



North Central Texas College Dual Credit Handbook For Students & Parents

What is Dual Credit?

- The dual credit program provides an opportunity for juniors and senior high school students to enroll in college-level courses.
- Students can earn college credit and high school credit simultaneously by taking NCTC classes at any NCTC campus and/or at their high schools.

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Welcome

Welcome to North Central Texas College! We are delighted that you have chosen to get a jump-start on a college education by participating in the NCTC dual credit program.

College courses are interesting and challenging. Dual credit students get to learn what college professors expect while still in their familiar high school surroundings. When they leave high school and move forward to a college or university, they will have already acquired the confidence to succeed academically in college. We are sure that the dual credit students will not only learn a great deal, but that they will enjoy their courses as well. If you have questions about dual credit or about NCTC, please call or email us at the numbers provided in Section 4 of this Dual Credit Handbook. We always enjoy speaking with students.

NCTC College Mission Statement

North Central Texas College (NCTC) is a two-year institution primarily serving residents of Cooke, Denton, and Montague Counties by offering technical and academic courses for certification or associate degrees; continuing education; remedial and compensatory education consistent with open-admissions policies; and programs of counseling and guidance. The College insists on excellence in all academic areas, instruction, research, and public service. Faculty research, using the facilities provided for and consistent with the College's primary functions, is encouraged.

Rights of Individuals with Disabilities

North Central Texas College complies with Section 504 of the Rehabilitation Act of 1973 (P.L. 93-112) and with the Americans with Disabilities Act of 1990 and does not discriminate on the basis of a disability in the operation of its educational programs or in its admission and employment practices. Special emphasis will continue to be placed on correcting conditions which may inadvertently discriminate against any individual with a disability. For further information and assistance, contact the Counseling Center at 940-668-4216.

Access to Programs

North Central Texas College offers educational and occupational/technical programs as described in the college catalog to all persons without regard to sex, race, color, religion, age, handicap, or national origin. Admission to these programs is based on college admission requirements and individual program policies as outlined in the catalog and this Dual Credit Handbook.

Family Education Rights and Privacy Act (FERPA)

FERPA stands for Family Educational Rights and Privacy Act of 1974, as amended. It is commonly known as FERPA, the Privacy Act or the Buckley Amendment. It is a federal law designed to protect the privacy of educational records, to establish the right of students to inspect and review their educational records and to provide guidelines for the correction of inaccurate and misleading data through informal and formal hearings.

FERPA allows release of specified items but does not require it. Items that may be released are called directory information. North Central Texas College has classified the following items as directory information:

- student's name
- local address
- permanent address
- local telephone number
- place of birth,
- dates of attendance
- major, classification
- enrollment status (full- or part-time)
- previous institution(s) attended
- degree(s) awarded
- academic honors/awards
- sports participation
- weight/height of athletes

Students may place a directory hold on any or all of this information by completing the Hold Directory Information form and turning it in to the Registrar's Office.

Items that **cannot** be identified as directory information are a student's social security number or institutional identification number, race/ethnicity, citizenship, nationality, gender, grades, GPA, or class schedule.

Any record, with certain exceptions, maintained by an institution that is directly related to a student or students is a student educational record. This record can contain a student's name, or students' names, or information from which an individual student, or students, can be personally (individually) identified. These records include files, documents and materials in whatever medium (handwriting, print, monitor screen, tapes, disks, film, microfilm, microfiche or notes) that contain information directly related to students and from which students can be personally identified.

A legitimate educational interest shall mean any authorized interest, or activity undertaken in the name of the college for which access to an educational record is necessary or appropriate to the proper performance of the undertaking.

If the parent has not filed the Parental Verification of Student Dependency form with the Office of the Registrar, the parent is not entitled to this information.

In post-secondary institutions, the student "owns" his/her educational record from the first term of enrollment. This has nothing to do with age of the student.

