



# TWU Dual Enrollment Program Student and Parent/Guardian

# Handbook 2023 - 2024



TEXAS WOMAN'S  
UNIVERSITY

# Welcome and Overview

Welcome to Texas Woman's University Dual Enrollment Program– a great opportunity for students to earn college credit while still in high school.

The dual credit program offers many opportunities and benefits to its participants including:

- Expanding academic options for high school students planning to attend a college or university following high school graduation;
- Reducing the duplication of courses between high school and college curricula.
- Lessening the amount of time needed to complete advanced studies to earn a Bachelor's degree or technical certificate and enter into the workforce; and,
- Significantly reducing the overall cost of higher education.

This handbook is designed to answer questions about the requirements, expectations, processes, and services available to you as a college student through dual credit. Included in this handbook is information for students, parents/guardians. As students, you will find new responsibilities for your education, new opportunities for growth, and the ability to find success with college courses while having the support of your high school faculty. As parents/guardians, you will find that your child will be taking a more active role in their education including communications with college faculty, more independent work, and learning to meet the expectations of the college instructors. There are many differences between high school and college that both you and your child will quickly notice.

We are glad that you have chosen to get a head start on your college education by participating in our dual credit program and look forward to working with you during this course of study. We wish you the best in both your secondary and postsecondary educational endeavors.

## Parent/Guardian Information

We know you want the best for your child. As a parent/guardian, you are helping make decisions about their future. Like most parents/guardians, you are probably concerned with the rising costs of higher education.

Dual credit allows your child to earn college credit while attending high school. In fact, when your student gets their high school diploma, they could also be graduating with up to 42 hours of college credit that is transferable to any public college or university in Texas. In short, significant time and money can be saved for parents/guardians and students.

### **Consider these other reasons for getting a head start on college:**

**CONVENIENCE.** Courses are taught at your student's high school and by college-credentialed district faculty, depending on arrangements with your student's high school.

**STUDENT SUCCESS.** Successful completion of college-level courses helps your student be successful in making the transition to a college campus. Hands-on experience in “learning the ropes” of college through the dual credit process will enable your student to be better prepared to navigate the system when they enter college full-time.

**COLLEGE-LEVEL ACADEMIC RIGOR.** Dual credit courses offered through TWU are strategically aligned with TWU core courses. This is done by dual credit faculty and academic department chairs. Content, assignments, and expectations are equivalent for dual credit and traditional TWU students. This ensures dual credit students are receiving the most authentic experience and education possible.

Many of our high school partners offer dual credit information sessions. You are encouraged to attend these meetings to learn more about the program and its opportunities for your students. TWU partners with over 12 independent school districts and educational institutions to offer dual credit. Each school may have differences in how the dual credit program is structured for its students. You are encouraged to visit with the counselor or principal at your student’s school to learn more about the costs and benefits associated with enrolling in your specific institution’s dual credit program. There will be TWU and high school staff orientation sessions conducted on-site at the high school. These sessions will discuss testing requirements, registration, and student requirements for participation in the dual credit program.

## General Program Information

Texas Woman’s University is accredited by the [Southern Association of Colleges and Schools Commission on Colleges](#) to award baccalaureate, master’s, and doctoral degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Texas Woman’s University.

The Texas Higher Education Coordinating Board (THECB) defines dual credit as: “a system under which an eligible high school student enrolls in college course(s) and receives credit for the course(s) from both the college and high school.” (Texas Administrative Code [RULE §4.85](#))

Dual Enrollment (dual credit) allows high school students enrolled in a TWU partner district/school to be awarded both high school and college credit for courses offered by TWU applicable toward a TWU degree. Dual Credit requirements are outlined in the Texas Administrative Code Title 19, Chapter 4, Subchapter D, Dual Credit Partnerships Between Secondary Schools and Texas Public Colleges, § 4.84.

