Panola College Dual Credit
Student Handbook
2019-2020
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Panola College Dual Credit Program Contacts

Web Page:
www.panola.edu/dual-credit/index.html

Form Submission Email:
dualcredit@panola.edu

Director of Dual Enrollment- Angie Musgrove:
amusgrove@panola.edu  - 903-693-1163

Office of Admissions:
Charles C. Matthews Foundation Student Center
Carthage - 903-693-2038

Distance Learning Department:
Gullette Technology Building
Carthage – 903-693-2004

Disability Support Services:
dss@panola.edu
Charles C. Matthews Foundation Student Center
Carthage – 903-693-2046

Business Office:
Miller Administration Building
Carthage - 903-693-2082

M. P. Baker Library:
www.panola.edu/library/index.html
Carthage - 903-693-2052

Marshall College Center:
1300 E. Pinecrest Drive
Marshall, Texas 75672
903- 935-5039 or 903-923-8207

Shelby College Center (SCC):
3600 Loop 500
Center, Texas 75935
936-598-9543

Shelby Regional Training Center (SRTC):
678 Roughrider Drive
Center, Texas 75935
936-591-9075
Welcome to Panola College’s Dual Credit Program

Students admitted to the dual credit program at Panola College will have many great opportunities to get a head start on their college education. Not only will they have an opportunity to earn college credit and high school credit simultaneously, they will also build a great foundation and understanding of higher education. At Panola College we are here to assist our dual credit students with the transition from high school to college and help our students meet their educational goals.

There are two options for dual credit students.

Option 1: Dual Credit Academic

These are Core courses generally required for all two-year associate or four-year bachelor degree programs. Courses are taught by Panola College faculty or credentialed high school instructors serving as adjunct professors.

Option 2: Dual Credit Technical

These courses are instrumental in completing a certificate and/or Associate of Applied Science (AAS) degree at Panola College. Courses are taught by Panola College faculty or credentialed high school instructors serving as adjunct professors.

Through dual credit partnership agreements, the College and the public school districts in Harrison, Marion, Panola and Shelby Counties have course offerings that meet both high school and college learning objectives. Courses offered vary by school district, and can be offered at local high school, all Panola College Campus locations, and online.

Panola College welcomes you to our family and we look forward to assisting you with your educational goals.

What subjects are available?

Panola College offers a wide selection of courses to Dual Credit students at many locations and in a number of formats. Students must consult with their high school counselor about which subjects are available and most appropriate, but the most common subjects have been English, Government, and History. Other selections may include courses in Fine Arts, Speech, Economics, Math, Sciences, and Workforce Training areas. Dual credit students may not enroll in remedial courses at Panola College. Area superintendents and counselors work with the Director of Dual Credit and Deans to develop all Dual Credit offerings on high school campuses.
Panola College Dual Credit Program Overview

The Panola College Dual Credit program provides affordable access to post-secondary education for high school students, offering a pathway for their educational and career goals. Partnerships with our service area schools provide assistance with college completion and retention rates, increase interests in higher education, and provide support and involvement with the high school population and communities served.

Dual Credit is a process by which a high school student enrolls in a college course and receives simultaneous academic credit for the course from both the college and the high school. The Panola College Dual Credit program provides an opportunity for high school students to enroll in college-level courses that fulfill high school graduation requirements or courses that meet other academic/workforce training needs. Students may also choose to take courses beyond high school requirements if the courses fit their instructional needs. Panola College classifies all high school students enrolled in college as dual credit students. The decision of whether to grant high school credit for college courses is between the student and the high school.

Benefits of Dual Credit

Cost Effective: Through the dual credit program, parents/students will save a substantial amount of money. Taking college courses at Panola College costs less than most public colleges & universities. In addition, earning college credit in high school can allow students to complete their bachelor’s degree in a shorter time period.

Transition to College: Successfully completing college credit while in high school helps many students make a smoother transition between high school and college. Students receive first-hand exposure to college-level work while still in high school.

Convenience: Many college level courses are taught on high school campuses, online and on the Panola College campuses. Panola College offers a quality education on many campuses in the Panola College service area.

Access to Student Resources: All Dual Credit students have full access to Panola College support services. Support services include, but are not limited to Disability Services, tutorials, and Panola College's library, which includes online research resources.

