
<td>8</td>
</tr>
<tr>
<td>Scholarships and Stipends</td>
<td>9</td>
</tr>
<tr>
<td>ASU Dual Credit ID Card</td>
<td>9</td>
</tr>
<tr>
<td>Tax Documents</td>
<td>10</td>
</tr>
<tr>
<td>Textbooks and Course Materials</td>
<td>10</td>
</tr>
<tr>
<td>Services for Students with Disabilities</td>
<td>10</td>
</tr>
<tr>
<td>Blackboard</td>
<td>11</td>
</tr>
<tr>
<td>Dropping Classes</td>
<td>11</td>
</tr>
<tr>
<td>Dual Credit Grades</td>
<td>11</td>
</tr>
<tr>
<td>Probation and Suspension for Dual Credit Students</td>
<td>12</td>
</tr>
<tr>
<td>Academic Support Services</td>
<td>12</td>
</tr>
<tr>
<td>Ordering an ASU Transcript</td>
<td>13</td>
</tr>
<tr>
<td>Student Conduct</td>
<td>14</td>
</tr>
<tr>
<td>ASU Mobile (for Apple and Android)</td>
<td>14</td>
</tr>
<tr>
<td>Attending ASU after High School Graduation</td>
<td>14</td>
</tr>
</tbody>
</table>
For Parents
We are happy to have your student in the ASU Regent 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 references. 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/. 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.

Printing Your Class Schedule

You will want to print your schedule from Ramport a few days prior to classes starting. Occasionally, class locations change from the time that you register to the time that classes start. Printing your schedule closer to the first day of classes ensures you will have the most accurate location for your class. Find the building of your class on the campus map or our virtual tour and determine where you should park.

1. Sign in to your RamPort student account with your ASU username and password.
2. Select the Dual Credit tab on the left and then scroll down to the Registration section.
3. Click on the View Schedule icon.
Figure 1: Course Schedule

4. Print your schedule.

FERPA (Family Educational Rights and Privacy Act)

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

Steps to set up a FERPA/Proxy Authorized User:

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
3. Click “Grant FERPA/Proxy Access” in the FERPA section

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

Parking on Campus
Students are required to purchase a parking permit to take classes on the ASU campus. Dual credit students are not required to pay for the parking permit, but you still must register your vehicle and pick up your parking permit from the Parking Office. Dual credit students will be required to park in the B Lot Parking Zones. Signs are posted in the parking lots designating each lot as A, B, C, and D.

You are encouraged to get to campus early to ensure a parking space is available. You will need to arrive early in order to park close to your building or to allow time to park and walk. You must order your parking permit online. It will show you a cost, but we will apply a scholarship to your bill to cover the cost of the parking permit.

Ordering your Parking Permit
RamPark is an on-line parking registration program for students. You will be able to access this program during
the online registration period. It is a simple process, requiring only that you have your campus ID information and vehicle information, such as license plate number and state, color, make, model and year of your vehicle.

Please follow these instructions for purchasing a parking permit:

1. Sign in to your RamPort student account with your ASU username and password.
2. Select the Dual Credit tab on the left and then scroll down to the Campus Life section.
3. Under Campus Parking select “Buy Permit.”

![Figure 4: Parking Permit](image)

4. Select “Purchase a Permit.”
5. Select the term you will be attending ASU and click “Continue.”
6. If you already have a registered vehicle, then select the vehicle and purchase permit.
7. If you do not have a registered vehicle, go to A. If not, go to B and follow directions:
   a. A window will appear asking you to confirm the vehicle information.
   b. Click OK to add and enter required information.
8. Click “Purchase Permit.”
9. Confirm the permit type and charge.
10. Print out receipt if using a computer that is connected to a printer.

**Picking Up Your Parking Pass**

Your parking permit will NOT be mailed to you. You must pick up your parking permit from the One Card and Parking Services Office. The One Card and Parking Services Office is located in the General Services Building at 1830 Rosemont (across the Mall from the Houston Harte University Center/ASU Bookstore). You can pick up your parking pass within two weeks of the first day of classes.

*Note: The parking pass expires at the end of the summer term. If you are beginning dual credit classes in the summer, you must buy a parking pass for the summer term and for another parking permit for the fall term if you plan to continue during the school year.*

**ASUAlert**

ASUAlert is the emergency notification system used to contact you via voice message, text message, and your ASU e-mail account in the event of a campus or regional emergency. Please follow these instructions to update your contact information in order to receive alerts:

1. Login to your RamPort student account with your ASU username and password.
2. Click your name in the upper right corner
3. Click “My Info”

![Image of Ramport My Info](image)

**Figure 5: Ramport My Info**

4. Click “Update ASU Alert Info” under Personal Information

![Image of ASU Alert](image)

**Figure 6: ASU Alert**

5. Enter a phone number for each type of alert

**Paying your Bill**

If you will owe a balance, you must pay it by 5:00 pm on the Friday before classes start. See the important dates section for more information. 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 Office.

