Welcome and Overview

Welcome to Texas Woman’s University High School Advantage Dual Credit program— a great opportunity for students to earn college credit while still in high school.

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

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

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

We are glad that you have chosen to get a head start on your college education by participating in our dual credit program and look forward to working with you during this course of study. We wish you the best in both your secondary and postsecondary educational endeavors.

Parent Information

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

Dual credit allows your son or daughter to earn college credit while attending high school. In fact, when your student gets their high school diploma, they could also be graduating with up to 42 hours of college credit that is transferable to any public college or university in Texas. In short, significant time and money can be saved for parents and students.

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

**CONVENIENCE.** Courses are taught at your student’s high school by college credentialed district faculty, depending on arrangements with your student’s high school.
**STUDENT SUCCESS.** Successful completion of college-level courses helps your student be successful in making the transition to a college campus. Hands on experience in learning the “college ropes” through the dual credit process will enable your student to be better prepared to navigate the system when they enter college full time.

**COLLEGE LEVEL ACADEMIC RIGOR.** Dual credit courses offered through TWU are strategically aligned with TWU core courses by dual credit faculty and academic department chairs. Content, assignments, and expectations are equivalent for dual credit students and students enrolled in college courses at TWU. This ensures dual credit students are receiving the most authentic experience and education possible.

Many of our high school partners offer dual credit information sessions. You are encouraged to attend these meetings to learn more about the program and its opportunities for your students. TWU partners with over 10 independent school districts and educational institutions to offer dual credit. Each school may have differences in how the dual credit program is structured for their students. You are encouraged to visit with the counselor or principal at your student’s school to learn more about the costs and benefits associated with enrolling in the dual credit program. TWU and high school staff orientation sessions conducted on-site at the high school will discuss testing requirements, registration, and student requirements for participation in the dual credit program.

### General Program Information

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

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

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

College courses are both interesting and challenging. You will learn a great deal but you will be expected to work hard. On average, college students should plan to study at least two hours a week for every hour spent in the classroom. Students taking a three-semester hour class should set aside a minimum of six hours per week to study. Some students will need to study more. Most students should schedule extra study time when exams are planned or course projects are due.

College Grades

Pay careful attention to your instructor’s system for assigning grades as indicated in the course syllabus. If you do poorly on a test or assignment, most college instructors will not allow you to repeat the work in order to improve your grade. Additionally, most college instructors will not award extra course credit for attendance or allow you to do extra work to improve grades. It is important to stay on top of your grades from the very beginning of the semester to ensure your best performance.

Record of your enrollment and grades earned in dual credit classes will become part of your permanent academic college record after the TWU Census Date (12th class day fall and spring, 4th class day summer). We hope that your grade is a good one, but if you find yourself doing poorly in a dual credit class, you may wish to withdraw from the course. Students who need to drop a class must work through their high school counselor in order to submit a TWU drop form. You must complete the appropriate paper-work, get your high school counselor’s signature indicating approval for the drop, and do so before the last day for course withdrawal, which varies by semester. Courses withdrawn from before the Census Date will not be a part of your official transcript. You may access dates and deadlines via the TWU Academic Calendar.

Students who do not exhibit satisfactory academic performance in any semester may be advised to limit dual credit participation in future semesters. Satisfactory academic performance is determined on a case by case basis and will involve consultation with the high school counselor and/or TWU staff.

In a dual credit course it is possible to get a passing college grade and a failing high school grade. High school policies apply regarding the awarding of high school credit. College policies apply regarding the awarding of college credit. Be sure you are aware of both sets of policies. TWU policies affecting students are printed in the catalog.

College Subjects

Only courses in the TWU core curriculum are offered for dual credit through high school partners. TWU practices an embedded model for dual credit, by employing current district employees to serve as adjunct faculty for the university to teach the approved dual credit courses. Eligible instructors must have a master’s degree in the field in which they teach or must have completed 18 hours of courses in the teaching discipline and be enrolled in a master’s degree program at TWU. Dual credit instructors work
with the appropriate department chair to ensure the curriculum is aligned to meet the learning outcomes for the course.

