



Northside ISD

DUAL CREDIT

HANDBOOK

2024-2025 School year

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Introduction

This handbook has been developed to assist Northside students and families to better understand dual credit courses along with their requirements.

The Dual Credit program in NISD allows students to enroll in a high school and college course concurrently. At the successful conclusion of the course, students will receive one grade that grants both high school and college credit. As such, the course content and rigor is comparable to that of the same course taught at a College to the institution's other students.

Northside partners with Alamo Colleges for both Academic and Career and Technical dual credit course offerings.

Academic dual credit courses are considered applicable to the College's 42-hour core curriculum listing and/or a foreign language course and are awarded through Northwest Vista College (NVC).

Career and Technical dual credit courses are considered applicable to the College's Professional and Technical Education programs and are awarded through Northwest Vista College, St. Philip's College, Palo Alto College, and San Antonio College.

What is Dual Credit?

Dual credit classes are classes that you take in high school that also give you college credits in the state of Texas at the same time. This is a great opportunity for you because the dual credit program is completely free of charge! You could graduate from high school with up to 42 hours of college credit before even stepping onto a college campus. (That's over an entire year already completed)

Dual credit courses are designed off a college curriculum and taught by high school teachers approved and hired as adjunct college instructors. Students take all of their dual credit courses at their home high school campus.

Students earn one grade for the course. The grade earned in the high school course is the grade that appears on the college transcript.

Dual Credit courses generally transfer to most Texas Public Universities. Dual credit courses are not always accepted at Private Universities or Out-of-State Colleges. Because of this it is always important to check with the school you want to attend about transfer credits.

Why Dual Credit?

Some benefits for students who successfully complete a dual credit course:

- Dual Credit increases the likelihood that a student will complete high school and enroll to continue their college education.
- Develop college readiness skills
- Earn college credit before graduating high school

- Experience a college course with the support of both high school and college faculty and staff as well as receiving access to student support services (advising, tutoring, academic supports) and facilities at the high school and the college
- It saves money! Students can earn credit for up to 14 college courses before graduating from high school.
- It gets many prerequisites out of the way
- Students take on the responsibilities of being a college student, potentially easing the transition from high school to college.
- Decreases the cost of tuition and fees for students in completing their academic degrees
- New graduates enter the workforce at an accelerated rate and begin to earn wages, benefiting themselves and making positive contributions to our economy
- Increases a student's self-confidence!

Types of Dual Credit

ACADEMIC	CAREER AND TECHNICAL EDUCATION (CTE)
<p>Academic Dual Credit courses are applicable to traditional post-secondary credentials of value. Students taking Academic courses are earning credits towards an Associates of Arts or Science degree (AA/AS) and/or an Associate of Applied Science (AAS) degree.</p> <p>The core academic curriculum facilitates the transfer of lower-division course credits among public colleges and universities throughout the state.</p>	<p>Career and Technical Education (CTE) courses are applicable to work-force post-secondary credentials of value. Students taking CTE courses are earning credits towards a Certificate of Completion and/or Associates of Applied Science (AAS) degree.</p>

How is Dual Credit Different from AP and OnRamps?

Dual Credit: Students must qualify to enter the program, and then to earn credit, they must earn a passing grade each semester. The grade earned in the high school course will be the

same grade that appears on the NVC transcript. Dual credit courses are weighted 5 points in the student's GPA. ***If a dual credit course is stacked with an AP course, it will automatically receive the 8 points, rather than the 5 points.*

AP: There are no applications or qualification tests required in order to take an AP course – students enroll with the support of their teacher. To earn college credit, students must take and pass the appropriate AP exam with a score of 3 or higher (exam scores range from 0-5). AP Courses are weighted 8 points in the student's GPA.

OnRamps: There are no applications or qualification tests required to take an OnRamps course. There are two separate gradebooks for the high school and college, which do not necessarily have to match. Toward the end of the school year, students choose if they want the earned college credit or not. OnRamps courses are weighted 8 points in the students' GPA.

