



DUAL CREDIT

Counselor's Manual

 SAN JACINTOSM
COLLEGE



Welcome

Thank you for partnering with San Jacinto College for your educational needs. San Jac's dual credit program is a partnership between a high school and the College that allows eligible students to earn high school and college credit on approved courses, including academic and technical courses aligning with academic or workforce degrees/certificates. We create defined pathways and seamless transitions so students can reach their goals from high school to San Jac and on to careers, military, or universities.

The dual credit office provides advising and support to help students achieve their full potential, earning an academic degree or technical certificate.



What Is Dual Credit?

Dual credit allows students to earn high school and college credits simultaneously, potentially graduating high school with 24+ college credit hours and saving up to 75% in tuition costs. Early admission, another concurrent enrollment option, offers similar benefits but without the tuition discount.

What Is Early College High School?

The early college high school program allows high school students to graduate with a high school diploma and an associate degree. Not only does the program blend college and high school coursework (with two years of tuition-free college credit), but it also creates an access ramp to postsecondary education for historically underserved and at-risk students.

What Subjects Are Available for Early College High School?

The early college high school program includes courses to complete high school graduation requirements and earn up to 60 credit hours toward an associate degree. The Crosswalk will provide pathways to postsecondary credentials. Some program courses, although for high school credit only, will prepare students for dual credit college courses. Any courses offered at the early college high school for San Jac dual credit will be identified as ...

- College-level academic courses in the current edition of the Lower-Division Academic Course Guide Manual (Texas Higher Education Coordinating Board) and listed in San Jac's core curriculum
- College-level workforce education courses in the current edition of the Workforce Education Manual (Texas Higher Education Coordinating Board)
- Foreign language courses



Core Curriculum

The following courses comprise San Jac's core curriculum approved by the Texas Higher Education Coordinating Board. Students pursuing Associate of Arts, Associate of Science, or Associate of Arts in Teaching degrees must complete the 42 semester-credit-hour core curriculum in these areas:

- Communication (010)
- Mathematics (020)
- Life and Physical Science (030)
- Language, Philosophy, and Culture (Humanities) (040)
- Creative Arts/Fine Arts (050)
- American History (060)
- Government/Political Science (070)
- Social and Behavioral Sciences (080)
- Component Area Option (090)
- EDUC 1100 Learning Framework/PSYC 1100 Learning Framework

Students pursuing a technical Associate of Applied Science degree must complete 15 semester credit hours of general education courses chosen by the department from the nine core curriculum areas.

For a complete list of core courses, visit the **Core Curriculum webpage**.



How to Participate

Before completing San Jac's admission process, students should meet with their high school counselor to learn the details about the dual credit program through their high school. Here's how to participate:

1. Apply online and get a San Jac student ID (G#):

- Apply at applytexas.org. Complete both the profile and application.
- Applications will be processed within 48 hours.
Students will receive an email with their San Jac ID (ex: G0100123).

2. Meet the Texas Success Initiative Assessment requirements:

- An exemption permanently exempts students from taking the assessment.
- A waiver temporarily waives the requirement while in high school.
- All students must take the assessment or prove an exemption or waiver in reading, writing, and math.
- Testing may be available at a student’s high school.
- Learn more about the Texas Success Initiative Assessment.



3. Submit proof of or exemption from bacterial meningitis vaccination:

- Students can email shot records or exemption form to meningitis.docs@sjcd.edu or fax to 281-669-4720. They must list G# on each page.
- Learn more about the meningitis vaccination requirement.



Eligibility

Students must meet all admission requirements and each course’s prerequisites. High school counselors help students with testing, admission applications, transcript submission, and the San Jac dual credit registration form.



General Dual Credit/Early College High School Expectations and Responsibilities

1. A dual credit course is a college course with the curriculum and teaching methods the same as those in traditional college courses. Students must conduct themselves as college students, and regular academic policies applicable to any course at any San Jac campus also apply to dual credit courses. While taking dual credit courses, students must follow all college policies and regulations in the college catalog, student handbook, registration guide, and course syllabus.
2. High school courses may not address the same controversial issues or subjects as a college course. Dual credit students should be ready to participate in college-level class discussions.
3. Students should read the course syllabus. A syllabus includes the instructor's grading and attendance policies, assignments, and more. College courses can be quite different from high school classes.