Area school districts have identified specific courses at TWU for which high school credit will be granted upon successful completion of the college course with a grade of “C” or better. Year-long high school courses require a two-semester college course sequence. Each school district has a crosswalk

equivalency that identifies the high school course to TWU course equivalency. Dual credit courses are offered at the high schools during the normal high school day, through online courses, or courses taught in the traditional classroom setting by either TWU faculty or adjunct instructors who have been approved by the TWU department chairpersons.

## College Standards

College courses are both interesting and challenging. You will learn a great deal but you will also be expected to work hard. On average, college students should plan to study at least two hours a week for every hour spent in the classroom. Students taking a three-semester hour class should set aside a minimum of six hours per week to study and complete assignments. Some students will need to study more. Most students should schedule extra study time when exams are planned or course projects are due.

## College Grades

Pay careful attention to your instructor's system for assigning grades as indicated in the course syllabus. If you do poorly on a test or assignment, most college instructors will not allow you to repeat the work in order to improve your grade or turn assignments in late. Additionally, most college instructors will not award extra course credit for attendance or allow you to do extra work to improve grades. It is important to stay on top of your grades from the very beginning of the semester to ensure your best performance.

Record of your enrollment and grades earned in dual credit classes will become part of your permanent academic college record after the TWU **Census Date** (12th class day fall and spring, 4th class day in the summer). The hope is that your grade will be a good one, but if you find yourself doing poorly in a dual credit class, you may wish to withdraw from the course. Students who need to drop a class must work through their high school counselor to submit a TWU drop form. You must complete the appropriate paperwork, get your high school counselor's signature indicating approval for the drop, and do so before the last day for course withdrawal, which varies by semester. Courses withdrawn before the **Census Date** will not be a part of your official transcript. You may access dates and deadlines via the [TWU Academic Calendar](#).

Students who do not exhibit satisfactory academic performance in any semester may be advised to limit dual credit participation in future semesters. Satisfactory academic performance is determined on a case-by-case basis and will involve consultation with the high school counselor and/or TWU staff.

In a dual credit course, it is possible to get a passing college grade and a failing high school grade. High school policies apply regarding the awarding of high school credit. College policies apply regarding the awarding of college credit. Be sure you are aware of both sets of policies. TWU policies affecting students are printed in the [catalog](#).



## College Subjects

Only courses in the TWU core curriculum are offered for dual credit through high school partners. TWU practices an embedded model for dual credit, by employing current district employees to serve as adjunct faculty for the university to teach the approved dual credit courses. **The TWU**

**instructor for dual credit must meet the credential requirements of TWU and the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).**

Dual credit instructors will work with the appropriate department chair to ensure the curriculum is aligned to meet the learning outcomes for the course.

It is important to understand that college courses require an additional level of knowledge and understanding as well as maturity to appropriately engage in the learning environment. Content in the course will include additional academic rigor that may not be present in a traditional high school course. It is our expectation that dual credit students approach their college courses with a high level of regard and respect.

## College Attendance Policies

Students are required to follow the instructor's attendance policy as listed in their course syllabus. Instructors must adhere to any departmental and or university policies related to class attendance. Consistent class attendance is vital to academic success and is expected of all students. Grades are determined by academic performance and instructors may give students written notice that attendance related to specific classroom activities is required. Absences do not exempt students from academic requirements, such as assignments and deadlines. Excessive absences, even if documented, may result in a student failing the course. A grade of incomplete may be assigned if the student has a passing grade, but only if the instructor determines that it is feasible for the student to successfully complete the remaining assignments after the semester. Pursuant to university policy, such determinations are within the discretion of the instructor.

## Family Educational Rights and Privacy Act, (FERPA)

One major difference between high school and college courses concerns the sharing of information about student performance. Under the Family Educational Rights and Privacy Act, (FERPA), a federal law passed in 1974, only directory information may be shared with anyone other than the student. Under the provisions in FERPA, TWU can share students' progress with designated personnel from the high school district, usually a counselor, principal, or registrar. Please refer to your rights under FERPA at the bottom of your Dual Credit Permission Form. As students, your instructor is available to answer your questions about course materials or class policies. If you have any concerns about your performance in the course

or you are not sure whether you understand an assignment, please don't hesitate to contact your instructor.