How many Dual Credit courses can I take?

- Students are allowed to take up to 15-18 college hours per semester of Dual courses. (Max of 5 classes)
- Students can take up to 14 total courses in High School for Dual Credit. Some classes count as two courses - for Example English 3 AP/D is 2 courses - ENGL 1301 and ENGL 1302 (Fall/Spring).

Courses Offered

Dual Credit Course Offerings vary by individual campus. Please check with your campus Dual Credit Liaison to determine which courses are available at your home campus.

Academic Courses

SUBJECT	HIGH SCHOOL COURSE NAME	COLLEGE COURSE NAME	SESSION TYPE	COLLEGE HOURS EARNED
English	English 3 AP/Dual	ENGL 1301/1302 (Composition 1 & 2)	Fall + Spring	6
	English 4 AP/Dual	ENGLISH 2328/2333 (American Lit/British Lit)	Fall + Spring	6
	English IV Honors Dual	ENGL 1301/1302 (Composition 1 & 2)	Fall + Spring	6

Math	College Algebra Honors Dual	MATH 1414 (College Algebra)	Year Long	4
	Statistics AP/Dual	MATH 1342 (Elem. Stat. Methods)	Year Long	4
	AQR Dual	MATH 1332 (Liberal Arts Math)	Year Long	3
	PreCalculus Advanced Dual	MATH 1414 (College Algebra) FALL MATH 2412 (Pre-Calculus) SPRING	Fall + Spring	8
	Calculus AB AP/Dual	MATH 2413 (Calculus 1)	Year Long	4
	Calculus BC AP/Dual	MATH 2413/2314 (Calculus 1 & 2)	Fall + Spring	8
History	World History AP/Dual	HIST 2322 (World Civ)	Year Long	3
	US History AP/Dual	HIST 1301/1302 (US History 1 & 2)	Fall + Spring	6
	Government AP/Dual	GOVT 2305 (Federal Government)	Fall OR Spring	3
	Sociology Honors Dual	SOCI 1301	Fall OR Spring	3
Science	Biology AP/Dual	BIOL 1406/1407 (Bio for Science Majors 1 & 2)	Fall + Spring	8
	Chemistry AP/Dual	CHEM 1311/132 (Gen Chem & Chem Lab)	Fall + Spring	8
	Anatomy & Physiology Dual	BIOL 2404 (Human Anatomy & Physiology)	Year Long	4
	Environmental Science AP Dual	BIOL 2406 (Environmental Biology)	Year Long	4
	Physics 1 AP Dual	PHYS 1301/1101 (Gen Physics 1 & Phys Lab 1)	Year Long	4
	Physics 2 AP Dual	PHYS 1302/1102 (Gen Physics 2/Phys Lab 2)	Year Long	4
	Physics C AP Dual	PHYS 2425/2426 (Univ Physics 1 & 2)	Fall + Spring	8
Spanish	Advanced Spanish 3 Dual	SPAN 2311/2312 (Int. Spanish 1 & 2)	Fall + Spring	6
Arts	Art Appreciation Dual	ARTS 1301 (Art Appreciation)	Year Long	3
	Theater Appreciation Dual	DRAM 1310 (Theater Appreciation)	Year Long	3

CTE Courses

Click [HERE](#) for a complete list of CTE Dual Credit course offerings. For more information, please refer to the [CTE Dual Credit Resource Guide](#).

Program Requirements

Entry into dual credit is available through an application process. Acceptance into a dual credit course will be determined based on meeting the application and registration requirements, including all Northside ISD campus and Alamo Colleges deadlines, as well as the minimum testing eligibility requirements as outlined by the College through which the course is offered.