Students should pay close attention to the instructor's grading system outlined in the syllabus:

- a. Do not expect to repeat work to improve a grade.
 - b. Do not expect to do extra work to bring up a low grade.
 - c. Do not expect to receive extra credit for attendance.
4. High school extracurricular activities may conflict with a dual credit course. Students are responsible for all materials related to the course, whether they are in class the day the instructor gives the information or makes the assignment. Students must talk to their instructor to arrange for handouts, classroom information, lecture notes, or work submission. Parents and students should discuss priorities before and during enrollment in dual credit courses.

Counselor Responsibilities

1. Review Argos.

San Jac has created the Argos dashboard for school districts and select staff to view dual credit student data updated in real time. Use Argos daily. To request Argos access, email your campus' dual credit director. Please notify the dual credit office if a staff member leaves your school district so access can be deactivated.

Main Tab:

On the main tab you can view student registration data for the selected term:

- Grades
- CRN
- Subject course number
- Instruction method
- Meeting day
- Meeting time
- Part of term

If you click on the student's name, you will find the following:

- Texas Success Initiative scores
- Academic history

AllApp Tab:

The AllApp tab will display the applications for the selected term. You can view:

- High school name
- San Jac student ID (G#)
- Student name
- Application date
- Campus
- Holds
- Program
- Residency
- Testing scores/status
- Meningitis

PEIMS Data Sharing:

The PEIMS tab is used to collect PEIMS numbers for FAST.



2. Remember San Jac important dates:

- Academic calendar
- Course request dates
- Payment deadlines
- Course registration dates

3. Become familiar with San Jac's degrees and certificates.

4. Verify student degree program. Students select a program of study when they apply.

5. Provide feedback to early alerts within 48 business hours.

6. List G number on every document.

7. Collaborate. We are stronger together.

Early Alert

San Jac implemented faculty feedback to improve student retention and outcomes and connect students with relevant resources for their success. The system allows faculty to notify the advising team when they are concerned about a student, whether on campus or online. The dual credit office will reach out to the school district dual credit liaison to contact the student.

Faculty will alert the dual credit office in these cases:

- Class absence
- No textbook or class materials
- Frequent tardiness
- Missing assignments
- Personal concerns
- Poor classroom participation

The dual credit liaison should submit feedback within 48 business hours by replying to the email with the action taken.

Student Tools

Students can access their class and course material in **Blackboard**. My San Jac is also a central hub for student account information.

High School Counselor Tools

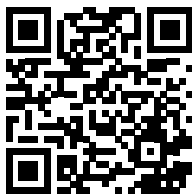
[High School Counselor Webpage](#)



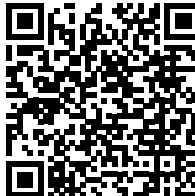
Calendar

Learn more about payment/scheduling deadlines, school holidays, and the final exam schedule:

[Academic Calendar](#)



[Payment Deadlines](#)





MORE RESOURCES

Academic Policies

Academic status is calculated each term — fall, spring, and summer — and based on previous academic status, term GPA, and cumulative GPA. Good academic standing is an overall GPA of 2.0 or greater.

If a student has taken a course more than once, only the highest grade is counted. Coursework from other colleges does not count toward the GPA.



Academic Probation and Suspension Table:

GOOD STANDING	ACADEMIC WARNING	ACADEMIC PROBATION	ACADEMIC SUSPENSION
<p>All students are expected to maintain an overall institution GPA of 2.0 or higher. At the conclusion of each term of enrollment, the student will remain in good standing if either of the following is true:</p> <p>1) If the overall institution GPA is 2.0 or greater when the grades from the recently completed term are included.</p> <p>2) If no grades of A, B, C, D, F, or FX are reported for the term, there will be no recalculation of the overall institution GPA.</p>	<p>At the end of the first term in which the overall institution GPA is less than 2.0, the student will be placed on academic warning status.</p> <p>At the end of any term in which the student was on academic warning status, these are the possibilities:</p> <p>1) If the overall institution GPA is 2.0 or higher, the student's status will revert to good standing.</p> <p>2) If the overall institution GPA is less than 2.0, the student will be placed on academic probation.</p>	<p>At the end of any term in which the student is on academic warning and the overall institution GPA is less than 2.0, the student will be placed on academic probation. At the end of any term in which the student was on academic probation, these are the possibilities:</p> <p>1) If the student's overall institution GPA is 2.0 or higher, the student's academic status will revert to good standing.</p> <p>2) If the overall institution GPA is less than 2.0, but the GPA for the recently completed term is 2.0 or better, the student will remain on academic probation.</p> <p>3) If both the student's overall institution GPA and the GPA from the recently completed term fall below 2.0, the student will be placed on academic suspension.</p> <p>Note: Students will remain on academic probation after each term in which their overall institution GPA is less than 2.0, even though the most recent term GPA may be 2.0 or higher.</p>	<p>At the end of any term in which the student is on academic probation and both the student's overall institution GPA and their GPA from that just completed term fall below 2.0, the student will be placed on academic suspension.</p> <p>Students on academic suspension will not be eligible to re-enroll until one term has passed.</p> <p>Students on academic suspension will be required to meet with an educational planner/counselor prior to re-enrollment.</p>