The public posting of grades either by the student's name, institutional student identification number, social security number or any portion of the number without the student's written permission is a violation of FERPA. This includes posting grades to a class/institutional website and applies to any public posting of grades for students taking distance education courses. Even with names obscured, numeric student identifiers are considered personally identifiable information. The practice of posting grades by social security number, student identification number or any portion of the number violates FERPA. Notification of grades via a postcard violates a student's privacy. There is no guarantee of confidentiality of sending grades via the Internet. The institution would be held responsible if an unauthorized third party gained access, in any manner, to a student's education record through any electronic transmission method. A third party in this definition could be parents or guardians, boyfriend or girlfriend, roommate, etc. Only secure web sites are approved by FERPA for accessing grade information.

If ever in doubt whether information may be released, please call the Registrar at 940-668-7731 ext 4415. The registrar will help you determine if the information is an educational record and/or whether it may be disclosed without written consent. To be safe, always think written consent.

The Family Policy Compliance Office reviews and investigates complaints of violations of FERPA. The penalty for violating FERPA can be loss of all federal funding, including grants and financial aid.

SECTION 2- INFORMATION FOR STUDENTS

Eligibility

Dual Credit Courses at NCTC are open to high school juniors and seniors residing in Denton, Cooke, and Montague counties. Public school, private school, charter school, and home school students are eligible to enroll provided they meet the criteria outlined below.

- **Have minimum high school GPA of “B”** Students must have a minimum high school grade point average (GPA) of “B.” Students who demonstrate exceptional qualities and have a GPA of less than “B” may be allowed to enroll in one college-level course, but only with the mutual consent of the high school principal and the appropriate instructional dean at NCTC.
- **Have exhibited the maturity and social behavior necessary for college level courses** Students must exhibit the maturity and social behavior necessary to participate in a college-level course. Students with prior disciplinary or attendance problems, as defined by The Texas Education Code, section 25.92 Minimum Attendance for Class Credit, are not eligible to enroll in dual-credit courses.
- **Have junior standing**
- **Have passing test scores appropriate to course subject:** Students who achieve qualifying scores as determined by the Texas Higher Education Coordinating Board on the ACT, SAT, TAAS, or TAKS may enroll in dual credit courses. See the table below for test score requirements.
- Limited to enrollment in **no more than THREE** dual-credit courses per semester

Test	Score	Partial Scores*	Validity
THEA	No composite/combined score	230 - math 220 - essay 230 - reading	
COMPASS	No composite/combined score	39 - algebra 59 - essay 5 - writing 81 - reading	
ACT	23 composite	19 - math 19 - English - writing 19 - English - reading	Five years from date of test
SAT	1070 combined	500 - math 500 - verbal – writing & reading	Five years from date of test
TAAS	No composite or combined score applies	86 - math 1770 - writing 89 - reading	Three years from date of test
Exit-level TAKS (11 th grade) scores exempt students from state mandated testing and allow enrollment in dual credit courses in their senior year	2200 math and English/language arts, with a writing sub-score of at least 3	2200 - math 2200 - writing sub-score 3 - English/LA	Three years from date of test
*Students may receive partial exemptions for reading, writing, or math. *Partial exemptions are granted only on tests taken on or after April 2004.			

Specific Criteria for Home-schooled Students

Private school and home-schooled students must meet ALL of the following criteria:

- Pass all three sections of the THEA test since they are not required to take the TAKS test
- Hold junior standing
- Be at least 16 years of age at the time of enrollment

Application and Registration Process

To apply for admission, students must submit the following materials to the NCTC registrar's office:

- Completed Application for Admission. (This form available at the NCTC Registrar's Office or on-line at www.nctc.edu.)
- Official high school transcript
- Official test score report required by the Texas Success Initiative (THEA, COMPASS, Exit Level TAKS, ACT, and SAT). Contact the Counselor's Office at NCTC for test dates and costs.
- Concurrent Enrollment Form signed by the high school principal or counselor recommending the student for enrollment in dual credit courses. Students may obtain this form from their high school counselor or the NCTC registrar's office.
- Completed Dual Credit Agreement form. This form must contain all of the following information: course ID(s), section number(s), term code, signature of student, school administrator, and parent. Students may obtain this form from their high school counselor or the NCTC registrar's office. * Students are required to submit a new dual credit request form *each semester* before they can register.
- Registration periods are listed in the NCTC Class Schedule available online at www.nctc.edu.
- Your registration is not completed until payment of tuition and fees is made to the Business Office on any campus.