## University Interscholastic League (UIL)

In general, students participating in dual credit courses should check with their respective high schools before enrolling in classes that may cause them to lose their eligibility to participate in UIL contests should they withdraw from those classes or not be considered a full-time student. The TWU High School Dual Enrollment model delivers dual credit courses within the traditional high school day, therefore, students taking dual credit courses should still be eligible for such competition provided they meet all requirements for full-time high school attendance. For more information, refer to UIL rules Subchapter M, Section 400 of the constitution and contest rules.

## Dual Credit Eligibility

### Eligibility Requirements:

Students wishing to take advantage of dual credit opportunities must meet all of the following eligibility requirements:

1. Meet established admissions requirements at TWU as well as appropriate prerequisites for any course.
2. Comply with the state-mandated Texas Success Initiative Assessment (TSIA) requirements.
3. Complete the TWU High School Dual Enrollment Permission form acquiring the appropriate school and parental/guardian signatures each academic year they wish to enroll in classes.
4. Submit payment associated with enrolling in a dual credit college course(s).

*If you believe you meet all of these requirements, then you can begin the admissions process!*

## Texas Success Initiative Assessment (TSIA)

The Texas Success Initiative (TSI) is a state mandate requiring institutions of higher education to determine if students are ready for college-level coursework in the general areas of reading, writing, and mathematics.

## TWU's Academic Testing Services

TSIA 2 is available virtually. Dual credit students are welcome to complete their TSI testing with TWU's Academic Testing Services, located at 1201 Oakland Street, Denton, TX 76204, Suite 240. Students must register and pay online for TSI testing. Prospective dual credit students can share their TSI scores with TWU by completing the online [Score Release Form](#).

## Testing Requirements for Dual Credit High School Students

Dual credit students must demonstrate college readiness via a temporary waiver or an exemption, in reading, writing, and/or mathematics as applicable to the course(s) the student plans to take. *TSI testing requirements are set by the state of Texas and are subject to change. Please check with your high school counselor for the most up-to-date requirements. Any changes will be communicated via the dual credit website and guiding documents.*

The table below outlines the TSI testing requirements by courses typically offered through the TWU Dual Enrollment Program. Students may be college ready through several means

	TSI Testing Requirements	
Course	Course Title	TSI Requirement
	SCHOOL OF THE SCIENCES	
<b>Biology</b>		
BIOL 1021	Environmental Biology Lab	Math
BIOL 1022	Environmental Biology	Math
BIOL 1111	Principles of Biology Lab	Math
BIOL 1113	Principles of Biology	Math
BIOL 1121	Principles of Biology II Lab	Math
BIOL 1123	Principles of Biology II	Math
<b>Chemistry</b>		
CHEM 1111	General Chemistry I Lab	Math
CHEM 1113	General Chemistry I	Math
CHEM 1121	General Chemistry II Lab	Math
CHEM 1123	General Chemistry II	Math
SCI 2103	Intro to Environmental Chemistry	Math

	TSI Testing Requirements	
Course	Course Title	TSI Requirement
<b>Math</b>		
MATH 1303	College Algebra	Math
MATH 1313	Trigonometry	Math
MATH 1703	Elementary Statistics I	Math
MATH 1713	Elementary Statistics II	Math
MATH 2014	Calculus I	Math
	<b>COLLEGE OF BUSINESS</b>	
ECO 1013	Principles of Microeconomics	Math
ECO 1023	Principles of Macroeconomics	Math
	<b>LANGUAGE, CULTURE &amp; GENDER STUDIES</b>	
ENG 1013	Composition I	ELAR/Reading/Writing
ENG 1023	Composition II	ELAR/Reading/Writing
ENG 2013	English Literary Masterpieces	ELAR/Reading/Writing
ENG 2033	American Literary Masterpieces	ELAR/Reading/Writing
ENG 2043	World Literary Masterpieces	ELAR/Reading/Writing
ENG 2053	World Literary Masterpieces II	ELAR/Reading/Writing
ENG 2153	Introduction to Literature	ELAR/Reading/Writing
	<b>HISTORY &amp; POLITICAL SCIENCE</b>	
POLS 2013	US National Government	ELAR/Reading
HIST 1013	US History 1492-1865	ELAR/Reading
HIST 1023	US History 1865-Present	ELAR/Reading



