



Levelland High School

Levelland Independent School District

... Lobas & Loboettes

Levelland High School Dual Credit Handbook

2017-2018

Dear Levelland High School Parents and Students,

Three kinds of SPC classes that are for high school credit can be taken during the school day and counted as a school day class for attendance.

1. Classes in the core curriculum (math, science, English Language Arts, and social studies) and other classes that are required for graduation, but are not taught on the LHS campus for dual credit. These classes can be taken on the internet during the school day.
2. Classes taught by LISD High School staff that includes both the state mandated TEKS and Higher Education Coordinating Board course requirements.
3. Classes that are a part of the LISD Course Articulation Agreement with SPC that are only taught on the SPC campus. These courses need careful consideration please review the list of High School Equivalent course listed below.

A list of these classes is provided in this handbook. Please note that other classes may be added as additional agreements are completed with South Plains College.

If a student drops a class at SPC, or is dropped by SPC or the professor, to avoid credit loss students must notify LHS counselor within two days of this course change. LHS counselors will enroll the student in an equivalent high school class so the student can get the high school credit required to graduate. Failure to notify in a timely manner could result in loss of credit for the current year and the need to begin the class the following semester. *Note: If any class is dropped after the official 12th class day, it could affect students' future academic standing or financial aid eligibility.*

Courses offered through Texas Virtual School Network (TxVSN) are also available for dual credit.

Counselor will need to approve these courses prior to enrollment.

See counselor and Course Catalog for more information. <http://www.txvsn.org/portal/StudentsParents.aspx>

Any course taken for high school credit or high school dual credit by correspondence or from any college or university other than South Plains College must have prior approval from the Levelland High School principal. Without this prior approval the course credit can be denied by the LHS principal.

Eligibility Requirements:

1. Meet established admissions requirements at SPC as well as appropriate prerequisites for any course.
2. Comply with the state-mandated Texas Success Initiative (TSI) Program.
3. Take placement test prior to enrolling.
4. Complete the Dual Credit/Early Admissions Approval acquiring the appropriate school and parental signatures.
5. Pay the reduced costs associated with taking a dual credit college course(s).

It is the policy of the Levelland Independent School District not to discriminate on the basis of race, color, sex (including pregnancy), national origin, religion, age, equal pay, genetic information, veteran or military status, persons with disabilities, or any other legally protected status in its educational and career and technical education programs, activities, or employment practices as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975, as amended; and Section 504 of the Rehabilitation Act of 1973, as amended.

Es la política del distrito escolar de Levelland no discriminar sobre la base de raza, color, sexo (incluyendo embarazo), origen nacional, religión, edad, igualdad de remuneración, información genética, veterano o situación militar, las personas con discapacidades, o cualquier otra condición protegida legalmente en su educación y carrera y programas de educación técnica, actividades o prácticas de empleo según lo requerido por el título VI de la ley de derechos civiles de 1964, según enmendada; Título IX de las enmiendas de Educación de 1972; la ley de discriminación de edad de 1975, enmendada; y la sección 504 de la ley de rehabilitación de 1973, según enmendada.

Robbie Phillips
Levelland High School Principal

STUDENT'S HIGH SCHOOL SCHEDULE FOR DUAL CREDIT CLASSES

1. The high school daily class schedule for students taking SPC classes for high school dual credit will reflect a class period for the SPC classes in which the student is enrolled only if the SPC classes being taken for high school credit is a class in the core curriculum (math, science, English Language Arts, and social studies) or other elective courses, but is not taught on the LHS campus for dual credit or the class is only offered on the SPC campus.
2. Students enrolled in SPC internet classes during the school day will have an assigned room to report to daily and attendance will be taken. They will be expected to remain in the classroom and work on their SPC internet class during that class period.
3. TSI compliance assessment must be taken and passed prior to course enrollment. If student has not met SPC enrollment requirements prior to the first day of the SPC course, student will be scheduled out of the class and into a LISD class (pre-calculus is an exception to this rule).