Students are responsible for purchasing textbooks and supplies required for their North Central Texas College courses. Books and supplies are available from the NCTC Bookstores. Book costs vary each semester due to instructors' selection of textbooks to be used. Payment is made separate from payment for tuition and books.

Expectations

Students should remember that a dual credit course is a college course in all respects. The curriculum is the same as used on the college campus, and their responsibilities are the same as all other college students. The teaching methods are the same as on the college campus, and students will be expected to conduct themselves as college students. [See the NCTC Student Handbook.]

College courses sometimes deal with controversial issues or subject matter that high school courses may not address. This can provide new challenges for the dual credit student. Nonetheless, dual credit students should be prepared to participate in the same course an instructor teaches on the college campus.

All college students should expect to invest at least as much time out-of-class as in-class in reading, studying, and preparing for college course assignments. To be successful and ensure completion of out of class assignments, most students will need to invest more time than this.

Students should pay careful attention to their instructor's system for assigning grades. Often the college grading system is different from the system their high school uses. If students do poorly on a test or assignment, they should not expect to repeat the work in order to improve their grade. Also, instructors may not allow students to do extra work to bring up a poor grade. The instructor's grading system is covered in the course syllabus students receive at the beginning of the semester. If students have trouble in a dual credit course, it is their responsibility to ask the instructor what they need to improve in order to succeed in the class.

Attendance Policy

The instructor's attendance policy is covered in the course syllabus that students are given at the start of the semester. Students are responsible for making sure they understand that policy. In college, absences may be handled differently than students are used to in high school. Students' absences due to illness or participation in a school function may be counted against them. Additionally, students should not expect to receive extra credit for attending class.

Student Responsibility

The instructor is available to answer questions about course materials or class policies. If students have any concerns about their performance in the course or are not sure of an assignment, the student should speak with the instructor.

Complaints

If there is a complaint about a course or an instructor, then students should first take the matter up with the instructor and try to resolve the issue with him/her first. If the student and instructor are unable to resolve the matter then the student will need to take the matter to the high school counselor, NCTC counselor, or the instructor's department head. Only if the matter cannot be resolved at the department level should the student make his/her appeal to the appropriate dean.

Family Education Rights Privacy Act (FERPA)

See Section 1 of this Dual Credit Handbook for a complete listing of FERPA rules.

Dropping a Course

If college students are doing poorly in the class, they may wish to withdraw. Students who withdraw from a college class before the official drop date will receive a W (no grade) on their transcript. When students withdraw from a class they may no longer attend the class or receive any college credit. Students may drop a dual credit course and return to a regular high school course at any time before the NCTC final drop date. The dual credit instructor will notify students of the final drop date on the syllabus or the date can be obtained from the NCTC website.

*Dual credit students **must** contact their high school counselor before withdrawing from a class.* This action will insure graduation requirements can still be met without the college course credit. There is no penalty on the students' high school or college transcript for dropping a dual credit course. Withdrawing from a class requires completion of the appropriate paperwork and doing so before the last date for course withdrawal.

Tutorial Assistance

Tutorial assistance is available to all students. These services can be accessed via the NCTC website www.nctc.edu or students can come to any on campus tutoring center during scheduled hours.

Library Resources

While the resources of the high school library may meet most of the research needs of dual credit students, students may access the NCTC system as well. Every NCTC student is given an ID number by the Admissions Office. All students can use this to access the full resources of the NCTC library databases. Students may also come in during regular library hours on any of the NCTC campuses. Please remember, NCTC is an institution of higher education and the college library provides materials that support and supplement the educational process. No effort is made to either censor or filter any materials from its collections.

