



Tarrant County College®
Success Within Reach.

Dual Credit Manual

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Directory of Dual Credit Offices

District Office May Owen Center
1500 Houston Street
Fort Worth, Texas 76102

Ismael (Richard) Vela, Director of Dual Credit and College Readiness
ismael.vela@tccd.edu or dual.credit@tccd.edu

Office Location: DMOC 1601-A
Office Phone Number: 817-515-5003

South Campus
5301 Campus Drive
Fort Worth, Texas 76119

Wendy Jasper, Director of Academic Affairs
wendy.jasper@tccd.edu

Demetrice Thompson, Coordinator of Special Projects
Demetrice.thompson@tccd.edu

Felisha Battles, Coordinator of Dual Credit
felisha.battles@tccd.edu

Office Location: SLIB 2210-A
Office Phone Number: 817-515-4412

Northeast Campus
828 W. Hardwood Road
Hurst, Texas 76054

Adam Goodman, Director of Academic Affairs
adam.goodman@tccd.edu

Anna Schubert, Coordinator of Dual Credit
anna.schubert@tccd.edu

Office Location: NBSS 1102
Office Phone Number: 817-515-6962

Northwest Campus
4801 Marine Creek Parkway
Fort Worth, Texas 76179

Cheryl Roberts, Director of Academic Affairs
cheryl.roberts@tccd.edu

Ebony Howard, Coordinator of Dual Credit
ebony.howard@tccd.edu

Office Locations: WADM 1203-D
Office Phone Number: 817-515-7283

Southeast Campus
2100 Southeast Parkway
Arlington, Texas 76018

Kristina Robisheaux, Director of Academic Affairs
kristina.robisheaux@tccd.edu

Yutanzia Berryhill, Coordinator of Dual Credit
yutanzia.berryhill@tccd.edu

Edward Hicks, Coordinator of Dual Credit
edward.hicks@tccd.edu

Teresa Sandoval, Coordinator of Dual Credit
teresa.sandoval@tccd.edu

Office Location: EMBF 1100-A
Office Phone Number: 817-515-3050

Trinity River Campus
300 Trinity River Campus Circle
Fort Worth, Texas 76102

Tara Firmin, Director of Academic Affairs
tara.firmin@tccd.edu

Shawn Johnson, Coordinator of Dual Credit
shawn.johnson@tccd.edu

Office Location: TRTR 3815-A
Office Phone Number: 817-515-1418

What is Dual Credit?

The purpose of Dual Credit is to allow eligible high school students to enroll in college courses and high school classes receiving both high school and college credit. Students can experience college-level courses either at the student's high school or Tarrant County College while continuing with their regular schedule. Participation in the dual credit program allows students to gain insight into the college academic experience and possibly shorten the time required to complete an associated or baccalaureate degree. Participation in this program will enable student to gain insight into the college education experience.

Benefits of Dual Credit

- **Save money!** Tuition at TCC is much more affordable than tuition at most other schools, even though the courses are the same, and the courses will likely transfer to public schools in Texas, and many schools nationwide.
- **Save time.** Dual credit students can have up to a sophomore standing in college by the time they graduate high school depending on the college credit hours earned. This means students *could* finish college faster. Taking a dual credit class gives students both high school and college credit.
- **Be better prepared for success in college.** Dual credit instructors are college instructors, and his/her course will be just as rigorous and challenging as it is for typical college students. The difference is that dual credit instructors are prepared to help students transition into college-level work, expectations, and responsibility.
- **Has an academic edge and more desirable to universities.** Once other colleges and universities see Tarrant County College transcript, they will know that dual credit students are academically capable as well as responsible students who accept challenges.
- **Gain familiarity with college expectations.** Dual credit students will be able to check tuition, online gradebooks, registration systems, attendance, and academic policies.
- **Utilize college facilities and resources.** As a college student, dual credit students have full access to TCC's resources such as check books out of TCC libraries, exercise in the gym, or use the computer labs.

Who can participate?

Students enrolled in a public high school, private, charter or home school who are ready to acquire college credit can participate. Students must meet the Texas Success Initiative testing standards or provide proof of exemption or waiver.

Dual Credit Program Considerations

- Parents and students should consider goals, maturity, responsibility, and academic ability levels prior to enrolling in the Dual Credit Program.
- Dual Credit classes require college tuition. Different high schools handle this differently, but all dual credit students must pay their college tuition.
- Students enrolled in a dual credit classes that are not able to complete the class must withdraw through TCC as well as the high school. The coordinator of dual credit and high school representative can assist with this process, but it is the student's responsibility to ensure they are withdrawn.
- Tuition is based on residency classification.
- Non-citizen and undocumented students *can and do* take dual credit classes. Additional documentation will be required. See your Coordinator of Dual Credit for details.
- Grades earned in Dual Credit classes are part of your permanent college transcript.
- Students must have the permission of their counselor, academic coordinator, or principal in order to enroll in Dual Credit.
- Dual Credit students must adhere to all established registration **deadlines** and to the dates set by their schools, for admissions, class registration, and payment if applicable.
- Attendance and participation in the college course is required; and should not be interrupted due to high school extra-curricular activities.
- College courses taught on the high school campuses are taught at the college level by college-credentialed faculty.

