

Dual Credit Student Handbook



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Welcome to South Plains College’s Dual Credit program— a great opportunity for students to earn college credit while still in high school.

The dual credit program offers many opportunities and benefits to its participants including:

- Expanding academic options for high school students planning to attend a college or technical school following high school graduation;
- Reducing the duplication of courses between high school and college curricula.
- Lessening the amount of time needed to complete advanced studies to earn a Bachelors degree or technical certificate and enter into the workforce; and,
- Reducing significantly the cost of higher education.

This handbook is designed to answer questions about the requirements, expectations, processes, and services available to you as a college student through dual credit. Included in this handbook is information for students and parents, as well. As students you will find new responsibilities for your education, new opportunities for growth, and the ability to find success with college courses while having the support of your high school faculty. As parents, you will find that your child will be taking a more active role in his/her education including communications with college faculty, more independent work, and learning to meet the expectations of the college instructors. There are many differences between high school and college that both you and your child will quickly notice.

We are glad that you have chosen to get a head start on your college education by participating in our dual credit program and look forward to working with you during this course of study. We wish you the best for an excellent semester. If you have any questions please feel free to contact us by phone or email as we always enjoy working with students and parents to make this first college adventure an enjoyable one for you.

Parent Information

We know you want the best for your child. As a parent, you are helping make decisions about their future. Like most parents, you are probably concerned with the rising costs of higher education.

Dual credit allows your son or daughter to earn college credit while attending high school. In fact, when he/she gets his/her high school diploma, he/she could also be graduating with up to 60 hours of college credit that is transferable to any public college or university in Texas. That could be a substantial savings to you!

Consider these other reasons for getting a head start on college:

Convenience. Courses are taught online, through interactive television, or at your child’s high school by college credentialed faculty, depending on arrangements with your child’s high school.

Student Success. Successful completion of college-level courses helps your child be successful later in making the transition to a college campus. Hands on experience in learning the “college ropes” through the dual credit process will enable him/her to be better prepared to navigate the system when they enter college full time.

Expanded Course Options. Many of the dual credit courses are offered online which allow students to enroll in courses that may not be offered on their high school campuses. This expands the opportunities for students to take additional courses of interest to them as they prepare for their futures.

Many of our high school partners offer parent orientations on the dual credit program and you are encouraged to attend these meetings to learn more about the program and its opportunities for your students. Since we work with over 70 high schools in our region, each school may have differences in how the dual credit program is structured for their students and you are encouraged to visit with the counselor or principal at your child’s school for specifics with their school. These orientations will also discuss testing requirements, registration, and student requirements for participation in the dual credit program.

Important Things to Know!

College Standards

College courses are both interesting and challenging. You will learn a great deal but you will be expected to work hard. On average, college students should plan to study at least two hours a week for every hour spent

in the classroom. Students taking a three-semester hour class should set aside a minimum of six hours per week to study. Some students will need to study more. Most students should schedule extra study time when exams are planned or course projects are due.

College Grades

Pay careful attention to your instructor's system for assigning grades as indicated in the course syllabus. If you do poorly on a test or assignment, most college instructors will not allow you to repeat the work in order to improve your grade. You will not receive extra course credit for attendance. Also, your instructor may not allow you to do extra work to improve grades.

Record of your enrollment in dual credit classes and grades earned will become part of your permanent academic college record after the **Census Date**. We hope that your grade is a good one, but if you find yourself doing poorly in a dual credit class, you may wish to withdraw from the course. Students who need to drop a class must work through their high school counselor in order to submit a drop slip to the college. You must complete the appropriate paperwork, get your high school counselor's signature indicating approval for the drop, and do so before the last day for course withdrawal. Courses withdrawn from before the **Census Date** (12th class day fall and spring, 4th class day summer) will not be a part of your official transcript. If you intend to withdraw from a class after the Census Date, please contact the Dual Credit Office for more information on how this could affect your future academic standing. Your **Satisfactory Academic Progress (SAP)** which is your cumulative GPA and cumulative pace (course completion percentage) could affect your future financial aid eligibility. If you have any questions, contact the Financial Aid Office (806) 894-9611 ext. 3800 or the Dual Credit Office (806) 716-2503.

