

# Texas A&M University – Kingsville Student Guidelines for the Dual Enrollment Program

## **I. Academic/Technical Support Services**

Pathways Academic Assistance Center (PAAC) - Tutoring  
<http://www.tamuk.edu/studentsuccess/PAAC/>

University Writing Center  
<http://www.tamuk.edu/studentsuccess/writingcenter.html>

JaVALab Online (Introductory MATH courses)  
[https://www.tamuk.edu/artsci/departments/math/online\\_tutoring.html](https://www.tamuk.edu/artsci/departments/math/online_tutoring.html)

Jernigan Library  
<http://lib.tamuk.edu/>

Information Technology Services (ITS)  
Phone: (361) 593-4357  
<https://www.tamuk.edu/finance/its/index.html>

### **Support Hours:**

24 hours a day

7 days a week

## **II. Accessing Blackboard/JNET/University Email Address**

For a tutorial on how to access Blackboard, Jnet, and your University email address [click here](#).

## **III. Bacterial Meningitis Vaccination Requirement**

<https://www.tamuk.edu/meningitis/index.html>

Beginning January 1, 2014, in accordance with Texas Senate Bill 1107 (SB 1107), it is required that all

- new students
- transfer students
- and returning students who have had a fall or spring semester break in their attendance at an institution of higher education provide proof of a current bacterial meningitis vaccination or booster 10 days prior to the first class day of the entering semester.

Without the evidence of vaccination, a student cannot attend classes on campus and will be dropped from all classes on the first class day.

This new law does not apply to any of the following groups of students:

- a student who is enrolled only in online courses or other distance education courses.
- a student who is enrolled in a dual credit course which is taught at a public or private K-12 facility not located on a higher education institution campus

## **IV. Change of Personal Data Form (to change name, date of birth, address or Social Security Number)**

<https://www.tamuk.edu/registrar/forms.html>

Students who wish to change their name in the student information system (which will appear on their transcript and diploma must provide original legal documentation of the change to the Office of the Registrar. Not advising the Office of the Registrar of a legal name change may cause transcript requests and registration problems. Social Security Number (SSN) must be changed by providing the original SSN card with the new/correct number. Students who change their address should notify the Office of the Registrar, Financial Aid Office and the Business Office.

**V. Class schedule/Attendance**

A vital part of every student's education is regular attendance of class meetings. Every faculty member is encouraged to keep a current attendance record on all students. Any absences tend to lower the quality of a student's work in a course, and frequent or persistent absences may preclude a passing grade or cause a student to be dropped from one or more courses upon the request of a faculty member to the Registrar's Office through appropriate channels. Courses will be officially dropped on the day the request is received by the Registrar's Office. Also, if a professor decides not to drop you for non-attendance that may result in a failing grade that will become part of your permanent academic record at the institution.

**VI. College Student Status**

Students enrolled in the dual enrollment program ARE college students. College credit and high school credit will be earned at the same time. You are working toward completion of coursework that will be on your college transcript. This is a permanent, official college record that will strongly influence future financial aid and college/university application submissions, etc. It is very important that you understand how the final grade in this course can affect your future. Withdrawing from the class past the deadline OR failing the class will affect your future college financial aid and your future college academic status. Each student is responsible for knowing the academic regulations in this information guide. Unfamiliarity with information provided does not constitute a valid reason for failure to fulfill them. Dual Enrollment students must abide by the rules set forth in the Texas A&M University-Kingsville Student Handbook and Course Catalog.

**VII. Course Transferability & Degree Plan**

Academic dual credit(s) may be applied towards the core curriculum or to other specific degree program requirements of an academic associate's degree or baccalaureate degree at Texas public higher education institutions. However, transferred credits are not guaranteed to count towards a specific degree program. Some public institutions may award elective credit instead. In some instances, an institution may choose not to award transfer credit for academic courses taken in dual credit programs. If a student knows which institution they plan to attend after high school (other than Texas A&M University-Kingsville), we recommend that they seek guidance from an advisor at that institution.