Students may decide not to participate if they:

- Are struggling with high school classes
- Feel overwhelmed with your current course load of and extra-curricular activities
- Are not ready to take on college-level course work and the responsibilities of being a college student.

Enrollment Recommendations

The following enrollment policies are in place in order to achieve academic success in the Dual Credit Program:

- Students in 9th – 12th grades are eligible to participate in Dual Credit.
- Students must test and pass the appropriate sections of the Texas Success Initiative Assessment (TSI-A) to meet prerequisites for each course OR be exempt from TSI Assessment based on ACT or SAT scores. Students enrolling in a TSI-A waived technical certificate program may be required to present high school assessment scores, such as

STAAR. All students participating in the Dual Credit Program must have test scores on file with TCC.

- High school students may enroll in a maximum of 15 hours per semester in courses that apply to a certificate, degree, or the TCC Core Curriculum, with approval from the high school and college. It is recommended students in their first semester of dual credit enroll in a maximum of two courses.
- TCCD will follow the college policy on maximum enrollment hours attempted per semester and it may restrict the number of semester hours based on college readiness, types of courses requested, or academic performance in dual credit courses.
- Students are subject to the “Academic Standing” policy outlined in the TCC catalog.
- After high school graduation, students who wish to enroll at TCC must follow all “first time in college” student processes; they must also submit a final high school transcript, which includes graduation date.

TCCD Core Curriculum

In order to provide a solid foundation for students’ education and to make transfer between colleges and universities as smooth and seamless as possible, each state-supported institution of higher education in Texas has adopted a core curriculum.

Components of the core curriculum can be transferred in a block from Tarrant County College to another Texas public college or university to be substituted for the corresponding core curriculum of the receiving institution.

Visit the TCCD Catalog for more information, [TCCD Core Curriculum](#)

Career and Technical Education (CTE)

Career and Technical Education Dual Credit courses can enhance a student’s education by providing hands-on experience. CTE Dual Credit provides opportunities to explore courses outside the core curriculum.

Visit [degrees and certificates](#) for more information.

Procedures and Guidelines

Application Process

All students must apply to Tarrant County College in order to become a student. An application must be completed before anything else can occur at Tarrant County College. Applications should be completed utilizing the [Apply Texas application](#). Please refer to TCCD website for [registration deadlines](#). Shortly after the application is complete, the student will receive an email with

instructions to utilize the myTCC email to retrieve his or her TCC ID number. Students will not be able to register for courses until all testing and required documentation has been submitted.

We recommend students without a social security number follow up with their high school representative and Tarrant County College Coordinator of Dual Credit to provide any available residency documentation. Residency for tuition purposes is established based on information provided on the application. Please contact the Admissions and Registrar's Office for further information on residency.

Visit the Apply [Texas application instructions](#) for more information.

Mandatory Pre-Assessment Activity

In order to ensure preparedness for college-level coursework, before taking the TSI Assessment, students must participate in a Pre-Assessment Activity that includes the following:

- An explanation of the importance of the TSI Assessment and how the assessment works;
- Practice test questions and feedback;
- An explanation of all your developmental education options, if you do not meet the minimum passing standard; and
- Information on campus and community resources that will help you succeed as a college student.

The Pre-Assessment Activity can be completed via the student [WebAdvisor account](#).

The TSI Assessment must be taken before you can enroll in any college-level course at any Texas public institution of higher education.

Visit the [TSI Testing](#) web page for more information.

Testing General Requirements, Exemptions and Waivers

The Texas Success Initiative (TSI) is a program designed to determine if a student is ready for college-level course work in the general areas of writing, reading, and mathematics.

Beginning August 26, 2013, the Texas Success Initiative (TSI) assessment was enacted for all Texas public colleges and universities. Any new student who did not earn credit through college course work prior to 8/26/13 or met a state approved exemption is subject to the TSI assessment requirement. Both the college and the high school representative should communicate testing needs to the students.

The TSI testing fee is \$29.00. If a student is currently in a Tarrant County high school or the student resides in Tarrant County, the testing fee can be waived. If a student needs to retake a portion of the TSI assessment, the fee is waived.

All Dual Credit students must take the TSI assessment prior to enrolling at Tarrant County College unless otherwise exempt or waived. Students can combine partial exemptions from two tests, such as SAT and ACT. Students must place at the college level in writing and reading for the majority of courses. College level math placement is required for math courses and some science and technical Dual Credit courses.