**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 then scroll down to the Finances section
3. Click on Pay Online icon

![Image of Pay your Bill](image)

**Figure 7: Pay your Bill**
**Scholarships and Stipends**

All Dual Credit/Concurrent Enrollment students are eligible for Carr Dual Credit Scholarships to offset the cost of tuition and fees. Before scholarships, students in the program already receive reduced tuition rates. Please view the appropriate cost chart below based on whether your school district is providing financial support.

**Regular Dual Credit Cost: $250**

Students who meet the admission requirements for the Regents Scholars Dual Credit Program, but are not eligible for a distinguished scholarship, will receive regular Carr Dual Credit Scholarships.

**Distinguished Dual Credit Cost: $125**

Students can qualify for the Carr Distinguished Dual Credit Scholarship to cover half of the cost of the course by meeting one of the following requirements below:

1. ACT: Composite score of 23 or greater
2. Old SAT: Combined critical reading & math score of 1070 or greater (with sub-scores of at least 500)
3. Redesigned SAT: Evidenced-Based Reading and Writing score of at least 480 and Math score of at least 530

**San Angelo ISD Student Cost**

All San Angelo ISD students receive a stipend of $75/course. The school district pays this contribution directly to ASU. Only certain courses qualify. Check with your SAISD High School counselor to ensure that your course is eligible for the stipend.

*Note: The stipend is only for approved SAISD dual credit courses; please check with SAISD prior to enrolling.*

**ASU Dual Credit ID Card**

Your ASU ID Card is the official identification card for all dual credit students at Angelo State University. It is used to access university services, events and facilities.

To get your ID card, come to the One Card Office, located in the General Services Building at 1830 Rosemont (across the Mall from the Houston Harte University Center/ASU Bookstore). Business hours are 8 a.m. to 5 p.m. Monday-Friday. You will need to bring another government-issued photo ID with you. Approved forms of ID are listed below:

- State driver’s license (including state-issued temporary or provisional licenses with photos)
- State-issued identification card
- Military-issued identification card
- Valid U.S. or foreign-issued passport (showing country of origin)

*Note: All IDs must be valid (NOT expired)*

The following information must be legible on the ID:

- Account holder’s name
- ID number (passport number, driver’s license number, etc.)
- Expiration date
• Issuance date (if applicable)
• State of Issuance
• Date of Birth

*NOTE: Your first ID card is provided at no charge. For each lost or stolen card, you may be required to pay a $20 fee.

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
You will be required to purchase your own textbooks and any other course materials required for the course. You can view your books required for your class by visiting the Angelo State University Bookstore website, and clicking on “Books.” You can use this information to purchase your books online through another store, or purchase them online through the ASU Bookstore. You can also go to the ASU Bookstore in the ASU University Center to purchase your books in-person. Many books are also available for rent. If you purchase your books, many are available in used condition as well, which is much cheaper. Used books tend to sell quickly, so you are encouraged to buy or rent your books soon. Other required course materials will be discussed in the first day of classes and should be listed on your course syllabus.

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.”

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. Login to your RamPort student account with your ASU username and password
2. Click the Blackboard icon on the top right hand corner

![Figure 9: Ramport and Blackboard](image)

**Dropping Classes**

If you are not performing well 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

![Figure 10: Viewing Grades](image)

**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.

**Academic Support Services**

**Library Services**

The Porter Henderson Library has many online resources available for our Regent Scholars. You are welcomed and encouraged to use the library. Library hours can be found the [Porter Henderson Library](#) website.

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
Writing Center
The ASU Writing Center is available for dual credit students to utilize. The Writing Center website has resources to assist you with your writing skills, tutoring services, and reviewing assignments. So that our writing center is able to assist the students properly, please your ASU CID (Student ID number) on all documents submitted to the Writing Center. Visit the Writing Center website for more information and hours. Virtual tutoring sessions are also available.

Math Lab
Math lab is available to dual credit students to assist with math courses. Online help services are available. Visit the Math Lab website for more information and hours.

Tutoring Center
Academic Tutoring is available to dual credit students to assist with over 20 subjects and more than 100 courses. Online help services are also available. Visit the Academic Tutoring website for more information and hours.

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.
1. Sign in to your RamPort student account with your ASU username and password.
2. Select Dual Credit tab on the left and then look in the Academics section.
3. Click on the Request a Transcript icon.
**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 following 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
- 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](http://www.angelo.edu/services/technology/mobile/asumobile.php).

**Attending ASU after High School Graduation**

We hope that after taking dual credit 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:

1. Application for Admission
2. Official high school transcript
3. 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](http://myfuture.angelo.edu).
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