



# Welcome Packet for New Dual Credit Students



This serves as a resource for school districts, parents, and students who are beginning their journey with Dallas College as a dual credit, ECHS, P-TECH, or T-STEM student.

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## What is Expected of Students

Remember, you are a college student now! Your college classes will be rigorous and fast-paced.

Dual Credit, ECHS, P-TECH, and T-STEM students are required to follow all Dallas College policies and procedures with regard to conduct and academic standards and to abide by Dallas College Student Rights and Responsibilities. As a college student, you are considered a responsible adult. Your enrollment indicates acceptance of the [Code of Student Conduct](#).



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([dccc.edu/catalog/GeneralInfo/CollegePolicies/code.cfm](http://dccc.edu/catalog/GeneralInfo/CollegePolicies/code.cfm)) Some policies and procedures that may affect you are outlined below.

## Information Disclosure

You are covered under the Family Educational Rights and Privacy Act, FERPA, which prohibits Dallas College from disclosing certain information to anyone, including parents, without your written consent. For more information, please read the [current Catalog](#).

([dccc.edu/catalog/GeneralInfo/CollegePolicies/code.cfm](http://dccc.edu/catalog/GeneralInfo/CollegePolicies/code.cfm))

### What is FERPA?

FERPA (Family Education Rights and Privacy Act, 1974) is a privacy law designed to protect a student's educational records. FERPA gives parents rights to their children's educational records in grades K-12, but those rights transfer to the student once they enroll at a college or university.

### Why is FERPA important?

FERPA prevents your private information being accessed or released without your permission. Dallas College is allowed to disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, you can request not to disclose this information. Dallas College is required to notify you about your directory information, and notify you each year about your FERPA rights.

### How does FERPA apply to me?

As a Dual Credit student, Dallas College staff cannot discuss or allow your parents access to your personal information without your written consent. Professors cannot discuss your grades or personal information with your parents. Students or proxies conducting official college business on campus (registration, schedule changes, transcript pickup, TSI testing, residency changes) must be prepared to present a picture ID at all times.

### How do I give permission for someone to register for me?

The FERPA Release for Proxy Registration/Admission is required if your parents, siblings, or family friend(s) need to conduct official Dallas College business on your behalf if you are unable to see us in person. Please note: The FERPA Release for Proxy does not grant parents permission to contact professors on behalf of the student.



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## Required Attendance

You are required to abide by the college's academic calendar, which may vary from that of your high school. Your college does not differentiate between dual credit students and their college peers; all students should make the necessary time commitment required of their class.

Missing college dual credit classes to attend high school related events such as pep-rallies and field trips are not considered excused absences. If you anticipate an absence, please consult with your college professor for appropriate arrangements.

## Statement on Scholastic Dishonesty

Acts prohibited by the college for which discipline may be administered include scholastic dishonesty, including but not limited to, cheating on an exam or quiz, plagiarizing and unauthorized collaboration with another in preparing outside work. Academic work submitted by students shall be the result of their thought, work, research or self-expression. Academic work is defined as, but not limited to, tests or quizzes, whether taken electronically or on paper; projects, either individual or group; classroom presentations; and homework.

## Keys to Success

1. Meet with your counselor to discuss progress and plan future semesters.
2. Attend and actively participate in class.
3. Build a working-relationship with instructors. Keep open communication.
4. Network with peers.
5. Determine realistic short- and long-term goals.
6. Develop effective study habits.
7. Utilize available resources.

## Getting Ready for Online Learning

Online classes are different from traditional classes in unique ways. The information below is designed to help you get ready for your first online class and become a successful online student.



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[How Is Online Study Different?](https://dccc.edu/cd/credit/online-learning/getready/pages/studying-online-different.aspx) (dccc.edu/cd/credit/online-learning/getready/pages/studying-online-different.aspx)

[eCampus: Your Online Classroom](https://dccc.edu/cd/credit/online-learning/getready/pages/ecampus-online-classroom.aspx) (dccc.edu/cd/credit/online-learning/getready/pages/ecampus-online-classroom.aspx)

[Your Online Instructor](https://dccc.edu/cd/credit/online-learning/getready/pages/your-online-instructor.aspx) (dccc.edu/cd/credit/online-learning/getready/pages/your-online-instructor.aspx)

[Where Do I Go For Help?](https://dccc.edu/cd/credit/online-learning/getready/pages/get-help.aspx) (dccc.edu/cd/credit/online-learning/getready/pages/get-help.aspx)

[Getting Started](https://dccc.edu/cd/credit/online-learning/pages/get-started.aspx) (dccc.edu/cd/credit/online-learning/pages/get-started.aspx)

## How do online courses work?

Online classes require excellent time management skills, study skills, and initiative. While they provide much more freedom for your schedule, you must be proactive, self-motivated, and responsible to be successful. Because of this, online classes are generally harder for Dual Credit students. We strongly recommend taking at least one in-person class before attempting online.