College Transcript

The college credit students receive for successfully completing a dual credit course will always be part of the permanent college record. Whether it is now or later in life, this credit will be useful to students as they move forward with their education.

SECTION 3- INFORMATION FOR PARENTS

Congratulations! Your child has exhibited a desire to take dual-credit courses. This same child, with their college involvement, is transitioning into adulthood. This means, as a parent, you are transitioning from a difficult leadership role to an equally difficult support role. Assist your teenager in this transition by making him/her aware that success depends on him/her taking responsibility for education and behavior.

Expectations for College

What is expected of college students varies greatly from what is expected of high school students. Most collegiate coursework requires students to pursue their education not only in the classroom but on their own, either by completing coursework, doing research, and reading, studying, or preparing for class. It requires a high level of responsibility, motivation, and self-discipline to complete college courses successfully.

Students should be reminded about how challenging college courses can be and encouraged to prepare and study accordingly. The rule of thumb is for every hour spent in class students should spend the same amount of time studying. Some students will need to spend more time. All students should schedule more study time when they have an exam or when projects are due.

Some of the topics covered in college courses may be controversial. College is a time for students to critically analyze information gathered through public school courses and confront questions without easy answers. College instructors will teach the same course regardless if it is a dual credit course or has dual credit students in the course.

High school extra-curricular activities may conflict with a dual credit course. Students are responsible for all materials related to the course whether or not they are in class the day the information or the assignment is made. Students will need to talk to their instructor to make arrangements for receiving handouts, classroom information, obtaining lecture notes, or turning in work. Parents and students should seriously discuss priorities before and during enrollment in a dual credit course.

Eligibility and Application Process

See Section 2 of this Dual Credit Handbook for complete information on which students are eligible to enroll in dual credit courses and the application and registration process.

Family Education Rights Privacy Act (FERPA)

See Section 1 of this Dual Credit Handbook for a complete listing of FERPA rules.

Complaint Information

If there is a complaint about a course or an instructor, then students or parents should first take the matter up with the instructor and try to resolve the issue with him/her first. If the student and instructor are unable to resolve the matter then the student will need to take the matter to the high school counselor, NCTC counselor, or the instructor's department head. Only if the matter cannot be resolved at the department level should the student make his/her appeal to the appropriate dean.

Dropping a Course

Students may drop a dual credit course and return to a regular high school course at any time before the NCTC final drop date. The dual credit instructor will notify students of the final drop date on the syllabus or the date can be obtained from the NCTC website. ***Dual credit students must contact their high school counselor before withdrawing from a class.*** This action will insure graduation requirements can still be met without the college course credit. There is no penalty on the students' high school or college transcript for dropping a dual credit course. Withdrawing from a class requires completion of the appropriate paperwork and doing so before the last date for course withdrawal.

SECTION 4- NCTC CONTACT INFORMATION

Cooke County

Vice President of Instruction
940-668-7731, x4335

Michelle Winters
Director of Admissions
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Montague County

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Dean of Bowie Campus
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SECTION 5-DEFINITIONS, COURSE LISTINGS, AND DELIVERY SYSTEMS

Definitions or Terms

Department Chair – refers to North Central Texas College faculty member who manages a particular program area.

Dual-credit – high school students who meet specific eligibility requirements enrolls in North Central Texas College courses and earns credit toward high school graduation and college credit simultaneously. Courses are limited to those applicable to high school graduation requirements.

Dual-credit Program – a cooperative partnership between an independent school district and North Central Texas College enabling high school students to earn college credits while completing the requirements for high school graduation.

Early Admission – high school students who meet specific eligibility requirements enrolls in North Central Texas College courses prior to graduating from high school for *college credit only*.

Facilitator – an instructor within an independent school district who provides classroom support for an alternate method of instruction; i.e. online course, interactive video.

Hybrid Course – a course that incorporates a smaller number of classroom meetings with online instruction. Students must have access to a computer with Internet connectivity, an Internet Service Provider, and a Web browser.

