

Texas A&M University - Kingsville

Student Guidelines for the Dual Enrollment Program

I. Bacterial Meningitis Vaccination Requirement

Beginning January 1, 2012 in accordance with Texas Senate Bill 1107 (SB 1107), it is required that all new students, and returning students (who have had a fall or spring semester break in their attendance at an institution of higher education) that are physically taking courses on our campus provide proof of a 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. Students who do not provide the evidence of vaccination will not be allowed to attend classes and their registration request will not be processed.

II. Change of Name, Address or Social Security Number

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.

III. 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.

IV. 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.

V. 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 www.tamuk.edu/drc or via the quick links on the university's webpage. 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.

VI. 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. I also understand that the university will only accept the original form, once completed and that a copy, fax, and/or email will not be accepted.

Notification of Rights under the Family Educational Rights and Privacy Act (FERPA): Information collected about you through your dual enrollment application may be held by any institution of higher education to which you apply. With few exceptions, you are entitled on your request to be informed about the collected information. Under Sections 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review the information. Under Section 559.004 of the Texas Government Code, you are entitled to correct information held by an institution that is incorrect. You may correct information held by any institution to which you apply by contacting the institution's Public Information Officer. The information that is collected about you will be retained and maintained as required by Texas records retention laws (Section 441.180 et seq. of the Texas Government Code) and rules. Different types of information are kept for different periods of time.

VII. 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 20th 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.

Please refer to the dual enrollment academic calendar provided to your high school/district for all official deadlines each semester.

Summer Session I & II

All tuition and mandatory fees must be paid in full by the 15th 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.

Reinstatement is not guaranteed for students that are dropped for non-payment.

I understand that I am subject to additional charges for taking a course for the third time, 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.

VIII. 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.

IX. 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) 593-3915 or (361) 593-2616.

To make a payment online:

1. Log into Blue & Gold
 - To login to Blue and Gold: <http://www.tamuk.edu/bluegold>
 - a. Click on the big blue icon that says "LOGIN HERE"
 - b. Your User ID is your 9-digit number which starts with a capital K (also known as your Banner ID or K#)
 - c. Your PIN number is your 6-digit birthday in MMDDYY format
2. Click on **MoneyConnectLogin**
3. Another window will pop up. Click on the tab **Payments** then click on **Pay**
4. Select your method of payment... electronic checks, ATM debit card, credit cards are accepted via PayPath (there is a 2% convenience fee for using a credit card)

X. 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 Texas A&M University-Kingsville. 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 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 Texas A&M University-Kingsville. This request will be reviewed, and a final decision will be made by the Associate Vice President for Student Success. 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 Texas A&M University-Kingsville. 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.

XI. Refunds

Dual Enrollment students ARE college students and are required to follow all Texas A&M - Kingsville guidelines. A 100% refund of applicable tuition and fees collected will be made for courses from which students drop (not withdrawal) prior to the 12th class day (Fall/Spring) or prior to the 4th class day (Summer). There will be no refunds for drop requests processed after the 12th class day (Fall/Spring) or after the 4th class day (Summer).

Note: If the course being dropped is the only course the student is registered for, the drop request will be processed as a withdrawal.

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

Official transcripts of the student's academic record may be requested at no cost in writing from the Office of the Registrar or online. The student should provide his/her complete name as recorded while attending the university (or the name changed to after leaving the university), student identification number or last four digits of his/her social security number, date of birth, first and last enrollment, contact phone number, number of transcripts requesting (up to the maximum number allowed) and the address where the transcript(s) are to be mailed. All transcript requests must be signed by the student. Failure to sign the request will void the request and the request will not be processed. Transcript requests may be faxed or e-mailed but must have all required information and signature to be processed.⁷⁶ A student must provide identification at the Javelina Enrollment Services Center when picking up a copy of a transcript in person. The Family Educational Rights and Privacy Act of 1974, and amendments thereto, states that parents, spouse, legal guardian or others are not authorized to pick up transcripts of students unless written authorization by the student is provided.

The Official Transcript Request Form can be obtained from the Dual Enrollment Coordinator at Texas A&M University-Kingsville or by visiting the following link.

<http://www.tamuk.edu/registrar/forms/Request%20for%20Official%20Transcript%20Rev%207-21-14.pdf>

This form will need to be filled out as well as signed and dated by the student. The completed form can be:

Mailed to:

Office of the Registrar
Texas A&M University-Kingsville
1050 W. Santa Gertrudis Ave, MSC 105
Kingsville, TX 78363

Faxed to:

(361) 593-2195

Or, Scanned and Emailed as an attachment to:

registrar@tamuk.edu

XIII. 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, they will be given 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.

XIV. 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).

XV. University Email Address

You will be assigned a university email address once you have been registered for your first semester with the dual enrollment program.

All official university student e-mails will be sent to your assigned e-mail ending in @students.tamuk.edu. If you have never used your university e-mail, you should be able to activate your TAMUK e-mail account. For instructions on how to do so, please see your high school counselor or contact the dual enrollment office at Texas A&M University-Kingsville.

You might be asking yourself, "I already have an e-mail, why do I need another?"

With a TAMUK e-mail, you are able to showcase your Javelina Pride to your recipients including potential employer or university. First impressions count more often than most would lead us to believe. An e-mail address is often the first piece of communication a person receives from you. A student e-mail address automatically shows academic credibility. It shows who you are and what you do. As a student, you have worked hard for the opportunity to have a @student.tamuk.edu address - use it to your advantage. From a career standpoint - your future employer might be a Javelina, too. Take the opportunity to show you are a proud part of Javelina Nation.

Your TAMUK e-mail also comes with perks. Companies such as Prezi.com, a presentation tool that helps organize and share ideas, rewards students for registering for their services with their student e-mail account. It pays to have Javelina Pride.

REMINDER: Once we confirm an email address has been assigned to you, you will no longer receive emails regarding your courses, grades, registration, status, or other important university information to any other e-mail outside of your Texas A&M - Kingsville e-mail.

XVI. 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 Texas A&M-Kingsville 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.