# Dual Credit Admissions

ONCE YOU HAVE VERIFIED ELIGIBILITY WITH YOUR HIGH SCHOOL COUNSELOR YOU MAY BEGIN THE TWU ADMISSIONS PROCESS.

## Admissions Process:

The dual credit admissions process begins by submitting the ApplyTexas Application online. This is required in order for the admissions process to be complete so you can register for dual credit courses:

1. A one-time **application** for admission can be completed online at [Apply Texas](#). Students should use their social security number on their admissions application as well as choose the option that reflects their dual credit status. Fall applications should be submitted by mid-June and spring applications mid-December. Students are encouraged to submit applications and paperwork as early as possible in order to be ready to register when registration opens for each semester. *Please note that the student's social security number must be provided for possible eligibility for an educational tax credit by the IRS when taxes are filed.*
2. Pay the **\$50 non-refundable application fee** (can be done online with the ApplyTexas application or mailed to TWU, Office of Admissions Processing) *If payment is mailed, only a money order or cashier's check is an acceptable form of payment. Personal checks are not accepted.*
3. Submit the **TWU Dual Enrollment Permission Form** each academic year. The permission form must be signed by the student, the principal or counselor of the school, and the student's guardian prior to submitting it to the Office of Admissions Processing.
4. A **current official high school transcript** must be mailed or hand-delivered in a sealed institutional envelope to the Office of Admissions Processing located on the Denton campus. Students must submit all transcripts

Students who have completed coursework at any other college or university must submit those official transcripts.

Transcripts, and all other items, can be mailed to:

Texas Woman's University  
Office of Admissions Processing  
PO Box 425649  
Denton, TX 76204

5. Verification that TSI testing requirements have been met and the student is eligible to enroll in college courses. These scores must be provided to the Office of Admissions Processing from the high school on the transcript or official test score reporting sheet.

## Other Required Documents

### Bacterial Meningitis Information

Pursuant to SB 1107 enacted by the State of Texas on January 1, 2012, all entering students enrolling at Texas Woman's University for on-campus instruction must provide proof of Meningitis vaccination prior to registration, including dual credit students. **Dual credit students enrolled in high school-based courses only are not required to submit Meningitis vaccination verification unless they plan to *physically* take courses through dual credit on-campus.**

**The legislation exempts students who:**

- Enroll in a dual credit course that is taught at a public or private K-12 facility not located on a higher education institution campus.

**Acceptable forms include:**

- an official immunization record
- an official school record or
- a signed or stamped physician's note.

*Proof must include the date the vaccination was given. Vaccinations over 5 years old will not be accepted.*

**Proof may be mailed to:**

Texas Woman's University  
Office of the Registrar  
ADM Building, Ste. 128  
PO Box 425559  
Denton, TX 76204

Proof of immunization may also be hand delivered to any TWU Campus or emailed as an attachment to [Registrar@twu.edu](mailto:Registrar@twu.edu).

Links to the Conscientious Exemption form from the **Texas Department of State Health Services** may be found on the [Registrar homepage](#). The exemption can be requested online from the TDSHS and can take up to two weeks to receive. Submit the completed form to the Office of the Registrar.

### International Student Admissions

For admission purposes, Texas Woman's University defines an **international applicant** as a foreign national who is or will be studying at a U.S. institution on a non-immigrant visa. These applicants must complete the [ApplyTexas international application](#). Application deadlines for international varies from the domestic student application. This includes students who hold a non-immigrant visa/status and attend high school in the U.S.