Instructor – a faculty member who meets the minimal requirements of the Southern Association of Colleges and Schools and teaches for North Central Texas College full- or part-time.

Interactive Video – instruction that provides two-way, real-time communication between instructor and students who are geographically separated.

Online Courses - instruction taught over the Internet. Students access lessons and assignments through the Learning Management System. Students must have access to a computer with Internet connectivity, an Internet Service Provider, and a Web browser.

DUAL CREDIT COURSE OFFERINGS

North Central Texas College has approved the following courses for dual credit. Not all courses are available through every delivery system. Please contact the NCTC Vice President of Instruction or the high counselor for information about the availability of these courses.

BIOLOGY

- BIOL 1408GENERAL BIOLOGY
Prerequisite:None
48 lecture hours + 48 laboratory hours 4 credit hours
A survey of key concepts including biological chemistry, cell structure and function, genetics, evolution and ecology. An overview of the plants and animals is included with special emphasis given to the morphology and physiology of man. The course includes the dissecting of fetal pigs. For non-science majors.
- BIOL 2406ENVIRONMENTAL BIOLOGY
Prerequisite:None
48 lecture hours + 32 laboratory hours 4 credit hours
An introduction to basic ecological principles and techniques. Aquatic and terrestrial communities will be studied with emphasis upon biotic interrelationships and the effects of pollution upon various biotic communities. The laboratory will combine experimental studies with field investigations.

CHEMISTRY

- CHEM 1411General Chemistry I
Prerequisite:Two years of high school algebra or concurrent enrollment in MATH 1314 or consent of the instructor
48 lecture hours + 48 laboratory hours 4 credit hours
A survey of basic chemical concepts, theories and practices; fundamental laws, periodic table, valence, stoichiometry, states of matter, oxidation and reduction
- CHEM 1412General Chemistry II
Prerequisite: CHEM 1411
48 lecture hours + 48 laboratory hours 4 credit hours
A continuation of CHEM 1411. Kinetics, thermodynamics, electrochemistry, acids and bases, chemical families, nuclear chemistry, and introduction to organic chemistry.

ECONOMICS

- ECON 2301PRINCIPLES OF ECONOMICS (MACRO)
Prerequisite:None
48 lecture hours 3 credit hours
An introduction to the principles of macroeconomics. This course explores Classical, Keynesian and other models in economics. Emphasis is given to nation income, money and banking, monetary and fiscal policy, economic fluctuations and growth. Other topics include but are not limited to introductory international trade and finance, employment, comparative economic systems and techniques of economic analysis.

ENGLISH

- Engl 1301COMPOSITION I
Prerequisite:Satisfactory placement test score or passing grade in ENGL 0305
48 lecture hours 3 credit hours
Principles and techniques of expository and persuasive writing; critical thinking and textual analysis; essay and research methods.
- Engl 1302COMPOSITION II
Prerequisite:ENGL 1301
48 lecture hours 3 credit hours
Continuation of ENGL 1301. Advanced techniques of expository and persuasive writing; critical thinking and textual analysis; essays and research methods.
- Engl 2322BRITISH LIT I
Prerequisite:ENGL 1302
48 lecture hours 3 credit hours
General survey of major British literary masterpieces from the Anglo-Saxon period through the 18th century; reports and essays.
- Engl 2323BRITISH LIT II
Prerequisite:ENGL 1302
48 lecture hours 3 credit hours
General survey of major British literary masterpieces from the beginning of the Romantic period to the present century; reports and essays.

GOVERNMENT

- GOVT 2305AMERICAN NATIONAL GOVERNMENT
Prerequisite:None
48 lecture hours 3 credit hours
A survey of the political system of the United States including: the United States Constitution, the three branches of government; political theory, political parties, interest groups and the media. This course is required for graduation and teacher certification.