LEVELLAND HIGH SCHOOL ADDITIONAL REQUIREMENTS:

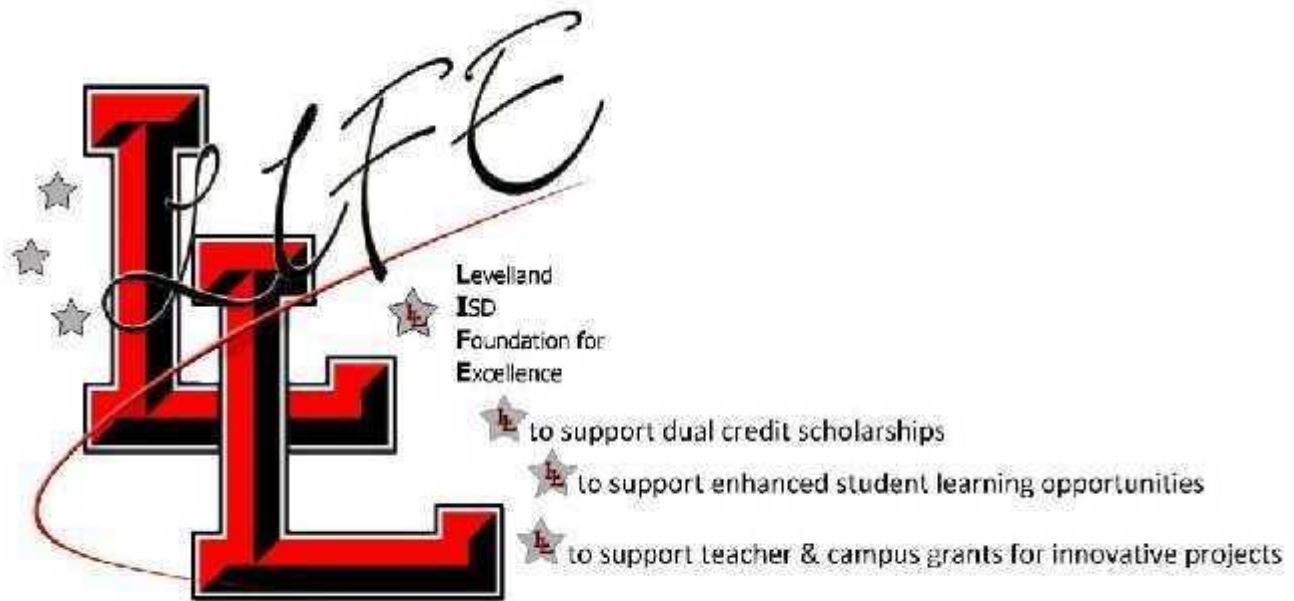
- Bring proof of enrollment (an unofficial transcript...or any document showing which classes you have enrolled for) **AND** proof of payment to the LHS Counseling Center.
- LHS counselors will adjust your high school schedule to accommodate your SPC classes so you have time in your high school day to do your SPC classes.***

DROPPED COLLEGE CLASSES BEING TAKEN FOR DUAL CREDIT

1. If a student who has enrolled in an SPC dual credit class that is being taken to receive credit for a high school course that is in the core curriculum (math, science, English language arts, social studies) and is a course required to graduate and then wish to drop the class, the student **must**:
 - a. Come to the LHS Counseling Center, get a **South Plains College Dual Credit Drop Request**, fill it out and get it signed by a LHS counselor and LHS counselor will turn it in to SPC registrar. Students **must** drop classes through the counselor.
 - b. Provide Levelland High School counselors with the grade the student had at the time the class was dropped. (Students can download the grade off the SPC Blackboard site).
 - c. If the student is dropped by the professor, the student **must notify** the LHS counseling staff and provide the grade the student had at the time the drop took place.
2. At the time the SPC class is dropped, the student will be enrolled in the equivalent Levelland High School course and the teacher will be provided the grade from SPC at the time the student dropped the class. The LHS teacher then can use the grade as the "transfer in" grade for the student. If the LHS class the student is enrolled in is not identified as "advanced" for ten points, the student will not receive ten points for the class.

DUAL CREDIT CLASSES TAUGHT ON THE LEVELLAND HIGH SCHOOL CAMPUS ARE EXEMPT FROM THESE REQUIREMENTS.

LEVELLAND HIGH SCHOOL DUAL CREDIT REIMBURSEMENT



Levelland ISD has established a Tuition Reimbursement Policy to provide financial assistance to students for college dual credit classes. This assistance is made possible through the generous contributions from the LIFE's dual credit scholarship program.

The timelines listed below must be followed for reimbursement.