Online classes can be accessed any time, any day via eCampus once the class has started. You will have access to a course syllabus, which will explain the class expectations and all assignments and tests that are due. Each week, you will be required to complete readings, quizzes, and other assignments as appropriate. Generally, online courses are NOT self-paced, and tests and quizzes are only available for a limited amount of time. You will still receive the same amount of college credit as you would in an in-person class.

If you have questions about your class, email your professor. Allow at least two business days for a response. You are expected to contact your professors in advance of important deadlines (test dates, drop deadline, final exams). Professors will NOT remind you of missing assignments and reserve the right to not offer makeup exams and quizzes.

## Dropping Courses

If you have any considerations about withdrawing from class, **you must speak with your high school counselor first**. Your college does not automatically withdraw students who choose to stop attending



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class. Students who fail to officially withdraw will receive a failing or incomplete grade in the course. Check with your high school counselor to discuss how withdrawing from a dual credit course may affect your high school schedule and graduation plan.

All Early College High School (including P-TECH and Collegiate Academy) students **must meet with their High School Counselors to initiate a drop or to withdraw from a program.** Check with your high school counselor to discuss how withdrawing from a dual credit course may affect your high school schedule and graduation plan. You can also meet with a college Academic Advisor to discuss how withdrawing from a dual credit course may affect your college schedule and graduation plan.

To drop a class or withdraw from the college, you must follow the prescribed procedure. **It is your responsibility as a student to drop or withdraw.** Failure to do so will result in your receiving a performance grade, usually a grade of "F". Your college does not automatically withdraw students who choose to stop attending class.

Your High School Counselor has the necessary Drop Request form that will need to be completed and signed by the student. For ECHS and P-TECH students, the Drop Request form can only be delivered by the high school to your college and NOT by the student. Students must give at least one reason why they are dropping each class. A drop/withdrawal request by any means must be received in the Dual Credit Office by the official drop/withdrawal deadline as indicated on the Academic Calendar and the current class schedule. No drop or withdrawal requests are accepted by telephone.

**Important:** Dropping and failing classes can impact your future financial aid and a college or university's satisfactory academic progress requirements. Visit the [Satisfactory Academic Progress](http://dccc.edu/sap) (dccc.edu/sap) page for more information.

## Student Resources

### Virtual Student Resources

A number of [Virtual Student Resources](http://dccc.edu/help) (dccc.edu/help) are accessible online, including:

- Career Resources - such as career assessments, resume assistance, job search preparation
- Dual Credit
- Learning Support - such as academic tutoring and library services
- Disability Support Services



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- Accommodations vs. Modifications
    - Accommodations refer only to services designed to provide equal access for students with disabilities. Dallas College is required to provide services for students who self-identify to Disability Services, qualify for accommodations, and have submitted appropriate documentation. Examples of reasonable classroom accommodations are quiet testing rooms, extra testing time, notetaking and translation services, etc.
    - Modifications alter a course’s curriculum and/or academic rigor. Dallas College is not required to change or lower the essential requirements of a class, nor can we modify the curriculum for a student. Examples of modifications are: multiple test attempts, less homework, reduced test rigor, etc. Dual Credit classes must reflect college-level work usually required of all college students; therefore, students receiving accommodations are expected to adhere to all attendance and grade guidelines, drop deadlines, and policies as noted in the course syllabus, Student Code of Conduct.
  - Student Life and Activities

## Police & Safety

### **To contact your campus police department in an emergency or to report a crime:**

- Call **911** from a campus phone
- Call **972-860-4290** when using a cellphone or non-campus phone
- Students who are hearing-impaired or prefer to text, can **text DCCCD to 67283** and Dallas College police dispatch will answer you by text.

When contacting police, always identify yourself and the location (college, building, floor, and room) that is of concern to you.