It is important to understand that college courses require an additional level of knowledge and understanding as well as maturity to appropriately engage in the learning environment. Content in the course will include additional rigor that may not be present in a traditional high school course. It is our expectation that dual credit students approach their college courses with a high level of regard and respect.

**College Attendance Policies**

Be sure you understand and follow your instructor’s attendance policy that is printed on their course syllabus. Consistent class attendance is vital to academic success and is expected of all students. Grades are determined by academic performance and instructors may give students written notice that attendance related to specific classroom activities is required. Absences do not exempt students from academic requirements. Excessive absences, even if documented, may result in a student failing the course. A grade of incomplete may be assigned if the student has a passing grade, but only if the instructor determines that it is feasible for the student to successfully complete remaining assignments after the semester. Pursuant to university policy, such determinations are within the discretion of the instructor.

**Don’t Be Afraid to Ask**

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

**University Interscholastic League (UIL)**

In general, students participating in dual credit courses should check with their respective high schools before enrolling classes that may cause them to lose their eligibility to participate in UIL contests should they withdraw from those classes or not be considered a full-time student. The TWU High School Advantage model delivers dual credit courses within the traditional high school day, therefore, students taking dual credit courses should still be eligible for such competition provided they meet all requirements.
for full-time high school attendance. For more information, refer to UIL rules Subchapter M, Section 400 of the constitution and contest rules.

**Dual Credit Eligibility**

**Eligibility Requirements:**

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

1. Meet established admissions requirements at TWU as well as appropriate prerequisites for any course.
2. Comply with the state-mandated Texas Success Initiative (TSI) requirements.
3. Complete the TWU High School Advantage Signature Permission form acquiring the appropriate school and parental signatures.
4. Submit payment associated with enrolling in a dual credit college course(s).

*If you believe you can meet all of these requirements, then you can begin the admissions process!*

**Texas Success Initiative**

The Texas Success Initiative (TSI) is a state mandate requiring institutions of higher education to determine if students are ready for college-level coursework in the general areas of reading, writing and mathematics.

**Testing Requirements for Dual Credit High School Students**

Dual credit students must demonstrate college readiness via a temporary waiver or an exemption, in reading, writing, and/or mathematics as applicable to the course(s) the student plans to take. Acceptable waivers and exemptions are as follows:

1. **College Readiness or Exemption**
   a. TSI Assessment
      i. Minimum Reading Score of 351
      ii. Minimum Math Score of 350
      iii. Writing Score of 363 & 4 on the essay, or 5 on the essay only
   b. SAT administered prior to March 5, 2016 (combined 1070 with minimum of 500 on critical reading and/or math)
   c. SAT administered on or after March 5, 2016 (EBRW 480 and/or math 530)
   d. ACT (composite score of 23 with minimum of 19 on English and/or math)
   e. Algebra II STAAR EOC (4000)

2. **Dual Credit Waiver**
   a. English II STAAR EOC (4000)
b. Algebra I STAAR EOC (4000) plus a passing grade in Algebra II course  
c. PSAT (combined score of 107 with minimum of 50 on critical reading and/or math)  
d. Aspire (English score 435; math score 431)

_TSI testing requirements are set by the state of Texas and are subject to change. Please check with your high school counselor for the most up to date requirements._

The table below outlines the TSI testing requirements by courses typically offered through the TWU High School Advantage Program.