REIMBURSEMENT PROCEDURES

1. Confirm course eligibility for reimbursement – refer to LHS Course List.
2. Pay tuition and fees.
3. Textbooks will be provided by LHS Counseling center if available. NOTE: If books are not available through the counseling center, students are responsible for purchasing the textbook and reimbursement will be available at completion of the course (book must be returned to the counseling center to be eligible for reimbursement).
4. After the student has successfully completed the course (must have received SPC credit), bring proof of received credit and receipts for the cost of the course, fees, and textbooks to the LHS Counseling Center along with the completed Reimbursement Form.
5. Requests for reimbursement must be received by LHS Counseling Center by the following dates:
 - a. Courses taken in the SPC Fall term –received by March 30
 - b. Courses taken in the spring term – received by June 30.
 - c. Courses taken in the SPC first summer term-----received by August 10
 - d. Courses taken in the SPC second summer term----received by September 10
6. Reimbursement checks will be made payable to the student named on the SPC receipt and mailed to the address on the SPC receipt unless otherwise noted. Please allow sixty (60) days for the reimbursement check to arrive.

Reimbursement will only be made for classes that are identified on the Course List or those given prior approval by the LHS principal or counseling office. Students must register for the course through the Levelland High School dropdown box on the SPC website. Reimbursement will be made only for that discounted rate. Course enrollment not through the Levelland course options will be charged at SPC's full rate but not reimbursed at this rate.

NOTE: If Levelland ISD pays for a textbook, the textbook must be returned to the LHS Counseling Center at the end of the semester.



**LEVELLED ISD
DUAL CREDIT REIMBURSEMENT**

Please log onto
https://campusconnect.southplainscollege.edu/cc3_scripts/cc_server.exe

Print a copy of the following items:

- *Account Information (this will show all payments made to college)*
- *Unofficial Transcript*

You will also need to send original or copies of book receipts.
Textbooks must be returned to Counseling Center to receive reimbursement

All required paperwork must be attached to this form before submitting for reimbursement.

**RETURN ALL ITEMS TO STACEY WADDILL or SUSAN SMITH (COUNSELORS) AT
LEVELLED HIGH SCHOOL**

Current Mailing Address

Date

Parent Signature

REIMBURSEMENT CHECK WILL BE PROCESSED AS QUICKLY AS POSSIBLE -- PLEASE ALLOW
SIXTY (60) DAYS

STAFF ONLY:

CHECK THAT ALL ITEMS HAVE BEEN RECEIVED:

Yes or N/A

- Textbook Turned in the LHS Counselors
- Proof of Payment
- Unofficial Transcript
- ORIGINAL OR COPY OF BOOK Receipt

TOTAL: \$ _____

Date Received

Staff Signature

	WLDG 1428	Introduction to Shielded Metal Arc (2 class periods--1st semester)	4	Welding I	2	SPC Campus	Pre-paid by District
	WLDG 1430	Intro to Gas Metal Arc (2 class periods--2nd semester)	4	Welding I		SPC Campus	Pre-paid by District
	WLDG 1457	Intermediate Shielded Metal Arc (2 class periods--1st semester)	4	Welding II	3	SPC Campus	Pre-paid by District
	WLDG 1412	Intro to Flux Cored Arc Welding FCAW (2 class periods--2nd semester)	4	Welding II		SPC Campus	Pre-paid by District
	AUMT 1201	Intro and Theory of Automotive Tech (2 class periods--1st semester)	2	Automotive Basics	1	SPC Campus	Pre-paid by District
	AUMT 1407	Automotive Electrical Systems (2 class periods--2nd semester)	4	Automotive I: Maintenance and Light Repair	2	SPC Campus	Pre-paid by District
	CSME 1401	Cosmetology I (2 class periods--1st semester)	4	Cosmetology I	3	SPC Campus	Pre-paid by District
	CSME 1405	Cosmetology I (2 class periods--2nd semester)	4	Cosmetology I		SPC Campus	Pre-paid by District
	CSME 1443	Cosmetology II (2 class periods--1st semester)	4	Cosmetology II	3	SPC Campus	Pre-paid by District
	CSME 2310	Cosmetology II (2 class periods--2nd semester)	3	Cosmetology II		SPC Campus	Pre-paid by District
	RBTC 2310	Robotics (2class periods) Must be taken with Essentials course	3	Robotics I & II	1	SPC Campus	Yes
	CPMT 1305	Essentials I PC (2 class periods) Must be taken with Robotics course	3	Robotics I & II	1	SPC Campus	Yes
	ACCT 2301	Principles of Accounting I	3	Accounting I	1	SPC Campus and Online	Yes
	AGRI 1329	Principles of Food Science	3	Food Processing	1	SPC Campus and Online	Yes
	PSYC 2314	Lifespan Growth and Development	3	Human Growth and Development	1	SPC Campus and Online	Yes
	HECO 1322	Personal Nutrition	3	Lifetime Nutrition and Wellness	0.5	SPC Campus and Online	Yes
	HITT 1305	Medical Terminology I	2	Medical Terminology	1	SPC Campus and Online	Yes

