Spring 2018 DUAL CREDIT ENROLLMENT PROCEDURES FOR South Plains College AND UT/TTU OnRamps Program

SPC Dual Credit Information for Spring 2018

Dates & Deadlines

- **November 13, 2017** – Open enrollment for Spring 2018 dual credit registration. Students can begin the SPC dual credit process and register for spring dual credit classes.
- **January 11, 2018** – Payment deadline for students registered for dual credit. If students do not pay, registered courses will be dropped and students must re-register for DC courses beginning January 12th. Payment is due at the time of registration.
- **January 19, 2018** – Last day for students to register for online dual credit (U.S. History).
- **January 26, 2018** – Last day for students to register for dual credit classroom courses.

Current Dual Credit Cost

- $210.00 for a 3 semester hour course, $174.00 for subsequent courses in the same semester.
- See the SPC dual credit course fees form for more information.

TSI Testing Requirements

- Students must meet the Texas Success Initiative (TSI) requirements to be eligible for dual credit.
  - 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 reading, writing and mathematics.
  - Students who meet specific TSI exemptions are not required to take the TSI assessment. See TSI exemptions and placement information on the SPC website or visit the Monterey/Counselor/College Credit In High School/Dual Credit: [https://www.lubbockisd.org/Page/6095](https://www.lubbockisd.org/Page/6095)
  - Other TSI Assessment Information, costs, dates and testing centers can also be found on the Monterey website/counselor page.
- **TSI registration can be found on the Monterey Website/Testing Page:** [https://www.lubbockisd.org/Page/6684](https://www.lubbockisd.org/Page/6684)

The next TSI assessment date for MHS: **Saturday, November 11th, 8:30 a.m.**

Enrollment Instructions for SPC Dual Credit Classes

Requirements for Enrollment - Four Step Process

ALL STUDENTS must complete the following steps and have all information on file with SPC prior to registering for classes:

- Complete the Application for Admission for SPC - Submitted one time upon enrollment with SPC. Returning dual credit students do not have to apply again. Go to [www.applytexas.org](http://www.applytexas.org) to complete the online college admissions application.
- Complete AND submit the DC Early Admission Course Approval Form signed by the counselor or principal.
  - Note: All students must submit an Early Admissions Approval Form each semester!
- High School Transcript- All students must submit once each year for new and returning students, and can be obtained from the MHS registrar.
- Proof of meeting Texas Success Initiative (TSI) compliance - TSI assessment scores or exemption verification. One time submission for new students.

**Note:** Dual credit information must be sent directly to the SPC dual credit office: Continuing & Distance Education, Box 6, 1401 College Avenue, Levelland, TX 79336.

- **After your admission file is complete,** you will receive an e-mail from SPC confirming your acceptance. This letter will contain your SPC username, password, and online registration instructions. All dual credit students will register for their courses via the Internet (Campus Connect).
SPC Course Registration Instructions
You will need your username and password that is provided to you in your acceptance letter/email.

2. You will login by a username and password listed on your acceptance letter.
3. On the tab at the top of the MySPC Home page, click on “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, and scroll down to find your high school on the right.
7. Click on “List Courses”. Click on the “Add” button adjacent to the course(s) you wish to add. Make sure you match the course under your course teacher’s name.
8. When finished, click on “Review/Pay Account”. Your schedule will be deleted if payment is not received by the August deadline.

Students Enrolling in the U.S. History Online Course
Students enrolling in the U.S. History Online Course will want to read through the following reminders.

1. It is recommended that students enroll prior to January 11th. This gives students time to make sure usernames and passwords are working and learn how to log onto Campus Connect and Blackboard.
2. Make sure students find/keep their SPC Acceptance Letter with their username and password on it.
3. Students will have access to Blackboard and all course information on January 16th.
4. Textbooks are required for fall and spring. See textbook names below.
5. Students will be working in Blackboard (SPC Portal) as well as working in the program (access code) that comes with their book.
6. IT phone number for password resets and Blackboard technical issues 716-2180 or blackboard@southplainscollege.edu.

U.S. History Online Text Books

Important Reminders
- Make sure you have registered in the correct dual credit course(s) offered at your high school and not the SPC campus.
- Pay tuition and fees by required deadline.
- If you have any questions, please e-mail one of the following individuals: volivo@southplainscollege.edu, aruz@southplainscollege.edu, jbatenhorst@southplainscollege.edu.
- Your enrollment Process with South Plains College is a transaction between YOU and SPC. Please contact SPC with questions regarding registration, payment, any holds, etc.
- When a student successfully completes a dual credit course, he/she will have a transcript from SPC that should be sent to your college/university in which you are applying for after graduation.
- Visit the South Plains College/Dual Credit Website for information: http://www.southplainscollege.edu/admission-aid/apply/dualcredit/dualcredit.php

UT & Texas Tech OnRamps Dual Credit Information for Spring 2018

Enrollment:
A. During the Fall Semester:
   Must earn a grade of 75% or better during the fall on the required assignments to be eligible for dual credit during the spring.
B. During the Spring Semester:
   A student must complete a series of additional required assignments that are designated by the Instructor of record to determine successful completion of the college course. The UT or Tech instructor will award the student the appropriate grade based on the student’s performance. The grade for the high school course may differ from the college course.

TSI Information
Students are not required to take the TSI exam in order to register for the UT OnRamps Dual Credit Program. Instead, students must complete a series of required assignments and assessments during the fall semester for spring eligibility.

UT/TTU OnRamps Dual Credit Information:
UT or TTU OnRamps Dual Credit information can be found on the following websites:
http://onramps.org/ OR http://onramps.org/faqs/