Transferable Credit: Dual Credit academic courses are fully transferable to public colleges & universities in Texas.

Increases Student Success: Students have the opportunity to participate in hands-on technical courses or academic courses which can help them gain the confidence and study skills needed to succeed in college and career.
Dual Credit Course Delivery Options

Dual Credit courses offered by Panola College are taught by full-time or adjunct faculty who meet the Southern Association of Colleges and Schools Commission on Colleges credential requirements.

Courses may be offered in the following formats:

- Face to face on high school campuses. Courses taught on high school campuses are the same content, quality and rigor as those offered on Panola College campuses.
- On Panola College campuses.
- Online.
- In a hybrid format with a portion of the instruction provided in the classroom and a portion online.

Students are required to be in good academic standing as certified by the high school official.

Home schooled students interested in dual credit courses must follow the same standards and follow the same procedures for enrollment as public/private schools.

To be eligible for enrollment in a dual credit course, students must meet all the college’s regular prerequisite requirements designated for that course (e.g., minimum score on a specific placement test, minimum grade in a specified previous course, etc.).

Eligibility and Enrollment in Dual Credit Courses

Interested students must meet all of the eligibility requirements set by the Texas Higher Education Coordinating Board, [http://www.thecb.state.tx.us/](http://www.thecb.state.tx.us/). You may also find eligibility requirements on the Panola College web page. Prior to being admitted into the Dual Credit program, students must meet the Texas Success Initiative assessment requirements appropriate for each course or provide test scores to demonstrate college readiness. Student must gain approval from their high school official and complete necessary admission documents.
Student Eligibility for Dual Credit

Dual Credit students must show college readiness in the testing area relevant to the course(s) enrolling to be eligible to take college courses and are highly encouraged to show eligibility in the Writing and Reading sections of any approved assessments. Students must demonstrate college readiness by achieving the minimum passing standards under the provisions of the Texas Success Initiative. As part of the Student Success Initiative, Texas state law required that students be tested in the areas of reading, writing, and mathematics prior to enrolling in college courses. (Texas Administrative Code Rule 4.85):

<table>
<thead>
<tr>
<th>TEST</th>
<th>Score Explanation/Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>TSI ASSESSMENT</td>
<td>College Readiness scores for each area of the TSI Assessment:</td>
</tr>
<tr>
<td></td>
<td>Writing - a placement score of at least 340, and an essay score of at least a 4; or a placement score of less than 340 and an ABE Diagnostic level of at least a 4, and an essay score of at least a 5.</td>
</tr>
<tr>
<td></td>
<td>Reading - 351</td>
</tr>
<tr>
<td></td>
<td>Math - 350</td>
</tr>
<tr>
<td>STAAR EOC</td>
<td>An English II EOC score of 4000 or higher shall waive for both reading and writing sections of the TSI Assessment.</td>
</tr>
<tr>
<td></td>
<td>An Algebra I EOC score of 4000 or higher and a passing grade in Algebra II shall waive for the mathematics sections of the TSI Assessment.</td>
</tr>
<tr>
<td>PSAT/NMSQT</td>
<td>A combined score of 1070 on the PSAT/NMSQT with a minimum of 500 on the writing &amp; reading and/or mathematics test shall waive the TSI Assessment relevant to the courses to be attempted. For tests taken March 5, 2016 or later-Minimum score 530 on the math section and a minimum score of 480 on the Evidence-Based Reading and Writing (EBRW). (No combined score required)</td>
</tr>
<tr>
<td>ACT ASPIRE</td>
<td>A scale score of 435 in English shall waive for both the reading and writing sections of the TSI Assessment. A scale score of 431 in Math shall waive for the math section of the TSI Assessment.</td>
</tr>
<tr>
<td>ACT</td>
<td>A composite score of 23 with a minimum of 19 on the English test shall be exempt for both the reading and writing sections of the TSI Assessment, and/or 19 on the mathematics test shall be exempt for the mathematics section of the TSI Assessment.</td>
</tr>
</tbody>
</table>
SAT

Administered prior to March 2016: A combined critical reading (formerly "verbal") and mathematics score of 1070 with a minimum of 500 on the critical reading test shall be exempt for both reading and writing sections of the TSI Assessment, and/or 500 on the mathematics test shall be exempt for the mathematics section of the TSI Assessment. Administered on or after March 5, 2016: a minimum score of 480 on the Evidenced Based Reading and Writing (EBRW) test shall be exempt for both reading and writing sections of the TSI Assessment; a minimum score of 530 on the mathematics test shall be exempt for the mathematics section of the TSI Assessment. There is no combined score.