How do I interpret my TSI-A scores?

To satisfy TSI and course prerequisite requirements, you must meet or exceed the following college-ready scores:

Subject Area	College-Ready Score
Mathematics	350
Reading	351
Writing	Placement score of at least 340 <i>and</i> an essay score of at least 4 <i>or</i> Placement score of less than 340 <i>and</i> an ABE Diagnostic level of at least a 4 <i>and</i> an essay score of at least 5

Exemptions & Temporary Dual Credit Eligibility Status

TSI Exemptions

All students taking college-level courses must satisfy [Texas Success Initiative \(TSI\) Assessment requirements](#), unless they qualify for a TSI exemption, exception, or waiver.

Official documents must be submitted to the Admissions and Registrar Office for determining exemption. Exemptions are permanent and do not need to be renewed each semester.

Score Exempt

Students, who meet qualifying standards on the SAT or ACT, may be eligible for an exemption.

Test	Exemption Requirements	Expiration
SAT	<p>Test taken On/After March 5, 2016</p> <p>There is no combined scores, but you need: At least 530 on math for an exemption in math and/or At least 480 on the Evidence-Based Reading and Writing for an exemption in reading and writing</p> <p>Test Taken Before March 2016 A combined critical reading and mathematics scores of 1070 with: At least 500 on math for an exemption in math And/or At least 500 on critical reading for an exemption in reading and writing March 5, 2016</p>	Valid for 5 years
ACT	<p>A composite of 23 with: At least 19 on math for an exemption in math And/or At least on English for an exemption in reading and writing</p>	Valid for 5 years

Temporary Student Eligibility

Students, who meet qualifying standards on the PSAT, PLAN, ACT-Aspire, and STAAR may be eligible to take a dual credit course.

Test	Temporary Eligibility Requirements
PSAT (prior to October 15, 2015)	<p>Reading – 50 minimum score Math – 50 minimum score Combined Reading and Math – 107 minimum score</p>
PSAT (after October 15, 2015)	<p>Evidenced-Based Reading and Writing (EBRW) – 460 Math - 510</p>
PLAN	<p>English – 19 minimum score Math – 19 minimum score Composite -23 minimum score</p>
ACT-Aspire	<p>English – 435 minimum score Math – 431 minimum score</p>
STAAR	<p>English II – 4000 minimum score Algebra I – 4000 minimum score and at least a grade of 70 in Algebra 2.</p>

Student eligibility status requirements are only needed for the subject in which a student enrolls. Student eligibility status is temporary until a student completes and passes a dual credit course. At that point, the eligibility status becomes a permanent exemption for that section of the TSI Assessment. If the student does not receive a passing grade in the dual credit course, the temporary eligibility status is removed and the student must take the TSI Assessment or provide exempting scores. All test scores must be documented on an official document from the high school. Faxes, student score reports, or copies are not considered official.

Drop or Withdrawal Policies

We at TCC understand that sometimes students are not prepared for the commitment and discipline that it requires being successful in a college course. Students have the opportunity to consult with their instructor, counselor, and the dual credit coordinators to request a withdrawal from the selected class. It is the student's responsibility to contact their school counselor immediately if they are considering not completing a dual enrollment class. It is also the students responsible for making sure that the class has been dropped or withdrawn.

Special Circumstances

Bacterial Meningitis Documentation

Dual credit students taking classes at any Tarrant County College campus must provide proof of having the vaccination within the last 5 years or documentation of an exemption/exception. The vaccination must be administered at least 10 days prior to the start of the entering term. This is an admissions requirement for Tarrant County College and should be completed before registration. Visit [meningitis vaccinations web page](#) for more information.

Online Readiness

Dual credit students taking classes online must successfully complete an [online readiness assessment](#) at least 24 hours before enrolling in an online course.

Registration

Registration is to be completed via WebAdvisor.

**Prerequisites – In addition to meeting the college level placement required for each course, students should review the Tarrant County College Catalog for course prerequisite information. Prerequisites vary depending on the subject. Please refer to the [college catalog](#) for more information

Please note additional testing may be required for placement into higher-level math courses (above MATH 1314, College Algebra).

Dual/Concurrent credit students must be admitted to Tarrant County College and have all paperwork completed at the time of registration. This includes fulfilling vaccination requirements (if required), testing, and prerequisites. Students will need to act on their own behalf and will need to present a photo ID for any transactions at the college.

Visit the [visual guide](#) for more information.

Visit the [step-by-step video on how to register online](#).