Note: *If at the end of any term in which the College recalculates the overall institution GPA, a student's status reaches good standing, the sequence begins over. For example, if the student has been on academic warning, but then raised their status to good standing, then the next term in which the student's overall institution GPA falls below 2.0, the student will again be placed on academic warning status.*



Accessibility Services

San Jac does not discriminate based on disability in admission or access to its educational programs or facilities. The College complies with Section 504 of the Rehabilitation Act of 1972 and the Americans with Disabilities Act. Students with disabilities may be eligible for certain accommodations, such as additional testing time, registration assistance, or interpreting services. The College's accessibility services office assists students who may need accommodations. For more information about accessibility services and documentation requirements, email accessibility.services@sjcd.edu.

Requests for accommodations will be evaluated on an individual basis. A student's application for an accommodation and related records, including medical documentation regarding the student's disability, will be treated confidentially. Find the application on the [accessibility support webpage](#).

If a request for an accommodation is approved, the student will receive an official written notice describing the approved accommodation and its length. If the request is partially or fully denied, the student will also receive an official notice explaining the decision.

If students disagree with the accessibility services office's decision, they may seek review of the decision, but they must have completed the accommodation application and received notice from accessibility services regarding the application.

Students must request their desire for review in writing within seven school days of the notice of the accommodation decision. This request should include...

- Copy of the original request for accommodation
- Any supporting documentation
- Accommodation decision
- Reasons why the student is appealing

Send this request to the director of student access resources, who will review the record and provide a written decision within seven days. The director will provide students an opportunity to present information useful to understanding the appeal. The director may decide to uphold the previous accommodation decision, support the appeal request, decide on an alternative, or decide that new information requires further review.

Attendance Policy

San Jac courses taught at the high school will align with the College's academic calendar, including San Jac student holidays. When San Jac is open, students must attend classes at the College on days that constitute school district holidays, days off, or emergency closures. The College and school district may arrange exceptions. When the requested exception involves the final exam schedule for long semester classes, the College department chair and division dean must be involved in and approve the decision.

The instructional calendar for the high school portion of the early college high school will be based on the school district's calendar and comply with all related Texas Education Agency attendance regulations. If necessary, the school district will adjust its schedule so early college high school students may enroll in and attend San Jac's college-level courses. Where allowed by applicable law — including, without limitation, Section 29.0822 of the Texas Education Code and 19 Texas Administrative Code § 129.1027 — and subject to both parties' approval, the early college high school calendar may vary from the school district's to fit students' needs and relate to San Jac's academic calendar.

College courses and exams should take reasonable priority over school district activities. All enrolled students must notify their college instructor if they are missing any classes and must follow course attendance policies on the syllabus.

No changes will be made to the San Jac scheduled course start and end times for the semester. San Jac class times must meet established state requirements for instructional minutes, and faculty cannot change their class start and end times to meet the school district's scheduling needs.



Students must report regularly and promptly to dual credit courses to ensure success. San Jac will notify the school district if a student has racked up excessive absences so support can be provided. Failure to comply with the College's policy may result in receiving a grade of "FX," which translates to an F for excessive absences. Students must participate in class and complete all readings/assignments. Failure to participate may be considered an absence. Students must also arrive on campus early enough to be on time for class.

Dropping a Class

Dual credit and early college high school students who want to withdraw from college courses must speak with the San Jac dual credit office and their high school counselor or other high school designated administrator to understand how the drop will impact their educational path at high school and San Jac. The dual credit office and high school counselor or administrator will communicate in writing about the request to withdraw before the withdrawal occurs.

All withdrawal deadlines published on San Jac's website also apply to dual credit students. Once the final withdrawal deadline has passed, the student cannot withdraw and will receive the grade earned in the class.

The school district must not implement any policy or procedure that prohibits or restricts a dual credit or early college high school student from withdrawing from a college course.

Emergency Plan

In an emergency, San Jac has created an early college high school family reunification plan.