Application and Enrollment Criteria

In order to be eligible for Dual Credit courses, students must go through the application process, meeting ALL deadlines and requirements. The details and timelines are laid out by each high school campus and it usually begins in November each school year. To clarify, in order to take Dual classes in their Junior year, a student must begin the application process during their Sophomore year. The application opens up by November annually with the Apply Texas Application. (Apply Texas is the first step in the process). Please know that it is a lengthy process with multiple due dates. Northwest Vista College offers **no exceptions** for students that do not meet all deadlines. For more information please visit your campus dual credit website or reach out to your campus Dual Credit Liaison.

To enroll in any dual credit course, students must complete an ApplyTexas application and meet all of the College course requirements and prerequisites, as defined by the College offering the college course. Students must also meet the minimum testing requirements in the content areas required for the course being taken, as outlined by the College's entry requirements.

If a student completes all portions of the application and enrollment process, and qualifies for the requested course(s), they should maintain communication with the campus dual credit liaison to ensure they are enrolled in the correct high school and college course.

Students are responsible for verifying they are enrolled in the correct high school course(s) through HAC, as well as the correct college course(s) via their ACES account.

If a student completes all/some portions of the application process, but does not qualify to

participate in the dual credit program, the student may complete the application and enrollment process in the following school year. Similarly, if a student completes the application process, and qualifies but does not enroll in a dual credit course, the student must submit a new application the following school year.

Application Process

In order to participate in the Dual Credit Program, students must apply through the ApplyTexas.org website and also take the TSIA and receive the required scores to be enrolled in classes. ***The deadlines for GoApplyTexas and the TSIA exams are given out by the home campus*** and are aligned with those of Alamo Colleges for all incoming students.

The process of applying for Dual Credit in Northside has multiple steps - after you complete your ApplyTexas application you will then receive two emails - one from ApplyTexas and one from Alamo Colleges. The Alamo Colleges email will include instruction and information for ACES and AlamoENROLL. Students must complete AlamoENROLL modules in ACES as part of their Dual Credit Application process. Detailed instructions will be provided by your campus Dual Credit Liaison.

The following is an overview of the application process but be sure to check with your home campus regarding set deadlines:

Step 1: Apply for Admissions ApplyTexas Application

Students seeking dual credit enrollment will complete the ApplyTexas Application for the specific College for which the course will be offered. Students and families may reference the [High School Programs ApplyTexas Guide](#) for assistance completing the application. Please note: After completing an application, students may receive a confirmation email with additional requirements regarding proof of meningitis shots and high school. Please read the information below:

Students are required to have their meningitis shots before entering 7th grade and a second dose if attending a college/university in the state of Texas. Students in Dual Credit are not required to have the second dose unless they are actually attending classes on the Alamo Colleges' campuses.

Step 2: Obtain Student Banner ID Number

Students who complete the ApplyTexas application for one of the Alamo Colleges will receive a nine-digit student ID number called a Banner ID. Students will need their Banner ID to access the college services. To obtain their Banner ID number, students should contact their

campus dual credit liaison. Students are advised to record their Banner ID number in a safe place.

Step 3: Complete GoFARR

Alamo Colleges requires all new Dual Credit students to complete the Go FAARR module (approx. 30 minutes) and the PAA (Pre-Assessment Activity).

- All students are required to complete the GoFAARR module.
- Only those students who are taking the TSIA2 will need to complete the PAA.

Students may access the GoFAARR and the PAA on the student's ACES account.

Each student must complete all required modules as part of the Dual Credit process.

- Students who do not receive ✓ marks on the GoFAARR and the PAA (the PAA is only required if you are taking the TSIA2) will not be eligible to take Dual Credit Courses.
- You must PRINT this ✓ screen as proof of completing the GoFAARR and the PAA prior to TSIA2 testing.

Step 4: Meet Testing Eligibility Requirements of the College

The Texas Success Initiative Assessment (TSIA) is mandated by Texas law to ensure that students enrolled in Texas public colleges possess the academic skills needed to perform effectively in college-level coursework. TSIA includes a testing component designed to identify and provide diagnostic information about each student's reading, mathematics and writing skills.