<https://www.tccns.org/>

[https://as2.tamuk.edu:9203/PROD/bwgartc.P\\_TAC\\_StateSelect](https://as2.tamuk.edu:9203/PROD/bwgartc.P_TAC_StateSelect)

Students enrolled in the dual enrollment program at Texas A&M University-Kingsville will have a degree plan on file from the time they are accepted into the program. This degree plan will be based on the major the student selects at the time they apply to the program. Please note, course degree plans are specific to the degree course requirements at Texas A&M University-Kingsville. A student can change their selected major at any time. Please contact the dual enrollment office at Texas A&M University-Kingsville for more information. (361) 593-2279 [kodep000@tamuk.edu](mailto:kodep000@tamuk.edu)

**VIII. 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. The registration process is found online at <https://www.tamuk.edu/shw/drc/index.html>. It is the responsibility of the student to provide documentation which verifies that the student's condition meets the definition of a disability as defined by applicable laws (i.e., Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and the ADA Amendments Act of 2008). Federal Law requires that requests for services for student with disabilities be considered on an individual, case-by-case basis.

**IX. FERPA**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. 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. I understand that in order for anyone other than my high school dual enrollment contact(s) and/or high school/district administrators, I, the student, must submit a FERPA Authorization Release Form indicating the individual(s) that can have access to my Texas A&M University-Kingsville academic records to the university.

Under §99.31 and §99.34, FERPA allows protected student data to be exchanged between the University and District for students that are dually enrolled without the consent of either the parents or the student. Pursuant to the Family Educational Rights and Privacy Act of 1974 (FERPA), the University has designated the District as a school official with legitimate educational interests in the educational records of the students who participate in the dual enrollment program to the extent that access to the records is required by the District to carry out the functions of the program. The District shall provide no more

than three points of contact (must be employees of the District) to receive data via a secure method from the University. The District agrees to maintain the confidentiality of the students' educational records in accordance with the provisions of FERPA. The District shall not release educational records to any third party without written consent by the student.

Additional information can be found online

[http://www.tamuk.edu/registrar/RGAD\\_ACADEMICPROCEDURES/FERPA.html](http://www.tamuk.edu/registrar/RGAD_ACADEMICPROCEDURES/FERPA.html)

The FERPA Authorization Release Form can be found here <http://www.tamuk.edu/registrar/forms.html>

#### **X. Financial Responsibility Agreement and Policy**

I hereby agree to pay the balance of my tuition and fees by one of the two options stated in this agreement.

**Option 1.** I, as the student am responsible for paying my tuition, and will pay my balance in **FULL** on or before the payment due date established by Texas A&M University - Kingsville.

**Option 2.** My high school and/or district will be paying my balance in **FULL** by the payment due date established by Texas A&M University - Kingsville.

#### **Fall and Spring**

All tuition and mandatory fees must be paid in full by the 20<sup>th</sup> class day of the long semesters (Fall and Spring). Students that are responsible for paying their own tuition that do not pay all mandatory tuition and fees in full by the established deadlines will be dropped from unpaid courses. Unpaid courses are determined based on the order in which they were processed.

#### **Summer Session I & II**

All tuition and mandatory fees must be paid in full by the 15<sup>th</sup> class day for each summer term. Students that are responsible for paying their own tuition that do not pay all mandatory tuition and fees in full by the established deadlines will be dropped from unpaid courses. Unpaid courses are determined based on the order in which they were processed.

*Please refer to the dual enrollment academic calendar provided to your high school/district for all official deadlines each semester. The most recent dual enrollment academic calendar can be found here*

<https://www.tamuk.edu/artsci/departments/dualenrollment/Resources.html>

Students that are dropped for non-payment will not be reinstated.

I understand that I am subject to additional charges for taking a course for the third time, reinstatement fee, returned payment instruments as well as all collection fees and enforcement, in addition to other amounts due for any delinquent balance.

Dual Enrollment students are not eligible for financial aid, emergency loans, and/or installment/deferment plans. The Business Office will be reviewing all Dual Enrollment participants' accounts and removing students from the plans previously listed, and all fees associated with them will be deducted from their final balance.

#### **XI. Holds**

A registration hold will be placed on all dual enrollment students once they are admitted. This hold will remain on a student's account since the dual enrollment office facilitates all admission and registration decisions. Students at no point in time will be allowed to register online on their own since the dual enrollment office must verify their eligibility in order to process a request.