Creating a WebAdvisor Account (Required to register and pay for courses)

- 1. Access WebAdvisor** by going to wa.tccd.edu
- 2. Locate your User ID.**
 - Click on User Name/Password Help
 - Click on “What’s My User Name?”
 - Enter your Last Name and Social Security Number (or TCC ID#)
 - Save your User Name (i.e. john. smith or john.smith123) for future use
- 3. Log in using your User Name and default password.**
 - Click “Log In”
 - Enter your User Name
 - For your password, use the LAST SIX digits of your Social Security Number or the LAST SIX digits of your TCC ID#.
 - **Create your new Password.** TCC has guidelines on what you should and should not include (they should be on the “New Password” screen). If you type in a password and hint, and the password is rejected for not meeting the standards, you will have to create a different password. *Make sure you also change the hint.*
 - Click “Submit”
- 4. Set up Password Security questions.** This is an important step, as these answers can help you in the event you forget your future password.
- 5. Congratulations!** You have successfully created a WebAdvisor account. This User Name and password will also be your User Name and password for Blackboard and TCC Web mail, as well as library and any other online resources.
- 6. If you forget your User Name or password,** click on User Name/Password Help, and use the hint to help you remember. If that doesn’t help, click on “Change Password (I do not know my password)” and follow the steps.

Tuition (Pay for Dual Credit Courses)

**** Please note some ISD's pay for dual credit courses. Check with your high school. ****

Pay for classes via WebAdvisor or at any [TCC Business Services](#) office.

Tuition is due prior to on/before the last day of registration. Courses not paid by the payment deadline may be dropped. Visit the [payment options](#) web page for more information. The student is ultimately responsible for dropping any unwanted classes.

All financial information, such as payment due reminders, will be sent through the student's myTCCD email address. Due to the Family Educational Rights and Privacy Act, TCC cannot discuss or release the student's financial record to anyone other than the student without the student's written authorization.

To authorize the release of financial records to a third party, students must have a [Family Educational Rights and Privacy Act Waiver](#) on file.

Undergraduate/Dual Credit Tuition Rates

Dual credit tuition rates are the same as TCC undergraduate rates.

To find more information about possible financial aid for dual credit courses, visit the [Financial Aid for Dual Credit](#) web page.

Residency Status for Tuition Purposes	Per Semester Hour
Legal resident of Tarrant County	\$59
Legal resident of any other Texas County	\$106
Legal resident of another state	\$255
Non-resident alien	\$255
Additional tuition charges for courses attempted 3 or more times (Third Attempt Rule effective starting Fall 2013)	\$60

Textbooks

****Please note some ISD's provide textbooks for dual credit courses. Check with your high school. ****

In addition to paying tuition and fees, students are responsible for purchasing the required textbooks and course materials. Course materials may be purchased from [Tarrant County College's bookstore](#) or from your preferred retailer.

Expectations and Responsibilities of the Student

Students participating in Dual Credit courses will be expected to follow all of the guidelines and procedures as our regular college-aged students. Students are expected to comply with the Student Code of Conduct, Board policies, laws, and/or Tarrant County College procedures. As an institution of higher learning, Tarrant County College encourages the intellectual and personal growth of its students as scholar and citizens. In order to maintain an environment where these goals can be achieved safely and equitably, the College promotes civility, respect and integrity among all members of the community. The College strives to guide the educational individual and social responsibility. Choosing to join Tarrant County College obligates each member to a code of civilized behavior.

Tarrant County College expects its students to conduct themselves in a manner that reflects upon the institution they represent. There are two (2) basic standards of behavior required of all students:

1. they shall adhere to Tarrant County College policies and municipal, county, state, and federal laws; and
2. they shall not interfere with or disrupt the orderly educational processes of Tarrant County College.

Students are entitled to only those immunities or privileges by law as enjoyed by other citizens, and neither lose their rights nor escape the responsibilities of citizenship. Tarrant County College may initiate the disciplinary process for an alleged violation of the Student Code of Conduct, Board policies, laws, and/or Tarrant County College procedures regardless of the student's current status with a municipal, local, state, and/or federal authority for the same act.

In the event any provision in this Student Code of Conduct conflicts with the law of the State of Texas or the United States of America, the state or federal law shall prevail.

Definitions of terminology used in the Student Code of Conduct can be found in the Student Handbook.

Classroom Rosters/Roll Sheets

Dual credit students are responsible ensuring they are enrolled in the appropriate course approved by their high school counselor/home school administrator. Please confirm with your professor you are on his or her Tarrant County College roster the first day of class. All course/section changes should be completed by the first day of class.

If students are not on the instructor's roster, they must contact the high school representative *and* coordinator of dual credit immediately. *Students may not continue to attend a class if they are not on the class roster. Instructors will refer the student to the high school counselor's office for directions.*

Grades

myTCC/Blackboard: Grades for every assignment and assessment, as well as average for the class, are available online via Tarrant County College's myTCC/Blackboard virtual learning

environment and course management system. Instructors may also put course content like handouts, notes, or assignments on myTCC/Blackboard. It is imperative students know how to log in to myTCC/Blackboard, WebAdvisor, and TCC Email. Check it daily. Ask the coordinator of dual credit or call the TCC Help Desk if additional assistance is needed when setting up or logging in to myTCC/Blackboard.