Typically students attending TWU on an F-1 visa with an I-20 filed with the university are required to complete a [Tuberculosis](#) (TB) blood test and submit verification to Student Health Services.

**Dual credit students enrolled in courses on their campus are not required to submit TB test verification unless they plan to *physically* take courses through dual credit on campus. If a dual credit student chooses to take a course on the TWU campus, the student must submit official TB test documents to Student Health Services in order to move forward with registering for courses.**

For questions regarding immigration status, please contact the [Office of International Education](#) at [intloffice@twu.edu](mailto:intloffice@twu.edu) or 940-898-3338.

## Dual Credit Registration

### Registration Process and Classes

Once you have been admitted to TWU and the appropriate testing requirements have been met, you are now eligible to register for classes. Registration for classes is available online for all dual credit students during the dates specified for freshmen in the [academic calendar](#) each year. Upon acceptance to TWU, you will need to create a TWU Pioneer Portal username and password to log in to allow you to access all university services including Canvas, Student Self-Service, email, and more. Once you have your login information, please follow the steps listed below. For additional assistance use the [TWU Dual Credit Registration Video](#).

Steps to register for courses:

Also available online at [the Office of the Registrar](#)

### Create/Access Your Pioneer Portal Account

#### CREATE A TWU PIONEER PORTAL ACCOUNT – [NEW DUAL CREDIT STUDENTS ONLY](#)

Please make sure you have created a TWU Pioneer Portal account before beginning the process. You can watch the [TWU Tech for Dual Credit Students video](#) for additional assistance. If you have not, follow these steps:

1. Go to [www.twu.edu](http://www.twu.edu) and click on the “*Pioneer Portal*” link at the top left of the page.
2. It will go to the Pioneer Portal login panel, where there is a button that says, “*Create Portal Account*”, click on that.
3. This will take you to the screen to create the account. Enter the last name, Social Security (or TWU Student ID#), Birth Date, and create a password. The password must be complex and you must follow the instructions on the screen.

4. Click on “*Create My Account*”

ARE YOU A [RETURNING DUAL CREDIT STUDENT](#) AND FORGOT YOUR USERNAME AND/OR PASSWORD?

**Username**— contact the IT helpdesk at 940-898-3971

**Password**— reset your password <https://apps.twu.edu/resetpassword/reset1.aspx>. You will need your TWU ID#, if you do not have it, contact the IT Help Desk.

### Instructions on How Students Can Check Their Application Status









- You must have a Pioneer Portal Account
- Go to <https://webadvisor.twu.edu>
- Click "Login" upper right corner.
  - Enter your username and password
  - Click Submit.
- Click "Applicants" blue rectangle.
- Review your applicant and account information.

**Admissions Processing must receive all required application materials BEFORE we can process student application files.**

- Check for missing documents
  - Log in to WebAdvisor and select "My Documents" under the Communication heading.
- Check application status:
  - Log in to WebAdvisor and select "Admission Status" under the Admission Information heading.

### Register for Classes

1. Log into your Pioneer Portal
2. Click ‘*Log In*’ on the top right-hand corner and use your TWU username and password to log on.
3. Once you’ve logged in, click on ‘Self-Service’
4. Click Student Planning to register for courses

 <b>Registration To-Do List - Items Due!</b> Items that need your attention prior to registration. Here you can view any items on your registration to-do list, along with any active holds and restrictions.	 <b>Student Planning</b> Here you can search for courses, plan your terms, and schedule & register your course sections.
 <b>Grades</b> Here you can view your grades by term.	 <b>Enrollment Verifications</b> Here you can view and request an enrollment verification.
 <b>Transcript Requests</b> Here you can view and request a transcript.	 <b>Student Finance</b> Here you can view your latest statement and make a payment online.
 <b>Financial Aid</b> Here you can access financial aid data, forms, etc.	 <b>WebAdvisor Students</b> Students may access the following: Student Financial Aid, Application for Graduation, Withdraw from Term, Degree Plan Evaluation, Communications.

