

South Plains College  
Dual Credit Adjunct Faculty Training  
Summer 2024



**DUAL  
CREDIT**

**SPC is Here®**

[www.southplainscollege.edu](http://www.southplainscollege.edu)

# Dual Credit Overview

What is Dual Credit? A system under which an eligible high school student enrolls in college course(s) and receives credit for the course(s) from both the college and the high school.

What courses are eligible?

- 1) Those in the core curriculum of the public institution of higher education providing the credit;
- 2) a career and technical education course; or
- 3) a foreign language course.

\*No developmental education or remedial courses can be offered for dual credit.



# Dual Credit Overview (cont.)

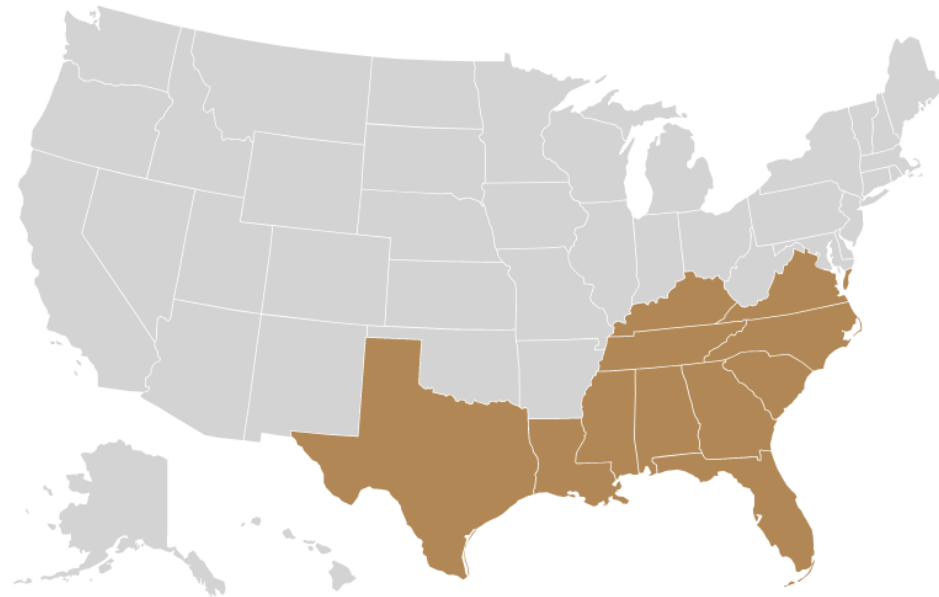
## Exception

Any course that is required to complete an Early College program...

- Any college course for dual credit offered as part of an early college program must be a core curriculum course of the public institution of higher education providing the credit, a career and technical education course, a foreign language course, or course that satisfies specific degree plan requirements leading to the completion of a Board approved certificate, AA, AS, AAS degree program, or FOS.



# Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)



- Provides oversight of all higher education programs and courses that may be offered under different names such as “early college,” “dual credit,” or “concurrent enrollment.”
- SPC is required to document and identify high schools that offer 25-49%, then more than 50%, of a degree program.



# Dual Credit – Instructional Requirements

## Curriculum

- The college must ensure that a dual credit course and the corresponding course offered at the main campus of the college are equivalent with respect to curriculum, materials, instruction, and method/rigor of student evaluation.
- “A college course is a college course, regardless of where, how, and to whom it is offered.”

## Faculty

- Faculty must meet the same standards and approval procedures used by the college to select faculty responsible for teaching the same courses at the main campus of the college.
- The college shall supervise and evaluate instructors of dual credit courses using the same procedures used for faculty at the main campus of the college.
- The instructor of record actually teaches the course – not in name only, nor a graduate assistant. Faculty roster forms are submitted to SACS for review during re-accreditation process.



# Dual Credit – Credentialing

Who is eligible to teach?

Academic Transfer – Master’s degree with at least 18 graduate hours in the teaching discipline.

Career and Technical Education – Either a bachelor’s degree in the teaching discipline or an associate’s degree with demonstrated competencies in the discipline.



# Career and Technical Education

## Articulated Credit vs. Dual Credit

- Cost
- Immediately Transcribed
- Transferable

## Summer Workshops and On-Campus Training

- During workshops, technical program coordinators and faculty provide teachers a list of sequential courses, which will count toward program certificate/degree.
- Technical program coordinators and faculty provide course content for every course that an instructor has been approved to teach, in order to guarantee course equivalency.
- Dual Credit instructors **must** teach college-level material and cover all required content, preparing students for more advanced courses, following high school graduation.