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<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>TSI Requirement</th>
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<tbody>
<tr>
<td>BIOLOGY</td>
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<tr>
<td>BIOL 1021</td>
<td>Environmental Biology Lab</td>
<td>Math</td>
</tr>
<tr>
<td>BIOL 1022</td>
<td>Environmental Biology</td>
<td>Math</td>
</tr>
<tr>
<td>BIOL 1111</td>
<td>Principles of Biology Lab</td>
<td>Math</td>
</tr>
<tr>
<td>BIOL 1113</td>
<td>Principles of Biology</td>
<td>Math</td>
</tr>
<tr>
<td>BIOL 1121</td>
<td>Principles of Biology II Lab</td>
<td>Math</td>
</tr>
<tr>
<td>BIOL 1123</td>
<td>Principles of Biology II</td>
<td>Math</td>
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<tr>
<td>CHEMISTRY</td>
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<tr>
<td>CHEM 1111</td>
<td>General Chemistry I Lab</td>
<td>Math</td>
</tr>
<tr>
<td>CHEM 1113</td>
<td>General Chemistry I</td>
<td>Math</td>
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<tr>
<td>CHEM 1121</td>
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<td>General Chemistry II</td>
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<tr>
<td>SCI 2103</td>
<td>Intro to Environmental Chemistry</td>
<td>Math</td>
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<tr>
<td>SCHOOL OF MANAGEMENT</td>
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<tr>
<td>ECO 1013</td>
<td>Principles of Microeconomics</td>
<td>Math/Reading</td>
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<tr>
<td>ECO 1023</td>
<td>Principles of Macroeconomics</td>
<td>Math/Reading</td>
</tr>
<tr>
<td>ENGLISH, SPEECH, AND FOREIGN LANGUAGE</td>
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<tr>
<td>ENG 1013</td>
<td>Composition I</td>
<td>Reading/Writing</td>
</tr>
<tr>
<td>ENG 1023</td>
<td>Composition II</td>
<td>Reading/Writing</td>
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</tbody>
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Dual Credit Admissions

Once you have verified eligibility with your high school counselor you may begin the TWU admissions process.

Admissions Process:

The dual credit admissions process begins by submitting the ApplyTexas Application online. This is required in order for the admissions process to be complete so you can register for dual credit courses:

1. An application for admission can be completed online at www.ApplyTexas.org. Students should use their social security number on their admissions application as well as choosing the option that reflects their dual credit status. Applications should be received at least one month prior to the start of the semester. Students are encouraged to submit applications and paperwork as early as possible in order to be ready to register when registration opens for each semester. Please note that the student’s social security number must be provided for possible eligibility for an educational tax credit by the IRS when taxes are filed.
2. Pay the $50 non-refundable application fee (can be done online with ApplyTexas application or mailed to TWU, Office of Admissions Processing). If payment is mailed, only money order or cashier’s check is acceptable form of payment. Personal checks are not accepted.

3. Submit the TWU High School Advantage Signature Permission Form each academic year. The permission form must be signed by the student, the principal or counselor of the school, and the student’s parent/guardian prior to submitting to the Office of Admissions Processing.

4. A current official high school transcript must be mailed or hand-delivered in a sealed institutional envelope to the Office of Admissions Processing located on the Denton campus. Students who have completed coursework at any other college or university must submit those official transcripts.

Transcripts, and all other items, can be mailed to:

Texas Woman’s University
Office of Admissions Processing
PO Box 425649
Denton, TX 76204

5. Verification that TSI testing requirements have been met and the student is eligible to enroll in college courses. These scores must be provided to the Office of Admissions Processing from the high school on the transcript or official test score reporting sheet.

Other Required Documents

Bacterial Meningitis Information

Pursuant to SB 1107 enacted by the State of Texas January 1, 2012, all entering students enrolling at Texas Woman’s University for on-campus instruction must provide proof of Meningitis vaccination prior to registration, including dual credit students. Dual credit students enrolled in high school based courses only are not required to submit Meningitis vaccination verification unless they plan to physically take courses through dual credit on-campus.

The legislation exempts students who:

- enroll in a dual credit course which is taught at a public or private K-12 facility not located on a higher education institution campus.

Acceptable forms include:

- an official immunization record
- an official school record or
- a signed or stamped physician’s note.
Proof must include the date the vaccination was given. Vaccinations over 5 years old will not be accepted.