LEVELLAND HIGH SCHOOL DUAL CREDIT CLASSES OFFERED BY SOUTH PLAINS COLLEGE

All classes available at South Plains College may not be offered every semester by South Plains College. Levelland High School does not select which classes SPC offers.

Levelland High School will only recognize and transcribe SPC course credit if the high school equivalent course does not already appear on the student's LHS transcript. Please check the list of course and your transcript to determine eligibility to enroll. All high school and SPC prerequisites must be met prior to enrollment.

Dual credit courses (SPC classes) receiving ten points are identified with a yes in the first column. These extra point will not appear on the transcript but will be averaged in during GPA calculations. All other dual credit courses replacing graduation requirements in the enrichment curriculum **DO NOT** receive ten points for grade point calculation.

This list is subject to change at any time.

Texas Success Initiative (TSI)

The TSI Assessment is a program designed to help your institution determine if you are ready for college-level course work in the general areas of reading, writing, and mathematics. This program will also help determine what type of course or intervention will best meet your needs to help you become better prepared for college-level course work if you are not ready.

If you are not exempt from taking the TSI Assessment, you will be asked by your college or university to take three tests: one in mathematics, one in reading and one in writing. Where necessary you may be given an additional diagnostic test in a particular subject. This test is designed to provide more detailed information regarding your academic strengths and weaknesses.

These assessments include multiple-choice questions that are aligned to the Texas College and Career Readiness Standards. For the writing assessment it's likely that you will be asked to write an essay.

The assessments are computer adaptive, which means that questions increase or decrease in difficulty level depending on how you respond. The assessments are untimed, however, it is important to allow yourself enough time to complete each test because the results are a key factor in determining the course or courses in which you can enroll. When you complete the assessment, you immediately receive information on your score and your skill or proficiency levels.

TSI Assessment in Mathematics

This test is a multiple-choice assessment that covers four content areas. Elementary Algebra and Functions, Intermediate Algebra and Functions, Geometry and Measurement, and Data Analysis I Statistics and Probability.

TSI Assessment in Reading

This test is a multiple-choice assessment that covers four content areas: Literary Analysis, Main Idea and Supporting Details, Inferences in a Text or Texts, and Author's Use of Language. There are approximately 24 items on the TSI placement test and 10 to 12 items in each section of the TSI diagnostic test.

TSI Assessment in Writing

This is a multiple-choice test which measures your skills in four content areas: Essay Revision, Agreement, Sentence Structure, and Sentence Logic. There are approximately 20 items on the TSI placement test and

10 to 12 items in each section of the TSI diagnostic test.

Essay Section

You may be asked to write a five-paragraph persuasive essay (approximately 350-500 words) on a controversial issue or one of current interest. You will be expected to clearly state a main idea and provide specific examples and details to back up your main idea, as well as follow conventions of Standard English. You will not be allowed to use a dictionary or other outside resources. But you may use plain scratch paper (provided at the testing center) to plan your essay and write your rough draft(s)

Texas Success initiative (TSI)

Students who wish to enroll in dual credit courses must first satisfy state mandated TSI requirements. Students must take all portions of the TSI and pass the required section(s) for the course they are taking dual credit.

TSI Assessment		
<i>Reading</i>	<i>Writing</i>	<i>Math</i>
351	4 (essay)/363 or a 5 or higher on the essay	350
SAT Exemption ⚡ must meet the composite with ELA and/or Math**		
<i>Composite</i>	<i>ELA</i>	<i>Math</i>
1070	500	500
ACT Exemption ⚡ must meet the composite with ELA and/or Math		
<i>Composite</i>	<i>English</i>	<i>Math</i>
23	19	19

****SAT scores only valid if tested before Jan. 23, 2016**

Restricted Courses:

US History 1301, 1302
 English 1301, 1302
 College Algebra
 Pre-Calculus
 Government 2305, 2306
 Economics 2301

Section to Pass:

Reading
 Reading and Writing
 Math
 Math
 Reading and Writing
 Reading and Writing

Check with LHS counselors to check for other restricted courses.