**Download the DCCCD App from the App Store and you will always have a way to quickly connect with the college police through the app.**

### Police Department Offices:

- Brookhaven College: Building B, Room B200
- Cedar Valley College: Building F, Room F120
- Eastfield College: Room N112
  - Eastfield College Pleasant Grove campus



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- El Centro College: Room A947
    - El Centro West Campus: Room W104
  - Mountain View College: Room W135
  - North Lake College: Room C204
  - Richland College: Pecos Hall, P160
    - Garland Campus

Police officers patrol the campus 24 hours a day, 365 days a year. They enforce the law, arrest violators, investigate and deter crime, investigate traffic accidents and provide a full range of services to the college community. They are also available to provide escorts and assist with vehicle battery jump requests.

## Dallas College Emergency Alerts

At any time, you can update how and where you receive Dallas College emergency and closing announcements. You can also add other people to the emergency alerts list, such as your parents or other family members, so they can receive emergency alerts as well. [Update your Dallas College Emergency Alerts Information here](https://dccc.edu/resources/online-services/tutorial-videos/pages/emergency-contact-info.aspx). (dccc.edu/resources/online-services/tutorial-videos/pages/emergency-contact-info.aspx)

This information will not be shared and does not replace or update your personal emergency contact information, which is stored in your student record.

To update your personal emergency contact information visit [eConnect \(login required\)](#).

- Under the Credit Student Menu, scroll to the “My Personal Information” section and click on My Contact Information. Here, you can add or change a phone number in your student record including Emergency Contact Information.

## Title IX

Title IX of the Education Amendments of 1972 is a federal civil rights law enforced by the U.S. Department of Education's Office for Civil Rights (OCR). Title IX protects all people in federally funded educational programs and activities from gender-based discrimination, harassment, sexual misconduct, and retaliation. To report an incident, contact [Title IX](#). (dccc.edu/titleix)





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## Glossary of College Terms

**Academic Probation (AP) Restriction** - An academic probation restriction occurs when a student's academic standing drops below a 2.0 Cumulative GPA. At Dallas College, this restriction prevents a student from registering online. To enroll, you must first contact your advisor.

**Advisor** - In high school, this person is called a counselor. The college advisor is a staff or faculty member at the college who helps students set educational goals and select courses to meet those goals.

**Career and Technical Courses** - Courses that lead to a certificate or Associate in Applied Sciences Degree in a technical or occupational program. These courses are designed to aid the student in developing entry-level skills to be used in the job market. Consult an advisor regarding transferability if you plan to attend a four-year institution.

**Catalog** - The official listing of a college's practices and the policies and procedures enforced by the college. It includes a list of courses students can take, programs students can select from and degrees students can earn. Catalogs also may include general information about the college, such as important dates and enrollment requirements.

**Credit hours or semester hours** - The number of credits awarded for successfully completing a course(s). This number is determined by the type of class and the number of hours it meets per week. Check the [Catalog](http://dccc.edu/catalog/cattoc.cfm?loc=0) (dccc.edu/catalog/cattoc.cfm?loc=0) or the [current Class Schedule](http://dccc.edu/cd/schedules/pages/default.aspx) (dccc.edu/cd/schedules/pages/default.aspx) for the value of any course you wish to take.

**Dual credit** - Credit earned for both high school and college when concurrently enrolled high school students take courses at Dallas College.

**GOOD student** - A GPA of 2.0 or higher.

**Probation** - A warning to a student whose academic work or individual behavior is unsatisfactory. Students on probation may be suspended if their scholastic performance does not improve in future semesters.

**Syllabus (Syllabi)** - A guide identifying the specific requirements for a particular course. Students usually receive a syllabus for a course from the instructor at the beginning of each semester or summer term.

**TSI** - Texas Success Initiative. An assessment that determines college readiness in reading, writing and mathematics.



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## eConnect

eConnect is a web interface that provides students access to their academic and advising information online. You can use it to view My Advising Report, check grades and academic standing, and more.

You can view and print a copy of your unofficial transcript on eConnect by logging in to “My Advising Report.” Your unofficial transcript is a list of all credit courses that you have taken at Dallas College, your academic status, transfer work, and GPA.

1. Log onto **[econnect.dcccd.edu/advisingreport.html](http://econnect.dcccd.edu/advisingreport.html)**

**Credit Student**

eConnect Menu >> Credit Student Menu >> Log In

### Log In

Students: Please enter your seven digit Student ID number, password (case sensitive), and press Submit to log in.  
Employees: Please enter your Login ID (same as your desktop), password (case sensitive), and press Submit to log in.