In a dual credit course it is possible to get a passing college grade and a failing high school grade. High school policies apply regarding the awarding of high school credit. College policies apply regarding the awarding of college credit. Be sure you are aware of both sets of policies. College policies are printed in the college catalog which is available online at <http://catalog.southplainscollege.edu/>.

College Subjects

College courses sometimes deal with controversial issues or subject matter that high school courses would ordinarily avoid. Your instructor will teach the same course he or she teaches at SPC.

College Attendance Policies

Be sure you understand and follow your instructor's attendance policy that is printed on their course syllabus. SPC policy states an instructor may drop a student if the student incurs excessive absences and in addition is no longer able to be successful in the course. In contrast to high school, SPC does not distinguish between excused and unexcused absences. If you miss class because you are ill or attend a school function, those absences will count against you. Your instructor may also have a tardy policy. It is important that you stay in communication with the instructor to avoid any problems regarding attendance.

Don't Be Afraid to Ask

One major difference between high school and college courses concerns the sharing of information about student performance. Under the Family Educational Rights and Privacy Act, (FERPA), a federal law passed in 1974, only directory information may be shared with anyone other than the student. Under the provisions in FERPA, SPC can share students' progress with designated personnel from the high school district, usually a counselor, principal, or registrar. Please refer to your rights under FERPA on page two of your Dual Credit and Concurrent Enrollment Form. As students, your instructor is available to answer your questions about course materials or class policies. If you have any concerns about your performance in the course or you are not sure whether you understand an assignment, please don't hesitate to contact your instructor.

University Interscholastic League (UIL)

Students participating in dual credit or concurrent enrollment courses should check with their respective high schools before enrolling classes that may cause them to lose their eligibility to participate in UIL contests should they withdraw from those classes or not be considered a full-time student. Students taking dual credit courses should still be eligible for such competition provided they meet all requirements for full-time high school attendance. For more information refer to UIL rules Sub-Chapter M, Section 400 of the constitution and contest rules.

General Program, Admissions, Testing, and Registration Information

Students enrolled in local high schools or home school students may be eligible to be awarded credit toward high school graduation for completing certain college level courses. The process is called **Dual Credit** where college credit, as well as high school credit, is granted.

Area school districts have identified specific courses at SPC for which high school credit will be granted upon successful completion of the college course with a grade of “C” or better. Year-long high school courses require a two-semester college course sequence. Semester-long high school courses are generally associated with a one-semester college course. For example, high school government is a one-semester course. The college course for which high school government credit may be granted is GOVT 2305, a three-hour college credit, one semester course. However, high school English IV, a year-long course, requires the two-semester sequence of college courses, each a three-hour course, one-semester course, known as ENGL 1301 (Composition I) and ENGL 1302 (Composition II). Your high school may have different requirements associated with taking semester long courses. Check with your high school counselor.

Qualified students may also enroll in college courses other than those identified for dual credit to begin gaining additional college credits while still in high school. This is known as **Concurrent Enrollment** where only college credit is awarded. These students, as well as the dual credit students, must meet certain criteria to be admitted to the college and must comply with all prerequisites for the college courses.

Dual credit courses are offered at the high schools during the normal high school day through online courses, interactive television courses, or courses taught in the traditional classroom setting by either SPC faculty or adjunct instructors who have been approved by the SPC department chairpersons.

Bacterial Meningitis Information

Pursuant to SB 1107 enacted by the State of Texas

January 1, 2012, all **entering students** enrolling at South Plains College must provide proof that the Meningitis vaccination was administered **at least 10 days prior to the first day of the term.**

An entering student is defined as a student who is a first-time student of an institution of higher education, a transfer student from another college, or a returning student who has had a break in enrollment of at least one fall or spring semester.

Acceptable forms include:

- an official immunization record
- an official school record or
- a signed or stamped physician’s note.

Proof must include the date the vaccination was given.

Vaccinations over 5 years old will not be accepted.

Proof may be mailed to:

South Plains College
Admissions and Records Office, Box C
1401 S. College Avenue
Levelland, TX 79336

Proof may also be hand delivered to any SPC Campus or emailed as an attachment no larger than 500 KB to admissions@southplainscollege.edu.

