Important Dates

*Reminder: Dual credit classes follow the ASU Academic Calendar*

Aug. 26: First day of ASU Fall Classes
Aug. 29: Deadline up upload your syllabus and vita in RamPort. [Instructions.]
Sept. 11: Census Date (all students must be in classes by this date. No students will be added to classes after this date. Students wanting to drop the course after this date will be assigned a grade of W for the course.)
Sept. 19: Deadline to Electronically Verify Course Rosters in RamPort. [Instructions. (This will become available Sept. 13.)]
Nov. 1: Drop Deadline (Students must submit the drop form to their HS Counselor who will send it to ASU.)
Dec. 13: Last Day of Fall Classes
Dec. 16: Grades Due in RamPort for Fall Classes by noon. [Instructions.]

The Dual Credit office will send email reminders as important dates approach.

Handbooks & Dual Credit Website

We encourage you to use our Dual Credit website for information, links, and how-to guides for our processes. The handbooks have recently been updated. They are no longer in pdf format.

[Information for Dual Credit Instructors.  Information for HS Counselors.]

Required Student Orientation

ASU has developed a dual credit orientation video all students must watch. A link with the video will be sent to all instructors. Please show the video in the first few days of your class. The video is less than 7 minutes and gives students information about resources available to them.

Course Roster Corrections

If your course roster has an additional student or is missing a student, please contact the HS Counselor. The ASU dual credit office works with the HS Counselors to register students. The ASU Dual Credit Office will send an email to instructors once registration is complete for you to pre-check your rosters for accuracy.

Verifying your roster: Starting Sept. 13, you will be asked to officially verify your rosters in RamPort by signing them electronically. The deadline to submit is Sept. 19.

**PLEASE DO NOT SUBMIT YOUR ROSTERS IF ERRORS EXIST!!** We had an issue with several students missing from the courses at the end of the semester when grades were due. These errors must be caught at the time instructors submit their verified rosters.

Rules for Dropping Courses

Please instruct your students who need to drop due to illness, low grades, moving, etc. to drop the course in their high school counselor’s office prior to the drop deadline of Nov. 1. We had several students who did not officially drop their course through ASU until after classes had ended. This causes errors in our reports sent to the State of Texas. These students will show on your final grade reports; therefore, you must report a grade.

Instructor RamPort Username and Password

You will be required to use RamPort several times throughout the semester. If you do not recall your username or password, please contact the IT Help Desk at (325) 942-2911 to receive your username or reset your password. You may need to provide your CID. If you are unsure of your CID, please email dualcredit@angelo.edu for that information. We encourage you to set-up a password reset account at mypassword.angelo.edu where you can reset your password in the future without having to call the Help Desk.

Student RamPort Username and Password

We have a new process beginning this year to give students their ASU username and password. All dual credit students who have not accessed their account before will receive an email after they are registered for classes directing them to set-up their technology account password (used for RamPort and Blackboard). Previous dual credit students who have set up their username and password should also receive an email directing them to log in or how to reset their password if they have forgotten it. Please direct your students to the email they provided on their ASU dual credit application for the links.

If the student has not received an email or says they deleted it, first ensure that the student is on your roster. If the student is on your roster, the student can call the IT Help Desk at (325) 942-2911 to reset their account. If calling IT, the student will need their CID (Student ID Number). This can be found on the course roster.

ADA Accommodations

Students receiving ADA accommodations in a dual credit course MUST have their accommodations approved by ASU. More info found [here.]

ASU Classroom Visits and Group Tours

The ASU dual credit agreement allows an ASU Admissions Counselor, Academic Advisor, and/or faculty member to visit your classroom up to three (3) times per year. ASU will also be inviting you and your students to visit our campus for a group tour or event.