# Registration Review





# Dual Credit Eligibility

## Student Eligibility

Demonstration of college readiness via TSIA or through an exemption.

- ACT
- SAT
- Algebra II STAAR EOC
- English III STAAR EOC

Other option – use a waiver to satisfy dual credit eligibility requirements (not college readiness)

- English II STAAR EOC
- Algebra I STAAR EOC (plus passing grade in Algebra II course)
- PSAT/NMSQT

## CTE

Not required for dual credit courses contained in a Workforce Education Level 1 Certificate.

\*College Prep Waiver/Texas College Bridge cannot be used while in high school.



# Dual Credit Eligibility (cont.)

TSI Exemption Scores			
TSIA2			
Math	950 -or- 910 + 6 diagnostic		
ELAR (Reading & Writing)	945 + 5 essay -or- 910 + 5 essay + 5 diagnostic		
ACT Tested on or after 2/15/2023		ACT	
English + Reading Combined	40	English	19
Math	22	Math	19
		Composite	23
STAAR EOC		SAT	
English III	4000	EBRW	480
Algebra II	4000	Math	530



# Dual Credit Eligibility (cont.)

Temporary TSIA2 Waiver Scores			
STAAR EOC*		PSAT/NMSQT**	
English II	4000	Evidence Based Reading & Writing (EBRW)	460
Algebra I + must have completed Algebra II with passing grade	4000	Mathematics	510



# Recent College Readiness Requirements

## **TSI English Language Arts & Reading (ELAR) required -**

All college-level ENGL courses;

BIOL 1406, 1407, 1411, 1413, 1414, 2401, 2404, 2420;

\*Not BIOL 1408 & 1409 (Biology for Non-Science Majors)

Required for admission into certain restricted programs – e.g., EMS

## **TSI Mathematics required -**

All college-level MATH courses;

BIOL 2401 (A&P I) & 2420 (Microbiology)

## **Courses that are no longer restricted -**

All ANTH, ARTS, BCIS, CHEM, GOVT, HIST, HUMA, MUSI, PSYC, SOCI, SPCH - will no longer require demonstration of college readiness (they will all be TSI non-liable courses).

All course pre-requisites must still be met...see here: <https://www.southplainscollege.edu/admission-aid/apply/dualcredit/Courses.php>

Ex) Completion of college-level math or CHEM-1406 before enrolling in CHEM-1411; Pass TSI ELAR before enrolling in EDUC-1301 (Intro to the Teaching Profession).



# Registration Steps

1. Complete an online admissions application at [apply.southplainscollege.edu](http://apply.southplainscollege.edu).
2. Students will consult High School counselor  
Students will either receive an enrollment form to submit to the dual credit office or will be added to the district's enrollment spreadsheet at this time.
3. Counselor (or student) will submit high school & any college transcript(s).
4. Test scores (as needed).



