



TEXAS A&M
UNIVERSITY
KINGSVILLE®

DUAL ENROLLMENT ORIENTATION



Things to Consider

Things to consider when signing up for classes each semester:

- Time Management
- Are you working?
- Are you involved in extracurricular activities (sports, clubs, organizations, etc.)?
- Do you have family obligations?
- How many classes are you taking in high school and/or possibly at another institution?
- Are you considering time for self-care (sleeping, eating and downtime)?

Dual enrollment students must complete registration with their counselor every semester. Students can also schedule an appointment with a dual enrollment advisor at the university at any time.

Accessing JNet, Blackboard and Email

One of the most important steps in being successful in your courses, is ensuring that you have activated your university email and are familiar with using JNet and Blackboard.

A [tutorial video](#) covering these topics can be found on the “[Resources](#)” page on the Texas A&M University-Kingsville Dual Enrollment Website.

Note: If you are enrolled in a course that utilizes Blackboard, a training is provided within Blackboard under courses titled “How to use Blackboard-UG”



Syllabus

A syllabus is a document specific to course expectations and responsibilities.

On your course syllabus you can find information such as :

- Instructor's contact info and office hours
- Required/recommended textbook and additional materials needed
- Course policies
- Grading procedures
- Course outline for assignments and exams

We encourage you to familiarize yourself with your course syllabus to ensure you are staying on task with due dates. Please contact your instructor if you have any questions regarding the information provided on the syllabus.

You can find a sample syllabus by clicking on the link below, this will help you better understand the components of a syllabus.

[Sample Syllabus](#)

Student Support Services

Jernigan Library

The [Jernigan Library](#) offers many services including booking a consultation with a librarian that can assist you with your research needs, as well as access to [online resources](#).

Pathways Academic Assistance Center (PAAC)

As a university student another service available to you is online tutoring available through [Pathways Academic Assistance Center](#).

University Writing Center

The [TAMUK University Writing Center](#) is here to help you online with any writing assignment or project you are working on.

Check the Dual Enrollment resources page for [instructions](#) on making an appointment with the Writing Center.

Student Support Services

Disability Resource Center

The Texas A&M University-Kingsville Disability Resource Center provides accommodation services to university students who have documented disabilities. It is important to note that academic accommodations available at the college level differ from those available at the high school level. Students participating in the Early College High School and Dual Credit Programs at Texas A&M University-Kingsville must follow the same registration process as their undergraduate students when requesting disability services. Students can request disability-related accommodations by completing an [online application](#).

It is the responsibility of the student to provide documentation which verifies that the student's condition meet the definition of a disability as defined by applicable laws. Federal law requires that requests for services for students with disabilities be considered on an individual, case-by-case basis.

(361) 593-3024

Dropping a Class

If you find that it becomes necessary to drop a dual enrollment course or withdraw from all registered courses, you with the assistance of your counselor or high school principal are required to submit the appropriate [add-drop form](#) to the dual enrollment office at Texas A&M University – Kingsville, and meet university policies and deadlines.

- **Last Day to Drop or* Withdraw**

The most recent academic calendar with important dates and deadlines can be found on the resources page of the Texas A&M University-Kingsville [Dual Enrollment website](#).

- **6 Drop Rule (SB 1231)**

Since you have not completed your high school program, or the equivalent, this does not apply to you. However, once you are admitted into an institution of higher education after high school graduation, you will be subject to the requirements of SB 1231.

Once registered, if you fail to withdraw according to Texas A&M University-Kingsville withdraw or* drop dates and guidelines and/or do not complete their dual enrollment course, your final grade could result in an “F”.

Grades

Letter grades will be issued to your high school by the University at the Midsemester point following with a letter and numerical grade at the end of the semester.

Midsemester and final grades can be viewed via [Blue & Gold](#).



FERPA

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level.

Students must sign a [FERPA form](#) to indicate the names of the individuals they wish to grant access to their information.



Academic Standing

Once admitted, the minimum grade point requirement for students who are considered to be making satisfactory academic progress is a 2.0 cumulative institution grade point average.