The legislation exempts students who:

- are 22 years of age or older by the first day of the start of the semester.
- enroll only in 100% online or other distance education courses.
- enroll in a continuing education course or program that is less than 360 contact hours, or continuing education corporate training.
- **enroll in a dual credit course which is taught at a public or private K-12 facility not located on a higher education institution campus.**
- are incarcerated in a Texas prison.
- submit an affidavit or certificate signed by a duly licensed physician that states, in the physician’s opinion, that the vaccination would be injurious to the health and well-being of the student.
- submit an affidavit signed by the student stating that the student declines the vaccination for reasons of conscience, including religious belief.

Links to the [Conscientious Exemption Forms](#) from the **Texas Department of State Health Services**

may be found on our homepage. The exemption form may be either completed online or a hard copy may be requested online. If the form is completed online, it must be printed immediately and submitted to the Admissions & Records Office.

Eligibility Requirements:

Students wishing to take advantage of dual credit and/or concurrent enrollment opportunities must meet all of the following eligibility requirements:

1. Meet established admissions requirements at SPC as well as appropriate prerequisites for any course.
2. Comply with the state-mandated Texas Success Initiative (TSI) Program.
3. Take placement test prior to enrolling.
4. Complete the Dual Credit and Concurrent Enrollment Form acquiring the appropriate school and parental signatures.
5. Pay the reduced costs associated with taking a dual credit college course (s) by the deadline.

If you believe you can meet all of these requirements then you can begin the admissions process.

Admissions Process:

Start by completing the South Plains College Application for Admission. The Application for Admission is your official request to attend SPC. In order for the admissions process to be complete so you can register and attend classes the following must be submitted:

1. An application for admission can be completed online at <http://www.southplainscollege.edu> or <https://www.ApplyTexas.org>. Students should use their social security number on their admissions application as well as choosing the option that reflects their dual credit status. Applications should be received at least two weeks prior to the start of the semester. Students are encouraged to submit applications and paperwork as early as possible in order to be ready to register when registration opens for each semester.

2. A current official transcript of high school grades must be submitted. The high school transcript must be official and mailed or hand-delivered in a sealed institutional envelope to the Admissions Office located at the Levelland campus. Transcripts can be mailed from the high school to :

South Plains College
Admissions and Records Office, Box C
1401 S. College Avenue
Levelland, TX 79336.

3. Verification that TSI and placement testing requirements have been met and the student is eligible to enroll in college courses. These scores must be provided to the Admissions Office from the high school on the transcript or appropriate test score reporting sheet.
4. The Dual Credit and Concurrent Enrollment Form must be completed each semester by the student and signed by his/her principal and parent/guardian and submitted to the SPC Dual Credit Office.

Testing Requirements for Dual Credit/ Concurrent Enrollment High School Students

All students taking dual credit courses will be required to satisfy the TSI requirements through the use of scores from the TSI Assessment, EOC, ACT or SAT prior to enrollment. All dual credit students will be required to test in the areas of Reading, Writing, and Math. Students enrolling in courses that are TSI restricted are required to achieve the passing score for placement in those courses prior to registering for the class.

Texas Success Initiative (TSI)

The TSI is a state-mandated program that requires students entering college to demonstrate college-level readiness. All new students entering Texas colleges and universities are required to take a placement test prior to enrolling in college-level courses.

TSI Minimum Placement Scores:

TSI Assessment Scores Needed for Compliance

Reading	351
Math	350
Writing	363 + 4 on the essay or 5 on the essay regardless of multiple choice score

EOC Scores Needed for Exemption

English III	4000
Algebra II	4000

EOC Scores Needed for Compliance

*English II	4000
*Algebra I	4000 & passing grade in Algebra II class in high school.