STAAR EOC

An English III EOC score of 4000 or higher exempt for both the reading and writing sections of the TSI Assessment. An Algebra II EOC score of 4000 or higher exempt for the mathematics section of the TSI Assessment.

TSI Assessment:

The cost of the TSI Assessment is $30.00. The TSI can be taken on a Panola College campus by appointment, and may also be given on the high school campus. Students should be sure that the TSI Assessment is completed in time to register for courses.

Career & Technical Dual Credit Eligibility

Students enrolling in a Career & Technical course contained in a Level 1 Certificate program, or a program leading to a credential of less than a Level 1 Certificate shall not be required to provide any additional demonstration of college readiness.

Students enrolling in Career & Technical courses contained in an Applied Associate Degree program will be required to meet testing requirements relevant to the courses to be attempted.

Bacterial Meningitis Vaccination

Texas state law requires that college students under 22 years of age must provide proof of receiving an initial bacterial meningitis vaccination dose or booster within the last 5 years. Dual credit students who are not taking classes on a Panola College campus are exempt from this requirement. Therefore, students enrolling only in classes taught on their high school campus or through distance learning are not required to show proof of vaccination. Dual credit students seeking to enroll in courses taught on a Panola College campus must provide proof of vaccination prior to registration. Exemptions from the vaccine are available from the Department of State Health Services.
Dual Credit Admission and Enrollment Process

Dual Credit students are responsible for meeting all College deadlines and policies for admission and enrollment.

New Student Admission and Enrollment Process:

1. Talk to your counselor about available Dual Credit/Early Admission Courses and program requirements.
2. Meet appropriate testing requirements for admission.
3. Apply to Panola College (Select the Two-Year Apply Texas Application and be sure to select Dual Credit as your application type.) The application will ask for your social security number and will tell you it is optional. If you choose not to provide your social security number, you will have to come to the Panola College campus and provide additional documentation. Your application will not be processed until this is complete.
4. Visit with your Counselor or Registrar to be sure all test scores and high school transcripts have been sent to Panola College.
5. Visit with your Counselor/Advisor in order to register for courses. You will need a SIGNED Dual Credit/Early Admission Permission Form EACH SEMESTER.
6. Turn in Proof of Vaccination (if enrolling in a class on a Panola College campus).
7. If the student is responsible for payment, they should be aware of deadlines for payment submission to avoid being dropped for non-payment.

Once your admissions application and appropriate documents have been received by Panola College admissions, you will be registered for your selected courses. In most cases, your high school counselor/official will submit all registration documents on the student’s behalf. Home school students will need to submit documents directly to Panola College.

If the student is responsible for payment, they should be aware of deadlines for payment submission to avoid being dropped for non-payment.

Returning Student Enrollment Process:

1. Visit with your Counselor/Advisor in order to register for courses. You will need a SIGNED Dual Credit/Early Admission Permission Form EACH SEMESTER.
2. Turn in Proof of Vaccination (if needed).
3. If the student is responsible for payment, they should be aware of deadlines for payment submission to avoid being dropped for non-payment.
Financial Information

Panola College offers a discounted rate to students enrolling in ACADEMIC dual credit. The cost is $50 per credit hour. Distance Learning costs are $15 per credit hour. A list of eligible courses is attached.

Courses that are not ACADEMIC dual credit are billed according to the Panola College Tuition and Fees schedule below.

<table>
<thead>
<tr>
<th>Hours</th>
<th>Panola County</th>
<th>Out-of-District/Louisiana</th>
<th>Out-of-State/International</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Tuition</td>
<td>General Fees</td>
<td>Total</td>
</tr>
<tr>
<td>1</td>
<td>60</td>
<td>51</td>
<td>111</td>
</tr>
<tr>
<td>2</td>
<td>66</td>
<td>102</td>
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<td>7</td>
<td>231</td>
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<td>588</td>
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<td>264</td>
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<td>1020</td>
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</tr>
<tr>
<td>21</td>
<td>693</td>
<td>1071</td>
<td>1764</td>
</tr>
</tbody>
</table>

Note: This does not include additional lab, internet fees or program charges.