Proof may be mailed to:

Texas Woman’s University
Office of the Registrar
ADM Building, Ste. 128
PO Box 425559
Denton, TX 76204

Proof of immunization may also be hand delivered to any TWU Campus or emailed as an attachment to Registrar@twu.edu.

Links to the Conscientious Exemption form from the Texas Department of State Health Services may be found on our homepage. The exemption can be requested online from the TDSHS and can take up to two weeks to receive. Submit the completed form to the Office of the Registrar.

International Student Admissions

For admission purposes, Texas Woman’s University defines an international applicant as a foreign national who is or will be studying at a U.S. institution on a non-immigrant visa. These applicants must complete the ApplyTexas international application. This includes students who hold a non-immigrant visa/status and attend high school in the U.S.

Typically students attending TWU on an F-1 visa with an I-20 filed with the university are required to complete a Tuberculosis (TB) blood test and submit verification to Student Health Services.

Dual credit students enrolled in high school based courses only are not required to submit TB test verification unless they plan to physically take courses through dual credit on-campus. If a dual credit student chooses to take course on the TWU campus, the student must submit official TB test documents to Student Health Services in order to move forward with registering for courses.

For questions regarding immigration status, please contact the Office of International Education at intloffice@twu.edu or 940-898-3338.

Dual Credit Registration

Registration Process and Classes

Once you have been admitted to TWU and the appropriate testing requirements have been met, you are now eligible to register for classes. Registration for classes is available online for all dual credit students.
during the dates specified for freshman in the academic calendar each year. Upon acceptance to TWU, you will be emailed a username and password to allow you to login to TWU Pioneer Portal and Blackboard where you will be able to register for your dual credit courses. Please verify your course(s) on Blackboard prior to paying your bill. Your login information will be sent to the email address provided on your application. TWU does not charge a fee for verifying a student’s identity or issuing access to distance education courses. Once you have your login information, please follow the steps listed below.

Steps to register for courses:
Also available online at www.twu.edu/registrar/8378.asp

1. Log into your Pioneer Portal.
2. Once you’ve logged in, click on ‘Web Advisor’.
3. Click ‘Log In’ on the top right hand corner and use your TWU username and password to log on.
4. Select the ‘Students’ tab once you’ve logged in.
5. Under the blue registration block, select ‘Express Registration’.
6. Enter ONLY the Course Code for the class you will be registering. Do NOT enter any other selection. Click Submit.
7. Click the drop box to the left of the class you have added to your shopping cart, select ‘Register’ under the action field, and then click ‘Submit’.
8. You will be directed to complete these steps:
   - “Address and Emergency Contact Change”—please make sure everything is correct before continuing
   - “TWU Pioneer Emergency Notification”—select “YES” to the opt-out of the notifications since you will be taking courses off-campus.
   - “Payment Terms and Agreement”—select that you have read and agreed to the terms of this agreement.
   - “Public Health Disclaimer” (NEW Dual Credit Students only)—select that you read and understood all of the information.

The system will then take you back to the “Shopping Cart”, select “Register” again under the action field, and then click ‘Submit’ to fully register for the course(s).

Express Registration:
1. Click on Express Register, within the Registration header
2. Complete three fields – Course Code, Term, Subject
3. Click submit
4. Follow directions from step 7 on, listed above

Complete your registration by following the below steps:
1. Select “My Shopping Cart” from the list of links under the header Registration
2. Select action “Register” from the drop down list next to the course(s) you wish to register for
3. Click Submit to complete registration
Paying for Classes

Students can make payments online with electronic check or credit card via “Paying for Classes” link on the main TWU web page, www.twu.edu or in the TWU student portal. The student will use their portal login information and can also designate authorized users to have access to the payment system to make payments. Cash and check payments are also accepted at the Bursar’s Office during normal business hours in the Admissions Building. A payment plan is available in the Fall and Spring semesters and requires online enrollment with a required down payment.