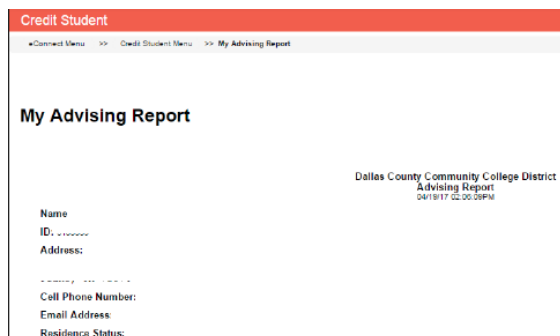
Please log in to view your advising report/student record.

Student/Employee ID:

Password:

Show My Password hint  
(If you have previously set up a password hint, leave Password blank to show Hint.)

2. You will need to Log In with your Student ID and Password. After typing in your Student ID and Password, click "SUBMIT."



3. You should now see your Advising Report.



4. To print, scroll down to the bottom of the page and click "Print My Advising Report."

NOTE: Keep your email and phone number updated in eConnect! Students will be notified via email and phone in the event of any college safety drills, emergencies, or closures.

## eCampus

eCampus/Blackboard is your online classroom where you will go to access course information. Content for both online and face-to-face classes will be found here.

### How do I log in to eCampus?

1. Visit [ecampus.dccd.edu](http://ecampus.dccd.edu)
2. Click on "Access Courses"
3. Find the "Login Here box"
4. Type "e" followed by your seven-digit Dallas College ID # for both USERNAME and PASSWORD.
5. You will then be prompted to change your password (for ease of access, you are encouraged to consider using the password you used for eConnect)



Short tutorials are available at [eCampus](#) on topics such as:

- [eCampus Student Overview](#) - (ecampus.support.dcccd.edu/student-tutorials/) \*Highly recommended
- Logging in to eCampus
- Changing your Password
- Submitting an Assignment
- How to Check your Browser for Compatibility with eCampus
- How to Clear your Cache and Cookies
- How to Best Save a File
- And more!

## Dual Credit Student Technical Assistance

High school students and dual credit instructors can contact the **Dallas College Help Desk** directly at **972-669-6555**.

- When calling, be prepared to provide your [Dallas College student ID number](#).
- Hours of operation are seven days a week, Monday-Sunday from 7 a.m.-12 a.m. (midnight).

You can also access assistance online. The eCampus customer service center can be found via web at [Technical Support](#) (dcccd.edu/techsupport)

If you need help with something on eConnect, you can try searching the [eConnect Help](#) (dcccd.edu/techsupport) page. For additional online assistance, you can visit the Dallas College [Technical Support Center](#). (dcccd.edu/techsupport)

## Checking Grades

Dallas College does not mail grade reports. You may access your final grades online through [eConnect](#). (econnect.dcccd.edu/index.jsp) Please note that an [email address](#) (econnect.dcccd.edu/index.jsp) is required in order for you to access your grades on eConnect. For information on when grades will be available, please see the FAQ: "[When will my grade\(s\) be posted?](#)". (district.custhelp.com/app/answers/detail/a\_id/137/~grade-posting)



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**Note:** You must have correct time/date and time zone settings on your computer in order to access your grades. For more information, please see the FAQ: [How do I check the time/date and time zone settings on my computer?](http://district.custhelp.com/app/answers/detail/a_id/430/~/checking-pc-time%2Fdate-settings) (district.custhelp.com/app/answers/detail/a\_id/430/~/checking-pc-time%2Fdate-settings)

#### Instructions for Checking Grades on eConnect

- Go to [eConnect](http://econnect.dcccd.edu/index.jsp). (econnect.dcccd.edu/index.jsp)
- Select the Current Credit Student Menu.
- [Log in](http://econnect.dcccd.edu/index.jsp) (econnect.dcccd.edu/index.jsp) to see all your menu options
- **Note:** You will need your 7 digit [Student ID#](http://econnect.dcccd.edu/myid.html) (econnect.dcccd.edu/myid.html) and password to log in.
- Select "Check My Grades" under "My Personal Information."
- Select the grade type (CR or CE) you wish to review.
- Select either a specific term you wish to review or select "All Terms".
- **Note :** If you are trying to view grades before a specific term is available, you must select "All Terms".
- Press the submit button.
- All Grades for the selected grade type and term (s) will be displayed.

**Note:** During a course, you can access grades for assignments, quizzes, and exams on eCampus.

#### What is considered a passing grade?

Grades of C or better are considered passing grades (check with your high school counselor regarding your high school's policy regarding Ds). Dual Credit students are held to the same academic standing requirements as regular college students and must maintain a 2.0 GPA (out of a 4.0) scale. Your GPA is recalculated at the end of each semester to reflect new coursework completed. The GPA is used to determine a student's academic standing.