WebAdvisor: This is the site where students create passwords, change their address or phone number, locate their TCC ID Number, view TSI-A test scores, request official and unofficial transcripts, etc.

Any questions on grading policy or grading outcomes should be addressed directly with the professor. Please review the course syllabus carefully for specific guidelines, deadlines, and contact information for the professor.

To dispute an assignment or final course grade, follow the TCCD policy on grade disputes. The first point of contact is your instructor.

Visit [Students Complaints/Course Complaints](#) for more information.

Attendance and Absence Policy

Dual credit classes are governed by the TCCD policy on attendance, even when located at a high school campus. Dual credit students are expected to attend class according to the class schedule. Students must contact the high school counseling office and dual credit professor if they are unable to attend class. Conflicts between high school activities and dual credit course meeting times should be considered and addressed before enrolling in a Dual Credit course. The professor has the discretion to determine, if and how, a student will be allowed to make up work. Alerting the instructor early of an attendance conflict is critical.

Calendars may not be the same for high school and Tarrant County College. Dual credit students must follow the Tarrant County College calendar. Please notify or work with the professor if you have a conflict. Tarrant County College may hold classes at the high school if the high school building is open, even when high school classes are not in session.

Communicating With Your Instructor

Ask questions: While most high school teachers make sure students understand the course materials before moving on to another topic, dual credit instructors may expect the students to ask questions. Students who are struggling or need extra help should let the instructor know. Dual Credit instructors are there to guide the student's learning process and help answer any questions they may have.

Instructors Office Hours

- Office hours, traditionally, are times when a college instructor is in his or her office, available to meet with students for extra help, reviewing of essays or tests, providing feedback, or leading small group discussions. College students go to their professor's office hours on *their* own time, to get the extra help they need.
- Because of the unique transportation concerns and scheduling of Dual Credit classes, the instructor may offer non-traditional office hours. This might mean using extra time during your class periods, or meeting before or after class in the classroom or another place on your campus.
- No, matter what the schedule or the situation: Always email the instructor if there are questions or additional help is needed. Students should utilize the instructor's office hours if they have questions, need help, want more feedback about a graded assignment, or think extra instruction or tutorials will be beneficial.

How to send appropriate emails:

- Use the email address and contact information provided on the syllabus when communicating with your instructor.
- Use your myTCCD email account when communicating with an instructor.
- Address the instructor appropriately. (Dear Mr./Mrs./Dr./Ms.)...
- Include full legal name, TCC student ID number and the class and section information.
- Be concise and professional.
- Proofread before you send.
- Expect a response time of 24-48 hours.

Scholastic Dishonesty

Every member of the Tarrant County College community is expected to maintain the highest standards of academic integrity. All work submitted for credit is expected to be the student's own work. Tarrant County College may initiate disciplinary proceedings against a student accused of scholastic dishonesty. While specific examples are listed below, this is not an exhaustive list and scholastic dishonesty may encompass other conduct, including any misconduct through electronic or computerized means. Scholastic dishonesty shall include, but is not limited to, one or more of the following acts:

General Scholastic Dishonesty includes, but is not limited to, statements, acts, or omissions related to applications for enrollment, credit or class work, research, or the award of a degree; falsifying academic records; using annotated texts or teacher's editions; using information about exams posted on the internet or other electronic medium; leaving a test site without authority; failing to secure test materials; and/or submitting work that is not one's own. Students are expected

to record honestly and accurately the results of all their research. Falsification of research results shall include misrepresentations, distortions, or omissions in data or reports on research.

Plagiarism is the use of an author's words or ideas as if they were one's own without giving credit to the source, including, but not limited to, failure to acknowledge a direct quotation or patchwriting. In the preparation of all papers and other written work, students must distinguish their own ideas and knowledge from information derived from other sources. The term "sources" includes not only published primary and secondary materials, but also information and opinions gained directly from other people. Whenever ideas or facts are derived from a source, the source must be indicated by the student.

Cheating is the giving or receiving of information in an unauthorized manner during an examination or to complete an assignment; collaborating with another student during an examination without authority; using, buying, selling, soliciting, stealing, or otherwise obtaining course assignments and/ or examination questions in advance; unauthorized copying of computer or Internet files; using someone else's work for an assignment as if it were one's own; submitting or resubmitting an assignment in whole or in part (i.e., recycling an assignment) for more than one (1) class or institution without permission from each of the professors; or any other dishonest means of attempting to fulfill the requirements of a course.