# Communication Plan – 2024-2025

August/September 2024	October 2024	November 2024	December 2024
<ul style="list-style-type: none"> <li>Schedule in-person new student orientation</li> <li>Schedule admission application drives and provide registration assistance</li> <li>Payment reminder</li> </ul>	<ul style="list-style-type: none"> <li>Reach out to currently enrolled students to schedule an advising appointment</li> <li>Retention initiatives</li> <li>Provide admission application drives</li> <li>Provide FAFSA nights</li> </ul>	<ul style="list-style-type: none"> <li>Reach out to currently enrolled students to schedule an advising appointment</li> <li>Retention initiatives</li> <li>Spring Registration Reminder</li> </ul>	<ul style="list-style-type: none"> <li>Remind counselors and students to submit all documents for spring registration before winter break</li> <li>Provide advising sessions</li> <li>Visit with associate degree seekers to finalize schedules and degree plans</li> </ul>
January 2025	February 2025	March 2025	April 2025
<ul style="list-style-type: none"> <li>Schedule in-person new student orientation</li> <li>Payment Reminder</li> <li>Schedule admission application drives and registration assistance</li> </ul>	<ul style="list-style-type: none"> <li>Reach out to currently enrolled students to schedule an advising appointment</li> <li>Retention initiatives</li> </ul>	<ul style="list-style-type: none"> <li>Reach out to currently enrolled students to schedule an advising appointment</li> <li>Retention initiatives</li> <li>Reach out to seniors to schedule transition advising sessions</li> <li>Schedule in-person new student orientation</li> </ul>	<ul style="list-style-type: none"> <li>Complete transition sessions for seniors</li> <li>Summer/Fall Registration Reminder</li> <li>Complete advising sessions</li> </ul>
May 2025	June 2025	July 2025	August 2025
<ul style="list-style-type: none"> <li>Provide advising sessions</li> <li>Retention initiatives</li> <li>Remind counselor/students to submit all documents before summer break</li> <li>Payment reminder</li> </ul>	<ul style="list-style-type: none"> <li>Retention initiatives</li> <li>Payment reminder</li> <li>Complete advising sessions</li> <li>Schedule in-person new student orientation</li> <li>Counselor &amp; Adjunct Trainings</li> </ul>	<ul style="list-style-type: none"> <li>Retention initiatives</li> <li>Payment reminder</li> <li>Complete advising sessions</li> <li>Schedule in-person new student orientation</li> <li>Counselor &amp; Adjunct Trainings</li> </ul>	<ul style="list-style-type: none"> <li>Registration Reminder</li> <li>Payment Reminder</li> <li>Counselor &amp; Adjunct Trainings</li> <li>Frequently reaching out to counselors with enrollment updates</li> </ul>



# Advising Overview



# Degree Requirements

Common Core – 42 semester credit hours that fulfill the general education requirements of degree programs on the associate degree or baccalaureate degree levels.

## Core for an Associate of Arts Degree-Seeker

Communications Component Area (6 Hours) - ENGL 1301 & 1302

Mathematics (3 Hours)

Life & Physical Science (6 Hours)

Language, Philosophy & Culture (3 Hours)

Creative Arts (3 Hours)

American History (6 Hours)

Government (6 Hours)

Social/Behavioral Science (3 Hours)

Institutional Option (6 Hours)

## Additional Requirements

PE (2 Hours)

Electives (16 Hours)





# Degree Requirements (cont.)

Difference between the Associate of Arts & Associate of Science...

Associate of Science –

Requires an additional Mathematics course (for 6 total hours, as opposed to the three required for an AA) and eight hours of Lab Sciences (traditionally designed for STEM majors – e.g., GEOL 1401 & 1403).

The Associate of Science degree only allows 11 hours of elective credit – normally reserved for advanced math or science coursework.

Choose the correct math class is extremely important.



# Degree Requirements (cont.)

- Associate of Applied Science (for technical programs only)

Includes coursework that makes up an OSA, Basic Certificate, an Advanced OSA, and Advanced Certificate (in addition to 15 credit hours of core).

The AAS requires 5 core courses:

Mathematics Component

English 1301

Speech 1321 (recommended)

Social/Behavioral Science Component

Language, Philosophy, and Culture/Creative Arts Component



## ASSOCIATE OF ARTS SAMPLE

REQ	COURSE	GRADE	TR CR	HRS		REQ	COURSE	GRADE	TR CR	HRS
6	010 Communications CR					3	080 Social/Behavioral Science CR*			
	ENGL 1301 Composition I			3			ECON 2301 Principles of Macroeconomics			3
	ENGL 1302 Composition II			3		6	090 Institutional Option CR*			
							SPCH 1315 Public Speaking			3
3	020 Mathematics CR*						BCIS 1305 Business Computer			3
	MATH 1332 Contemporary Mathematics			3		<b>Degree Requirements</b>				
6	030 Life and Physical Sciences CR*					2	KINE Activity- 2 1SCH Courses*			
	BIOL 1411 General Botany			4			KINE 1304 Fitness & Wellness			3
	BIOL 1413 General Zoology			4						
3	040 Language, Philosophy, and Culture CR*					16	Electives:			
	HUMA 1301 Introduction to Humanities			3			ENGL 2332 World Literature I			3
3	050 Creative Arts CR*						ENGL 2333 World Literature II			3
	ARTS 1301 Art Appreciation			3			SPAN 1411 Beginning Spanish I			4
6	060 American History CR*						SPAN 1412 Beginning Spanish II			4
	HIST 1301 United States History I			3						
	HIST 1302 United States History II			3						
6	070 Government CR*									
	GOVT 2301/GOVT 2305 Federal Government			3						
	GOVT 2302/GOVT 2306 Texas Government			3						
									0	61
									<b>Total:</b>	<b>61</b>
									<b>TOTAL REQUIRED</b>	<b>60</b>