Levelland High School will take Juniors and any Sophomores/Freshman that are interested in dual credit in the Spring semester to SPC to take the TSI test.

The test is not timed. You are not permitted to bring calculators, study or reference materials, or study aids into the testing room. The test center will provide scratch paper.

Test Prep and TSI practice tests can be found at:
www.collegeboard.org/texas-sample-questions

Tips to be a Successful SPC Distance Learning Student

Is the course a subject in which you are strong?

If you are contemplating taking a class that you dislike or do not have a strong foundation already, you would be more successful taking the class in a traditional format as opposed to an internet class.

Do you ask questions immediately if you don't understand something, or do you get frustrated before asking for help?

In a distance education course (ITV or internet), you must take the initiative to contact your instructor to ask a question. Answers to questions may not be immediate from the instructor and if it is done in an email format, additional follow-up may be required to obtain a complete answer to your question.

Will you miss the interaction with your teacher and peers?

Some students may feel isolated in a distance education course due to the lack on interaction with classmates or the instructor. If that is the case, a traditional face to face class would be a better option.

Do you have sufficient time to complete the course?

If you are trying to add this course to an already crowded schedule, the tendency to give distance education courses a lower priority can result in lack of success in the class. A campus course (ITV) that meets three times a week will take an average of six hours of preparation per week. For those courses (internet courses), not meeting a traditional schedule students can expect to spend an average of nine hours per week on the course work. Look at your schedule to insure that you are able to allow the necessary time to be successful in the course.

Do you communicate with your instructor?

When taking a distance education course (ITV or internet), you must take the initiative to ask your instructor questions if you do not understand the material. Responses from the instructor may not be instantaneous; and you must learn to move on to other material while waiting for your instructor to respond.

General Requirements:

Most internet courses require strong learning and technical skills for a student to be able to be successful in the class. A student must also have strong reading and writing skills, as well as being able to understand material without direct teaching. Most of the internet courses will require at least 9 to 12 hours per week for the student to be able to complete the required work. It is imperative that the student have regular access to a computer with internet access in order to complete the assignments. Most online courses will require weekly online assignments, bulletin board postings, and interaction with the professor and/or classmates.

Are you a student who is...

A self-starter with strong study skills who can self-direct your learning?

A person who works independently, without procrastinating, and is able to follow deadlines?

A person with a strong reading background where comprehension of material read is enjoyable?

A person with adequate computer skills to allow for completing assignments online?

A person with strong writing skills who can adequately express your thoughts to another person through your writing of essays, papers, or other written tasks?

A person who is able to recognize the need for outside assistance from the professor and who is willing to make the necessary contacts to gain assistance?

A person who can spend the required hours each week working on the class assignments?

If your answer to all of the questions was "YES", then you are a person who may benefit from taking an online course. If you answered any of the questions with "NO", then you may want to do some further investigating before deciding to take online courses. You may want to talk with others who have previously taken the online courses or to the professor to see if the course would be appropriate for you.

Netiquette

Keep your posts short unless given a specific assignment by your instructor.

Make sure all language is appropriate. Show respect for your fellow students and your instructor.

Always sign your name to your messages. Some email addresses don't include the person's name and you have no clue who is sending you a message.

When sending messages to your instructor, include the course number in the subject. That helps the instructor identify what class you're in with just a glance.

Don't use all capital letters when writing messages. It is the equivalent of shouting on the internet.

Don't forward anyone's email unless you have permission.

Communicating with Professors

Use professional language. This is your professor so stay away from texting lingo.

Give your professor time to respond. Follow their communication policy and remember that just because you are up late doesn't mean they will be.

If you don't understand some of the material, ask for help! Professors can't see your face to know if you are confused; so you must communicate when you don't understand something.

Let your professor know if you will be unable to check-in to class. They can tell when and how often you check-in to the class and some calculate that into your participation grade.

Organization

Keep your notes and assignments well organized both on your computer and with anything you print off. Since you essentially have one "classroom" it can be easy to get course materials mixed up.

Keep one calendar that has assignment deadlines written on it so that you can plan ahead and allow plenty of time to complete assignments.