**NOTE:** If your school district allows a "D" as a passing grade for high school credit, the college grade earned is what goes on your Dallas College transcript. Even though you may earn high school credit, you can be placed on Dual Credit probation/suspension and jeopardize your admissions/financial aid eligibility. Students will not be allowed to take the second course in a sequence or courses listing the



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first course as a prerequisite if a D is made in the first course (i.e. a student who makes a D in ENGL 1301 will not be allowed to enroll in ENGL 1302). Students must retake the course (at the expense of the student) and earn a C or better to move forward in the sequence.

## Grade Point Average (GPA)

Academic Standing is based upon GPA1. GPA1 is the overall or cumulative Grade Point Average of ALL courses attempted with Dallas College.

**GOOD academic standing equals a GPA1 of 2.0 or higher.**

Probation, or PROB, academic standing means your GPA1 is below 2.0. If placed on PROB, you must bring your GPA up to a 2.0 or higher by the end of the following semester or you will be placed on Academic Suspension and required to sit out of college classes for a semester. You may have to complete additional requirements.


### Calculating GPA

The second digit in a course number tells you the number of credit hours.

ENGL 1301 is 3 credit hours  
PHED 1164 is 1 credit hour  
BIOL 1408 is 4 credit hours

<u>Credit Hours</u>	X	<u>Grade (GPV)</u>	=	<u>Grade Points</u>
HIST 1 <u>3</u> 01		B (3)		9
ENGL 1 <u>3</u> 01		D (1)		+ 3
Total: 6				Total: 12

GPA is the **grade points** divided by the **course hours**.

$$12/6 = 2.00$$


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## Additional Information for Parents and Guardians

### How Parents Can Help Their Student Transition into College

The transition from high school to college can be challenging, but there are many ways parents can help. Below are some ideas for parents to show their support.

#### Before the start of the first semester

- Let your student know how proud you are that he or she is going to college.
  - Show them that you are behind them the whole way. They will never be too old or too grown up to appreciate your support.
- Make sure your student has gotten a meningitis vaccine if they will be taking classes on a Dallas College campus.

Verify that your student has provided all vaccine documentation to their high school counselor. Learn more on the [Meningitis Vaccine Requirement](http://dccc.edu/meningitis) (dccc.edu/meningitis) page.

- Keep asking questions through the summer.
  - Ask if your student has the needed books.
  - College students usually need a few school supplies, but you can ask if they have basic items like pens, pencils and notebooks.

#### After school starts

- Talk to your student about what they want to study and their career plans.
  - Help them decide what profession they want to go into by asking about their major choice and what they will do with the classes. Give them the benefit of what you have learned in your own career.
- Ask questions about how your student feels about college.
  - Your student may be nervous, excited or worried. Talk to your student about his or her emotions. You don't have to have all the answers, just listen and show your concern. Encourage your student to talk with instructors and advisors when difficulties arise. It is important that your student learns how to work through the issue on his or her own to gain conflict resolution skills that will be useful throughout life.
- When school starts, keep asking questions.
  - Ask about your student's classes and instructors.



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- Ask what they are studying.
  - Encourage your student to make new friends and get involved in campus clubs and activities.

Even as your student transitions into college and adulthood, you as the parent will always have a special place in his or her life. They still need your support. You can help your student have a happy and successful college experience.

## Helping Your Student Be Prepared

Your support is one of your teenager's most important resource. It doesn't matter whether or not you went to college - by encouraging your children and assuring them that college is important and that they can succeed, you can help them far more than anyone else.

### Prepare them for what to expect

College gives students a tremendous amount of freedom.

- No one is monitoring their progress on a daily basis.
- No one knows whether they're doing the assignments.

Students should be prepared to do most of their learning on their own.

- Self-motivation and discipline are important.
- A general guideline is that for every one hour spent in class, college students should spend two hours out of class reading, studying and completing assignments.

### Let them do it on their own

Early College High School or Dual Credit students are treated no differently than any other Dallas College student.

- There are no parent conferences.
- Communication regarding Dallas College students is restricted due to the Family Educational Rights and Privacy Act, FERPA.
- College is the time for parents to make the transition from being their child's primary advocate to becoming a supporter.
- Help your teenagers learn by instilling the message that their academic success depends on their taking responsibility for their own education and behavior.





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Visit the [FAQs for Parents](https://dccc.edu/high-school-students/dallas-promise/success-coach/pages/faq-parents.aspx) (dccc.edu/high-school-students/dallas-promise/success-coach/pages/faq-parents.aspx) page for more information.