# Instructional Plans



South Plains College / Olton High School Coursework Alignment															
2023-2024															
HS Requirements	9th Grade				10th Grade				11th Grade				12th Grade		
	HS Course	Fall	Spring	Summer	HS Course	Fall	Spring	Summer	HS Course	Fall	Spring	Summer	HS Course	Fall	Spring
English (4)	English 1				English II				English III	ENGL 1301	ENGL 1302		English IV	ENGL 2332	ENGL 2333
Math (4)	Algebra I				Geometry				Algebra II				Pre-Calculus	MATH 1314-College Algebra	
Social Studies (3)	World Geography				World History				U.S. History	HIST 1301	HIST 1302		Fed. Govt. & Economics	GOVT 2305	ECON 2301
Sciences (4)	Biology				Chemistry				Physics				Other Science	BIOL 1411-Botany & BIOL 1413-Zoology	
Foreign Lang (2)	Spanish I				Spanish II				Spanish III	SPAN 1411	SPAN 1412				
Fine Arts (1)	Art or Music		ARTS 1301 or MUSI 1306												
PE (1)	P.E. / Equivalent					KINE 1304									
Technology (1)	BIM														
Speech (1)					Speech		SPCH 1315								
Electives (5)		EDUC 1300- Academic Strategies								PSYC 2301 or SOCI 1301	GOVT 2306				

The coursework alignment shows completion of a General Studies Associate of Arts, but some courses may vary according to degree in pursuit.

To book an advising appointment, click here: <https://outlook.office365.com/owa/calendar/SouthPlainsCollegeDualCredit@southplainscollege.edu/bookings/>

Art Martinez (last names A-K): [amartinez@southplainscollege.edu](mailto:amartinez@southplainscollege.edu) or 806-716-2345.

Christa Henley (last names L-Z): [chenley@southplainscollege.edu](mailto:chenley@southplainscollege.edu) or 806-716-2358.

# Academic Suspension and Probation Policy

Dual Credit Students will be placed on Academic Probation at the end of any term that they do not earn a minimum of 2.00 cumulative GPA.

Students will then have a registration hold placed on their account.

What should Dual Credit students do that have a probation hold?

- Contact their high school counselor;
- Complete a Dual Credit Academic Probation Packet (on the SPC Dual Credit webpage);
- Schedule a conference call between student, counselor and staff member from the Dual Credit Office for advisement, hold removal and enrollment.



# Disability Services

- Whether the student is taking the course in their own high school classroom, online, or at an SPC campus, the student must disclose their diagnosed disability(ies) to Disability Services in order to receive classroom accommodations.
- A school counselor or representative may assist students in completing an accommodations application and submitting all required documentation through the AIM portal on the Disability Services webpage – reminder: all documents **MUST** be signed and dated by the student.
- **The dual credit student requesting accommodations is required to meet with Disability Services to receive reasonable accommodations**, which will be established for the student wanting to take college-level coursework following the meeting.
- **Keep in mind** - in college-level courses, curriculum cannot be modified for students with disabilities
- Dual Credit students are expected to demonstrate the same level of understanding of all course material and meet the same minimum skill performance standards as every other student in the college class. High school IEPs nor 504 plans cannot be applied at the college level...



# Process and Policy Changes 2024-2025 Academic Year

- Enrollment Changes
    - Spreadsheet
    - Changes to Drop Process (submit electronically to dual credit office at [dualcredit@southplainscollege.edu](mailto:dualcredit@southplainscollege.edu))
    - Duplication of TSI score submissions
  - Online Contact Information Form is available!
  - New Course Offerings
    - Online Biology for Science Majors I & II BIOL 1406 & BIOL 1407
    - Online Anatomy and Physiology I BIOL 2401
    - Online Stars & Galaxies ASTR 1403
    - Online Walk, Jog, Run KINE 1107
    - Online Intermediate Spanish I SPAN 2311
    - Year-long College Algebra
    - Hybrid Chemistry – online lecture/face-to-face labs
  - Restructuring of CTE Credentials
  - AI Syllabus Statement
  - FAST/No Cost Course Materials
  - Brainfuse Online Tutoring – free for students!
  - Upcoming Blackboard Changes – Ultra rollout, gradebook usage, etc.
  - College Prep Training – at Region 17 on Friday, Sept. 6<sup>th</sup>
- Registration available online at <https://txr17.escworks.net/default.aspx>



# Adjunct Expectations





# Course Syllabi

- Course syllabus must include all mandatory syllabus statements that apply to dual credit students:

Intellectual Exchange Statement

Disabilities Statement

Non-Discrimination Statement

Title IX Pregnancy Accommodations Statement

**Artificial Intelligence Statement**

- All statements can be found here: <https://www.southplainscollege.edu/syllabusstatements/>

(Feel free to just post this link into your syllabus!)