Scholastic Probation

Students will be placed on scholastic probation any time their cumulative institution grade point average at Texas A&M-Kingsville falls below 2.0. Such students are required to complete an Early Intervention Contract with the assistance of their high school counselor and dual enrollment advisor at the university. Students who have been placed on scholastic probation will be removed from such probation at the conclusion of the semester or summer term at this university when they have achieved a 2.0 cumulative institution grade point average.

Academic Standing

Enforced Withdrawal

Students who have been placed on scholastic probation or enforced withdrawal, and who fail to achieve the minimum cumulative institution grade point average during the next long semester, will be placed or will remain on enforced withdrawal. Such students will have the opportunity to complete a Dual Enrollment Readmission Request Form with the assistance of their high school counselor and dual enrollment advisor at the university.

This request for readmissions will be reviewed, and a final decision will be made by the Dual Enrollment Coordinator and/or Dean/Associate Dean of the College of Arts & Sciences. Students who have been placed on enforced withdrawal will be removed from such probation at the conclusion of the semester at this university when they have achieved a 2.0 cumulative institution grade point average.



Academic Standing

Removal of Enforced Withdrawal Status by Summer Study

Students placed on enforced withdrawal at the end of the spring semester are eligible to attend the subsequent summer session. Such students are required to complete an Early Intervention Contract with the assistance of their high school counselor and dual enrollment advisor at the University. If the student achieves a cumulative institution grade point average of 2.0 or higher at the conclusion of the summer terms, the enforced withdrawal status will be removed.

Student Handbook

The student handbook provides you with information regarding the variety of services that will help you during your time as a dual enrollment student.

Additional information is provided in the handbook such as:

- Students Rights and Responsibilities
- Student Code of Conduct
- Prohibited Conduct (Academic and Non-Academic Policies)
- Student Grievance (Formal Complaint) Procedures

You can view the Student Handbook as well as additional resources by visiting the Dean of students [webpage](#)

Office of the Dean of Students

Phone: (361) 593-3606

Email: Kristen.Comparry@tamuk.edu

Note: When you sign your dual enrollment registration form, you are confirming that you will comply with all dual enrollment and university requirements, policies, procedures, restrictions and deadlines.

Title IX(9)

Texas A&M University- Kingsville is committed to providing an educational and work environment that is conducive to the personal and professional development of each individual student and employee. TAMUK does not discriminate on a person's race, color, religion, age, sexual orientation, gender identity, national origin, disability, veteran status or genetic information as defined by federal law, state statues and system regulations. These protections extend to employment and admissions decisions. In addition, TAMUK does not discriminate on the basis of sex in its education programs and activities, including admission and employment, in accordance with Title IX of the Education Amendments of 1972 and its implementing regulations. For more information please visit the [Title IX website](#).

Contact Information

Phone: (361) 593-4758

titleix@tamuk.edu

Joe Henderson, Chief Ethics & Compliance Officer

Joe.henderson@tamuk.edu

Tasha Clark, Title IX Coordinator

Tasha.clark@tamuk.edu



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University Police Department

The Texas A&M University- Kingsville Police Department is dedicated to providing excellent customer service and protection to the campus community. One of their goals is to maintain a safe learning and working environment for everyone on campus. Additionally, the University Police Department is committed to educating the campus community on personal protection and crime awareness.

UPD Contact Information

Phone: (361) 593-2611

[UPD Email](#)

[UPD Website](#)

Tips for Success

Communication is Key

Don't be afraid to ask for help

Attend Class

This includes logging into Blackboard and actively participating (watching recorded lectures, participating in discussion boards, etc.).

Stay Organized and On Track with Assignments

Take Advantage of your Available Resources

No matter how you feel, get up, dress up, show up, and never give up.

~Regina Brett



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Contact Us

(361) 593-2279

koddep000@tamuk.edu

Please click the link below to submit your verification form that you have completed the Dual Enrollment Orientation.

Completion of the orientation and submission of your verification form are requirements for your registration packet.

Completion of the orientation does not guarantee acceptance and/or registration into the dual enrollment program at Texas A&M University-Kingsville.

[Verification Form](#)