Collusion is intentionally or unintentionally aiding or attempting to aid another in an act of scholastic dishonesty, including, but not limited to, failing to secure academic work; providing a paper or project to another student; providing an inappropriate level of assistance or unauthorized collaboration; communicating answers to a classmate about an examination or any other course assignment; removing tests or answer sheets from a test site; and allowing a classmate to copy answers.

Electronic Media Violations

Use of College computers and computing resources FLB [LOCAL]. Inappropriate use includes, but not limited to:

- a. Any unauthorized use of electronic or other devices to make an audio or video record of any person while on College premises without his/her prior knowledge, or without his/her effective consent when such a recording is likely to cause injury or distress. This include, but is not limited to, surreptitiously taking picture of another person in a gym, locker room, or restroom;
- b. Anonymous or forged e-mail messages;
- c. Unauthorized attempts to access another person's e-mail or similar electronic communications;
- d. Use of another's name, e-mail or computer address or workstation to send e-mail or similar electronic communications;
- e. Use of System e-mail or other network resources for commercial purposes or for personal financial gain;

- f. Access to restricted computing resources without authorization or use for purposes beyond the authorization;
- g. Transmission of copyrighted materials, without the written permission of the author or creator, through System e-mail or other network resources in violation of U.S. copyright law;
- h. Use of computing resources used in a manner that disrupts the work or educational environment;
- i. Intentional use of System computing resources to store, download, upload, display, print or e-mail computer images that constitute “obscene materials” as defined by Section 43.21 of the Texas Penal Code and that are not directly related to or required for a specific educational course or research project directly related to an educational program;
- j. The display or transmission of messages, images, cartoons or other messages or images that are sexually explicit or that demean a person on the basis of race, ethnicity, age, gender, national origin, disability, and/or religion, may constitute prohibited harassment under System policies;
- k. Upload or download of unauthorized materials to any System server; and
- l. Sharing of an account, password or other authentication device that was provided to permit access to restricted computing resources (*TCC Guidelines for Computing and Technology Resources*)

In cases where an incident report has been filed for an alleged violation of scholastic dishonesty, the faculty member is requested to delay posting a grade for the academic work in question until the case is final. A student found responsible for scholastic dishonesty offenses will receive an authorized disciplinary penalty or penalties from the Dean of Students Office. If the student is found responsible for a scholastic dishonesty violation(s), he or she may also receive an academic penalty determined by the faculty member, which may range from a grade of zero on the assignment to failing the course.

Visit the Student Handbook for complete information regarding academic dishonesty and student conduct policies.

Instructor’s Course Requirements

The Instructor’s Course Requirements (ICR) is the online document providing information concerning an individual faculty member’s requirements for a course. It is an important guide for students to navigate the course. It contains information on course textbooks, class schedules, assignments, grading standards, and other criteria specific to a particular instructor and section. The ICR may be edited by individual faculty members and constitutes an instructor’s official statement of course requirements to students. The ICR must be posted online *no later than the end of the first week of class* in a given semester. Students can access the ICR via WebAdvisor or within the student’s Blackboard course.

Resources Available to TCC Students

All student resources and services are detailed in the TCCD website. Below are some of the most popular or essential resources.

Student Accessibility Resources (SAR)

Student Accessibility Resources are offered on each campus to students with disabilities. Students who want to request accommodations should contact the SAR office at their TCC Campus. It is the student's responsibility to provide appropriate disability documentation on the College:

- South Campus 817-515-4554
- Northeast Campus 817-515-6333
- Northwest Campus 817-515-7733
- Southeast Campus 817-515-3593
- Trinity River Campus 817-515-1295

Student ID Card

This helps students access several resources at TCC and possible discounts at places like the movies. They are free and available at the Copy Center on each campus.

Required Documentation to obtain a Student ID:

- **Picture ID** (driver's license, passport, bank card with photo on card, student ID from high school)
- **Schedule and Fee Statement** (Can be obtained on WebAdvisor after registering and paying for courses. Instructions for printing Schedule and Fee Statement are below.)
- **TCC ID Number** (Needed if it is not printed on the Schedule and Fee Statement. Find your TCC ID Number on WebAdvisor.)

Contact the Copy Center at your TCC Campus:

- South Campus 817-515-4560
- Northeast Campus 817-515-6874
- Northwest Campus 817-515-7176
- Southeast Campus 817-515-3270
- Trinity River Campus 817-515-1035

Math, Science, Tutoring and Learning Labs and Writing Center

If you would like more one-on-one help with certain skills, or with essays you're working on, or even tests for which you are studying, you can visit TCC's tutoring centers. Call to find out whether you need an appointment, what services they offer, or if they have special programs. Most are open

for tutoring and skills help every school day. *The information listed below is subject to change. Consult the labs and tutoring website for the most up-to-date information and hours of operation.*

Library

Students wishing to check out books do additional research, or use computer and printing resources may visit TCC's campus Libraries.