Textbooks

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

Dual Credit Course Restrictions and Limitations

Dual credit/concurrent enrollment students may not enroll in developmental courses or courses for which they have not met the course or skill level prerequisite requirements. Students should meet with their high school counselor to determine the appropriate courses and course load for each semester. Students may also contact a TWU Coordinator of Academic Transitions to receive academic advising on appropriate courses relating to the Texas Core Curriculum and future career goals.

Tuition Information

Tuition is decided by the TWU Board of Regents each year and is designated by student type. Dual credit students pay a reduced tuition rate of $50 per credit hour, or a total of $150 for each three-hour class, regardless of location. Dual credit students who enroll in courses taught on the TWU campus by TWU faculty will still pay the reduced tuition rate designated to dual credit students, however, approval is still required before enrollment in an on-campus TWU course.

Enrollment Policies

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

Dropping a Course

Dual credit students wishing to drop a dual credit course must contact their high school counselor for a drop slip. Students must submit a completed drop slip signed by their high school counselor on or before
the final drop date of the semester to the TWU Admissions Office in order for the drop to become effective. Students that are only enrolled in one class are actually withdrawing from the course and no longer enrolled at TWU. Refund calculations are determined by the State of Texas and are different for dropping a course or withdrawing. Refund dates are always available on the Bursar’s Office website and on the Academic Calendar.

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

**Expectations and Requirements**

Dual credit students are expected to perform at the college level and to honor all deadlines declared by the college or by the instructor. The individual professors distribute class policies and syllabi during the first week of classes detailing individual class requirements. It is the duty of the student to meet the expectations of the faculty member and requirements of the course.

**Refunding of Charges**

Dual credit students seeking refunds for tuition for dropped or withdrawn classes are subject to TWU policies and procedures outlined on the Bursar’s website. All students will receive a green envelope after initially registering at TWU that will provide them with refund options. The university uses a third-party vendor, BankMobile Disbursements, to send all university refunds to students. Students must select a refund option when their refund selection kit is received.

**Textbooks**

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

**Academic Integrity**

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

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

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

More information on TWU’s Academic Integrity policy can be found [here](#).

**Transferring Credit Earned at TWU to Another College or University**

In order to transfer the college hours earned at TWU to another college or university you will need to request that an official transcript be sent to the college or university from TWU.Official transcripts can be requested online or in person from the Office of the Registrar at the Denton Campus. You must have a picture ID to request a transcript. You can also complete the printable version of the Transcript Request Form that is available online and submit that form with the required identification to the Office of the Registrar. Students with a current login may also request a transcript online through the Office of the Registrar’s webpage. **Official transcripts are $10 and all financial and other holds must be cleared before a transcript can be issued.**

**Technology Information**

Courses that are offered through TWU as dual credit courses follow the same schedule as all others courses offered at the college. These courses do not have a flexible entry; and will begin the first day of classes each semester. The course instructors have their course syllabi and course requirements posted at the beginning of the semester. Students should follow all directions and instructions given by the instructor for the course. Dual credit courses may also utilize the Blackboard course delivery system to collect course assignments or distribute course content. Students will not be able to access their Blackboard shell until the first class day of the semester. In addition, students that register on or after the first day of class will not have access until the systems update which can take up to 24 hours.

It is your responsibility as the student to make contact with your instructor by the first class day of the semester. Your instructor’s email address can be found by searching the TWU Employee Directory for the instructor’s name.

If you are unable to access your course, please contact the Service Desk. Failure to contact the appropriate personnel can result in you becoming behind in your course, being dropped from the course, or even receiving a failing grade. Student tutorials are available to you on the TWU website and it is also recommended that you complete the tutorials and the Student Orientation online. All students enrolled in internet based courses have access to Blackboard Technical Support. The first place to go for help is the course instructor. He or she will be able to answer any questions you have about the content of the course, assignment due dates, etc.; however, for technical questions you may find your answer on the
Office of Technology link within the TWU Pioneer Portal. To speak with a technology support specialist, please call (940) 898-3971.