**Only valid for enrollment high school junior year*

SAT Scores Needed for Exemption

(prior to January 23, 2016)

Composite Score	1070
ELA	500
Math	500

SAT Scores Needed for Exemption

(after January 23, 2016)

ELA	480
Math	530

ACT Scores Needed for Exemption

Composite Score	23
English	19
Math	19

Dual Credit Course Restrictions and Limitations

Dual credit/concurrent enrollment students may not enroll in developmental courses or courses for which they have not met the TSI standards or the course or skill level prerequisite requirements. Students may not enroll in more than 19 credit hours of dual/concurrent courses per semester. A student on Academic Probation may not enroll for more than 5 academic courses or more than 16 hours. Students should meet with their high school counselor to de-

Registration Process and Classes

Once you have been admitted to SPC and the appropriate testing requirements have been met, you are now eligible to register for classes. Registration for classes is available online for all dual credit/concurrent enrollment students during the dates specified in the college catalog each year. Upon acceptance to SPC, you will be emailed a username and password to allow you to login to MySPC and Campus Connect where you will be able to register for your courses. Your login information will be sent to the email address provided on your application. SPC does not charge a fee for verifying a student's identity or issuing access to distance education courses. Once you have your login information, please follow the steps listed below.

Access MySPC Login at:

<https://myspc.southplainscollege.edu> to register online for your courses for the upcoming semester.

On the left side of the page access "**Campus Connect**" and go to the "**Registration Options**" heading, then "**Add/Drop Courses**".

On the left, highlight the **Semester** for which you are registering, and in the middle section highlight **Dual Credit**. Then on the right side, scroll down past the department listings to find your **High School**; and highlight it to view available ITV and on-campus classes. To view available online classes, highlight **Internet Dual Credit** instead of your high school.

Click on "**Display Schedule & Available Courses**". Click on the "**Add**" button adjacent to the course(s) you wish to add. The course will be added to your schedule in the top portion of the screen. If you decide to drop courses during the online registration period, you may do so by selecting the "**Drop**" button listed next to the course.

When you have added all of your courses, click on the "**Account Options**" heading. Click on "**Review/Pay Account**" to print your class schedule and to pay your bill. **Your schedule will be deleted if payment is not received by the deadline.** You have the option of paying in full with credit card or e-check or choosing our installment plan.

Check with your high school counselor to determine how textbooks for dual credit courses are handled in your school. If you need to order textbooks, that can be done through the SPC bookstore in person or online through our homepage.

Tuition Information

The tuition for students taking dual credit courses that are offered on their high school campus through instructors on the campus, online, or ITV will pay the reduced tuition rate as established by the SPC Board of Regents each year. Those students taking dual credit courses on one of the SPC campuses that are taught by SPC faculty will pay the full tuition rate as charged to all students enrolled in the class.

Enrollment Policies

The college reserves the right, when necessary, to cancel classes, change instructors, and otherwise alter the published schedule. No charge will be made for changes due to cancelled classes. Students that do not wish to replace the class will receive a full refund of the costs associated with the cancelled class. In order to replace a cancelled class, the student should make changes before the end of registration.

Dropping a Course

Dual credit students wishing to drop a dual credit course must contact their high school counselor for a drop slip. Students must submit a completed drop slip signed by their high school counselor on or before the final drop date of the semester to the SPC Admissions Office in order for the drop to become effective.

Refunds are calculated by the date the drop form is received in the Admissions & Records Office by mail, email, fax or in person. Dropping a class is not considered complete until the completed drop slip is received and processed in the Admissions & Records Office.

Expectations and Requirements

Dual credit and concurrent enrollment students are expected to perform at the college level and to honor all deadlines declared by the college or by the instructor. The individual professors distribute class policies and syllabi during the first week of classes detailing individual class requirements.

Instructor-Initiated Drop

When, in the judgment of the instructor, a student has been absent so many times that they are unlikely to complete the objectives of the course, the instructor may initiate steps to drop that student by notifying the SPC Admissions Office. The student will

receive a “X or F” for that course. The SPC Catalog and the SPC Student Guide, published annually by the college at the beginning of each fall semester, are valuable resources for assisting students in getting the most out of what South Plains College has to offer. These publications are also available on the SPC website in addition to being accessible on campus. The publications also list student’s rights and responsibilities, all rules and regulations for general student behavior, grievances and complaints, and discipline policies and procedures that all students are expected to follow.