- South Campus 817-515-4524 SLIB
- Northeast Campus 817-515-6627 NLIB
- Northwest Campus 817-515-7725 WTLO 3100
- Southeast Campus 817-515-3081 ESED 1200
- Trinity River Campus 817-515-1220 TREF 2302

Student Health Services

Each campus maintains a nurse-directed Health Center to promote a positive and balanced lifestyle for an enhanced collegiate experience. Students are encouraged to utilize their campus Health Center, which provides confidential services free of charge with the exception of a nominal fee for flu shots. The Health Center offers the following services:

- Treatment for minor illness and injuries
- Over-the-counter medications
- Referrals to health care providers, specialists, or community agencies
- Blood pressure monitoring
- Weight monitoring
- Health counseling
- Health education
- Flu shots (nominal fee)

*****Dual Credit students under 18 years of age must submit the Health Services Form Consent to Emergency Treatment for Minor Student to the TCC Campus Health Services Office to receive services.*****

Contact Health Services at your TCC Campus:

- South Campus 817-515-4531
- Northeast Campus 817-515-6056
- Northwest Campus 817-515-7672
- Southeast Campus 817-515-3591
- Trinity River Campus 817-515-1059

When (And Whom) To Ask for Help

If you are failing, or in danger of failing: Talk to your instructor first. Ask what things you might be able to do to raise your grade. Do not, though, expect this will always be possible. It depends on what you're missing and how much longer is left in the semester. Your instructor does not have to help you pass, but most times, there is a remedy for students who are willing to work.

If you are going to fail, no matter what: Talk to your counselor or academic coordinator. They may recommend you drop the class, depending on how far into the semester you are. (The drop deadline is posted on the campus calendar, and is usually about 12 weeks into the semester).

If you are moving or have to change your schedule: You must meet with your counselor or academic coordinator, because dropping the class or withdrawing from the high school *does not* remove you from the college class. If you do not withdraw from the college, you will continue to receive zeroes and absences, which will likely result in a failing grade on your transcript. Your counselor or academic coordinator will help you figure out what to do and help you make sure you get it done.

If you decide to drop a course, contact your high school counselor. After the request is made, be sure to verify the drop has processed by checking WebAdvisor.

If you cannot log in to WebAdvisor or Blackboard: Ask your dual credit counselor or call the Help Desk. You are missing important information about your class, your grades, and perhaps even announcements or course information in your email.

Requesting a Transcript

- A college transcript is an official document that contains a student's permanent academic record.
- When a student wishes to transfer credits from TCC to another college or university, that student must request an official transcript.
- You can request a transcript:
 - Through WebAdvisor
 - In person at the Admissions and Registrar office
 - You must provide the address of the institution to which you are sending your transcript.
- Allow at least a week between the time the request is sent before expecting the other institution to have received it.
- All seniors must request and submit a final TCC transcript to their dual credit counselor before being cleared for graduation.

Student Account Center

The Student Account Center is a student financial system designed to help students better manage their student account activity. Some of the features include payments by Automated Clearing House (ACH) or debit/credit card, payment plan enrollments, storing payment methods, or assigning authorized users. Students may access the Student Account Center through [WebAdvisor](#) by selecting the “Student Account Center” link located under the Business Services heading. Please visit the [Student Account Center](#) website for the most updated information.

Refunds

Refunds for dual credit courses will follow the state-mandated refund policy. For further information visit the [refunds](#) web page.

Third Attempt Rule

An **additional tuition** charge of **\$60 per credit hour** will be assessed for courses attempted three or more times. The fee is subject to change each year upon action of the Texas Higher Education Coordinating Board. This includes courses attempted through the Early College High School program. The student will be responsible for paying any [third attempt](#) charges.

Prior Term Balances

Per Texas Education Code 54.007(2)(d): A STUDENT WHO FAILS TO MAKE FULL PAYMENT OF TUITION AND MANDATORY FEES, INCLUDING ANY INCIDENTAL FEES, BY THE DUE DATE MAY BE PROHIBITED FROM REGISTERING FOR CLASSES UNTIL FULL PAYMENT IS MADE. A STUDENT WHO FAILS TO MAKE FULL PAYMENT PRIOR TO THE END OF THE SEMESTER OR TERM MAY BE DENIED CREDIT FOR THE WORK DONE THAT SEMESTER OR TERM. It is the student’s responsibility to be aware of the tuition payment schedule for each term. TCC will not accept checks as a form of payment for prior term balances.