High school officials mark STUDENT PAY or HIGH SCHOOL PAY on the Early Admission /Dual Credit Permission Form. This is the official guide for the Panola College Business Office concerning billing. Students responsible for payment should watch payment deadlines carefully.

Panola College offers open educational resources (OER) for many academic core courses. OER allows Panola the opportunity to drastically reduce textbooks costs. A list of eligible courses is attached.
Attendance Policy

Regular and punctual attendance of classes and laboratories is required of all students. READ your course syllabus for each course and know what is expected. High school extra-curricular activities may conflict with a Dual Credit course. Students are responsible for all materials related to the course whether or not they are in class the day the information is given or the assignment is made. Students will need to talk to their instructor to make arrangements for receiving handouts, classroom information, obtaining lecture notes, or turning in work. When an instructor feels that a student has been absent to such a degree as to invalidate the learning experience, the instructor may recommend to the Vice President of Instruction that the student be withdrawn from the course. Instructors may seek to withdraw students for non-attendance after they have accumulated the following number of absences:

Fall or spring semesters:

5 absences, MWF classes
3 absences, TR classes
2 absences, one-day-per-week class

Summer Sessions:

2 absences, four-days-a-week classes
2 absences, two-evenings-a-week classes

The student is responsible for seeing that he or she has been officially withdrawn from a class. A student who stops attendance in a class without officially withdrawing from that class will be given a failing grade; consequently, the student must follow official withdrawal procedures through their high school dual credit official/counselor. See the Add/Drop Section on the following page.

Religious Holy Days
In accordance with Section 51.911, Texas Education Code, Panola College shall allow a student who is absent from class for observance of a religious holy day to take an examination or complete an assignment scheduled for that day within one week after the absence if, not later than the 15th day after the first day of the semester, the student notifies the instructor of each class the student had scheduled on that date that the student would be absent for a religious holy day. Notifications of planned absences must be in writing and must be delivered by the student either personally to the instructor of each class, with receipt of the notification acknowledged and dated by the instructor; or by certified mail, return receipt requested, addressed to the instructor of each class.
Dropping/Adding Courses

All add/drops for dual credit students must be initiated by an official at the student’s high school. Students withdrawing from a class will receive a grade of "W". See current semester calendar on the web page for withdrawal dates. Terms and special sessions of varying semester length will have different withdrawal dates. (Please call the Admissions/Records Office for additional information.) Withdrawals become official as of the date the completed withdrawal form is returned to the Admissions/Records Office. **All schedule changes or withdrawals from class for dual credit students must be approved by a high school official.** Panola College is not responsible for monitoring high school graduation requirements.

If a student moves or leaves the high school district and fails to withdraw according to the college withdraw/drop dates and guidelines and/or does not complete a dual enrollment course at the college, he or she will earn an “F” in the course. (See The Pathfinder Student Handbook on the Panola College web page.)

**Expectations and Responsibilities of the Student**

Dual Credit students must adhere to all policies of Panola College and their High School. Panola College expects all students to conduct themselves as responsible citizens. Faculty, staff, and administrators have the authority to establish and maintain standards of conduct for students. This authority not only extends to the classroom, residence halls, and all on-campus activities, but also all College-sponsored, off-campus activities. **Under no circumstances are dual credit students allowed in the residence halls.** Any student who fails to conduct himself/herself responsibly with respect to persons and property may be withdrawn from school. The College may drop a student from a class or from all classes for any breach of conduct. Students who are removed from a class or classes can seek appeal by due process. Standards of Student Conduct, Rights, and Responsibilities are outlined in The Pathfinder Student Handbook on the Panola College web page. College courses sometimes deal with controversial issues or subject matter that high school courses may not address. Dual credit students should pay careful attention to the instructor’s grading policy, as covered in the course syllabus. If a dual credit student is having trouble in a course, it is their responsibility to ask the instructor for clarification. Dual credit students are expected to log in to email and Canvas daily. Parents and HS officials should not contact the instructor concerning students. The Director of Dual Enrollment is the initial contact person for all issues and concerns.
Student Services and Resources