Refunding of Fees and Charges

Dual credit and concurrent enrollment students seeking refunds for tuition and fees paid are subject to the College’s policies and procedures outlined in the current College Catalog.

Textbooks

Dual credit students are responsible for obtaining the required textbook for the courses taken. Since some schools provide textbooks for their students, you should check with your high school counselor to determine the policy for your individual school. All required textbooks are available from the SPC bookstores located on the Levelland and Reese Center campuses and online through our homepage.

Academic Integrity

It is the aim of the faculty of South Plains College to foster a spirit of complete honesty and a high standard of integrity. The attempt of any student to present as his or her own any work which he or she has not honestly performed is regarded by the faculty and administration as a most serious offense and renders the offender liable to serious consequences, possibly suspension.

Cheating: Dishonesty of any kind on examinations or on written assignments, illegal possession of examinations, the use of unauthorized notes during an examination, obtaining information during an examination from the textbook, the internet or from the examination paper of another students, assisting others to cheat, alteration of grade records are examples of cheating. Complete honesty is required of the student in the presentation of any and all phases of course work. This applies to quizzes of whatever length, as well as to final examinations, to daily reports, and to term papers.

Plagiarism: Offering the work of another as one's own, without proper acknowledgment, is plagiarism; therefore, any student who fails to give credit for quotations or essentially identical expression of material taken from books, encyclopedias, magazines and other reference works, or from the themes, reports or other writing of a fellow student, is guilty of plagiarism.

Transferring Credit Earned at SPC to Another College or University

In order to transfer the college hours earned at SPC to another college or university you will need to request that an official transcript be sent to the college or university from SPC. Official transcripts can be requested online through our homepage at <http://www.southplainscollege.edu/transcripts> or students with a current login may also request a transcript by logging onto MySPC and Campus Connect. Official transcripts may be mailed or picked up with a current picture ID. For questions, please contact Admissions at (806) 716-2570 or Credential Solutions at (847) 716-3005. It is recommended that you wait until your final semester grades are posted prior to requesting official transcripts.

Dual Credit Course Delivery Methods

Dual credit course are offered through different delivery methods to the high schools in our area. Courses are available online, through interactive television, or in the traditional classroom setting with the instruction being provided by either a SPC instructor or a high school teacher who has been approved by the respective department chair at SPC. Students should check with their high school to determine courses and delivery methods available at their high school.

Online Course Information

Courses that are offered through SPC as dual credit courses follow the same schedule as all others courses offered at the college. These courses **do not** have a flexible entry; and will begin the first day of classes each semester. The course instructors have their course syllabi and course requirements posted at the beginning of the semester. Students should follow all directions and instructions given by the instructor for the course. Most of the online courses are offered through the Blackboard course delivery system. It is your responsibility as the student to make contact with your instructor by the first class day of the

semester. Your instructor's email address can be found by searching the SPC Employee Directory for the instructor's name. Students will not be able to access their online course until the first class day of the semester. In addition, students that register on or after the first day of class will not have access until the systems update which can take up to 24 hours. You will access your course through **Blackboard** at <https://southplainscollege.blackboard.com/>.

If you are unable to access your course, please contact Student Technical Support for online courses. Failure to contact the appropriate personnel can result in you becoming behind in your course, being dropped from the course, or even receiving a failing grade. Student tutorials are available to you on the SPC website and it is also recommended that you complete the tutorials online. All students enrolled in internet based courses have access to Blackboard Technical Support. The first place to go for help is the course instructor. He or she will be able to answer any questions you have about the content of the course, assignment due dates, etc.; however, for technical questions you may find your answer on the **AskSPC** link with **MySPC**. To speak with a technology support specialist, please call (806) 716-2180 or (806) 716-2504.

Support hours are:

Monday through Friday, 8:00 a.m. through 4:00 p.m. Student Technology Support is also available by emailing blackboard@southplainscollege.edu. When emailing a request for help, include your full name, course(s) enrolled in, name of instructor(s), and a phone number where you can be reached.

Your high school counselor will have a list of online courses available for dual credit students and will be able to guide you in the selection of the appropriate classes to meet your needs.