- Course syllabi must be submitted electronically to both the department secretary and to Kasey Reyes in the Dual Credit Office.
- Submission deadline is **Friday, August 23<sup>rd</sup>**.
- Include course & section numbers, title, grading scheme, and correct dates.



# Class Rosters

- Verify your class rosters before the 12<sup>th</sup> class day.
- Students **cannot** be enrolled after the 12<sup>th</sup> class day – **Wednesday, September 11<sup>th</sup>**.
- Certification Instructions will be emailed to you from the Registrar.
- Submission of official class rosters will be open from September 12<sup>th</sup> to 16<sup>th</sup>. The verification of rosters must be completed by the deadline of 10:00 AM on Monday, September 16<sup>th</sup>!





# Class Rosters (cont.)

Roster Attendance **Census** Grading Books Permissions Waitlist

2022S2

2022S2 9/14/2022 Census - Certification Opens On 9/14/2022

Certify

Student Name	Student ID	Never Attended	Last Date of Attendance	Class Level	Credits
 Corbin M. Folsom	██████	<input type="checkbox"/>	<input type="text" value="M/d/yyyy"/>	Freshman	3
 Baylie R. Ford	██████	<input type="checkbox"/>	<input type="text" value="M/d/yyyy"/>	Freshman	3



# Final Grades

- Instructions from Registrar will be **sent to your SPC email address.**
- Grades must be submitted through Colleague Self-Service (now called Texan Connect) by the deadline - December 13<sup>th</sup> for Fall 2024.
- You will only enter the numerical grade on Self-Service – but include the final letter and numerical grades in your gradebook.
- High school grading policies do not apply (e.g., no-zero, no-fail policies)
  
- Final grades are moved to student transcripts every 4 hours (**4:00 AM, 8:00 AM, Noon, 4:00 PM, 8:00 PM, Midnight.**)
- You can correct or change a student’s grade any time **before** the grade is moved to a student’s transcript.
- After a grade has been moved, you will have to submit grade change paperwork to Dean Ryan Fitzgerald at [rfitzgerald@southplainscollege.edu](mailto:rfitzgerald@southplainscollege.edu) to make any changes.

**Dual Credit Grade Scale:** You will use a numeric grade scale instead of a traditional “letter grade” scale when entering final grades.

Please note that the numeric grade scale spans from 100 to 1.

100 - 90 = A

89 - 80 = B

79 - 70 = C

69 - 60 = D

59 - 1 = F

A student’s final grade will then be converted to a letter grade, which is reflected on their SPC transcript.



# Final Grades (cont.)

Below are instructions for electronic grade submission through Faculty Texan Connect:

1. Login to [MySPC](#) using your username and password.
2. Once you have successfully logged in, locate the “Employee Texan Connect” card.



3. Expand the “Faculty” area and click on “Faculty administration” and this will open a new window, with a listing of your courses.
4. Select a course Section.



5. Click on the **Grading**.
6. Click on **Final Grade**.
7. Select the final grade from drop-down menu for all students.
8. Repeat for all courses. **NOTE: You will receive a confirmation email for each course when all grades are posted. If you do not receive the email, please double check your grade roster.**
9. Email the final gradebooks for each individual course to [registrar@southplainscollege.edu](mailto:registrar@southplainscollege.edu). Make sure to include course prefix-number-section-term in the subject line (ex. HIST-1302-414-2023FA).

# Gradebooks

- Grade books must be submitted along with letter grade submissions to the Registrar's office. Email your final grade books to [registrar@southplainscollege.edu](mailto:registrar@southplainscollege.edu).
- Make sure to include course prefix-number-section-term in the subject line (**HIST-1301-308-2024FA**).
- Grade Change Forms must be completed within 6 months.