**Steps to Getting Started** Search for courses...

There are many options to help you plan your courses and earn your degree. Here are 2 steps to get you started:

**1 View Your Progress**

Start by going to My Progress to see your academic progress in your degree and search for courses.

[Go to My Progress](#)

**2 Plan your Degree & Register for Classes**







Next, take a look at your plan to see what you've accomplished and register your remaining classes toward your degree.

[Go to Plan & Schedule](#)

1. Click '*Registration To-Do List*'; update anything under *Items for Completion*

Registration To-Do List  
must be completed  
before registration can  
be completed.

Choose a category to get started.

 <b>Registration To-Do List</b> Items that need your attention prior to registration. Here you can view any items on your registration to-do list, along with any active holds and restrictions.	 <b>Student Planning</b> Here you can search for courses, plan your terms, and schedule & register your course sections.
 <b>Grades</b> Here you can view your grades by term.	 <b>Enrollment Verifications</b> Here you can request an enrollment verification.
 <b>Transcript Requests</b> Here you can view your unofficial transcript and request an official transcript.	 <b>Student Finance</b> Here you can view your latest statement and make a payment online.

[Return to WebAdvisor](#)



**!** The below items must be addressed before you may register for classes:

Items for Completion:  
The below list includes items that must be taken care of before you can register for classes. Using the link next to each item below, complete each form as required in order to take care of each item.

*Update your Fixed Tuition Response	<a href="#">Click Here to Update</a>
*Accept your Payment Terms and Agreement	<a href="#">Click Here to Update</a>
*Update your Pioneer Emergency Notification	<a href="#">Click Here to Update</a>
*Complete your Public Health Disclaimer	<a href="#">Click Here to Update</a>

- Click on the 'Home' button on the top left corner to return to the main menu
- Click 'Student Planning'; Enter the course name in the search box in the top right corner (ex: ENG1013, MATH1313, GOV2013) **DO NOT ADD A SPACE BETWEEN NAME AND NUMBER;** Press Enter
- Select 'Off-Campus' on the filter results on the left side
- Select 'View Available Sections'
- Locate your CORRECT course by the **section number** (Ex: ENG1013.**70**, MATH1313.**72**, GOV2013.**25**); **No spaces.** Select 'Add Section to Schedule'

Filter Results

SUBJECTS

ENGLISH (1)

LOCATIONS

DENTON (1)

☒ OFF-CAMPUS (1)

TERMS

Fall 2017 (1)

DAYS OF WEEK

TIME OF DAY

Select time range...

INSTRUCTORS

Staff (1)

ACADEMIC LEVELS

Undergraduate Degree (1)

COURSE LEVELS

First Year (1)

COURSE TYPES

Distance Education (1)

Dual Credit (1)

Filters Applied: OFF-CAMPUS

**ENG-1013 COMPOSITION I (3 Credits)** [Add Course to Plan](#)

(TCCN ENGL 1301) Theory and practice of written and oral exposition and research in traditional and electronic environments; rhetorical principles and organization in practice. Prerequisites: ENG 1003 or a passing score on, or exemption from, placement exam. Three lecture hours a week. Credit: Three hours.

☒ This course is planned.

Requisites: None

Locations: DENTON, OFF-CAMPUS

Offered: ALL SEMESTERS, ALL

**View Available Sections for ENG-1013**

Fall 2017

**COMPOSITION I 70**

☐ A Registration Code is required in order to schedule this section.