Interactive Television (ITV) Course Information

Courses taught through the ITV system will be taught by full time SPC faculty members and will be offered at multiple sites simultaneously. Because of the way in which the class is conducted, it is important that students be aware of the special needs, and instructions that accompany taking an ITV course. The course will be taught by the instructor, but a facilitator will be available in each classroom to assist the instructor in conducting the class. The facilitator will

monitor the equipment, distribute class materials, monitor exams and help the instructor maintain class policy. The facilitator is not there to teach the class, but to help maintain the instructor's policy. The facilitator will report any disruptions from the students to the instructor. Penalties for disruptions may result in a student's removal from the classroom and/or dropped from the course.

The system that controls the routing of signals between campuses and classrooms is computer controlled. The class will begin and end at the designated times so it is important to be on time to class. Sit together in camera range rather than on the edges of the classroom. Because of the sensitivity of the equipment, drinks are not allowed on the desk. Cell phones are to be turned off and not visible at all times. Only the required textbook and note taking essentials are allowed on the desk. Turn on microphones to speak and turn it off when finished to prevent feedback. Other students may hear you talking and shifting papers. Do not be shy. Distance classrooms require a higher level of awareness to engage in class discussion. It is not necessary to lean into the microphone, but avoid leaning away from it. Since you are in a remote classroom, you are expected to participate as if you were sitting face to face with an instructor. The instructor may ask you questions directly; do not be afraid to answer as best you can. You may forget to open your microphone, but continue participation until opening the microphone becomes routine for you. Do not engage in behaviors such as visiting with other students, texting, or any other behavior that the instructor may interpret as a lack of proper participation in the class. Because you will not be able to stay after class, you must know how to contact your instructor. Keep the syllabus convenient for instructor contact information, grading scales, assignments, and policies. You will need internet access at home or at school. Your instructor may place handouts online and may even test online. Some assignments will need to be submitted online.

You will need to be proactive in clarifying what you do not understand. You have permission to interrupt the lecture to ask a relevant question at the proper time. Waiting to the end of class is problematic since transmission is ended automatically. Ask for clarification and details as needed. During

discussions students must take individual responsibility for addressing the topic and allowing other classmates a chance to contribute. Stay on topic. Discussions require more self management in remote classrooms. Students will have to be more aware of speaking in sequence. More than one speaker at a time results in interference when using microphones.

High school counselors will have the schedule for interactive television classes and you should visit with your counselor about the opportunities available for your school.

Security of Usernames and Passwords

Students gain access to MySPC, Campus Connect, Blackboard and their student email account with their SPC username and password that is given to them upon acceptance to South Plains College. All users of our online learning management systems are responsible for maintaining the security of their usernames and passwords. Access credentials may not be shared or given to anyone other than the user to whom they were assigned for any reason. The student to whom the account belongs is responsible for any and all uses of their online account. If you have forgotten your username or password, please visit the Dual Credit Alternate Method link in Campus Connect to view your username and reset your password at: https://myspc.southplainscollege.edu/ICS/Help/Retrieve_Username_-_Dual_Credit.jnz.

If resetting your password through the Dual Credit alternate method link does not work or you are locked out of your account, please call (806) 716-2601 and ask for your password to be reset.

Other Issues or Concerns

For any other questions or concerns you have about your dual credit course(s) please feel free to call the Dual Credit Office at 806-716-2340 or 716-2503.

Frequently Asked Questions...

What is the difference between “Dual Credit” and “Concurrent Enrollment”?

Both programs are for high school students desiring to attend college while in high school. Dual credit enables a student to earn both high school and college credit for the same course at the same time. Concurrent enrollment is when a student enrolls in a college course while in high school with the course being taken for college credit only.

What are the benefits of taking “Dual Credit” courses?

There are many benefits to taking dual credit courses while in high school including allowing a student to fulfill their high school graduation requirements while they are earning college credit. Many of the courses are taught online, through interactive television, or at the high school campus which makes them convenient for students still in high school. Students completing dual credit courses are more successful in making the transition from high school to college upon graduation. One of the major benefits of taking dual credit courses is the amount of money a student can save by taking the courses while in high school.

How is “Dual Credit” different from high school AP courses?