Texas Success Initiative Assessment 2.0 (TSIA2)

The Texas Success Initiative Assessment 2.0 (TSIA2) is a mandate of the Texas State Legislature designed to guide Texas public institutions of higher education in determining whether students possess the academic skills needed to perform effectively in entry-level college coursework. Students may demonstrate college readiness by receiving a qualifying test score on a specified assessment:

SAT or ACT or TSIA2. Demonstration of college readiness in English Language Arts Reading and/or Math may be required to enroll in a dual credit course.

Northside ISD currently offers an opportunity to take the PSAT, SAT, and TSIA2 at all high school campuses. The exam registration process is test specific and students are responsible for following all posted registration guidelines and deadlines.

Prior to taking the TSIA2 test, dual credit seeking students must complete the GoFAARR module as well as the TSI Test Prep, the Pre-Assessment Activity (PAA) as designated by Alamo Colleges.

Students may qualify for a TSIA exemption if they meet certain criteria, such as PSAT, SAT, or qualifying STAAR scores. For more information regarding these exemptions, students should contact their campus dual credit liaison.

TSIA Required Scores

TSIA Minimum Standards for College Readiness	
English Language Arts & Reading	≥945 AND Essay ≥5 Or <945 AND Diagnostic Level ≥5 AND Essay ≥5
Math	≥950 Or <950 AND Diagnostic Level = 6

TSIA Exemptions

If students meet one of the following, they can be exempt from the TSIA.

Dual Credit Eligibility

Dual Credit Students can earn eligibility to take college credit bearing courses while in high school so long as they have eligible scores using one of four college-ready measures. **All test scores and verification documentation MUST be submitted by the last day of the academic school year.**

1 TSIA2
***This is the primary way to earn eligibility.*

Qualifying Scores

English Language Arts & Reading Essay ELAR Diagnostic	≥945 AND Essay ≥ 5 OR <945 AND Diagnostic Level ≥ 5 AND Essay ≥ 5
Math Math Diagnostic	≥950 OR <950 AND Diagnostic Level = 6

2 PSAT
***Can be used to earn a TSIA2 exemption*

Qualifying Scores

EBRW (English) ≥460
 Math ≥510

Only the PSAT NMSQT is accepted for eligibility purposes. Scores from the PSAT 8/9 are ineligible.

When liaisons submit scores, they must submit the individual score reports for at least 20% of the total number of scores. ISRs can be found on the College Board K-12 Reporting Dashboard.

3 SAT & ACT
***Can be used to earn a TSIA2 exemption*

Qualifying Scores

SAT		ACT	
EBRW (English)	≥480	English/Reading	≥40
Math	≥530	Math	≥22

Students must request their scores be sent to directly to Northwest Vista College from their College Board account. NVC will not accept scores through any other submission method.

4 STAAR/EOC
***Should be used as a last option for eligibility*

Qualifying Scores

English II 4000+
 Algebra I 4000 + **AND** a passing grade in Algebra II

Official Individual Score Reports for each student must be submitted. Transcripts (unofficial or official) for each student seeking to earn an exemption for Math must also be uploaded which shows a passing grade for Algebra II.

Grading

In order to clarify equivalent students' grades for high school state credit and dual credit, Northside dual credit instructors use the following guide when entering grades.

Northside Numeric Grade	Dual Credit Letter Grade
90 - 100	A
80 - 89	B
70 - 79	C
*60 - 69	D
*<60	F

*Any grade below a 70 is considered a failing grade in NISD and the student **will not earn** high school credit for the course.

Drops/Withdrawals

A student may withdraw from a Dual Credit course to avoid a failing grade; however, there are definite timelines:

- If a student withdraws from the course before Census Day (usually 10-12 days into the semester), then there is no penalty on the student's NVC transcript. NVC publishes their official Census Day online every semester, and your campus will make the information public, but it is the responsibility of the student to know the Census Day.
- If a student withdraws after the Census Day, but before the official final day to withdraw (again, as published by NVC), then a grade of W is recorded on the NVC transcript. A grade of W has no academic consequences in terms of GPA; however, more than six W's in a college career may jeopardize future financial aid.
- If a student withdraws after Census Day, they may not take that specific course again until after high school graduation.
- Once the last official day to withdraw has passed, then a student may NOT withdraw and they will be given the grade they have earned.
- If a student's completion ratio (ratio of completed DC courses to attempted DC courses) drops below 67%, future financial aid may be jeopardized.