A financial hold may be placed on your account for any unpaid balance that can prevent future registration as will prevent you from obtaining an official college transcript from Texas A&M University-Kingsville. Final numerical grades will still be submitted to your high school each semester to be applied to your high school transcript by the appropriate office within your district. However, you will not be able to obtain an official college transcript or register until all balances have been paid in full.

#### **XII. How to pay your dual enrollment tuition**

If you, the student, are responsible for paying your tuition, you can pay online or by calling the Business Office at (361) 593-2616.

#### **To make a payment online:**

Students can access MoneyConnect using the following link

<https://www.tamuk.edu/finance/financial-services/business-services/student/PaymentMethods.html>

Students will use their Banner ID (K#) as their university ID and date of birth as the pin (MMDDYY)

**XIII. Minimum Grade Requirements**

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 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.

**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 would 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.

**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.

**XIV. Refunds**

<https://catalog.tamuk.edu/undergraduate/educational-expenses/withdrawal-policy/>

Dual Enrollment students ARE college students and are required to follow all Texas A&M – Kingsville policies and guidelines.

**XV. Request an official Texas A&M University-Kingsville Transcript**

Official transcripts of the student's academic record may be requested at any time.

Information on how to request an official transcript can be found by visiting the following link.

<https://www.tamuk.edu/registrar/forms.html>

**XVI. Students Moving/Leaving the High School**

Once registered, if a student fails to withdraw according to Texas A&M-Kingsville withdraw/drop dates and guidelines and/or does not complete their dual enrollment course, their final grade could result in an “F”. Therefore, if you are aware of any situation that may interfere with your ability to complete the semester, you should not enroll in the dual enrollment course.

The dual enrollment add-drop form can be found [here](#).

**XVII. 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 <https://www.tamuk.edu/dean>

**Office of the Dean of Students**

Phone: (361) 593-3606

Email: [kirsten.comparry@tamuk.edu](mailto:kirsten.comparry@tamuk.edu)

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

**XVIII. Testing Requirements**

Before a student can enroll in a dual credit course they must speak with their high school counselor and verify they are eligible to enroll in a particular course. If test scores are needed to enroll, the student must have taken the appropriate exam and submitted their results prior to the first class day. (Please see instructional calendar for official dates).

**XIX. Title IX**

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 statutes 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 [here](#).

**Contact Information:**

Phone: (361) 593-4758

Joe T. Henderson, Chief Ethics &amp; Compliance Officer

[joe.henderson@tamuk.edu](mailto:joe.henderson@tamuk.edu)

Tasha Clark, Title IX Coordinator

[tasha.clark@tamuk.edu](mailto:tasha.clark@tamuk.edu) or [titleix@tamuk.edu](mailto:titleix@tamuk.edu)**XX. Withdrawing/Dropping a Dual Enrollment Course(s)**

Undergraduate students who completed a high school program, or the equivalent, and entered a Texas public institution of higher education for the first time on or after the fall semester of 2007 are subject to the requirements of SB 1231.

Beginning with the 2007-2008 academic year, undergraduate students subject to SB 1231 will be permitted only six (6) nonpunitive drops during their undergraduate studies. Therefore, drops falling under SB 1231 annotated on official transcripts received from other colleges and/or universities, will be transferred to the University for the purpose of maintaining the number of drops accumulated by the student. For additional information on drops subject to SB 1231, refer to the section of the catalog titled "Academic Regulations" under the sub-title of "Dropping a Course."

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

Should it become necessary to drop a dual credit course or withdraw from all registered dual credit courses, the student with the assistance of their high school principal or counselor is required to submit the appropriate add-drop form to the dual enrollment office and meet university policies and deadlines.

Failure to submit the appropriate documentation to drop a course or withdraw from the University by the published deadlines and/or if a student does not complete a course may result in the student receiving an "F" for the course(s) they are enrolled in.

When a student withdraws from the University, a refund of tuition and fees is based on the date of the withdrawal and the number of weeks of the enrolled semester/term/session. The refund policy is based on legislative law found under the Texas Education Code, Chapter 54, Article 54.006.

The dual enrollment add-drop form can be found [here](#).