AlertMe

Students:

Stay informed with SJC AlertMe, which sends emergency notifications via email, voice, text messages, app push notifications, desktop and screen takeovers, digital signage, and overhead speakers.

1. Log in to My San Jac student portal.
2. Click on “Personal Info & Settings.”
3. Click on “SJC AlertMe.”
4. Update preferred phone numbers and email addresses.

Community Members:

Community members include students’ and employees’ family members and those who can’t access San Jac’s network but regularly visit and work on campus (contract workers, et al.). Sign up for San Jac alerts:

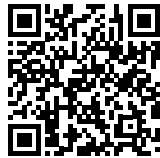
1. Create an account on smart911.
2. Set up notifications route by selecting the campus you want to receive alerts from.
3. Provide preferred contact information.



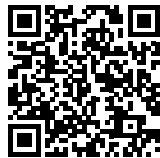
Rave Mobile Safety Guardian App

Did you know San Jac students and employees can sign up to receive push notifications through the Rave mobile safety Guardian app? Use your San Jac credentials to sign into the Guardian app and set up your notification preferences:

Download Guardian app for iPhone



Download Guardian app for Android



Financial Aid for Swift Transfer

Financial Aid for Swift Transfer, or the FAST Program, allows “educationally disadvantaged” dual credit students to take college courses at no cost. The Texas Education Code defines educationally disadvantaged as students eligible for the national free/reduced-price lunch program. To be eligible, students must meet this requirement at any time during the four school years before their enrollment in dual credit courses.

Our school district partners play an important role in our dual credit program’s success. Thank you for your support and teamwork with FAST implementation!

1. **PEIMS numbers:** Per FAST implementation guidelines, San Jac must report PEIMS information for each student to the Texas Higher Education Coordinating Board.

Learn how to provide this information to San Jac. ▶



2. **Book purchases:** Students eligible for FAST must not purchase books, materials, or supplies.

- **Open Books Plus:** For classes that use Open Books Plus, FAST students will be invoiced directly to the school district. Learn more about Open Books and other textbook/course materials resources. If you have any invoicing questions, contact our accounts receivable team at 281-991-2665 or morgan.west@sjcd.edu.
- **Non-Open Books Plus:** The school district will work directly with Barnes & Noble to order and pay for books and charge the students as appropriate. For more information, contact Rosie Robinson, San Jac bookstores general manager, at 281-476-1898, 281-478-2725, or rrobinson@bncollege.com.

We are requesting that PEIMS number every term.

Learn more about the FAST Program.



An invoice for ECHS students may be issued after the end of the term for students who are no longer FAST eligible.

As a standard practice, we roll over FAST eligibility from the previous term to ensure that students do not have to pay before the census date. However, there is often a delay between when the state finalizes FAST eligibility and when San Jacinto College receives that information.

If a non-ECHS student is marked as not FAST eligible, we will contact them directly to complete a **TPEG Application**. Additionally, the dual credit liaison at your campus will receive a list of these students for awareness and any necessary follow-up.



Grades

San Jac will provide only letter grades. The school district must determine the converted numerical grade. San Jac percentage grades convert to these letter grades:

RANGE	GRADE	POINT VALUE
90-100	A	4
80-89	B	3
70-79	C	2
60-69	D	1
Below 60	F, FX	0

Grade Appeal Procedure

Students may reference San Jac's **Policy V.5001.C, Student Final Grade Appeal** and the associated **Procedure V.5001.C.a, Student Final Grade Appeal Process** for more information about grade appeals.

Grievance/Complaint Procedure

Dual credit and early college high school students with complaints about general topics, discrimination or harassment, or alleged sexual harassment, sexual assault, dating violence, domestic violence, or stalking must follow the complaint procedures in the College's code of student conduct.

Student Support

College isn't the only responsibility students have, so we do our best to support students so they can do their best inside and outside the classroom.

Learn more about academic and personal support.



Technology Support

We offer extensive technology support for students, faculty, and staff — from help with software and network issues to computer and equipment access and online learning resources.

Check out our technology support services.





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Your Goals. Your College.

The San Jacinto College District is committed to equal opportunity for all students, employees, and applicants without regard to race, creed, color, national origin, citizenship status, age, disability, pregnancy, religion, gender, sexual orientation, gender expression or identity, genetic information, marital status, or veteran status in accordance with applicable federal and state laws. The following College official has been designated to handle inquiries regarding the College's non-discrimination policies: Vice Chancellor of Human Resources, 4624 Fairmont Pkwy., Pasadena, TX 77504; 281-991-2659; Sandra.Ramirez@sjcd.edu.