Access to Student Records

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act and the Texas Open Records Act are federal and state laws which provide for the review and disclosure of student educational records. Individuals are informed of their rights under these laws through the policy. Panola College will not permit access or release of personally identifiable information contained in student education records to any party without the written consent of the student unless:

1. Panola College personnel have a legitimate educational need to release information to our partnering high schools.

2. Officials of other colleges, which the student seeks to enroll, upon request of these officials, and upon the condition that the student be notified and receive a copy of the record if requested;

3. Federal, state, or local officials as authorized by law;

4. Required to process student financial aid;

5. Parents who have been given rights by their dependent student by signing a “Release of Information” clause on file in the Office of Admissions and Records. Although Dual Credit students are minors and dependents, the Federal law considers any student attending college protected under the FERPA regulation and are subject to privacy protection. For more information, contact the Office of Admissions and Records.

In compliance with the Family Educational Rights and Privacy Act of 1975, (PL93-380, section 513), as amended (PL 93-568, section 2), information classified as “directory information” may be released to the general public without consent of the student. Panola College hereby designates the following student information as public or “directory information”: name, address, telephone number, dates of attendance, class, previous institution(s) attended, major field of study, awards, honors (includes dean’s list), degree(s) conferred (including dates), past and present participation in officially recognized sports and activities, physical factors (height, weight of athletes), and date and place of birth. A student may request that the above directory information be withheld from the public by making written request to the Office of Admissions and Records during the first 12 days of class of a fall or spring semester or during the first four days of a summer session. If no request is filed, information will be released upon inquiry. A new form for non-disclosure must be completed every fall, spring and summer session or term enrolled. Panola College assumes that failure on the part of any student to specifically request the withholding of “directory information” indicates individual approval for disclosure.
**Students with Disabilities/ADA**

Students currently receiving 504/IDEA accommodations for their high school courses should coordinate with the Disability Support Services Office on the Panola College campus in Carthage. Panola College makes its campus and student programs accessible in compliance with the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973.

Dual Credit students, rather than staff or parents, are responsible for initiating the request for accommodations. It is best to start the accommodations process four weeks prior to the first class day. Students must submit a copy of the most recent ARD, Educational Assessment, and any additional documents to support the need for accommodations. Visit our Disability Support Services Web Page for more information and required forms.

**Library Services**

The purpose of the M. P. Baker Library of Panola College is to be an academic Learning Resource Center for the students and staff of the College. The staff strives to offer resources and services, when and where they are needed, to enhance the development of the whole student, and to offer opportunities for students to become lifelong learners. Visit the library web page for more information, including a guide to specifically assist students, faculty, and staff with resources and services for dual credit classes offered to local high schools.

**Student ID’s and Parking Permits**

Students may obtain their Panola College Student ID from Student Services. ID cards are required to access many student services, including the library, fitness center, and athletic events. Students driving on campus must secure a parking permit from Student Services.

**After High School Graduation**

If you are continuing at Panola College, you do not need to reapply. Simply have your high school send an official transcript with your date of graduation posted to Panola College and schedule a meeting with an advisor to get registered for classes. If you are attending another institution, please remember to have your high school send an official transcript with your date of graduation posted to Panola College. In order to transfer your credits earned at Panola, you will need to request a Panola College transcript. Transcript request forms are available on the Panola College Dual Credit web page. Unofficial transcripts are available in CampusConnect.
Panola College Student Computer System Login Instructions

Canvas Student Login
To log in to Canvas, enter your full student email address (ex: ab12345@students.panola.edu). Your password is a combination of the lowercase letters "pc" and then your 6-digit student ID number.

Student Email
To log in to your student email account, enter your full email address. Your default password is three 0s followed by your student ID number (ex: 000123456).

If you are having trouble accessing your student email account, contact email_support@students.panola.edu

or

903-693-1146.

Student CampusConnect
Used to view your schedule, grades, and to view/pay your bill, you access CampusConnect by entering your 6-digit ID number. Your PIN is the last 4 digits of your social security number.