Financial Responsibility Agreement

The Financial Responsibility Agreement (FRA) provides relevant information about the College’s official financial policies and what is considered the responsibility of the student. Students will be asked to acknowledge the document every 120 days of accessing the online system. Students are encouraged to read the document to stay informed on the College’s policies concerning areas such as tuition payment, past due balances, third party collections, refunds, Telephone Consumer Protection Act (TCPA), Family Educational Rights and Privacy Act (FERPA), and dual credit. Students may access the FRA at all times through the “Financial Responsibility Agreement” link under the Business Services heading in [WebAdvisor](#).

IRS Form 1098-T

Please see below for instructions on the Form 1098-T and dual credit. According to IRS guidelines, all students must provide a Tax Identification Number (TIN) to the school for tax purposes. For the most up to date information on the [Form 1098-T](#) web page.

1. What is the Form 1098-T?

- a. The 1098-T is used by eligible institutions to report information on their students to the IRS as required by the TaxPayer Relief Act of 1997.
- b. Institutions are required to submit various student information to the IRS, including the TIN (tax identification number), along with qualified tuition and related expenses for applicable students.
- c. It is generated to assist students with receiving a possible tax credit on paid tuition and related expenses. However, it does not guarantee that a student is eligible to receive the credit.
- d. As the institution, we cannot give tax advice. However, we encourage students to use their own financial records and to speak to a tax advisor on claiming the tax credit.

2. Will the dual credit/early college high school student receive a 1098-T?

- a. If the student registers for eligible courses, the student may receive a 1098-T form. Currently, activity is based on registration activity (Box 2). However, this is subject to change for the 2018 tax year.
- b. As stated in question 1, receipt of the form does not guarantee the student will qualify for a federal income tax education credit.
- c. The tax credit is for tuition paid by the student. If the student does not pay TCC directly for their tuition, please consult a tax advisor.
- d. Depending on the financial activity as of 12/31, a dual credit or early high school student may receive a 1098-T even though the student's tuition is exempted or fully sponsored by the high school. Once again, receipt of the form does not guarantee the student will qualify for the tax credit.

3. Is the dual credit/early college high school student required to submit their TIN (tax identification number) to TCC?

- a. As with any other college student, the student is required by the IRS to submit their TIN (most commonly the social security number) to the school for 1098-T purposes.
- b. Even if the student is not expecting a 1098-T at this time, it is recommended that the student provide the TIN in case they return to TCC in the future (after high school graduation).
- c. For further information, please visit the [IRS website](#).

4. **When are the 1098-T forms released to students?**
 - a. The Form is released electronically in mid-January to students with eligible tuition.
 - b. Students who do not opt-in by the deadline for the electronic version, will receive a mailed copy by the end of January.

5. **How will the student know if they have a 1098-T available?**
 - a. The student will receive a notice through their myTCCCD email when the form is available electronically.
 - b. All financial notices are sent to the student through their myTCCCD email address.

6. **How can the student find additional information about the 1098-T?**
 - a. [TCC 1098-T webpage](#)
 - b. [1098-T FAQs](#)
 - c. 1098-T email requests: 1098T.requests@tccd.edu
 - i. Only generic information can be given to the student by email.

7. **Can the student speak to someone about the 1098-T?**
 - a. 1098-T hotline: 817-515-1098
 - b. After hearing general 1098-T information, press 9 to speak to a representative.
 - c. *Please be advised, TCC can only speak the student about any financial information on the account due to the Family Educational Rights and Privacy Act.*
 - d. The student must complete a [Waiver of Academic Privacy](#) to allow TCC to speak with a third party concerning their financial records.

Family Educational Rights Privacy Act of 1974 (FERPA)

FERPA is a Federal law (ACT) that protects the privacy of student education records. It provides students the right to:

- Inspect and review educational records;
- Request to amend inaccurate or misleading records;
- Consent to disclosures of personally identifiable information contained in their records;
- File a complaint with the U.S. Department of Education concerning alleged failures by the institution to comply with this law.

For specific information, see the Tarrant County College catalog.

In compliance with FERPA, information classified as “directory information” may be released to the general public without the prior written consent of the student.

Directory Information:

- Student name
- Student address
- Major field(s) of study
- Participation in officially recognized activities and sports
- Dates of attendance/enrollment
- Full-time or part-time enrollment status
- Previous educational institution(s) attended
- Degrees and awards received and dates granted

A student may request directory information be withheld from the public by completing and filing a written request with the Admissions and Registrar Office. Filed requests are valid until revoked by the student in writing. If no request is filed, directory information will be released upon inquiry.

While FERPA gives parents certain rights with respect to their children's education records, these rights transfer to the student when he or she reaches 18 or begins attendance at Tarrant County College, either on site, through distance learning, or in high school as a Dual Credit student (regardless of age). Parents can obtain directory information only at the discretion of the institution. Parents can obtain non-directory information only with the written consent of the student. Tarrant County College has designated the Admissions and Registrar Office as the records official for all student academic records and transcripts.