Remember to submit forms electronically to Dean Fitzgerald ([rfitzgerald@southplainscollege.edu](mailto:rfitzgerald@southplainscollege.edu))



# Course Evaluations

Dual Credit instructors are evaluated annually (this is an accreditation requirement).

- Students will be asked to complete an online evaluation instrument at the end of each semester – students will be notified via email and through Blackboard when course evaluations open.
- Additionally, adjunct dual credit instructors may be subject to on-campus instructional evaluations.



# Annual Expectations

- Submit course syllabi at the **beginning** of each semester;
- Verify class rosters each semester by the census date, when notified by the Registrar;
- Submit final course grades **by the deadline** set by the Admissions and Records Office each semester;
- Submit an SPC gradebook (Excel) to the Registrar at the end of each semester;
  
- Participate in **at least one** departmental meeting throughout the year;
- Provide instruction consistent with departmental objectives and expectations;
- Adhere to SPC and departmental policies regarding grading, textbooks, evaluations, and curriculum;
- Check SPC email on a regular basis to stay apprised of information from SPC.





# Dual Credit Textbooks and Materials

## Beginning Fall 2024

- All text and course materials for off-campus/online dual credit courses must be provided at no cost to the student.  
(e.g., Open Educational Resources (OERs))
- Tools and supplies for on-campus Cosmetology, Welding, & Automotive courses will need to be purchased by the district or parent/student (depending on the student's FAST status).
- Students will have Blackboard access beginning on August 22<sup>nd</sup>.



# Business Office – Tuition Waivers

## Tuition Waivers

If eligible, these funds will cover the cost of dual credit tuition (but not books or supplies...).

Foster Care & Adoption Waivers - students will need to submit required documentation from the Texas Department of Family and Protective Services to the Dual Credit Office.

Hazlewood & Veterans' Benefits - contact Ms. MerRanda Coronado in the Financial Aid Office at (806) 716-2361 or [mcoronado@southplainscollege.edu](mailto:mcoronado@southplainscollege.edu).



# Stipends

- Arts & Sciences Stipends – paid out over three months: October 31<sup>st</sup>, November 29<sup>th</sup>, and December 31<sup>st</sup>.
- CTE Stipends - based on college course limits; get paid once as a single stipend.
- Stipends are based on class enrollment as of the official census date (the 12<sup>th</sup> class day) of each semester.



# Arts & Sciences Stipend Amounts

Stipend Amount	Dual Credit Classes
\$600	5-24
\$1,200	25-48
\$1,800	49-72
\$2,400	73-96
\$3,000	97-120
\$3,600	121-144
\$4,200	145-168
\$4,800	169-192
\$5,400	193-216



# Technical Stipend Amounts

Stipend Amount	Dual Credit Classes
\$150	5-24
\$250	25-48
\$350	49-72
\$450	73-96
\$550	97-120
\$650	121-144
\$750	145-168
\$850	169-192
\$950	193-216



# Important Dates

**August 26<sup>th</sup>** - First day of class.

(Blackboard will be made available to students Thursday, August 22<sup>nd</sup>).

**August 30<sup>th</sup>** - Last day to add an ITV or online class.

(End of the first week of class).

**September 3<sup>rd</sup>** – Dual credit payment deadline.

**September 11<sup>th</sup>** - The 12<sup>th</sup> class day; serves as the College's official census date.

(Last day to enroll in a dual credit course that's being offered at a high school Location).

For students who register before August 26<sup>th</sup> - payment is due no later than close of business on August 26<sup>th</sup>.

For students who register after August 26<sup>th</sup> - payment will be due that same day of registration.



# Departmental Breakouts

During the upcoming breakout sessions -

- Department Chairs will discuss their expectations with department adjuncts.
- Department Chairs will discuss assessment process and requirements with your department.
- Remember - your course must mirror the SPC course.
- Dual credit courses are expected to be conducted with the same rigor as classes on college campus.



# Contact Information

## Dual Credit Office Staff

Ryan Fitzgerald, Dean of Dual Credit & Early College Programs

JimAnn Batenhorst, Dual Credit Scheduling Coordinator

Christa Henley, Dual Credit Enrollment Coordinator

Wendy Enriquez, Dual Credit Advisor

Vanessa Olivo, Dual Credit Specialist

Phone: (806) 716-2340

Email: [dualcredit@southplainscollege.edu](mailto:dualcredit@southplainscollege.edu)

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