Both dual credit and AP courses are taught at the college level, but taking a dual credit course allows you to get college credit immediately upon successful completion of the course. In an AP course, you must pass the end-of-course AP exam with the score required by the individual colleges for awarding AP credit to be eligible to apply for college credit once you graduate from high school. Usually, a student who took an AP course while in high school and made the required score must “petition” the college to award the credit. Some colleges may require that you attend the college one semester before awarding the credit. Those decisions are left to the individual colleges; and you should check with the college you are planning to attend for their policy regarding courses that will be accepted through testing and limits on the number of hours that can be earned through testing. Unlike the AP courses, the college credit for dual credit courses is awarded at the conclusion of the semester in which the passing grade was earned and transfers between public colleges and universities in the state. Most private and out of state colleges and universities also accept the dual credit hours.

Another difference is that dual credit courses are taught by College faculty or adjunct faculty who hold at least a master’s degree with a minimum of 18 graduate-level hours in the subject he/she teaches. High school AP courses don’t have to meet this requirement.

When do I need to begin the admissions process in order to take a dual credit course?

You need to begin the admissions process prior to the start of the semester in which you are planning to take the dual credit courses. You need to complete your admissions application online <https://www.applytexas.org>, testing requirements and course enrollment **at least two weeks prior to the start of the semester**. Please allow time for processing of your paperwork, registering for any testing that needs to be completed and for paying your tuition prior to the first day of classes so the earlier you start, the better prepared you will be for the semester.

First Time Dual Credit Student

- Submit an Application for Admission online at <https://www.applytexas.org>, and a Dual Credit and Concurrent Enrollment Form signed by student, parent, and school official to the Dual Credit Office at SPC **at least two weeks** before the beginning of the semester in which you are planning to take classes.
- Have your high school counselor submit an updated transcript showing your most recently earned high school credits (required only Fall semester, if enrolling both Fall and Spring).
- Have your high school counselor submit test scores showing your TSI compliance or exemption to SPC Admissions and Records office.
- If not TSI exempt, complete the Pre-Assessment Activity & TSI Assessment. Contact your high school or the testing tab of our homepage for more information.
- Check email regularly for acceptance notification from SPC which will also contain your username and password for logging in to the SPC website. This information will be needed to complete registration.
- Once you receive your login information, follow the instructions for **All Dual Credit Students** for completing the registration process. There is also a link on MySPC in the event you forget your username and password, or do not receive one through email.

Returning Dual Credit Students

- Submit a new Dual Credit and Concurrent Enrollment Form signed by student, parent, and school official to the SPC Dual Credit Office **each semester**.
- Have your high school counselor submit an updated official transcript showing your most recently earned high school credits (required only Fall semester, if enrolling both Fall and Spring).
- Have your high school counselor submit any new TSI compliant test scores to SPC Admissions and Records office.
- Follow the instructions for **All Dual Credit Students** for completing the registration process.

Enrollment Checklists

Be Ready for Each Semester!

All Dual Credit Students

- Access MySPC Login at <https://myspc.southplainscollege.edu> to register online for your courses for the upcoming semester. **Registration dates are in the SPC college catalog.**
- On the left side of the page access **“Campus Connect”** go to the **“Registration Options”** heading, and then **“Add/Drop Courses”**.
- On the left, highlight the **Semester** for which you are registering, and in the middle section highlight **Dual Credit**. Then on the right side, scroll down past the department listings to find your **High School**; and highlight it to view available ITV and on-campus classes. To view available online classes, highlight **Internet Dual Credit** instead of your high school. Click on **“Display Schedule & Available Courses”**.
- Click on the **“Add”** button adjacent to the course(s) you wish to add. The course will be added to your schedule in the top portion of the screen. If you decide to drop courses during the online registration period, you may do so by selecting the **“Drop”** button listed next to the course.
- When you have added all of your courses, click on the **“Account Options”** heading. Click on **“Review/Pay Account”** to view your class schedule and to pay your bill in full or by installments. **Your schedule will be deleted if payment is not received by the deadline.**
- Check with your high school counselor to determine how textbooks for dual credit courses are handled in your school. If you need to order textbooks, that can be done through the SPC bookstore in person or online.