Failures

If a student makes below a 70 in a Dual Credit course, the appropriate grade is recorded with NVC, and this grade will be a part of the student's permanent college transcript. When applying to other colleges and/or universities, students must send these transcripts showing prior college work.

For this reason, Dual Credit teachers at your campus work closely with students and parents to ensure if a student is struggling in a Dual Credit course, the most appropriate action is taken to help that student. Also, if a student fails a Dual Credit course, the student may not take that particular course again as part of the Dual Credit Program. Keep in mind that failing a Dual Credit course may impact further Dual Credit courses, considering that some courses have prerequisites.

Transcript Requests

*NOTE: If students are using a UT OnRamps course to fulfill course prerequisites, **students** will need to request a transcript from UT Austin to be sent to the Northwest Vista College prior to taking a Dual Credit course.*

Dual credit students will need to access their ACES account to view their schedule, course grades, and transcript requests. Students may reference the following steps to access their ACES account, and to submit a transcript request.

Student ACES Account Access

1. Access at <https://aces.alamo.edu/>
2. Enter User Name and Password and click Login
(Your username and password are provided through the email sent to your personal email account welcoming you to Northwest Vista College)

Student Transcript request through ACES Account

3. Select the Student Tab.
4. Select the Welcome to Web Services link
5. Select the Student and Financial Aid link
6. Select the Student Records link
7. Select the action being requested: Final Grades, Request a Transcript or view your unofficial transcript under Academic Transcript

Non-Current Students

This method of paying for/requesting your transcript is solely for those students that:
Are NOT currently enrolled in coursework through one or more of the Alamo Colleges OR
Were NOT enrolled at one or more of the Alamo Colleges in the last twelve months OR
Are NOT able to access a “Student” tab via their ACES login.

Go to <http://www.alamo.edu/district/>

1. Select Employees tab
2. Click Alamo Market Place Mall
3. Click Alamo Colleges Transcript Request under the Alamo Colleges Marketplace Mall menu
4. Click Alamo Colleges Transcript Fee (Non-Current Students) under the small Alamo Colleges logo

5. Click Add to Cart and follow prompts on each page

Please note: There is a \$10 charge for transcripts. Students with a 'transcript hold' will not be able to request a transcript until the "hold" is resolved. Contact the Admissions & Records office for information on how to clear these "transcript holds."

Transcripts are NOT printed on campus. ALL transcripts are printed and mailed from an off-site location after a request is made. For this reason, it is not possible to pick up a transcript in person on the same day of your request.

Transcript requests take 3 to 5 business days to be processed.

Please contact Admissions and Records if your request is not processed within 7 business days so that they may follow up on your request. During peak transcript request periods, the processing time for your transcript may take longer to process.

Transcript Attachments

Students needing to place a transcript request with attachments will need to have documents ready for submission once the transcript request is submitted.

Documents must be in a PDF format containing Banner ID, Full Name, and Date of Birth and will need to be emailed to dst-CSITranscripts@alamo.edu

****If documents are not emailed within same date of your transcript request, this may ultimately result in a delay of all necessary information to the recipient****

Attention Seniors:

- You should request a transcript to be sent from Northwest Vista to a college of your choice after June 15th. Requesting it prior to June 15th may result in an incomplete transcript and could cause a delay in the registration process for that university.
- Students are responsible for requesting final transcripts to be sent to your intended college or university.
- This request is made by logging into your ACES account.

Current Dual Credit students can access web services at the top left corner of their 'Student' page in ACES.

Web Services > Student tab > Student Records > Request Official Transcript