Have a designated area in your home where you can study and not be bothered. Keep this area organized so that you know at all times where material for each of your classes is located.

Give yourself plenty of time to get online, do the work and submit assignments before the deadline. Don't lose track of time on the internet.

Online classes are not easier, so allow plenty of time during the week to study and complete assignments.

South Plains College Dual Credit

4 Easy Steps to Get Started

1. **SPC Admissions Application** (done only once) at: <https://www.applytexas.org>.
2. **Dual Credit Course Approval Form (done every semester)**. Please pick one up from your high school counselor or visit www.southplainscollege.edu and choose Programs of Study and Dual Credit.
3. **Official High School Transcript** (done once a year before the fall term).
4. **TSI Test Scores** (valid for 5 years from test date). You may also use SAT or ACT scores, if you have them.

For more information please contact:

Ron Spears, Dean of Distance & Continuing Education
(806)716-2340 or rspears@southplainscollege.edu **JimAnn Batenhorst, Continuing & Distance Education Specialist**
(806)716-2503 or jbatenhorst@southplainscollege.edu
Kasey Reyes, Administrative Assistant
(806)716-2341 or kreyes@southplainscollege.edu
Mailing: 1401 College Avenue, Box 6, Levelland, TX 79336

OTHER CONTACTS AT SPC

Registration, Grade Questions

Andrew Ruiz, Registrar
aruiz@southplainscollege.edu
806-716-2371

Vanessa Olivo, Secretary to Registrar
volivo@southplainscollege.edu
806-716-2372

Business Office, Tuition Payment Questions

Nanette Blair, Director of Student Business Services Coordinator
nblair@southplainscollege.edu
806-716-2404

Jessica Lopez, Outside Source
jmlopez@southplainscollege.edu
806-716-2401

Testing Registration & Questions

Juli Wood, Associate Director of Testing Levelland
jwood@southplainscollege.edu
806-716-2367

Textbook Questions

Heather Stevens, Bookstore Manager,
hstevens@southplainscollege.edu
806-716-2397

Blackboard, Online Course Technical Assistance

Amy Shriver, Director of Instructional Technology Specialist
ashriver@southplainscollege.edu
806-716-2962

Leslie DeBusk, Instruct. Technology
ldebusk@southplainscollege.edu
806-716-2243

Dual Credit Students Registration Procedures

Dual Credit forms and information can be found in the high school counseling center.
Students must register for classes with both LHS and SPC

The registration deadline for students taking dual credit courses will be announced on the SPC website. LHS students MUST register and pay by the SPC deadline in order to receive dual credit.

Requirements:

1. Dual Credit course(s) are on your LHS schedule.

The following documents must be completed and on file in the Admissions and Records office at South Plains College before you will be allowed to register:

2. Application for Admission -- www.applytexas.org
3. Official High School Transcript**
4. Dual Credit/Early Admission Application (completed **EVERY** semester)**
5. Texas Success Initiative (TSI) Scores

**Required documents for returning students

Turn documents into the Counselors office or to the SPC registration office

Registration Instructions:

You will need your South Plains Username and Password. Your Username and Password will be on your acceptance letter, which you will receive **after** submitting your application for admission. Keep this as you will be using the same Username and Password each time you register.

1. Access **My SPC** login at <https://southplainscollege.edu>
2. You will login by a username and password automatically setup.
Username: In most cases, your username will be your first initial of your first name followed by the first eleven letters of your last name and the last four digits of your SPC assigned student ID number.
Password: Your password will be your four digit PIN number assigned to you upon acceptance.
3. On the left side of the **MySPC** home page, click on "**Student Campus Connect.**"
4. Click on "Click here to acknowledge this message and continue."
5. Click on the "Registration" heading, then "Add/Drop Courses."
6. On the left, highlight semester for which you are registering, dual credit in the middle box and scroll down to find **Internet Dual Credit or Levelland High School** in the right box.
7. Click on "List Courses."
8. Click on the "Add" button adjacent to the course(s) you wish to add. The course(s) will be added to your schedule in the top portion of the screen. If you decide to drop courses during the online registration period, you may do so by selecting the "Drop" button listed next to the course.
9. When you have added all of your course(s), click on the "Account Options" heading. Click on "Review/Pay Account" to print your class schedule and to pay your bill.
Your schedule will be deleted if payment is not received by the deadline.