Support hours are:
Monday through Friday, 7:30 a.m. through 9:00 p.m. The Service Desk is also available by emailing servicedesk@twu.edu. When emailing a request for help, include your full name, course(s) enrolled in, name of instructor(s), and a phone number where you can be reached.

Security of Usernames and Passwords
Students gain access to TWU Pioneer Portal, Blackboard and their student email account with their TWU username and password that is given to them upon acceptance to Texas Woman's University. All users of our online learning management systems are responsible for maintaining the security of their usernames and passwords. Access credentials may not be shared or given to anyone other than the user to whom they were assigned for any reason. The student to whom the account belongs is responsible for any and all uses of their online account.

Students with Disabilities
If you are a student that has a disability which may impact participation in class and anticipate the need for reasonable accommodations to meet the requirements of this course, please contact your local school district’s special education program office/director.

If you are taking courses on the TWU campus and require reasonable accommodations to meet the requirements of a course, please contact the office of Disability Support Services (CFO 106, 940-898-3835, dss@twu.edu) in order to obtain the required official notification of your accommodation needs.

Other Issues or Concerns
For any other questions or concerns you have about your dual credit course(s) please feel free to call the Dual Credit Admissions Coordinator at 940-898-3188.

Frequently Asked Questions…

What is the difference between “Dual Credit” and “Concurrent Enrollment”?  
Both programs are for high school juniors or seniors desiring to attend college while in high school. Dual credit enables a student to earn both high school and college credit for the same course at the same time and is established through a memorandum of understanding between the institution of higher education and the school district. Concurrent enrollment is when a student enrolls in a college course while in high school with the course being taken for college credit only. Currently, TWU only offers dual credit to high school students, not concurrent enrollment.
What are the benefits of taking “Dual Credit” courses?
There are many benefits to taking dual credit courses while in high school including allowing a student to fulfill their high school graduation requirements while they are earning college credit. Many of the courses are taught online, through interactive television, or at the high school campus which makes them convenient for students still in high school. Students completing dual credit courses are more successful in making the transition from high school to college upon graduation. One of the major benefits of taking dual credit courses is the amount of money a student can save by taking the courses while in high school.

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

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

When do I need to begin the admissions process in order to take a dual credit course?
You need to begin the admissions process prior to the start of the semester in which you are planning to take the dual credit courses. You need to complete your admissions application online www.applytexas.org, testing requirements and course enrollment at least four weeks prior to the start of the semester. Please allow time for processing of your paperwork, registering for any testing that needs to be completed and for paying your tuition prior to the first day of classes so the earlier you start, the better prepared you will be for the semester.
Enrollment Checklists

First Time Dual Credit Student

☐ Submit an application for Admission online at www.applytexas.org and a TWU High School Advantage Signature Permission Form signed by student, parent, and school official to the Dual Credit Admissions Office at TWU at least four weeks before beginning of the semester in which you are planning to take classes.

☐ Have your high school counselor submit an updated transcript showing your most recently earned high school credits (required only Fall semester, if enrolling both Fall and Spring).

☐ Have your high school counselor submit test scores showing your TSI compliance or exemption to the Office of Admissions Processing.

☐ If not TSI exempt, complete the Pre-Assessment Activity & TSI Assessment. Contact your high school or the testing lab of our homepage for more information.

☐ Check email regularly for acceptance notification from TWU which will also contact username and password for logging in to the TWU Portal. This information will be needed to complete registration.

☐ Once you receive your login information, follow the instructions for All Dual Credit Students for completing the registration process. There is also a link on TWU Pioneer Portal in the event you forget your username and password, or do not receive one through email.

Returning Dual Credit Students

☐ Submit a new TWU High School Advantage Signature Permission Form signed by student, parent, and school official to the TWU Dual Credit Office each academic year.

☐ Have your high school counselor submit an updated official transcript showing your most recently earned high school credits (required only Fall semester, if enrolling both Fall and Spring).

☐ Have your high school counselor submit any new TSI compliant test scores to TWU Admissions and Records office.

☐ Follow the instructions for all Dual Credit Students completing the registration process.