HISTORY

- HIST 1301US HISTORY TO 1865
Prerequisite:None
48 lecture hours 3 credit hours
A general survey of American history from the earliest discover period through the Civil War and Reconstruction. This course is required for graduation and teacher certification.
- HIST 1302US HISTORY FROM 1865
Prerequisite:None
48 lecture hours 3 credit hours
A continuation of HIST 1301. A general survey of American history from Reconstruction to the present. This course is required for graduation and teacher certification.

MATH

- MATH 1314COLLEGE ALGEBRA
Prerequisite:Math 0310 or satisfactory placement test score.
48 lecture hours 3 credit hours
Equations and inequalities; functions and graphs; polynomial functions; exponential and logarithmic functions; systems of equations; sequences and series; applications.

- **MATH 2413CALCULUS I**
Prerequisite:MATH 2412 or both MATH 1314 and MATH 1316
64 lecture hours 4 credit hours
Limits and continuity; differentiation and integration of algebraic and trigonometric functions; applications of differentiation; approximation and numerical integration; Fundamental Theorem of Calculus.
- **MATH 2414CALCULUS II**
Prerequisite:MATH 2413
64 lecture hours 4 credit hours
A continuation of MATH 2413. Applications of integration; differentiation and integration of transcendental functions; techniques of integration; sequences and series; plane analytic geometry.
- **MATH 1316TRIGONOMETRY**
Prerequisite:MATH 1314
48 lecture hours 3 credit hours
Trigonometric functions and graphs; radian measure; identities; equations; solution of right and oblique triangles; inverse trigonometric functions; vectors; complex numbers; applications.

PHYSICS

- **PHYS 1401GENERAL PHYSICS I**
Prerequisite:Background in algebra AND trigonometry.
Offered during the fall semester.
48 lecture hours + 48 laboratory hours 4 credit hours
General introductory physics for students majoring in biology, dentistry, medicine, pharmacy and veterinary medicine and others who require a two-semester course in physics. A study of mechanics, wave motion and sound.
- **PHYS 1402GENERAL PHYSICS II**
Prerequisite:PHYS 140.
Offered during the spring semester.
48 lecture hours + 48 laboratory hours 4 credit hours
A continuation of PHYS 1401, including the study of thermodynamics, electricity and magnetism, light and optics.

PSYCHOLOGY

- **PSYC 2301INTRO TO GENERAL PSYCHOLOGY**
Prerequisite:None
48 lecture hours 3 credit hours
An introduction to the scientific study of human and animal behavior, with the emphasis on the basic processes of learning, perception, motivation, emotion, personality and adjustment.

SOCIOLOGY

- **SOCI 1301INTRO TO SOCIOLOGY**
Prerequisite:None
48 lecture hours 3 credit hours
A study of the nature of human society, cultural heritage, collective behavior, community and social organizations, nature of social change and methods and processes of social control.

DELIVERY SYSTEMS

Courses may be delivered using a variety of methods as listed below.

- ***On High School Campus*** – A high school student earns both high school and college credit for a course taught in the high school facility. The instructor must meet all qualifications for faculty teaching each respective course on the college campus and be approved by the appropriate NCTC department.
- ***On College Campus*** – A high school student earns both high school and college credit for a course taught on the college campus. The high school student will attend class with college students. High school personnel work with NCTC to make arrangements for class times that fit within the school day, or NCTC can provide courses at night.
- ***Online Course*** – An online course is completed entirely over the Internet. Dual-credit students earn both high school and college credit.
 - A high school student may enroll in an online course integrated with college students and participate independently at home.
 - A high school student may enroll in an online course composed of only high school students and dedicated to dual credit.
 - The high school may arrange for a group of students to meet in a computer lab and participate in an online course with a high school facilitator present.
- ***Interactive Video Course*** – Students will participate in a class that is taught in an interactive classroom. The instructor will be a NCTC faculty member who is teaching from an NCTC site.
- ***Hybrid Course*** – A course that incorporates a smaller number of classroom meetings with online instruction. Students must have access to a computer with Internet connectivity, an Internet Service Provider, and a Web browser.