Additional Resources for Reference

Panola College Dual Credit (DUAL CREDIT RESOURCES)
www.panola.edu/dual-credit/index.html

Panola College Student Handbook (THE PATHFINDER)

Panola College Catalog (POLICIES and REGULATIONS) (DEGREES and CERTIFICATES)
www.panola.edu/student-success/catalog.html
Frequently Asked Questions

- What is my first step in order to enroll in Panola College dual credit courses?
  
  All prospective dual credit students will need to visit with their high school counselor in order to develop a plan. See the Panola College Dual Credit Web Page for more information.

- Can I register myself for dual credit classes?
  
  No. All dual credit/early admission forms, regardless of the semester or financial obligation, must be signed by a HS school official.

- Can I take dual credit courses online?
  
  Most students are eligible to take dual credit courses online. Students should be self-motivated.

- Can I take a summer class and/or mini-mester?
  
  Dual credit student can enroll in summer semesters and mini-mesters with the approval of their high school official. Approval from high school officials is required for all registrations.

- Will my dual credit course(s) transfer?
  
  Dual Credit ACADEMIC CORE classes with a grade of "C" or higher will transfer to any Texas Public College or University. Private and out of state school use their own discretion with determining admission requirements.

- Do I need to show proof of Bacterial Meningitis Vaccination?
  
  Students taking courses on a Panola College campus will be required to show proof of the Bacterial Meningitis Vaccination for enrollment. Online courses and courses taught on the high school campus are excluded from this requirement.

- Is there a discount for dual credit courses?
  
  Academic courses are discounted for dual credit students. The cost for academic credit is $50 per semester hour. (A three-hour course would cost $150.00.)

- If there a Distance Learning Fee for online courses?
  
  Yes. The Distance Learning Fee for online courses is $15 per semester hour. (A three-hour course would cost an additional $45.00.)
$50 per academic semester credit hour (SCH)

$15 distance learning fee per SCH

FREE application, parking, student ID

FREE athletic & fine arts events and fitness center membership

STUDENT ELIGIBILITY

The student is subject to the following requirements:

☑ Must be classified as a high school student (Grades 9-12)
☑ Provide valid ACT, SAT, or EOC scores and be declared exempt by Panola College OR qualify for dual credit waiver, OR must have taken the TSI Assessment and passed one section (relevant to desired course)
☑ Must present a properly completed Dual Credit/Early Admission Permission Form each semester
☑ Texas Two-Year Apply Texas Application
☑ Bacterial Meningitis Vaccination proof

COURSE ELIGIBILITY

Academic courses intended for transfer:

Eligible courses are courses taken from the Panola College Core Curriculum

Methods of delivery:

Dual credit courses may be taught on any Panola College campus, through eLearning, or the high school campus as appropriate.

Dr. Gregory Powell, President

903.693.2000 • dualcredit@panola.edu
25% DISCOUNT FOR TECHNICAL COURSES IN THE SPECIFIED AREAS

FREE APPLICATION

FREE STUDENT ID

FREE ADMISSION TO ATHLETICS & FINE ARTS EVENTS

FREE FITNESS CENTER MEMBERSHIP

- WELDING
- RANCH & LAND MANAGEMENT
- GENERAL BUSINESS
- OFFICE PROFESSIONAL
- ADMINISTRATIVE ASSISTANT
- COMPUTER INFORMATION TECHNOLOGY
- MICROCOMPUTER SOFTWARE OPERATOR
- MICROCOMPUTER SUPPORT SPECIALIST
- DIGITAL MEDIA DESIGN & DEVELOPMENT
- PERSONAL COMPUTER TECH SUPPORT

STUDENT ELIGIBILITY

The student is subject to the following requirements:

- Must be classified as a high school student (Grades 9-12)
- Must provide a high school transcript
- Texas Two-Year Apply Texas Application
- Must present a properly completed Dual Credit/Early Admission Permission Form each semester

COURSE ELIGIBILITY

Only the technical areas listed receive the 25% discount (Dual Credit Scholarship).

Methods of delivery:
Dual credit courses must be taught on the high school campus by an approved Panola College adjunct instructor in order to qualify for the discount.

All supplies and resources are provided by the ISD at no cost to the college.

Dr. Gregory Powell, President
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