[Add Section to Schedule](#)

Seats	Times	Locations	Instructors
35	TBD	OFF-CAMPUS	Staff

- Confirm you've selected the CORRECT course under the 'Additional Information' section; Enter 5 digit Course Code, for your section, in the 'Section Registration' box; Select 'Add Section'

Dates	8/28/2017 - 12/15/2017
Seats Available	35 of 35 Total
Credits	3
Grading	Graded
Requisites	None
Course Description	(TCCN ENGL 1301) Theory and practice of written and oral exposition and research in traditional and electronic environments; rhetorical principles and organization in practice. Prerequisites: ENG 1003 or a passing score on, or exemption from, placement exam. Three lecture hours a week. Credit: Three hours.
Additional Information	DUAL CREDIT: RYAN HIGH SCHOOL, 5101 E. MCKINNEY DENTON TEXAS 76208. SATISFIES 3HRS CORE CURRICULUM: COMMUNICATION. DUAL CREDIT - AP ENGLISH III
Topic	Core Course
Books	<a href="#">Bookstore Information</a>
Instructor Vitae	<a href="#">Vitae: Staff</a>
Syllabus	<a href="#">Course Syllabus</a>
Section Registration	This section requires a Registration Code in order to add it to your schedule. If you have a code, please enter it in the input field to the right: <input type="text"/>
<div> <input type="button" value="Close"/> <input type="button" value="Add Section"/> </div>	

8. Follow steps 7-12 to add any additional courses
9. Click on the 'Home' button on the top left corner to return to the main menu
10. Click 'Student Planning'; Click on 'Plan your Degree & Register for Classes'
11. Make sure your calendar shows the intended semester you plan to register for in the top left corner.

## Plan your Degree and Schedule your courses

Schedule
Timeline
Advising

Spring 2020

12. To register for all planned courses at once, click on the *Register Now* button in the upper right corner.

13. Your courses will show as 'Registered, but not started' on the left side of the calendar.

**ENG\*2013-41: ENG LIT MASTERPCS**

✓ **Registered, but not started**

Credits: 3 Credits  
Grading: Graded  
Instructor: Gilson, M  
1/13/2020 to 5/8/2020

Meeting Information

Drop


Note: If you are registering for a Science course with a lab you must click “Register Now” and not the individual “Register” button to register for classes.


## Paying for Classes


Students can make payments online with an electronic check or credit card via the “**Paying for Classes**” link on the [TWU web page](#) or in the TWU student portal. The student will use their portal login information and can also designate authorized users to have access to the payment system to make payments. Cash and check payments are also accepted at the Bursar’s Office during normal business hours in the Admissions Building. A payment plan is available in the fall and spring semesters and requires online enrollment with a required down payment.


1. Log into your Pioneer Portal
2. Once you’ve logged in, click on ‘Self-Service’

3. Log into Self-Service with your TWU username and password
4. Click on “Student Finance”. You may also click “Financial Information” to navigate to “Pay your Bill”
5. Click “Registration To-Do List”; update anything under “Items for Completion”

**Student Planning**  
Here you can search for courses, plan your terms, and schedule & register your course sections.

**Enrollment Verifications**  
Here you can view and request an enrollment verification.


**Student Finance**  
Here you can view your latest statement and make a payment online.


**WebAdvisor Students**  
Students may access the following: Student Financial Aid, Application for Graduation, Withdraw from Term, Degree Plan Evaluation, Communications.


Academics > Student Planning > Planning Overview


It's Registration Time!  
[Click here to go to the Plan & Schedule page to register for classes](#)

Steps to Getting Started  
There are many options to help you plan your courses and earn your degree. Here are 2 steps to get you started:

**1 View Your Progress**  
Start by going to My Progress to see your academic progress in your degree and search for courses.  
[Go to My Progress](#)

**2 Plan your Degree & Register for Classes**  
Next, take a look at your plan to see what you've accomplished and register your remaining classes toward your degree.  
[Go to Plan & Schedule](#)



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6. Select “Off-Campus” on the filter results on the left side

Filter Results

Filters Applied: OFF-CAMPUS

**ENG-1013 COMPOSITION I (3 Credits)** Add Course to R

TCCN ENGL 13013 Theory and practice of written and oral exposition and research in traditional and electronic environments; rhetorical principles and organization in practice. Prerequisites: ENG 1003 or a passing score on, or exemption from, placement exam. Three lecture hours a week. Credit: Three hours.

☒ This course is planned.

Requisites: None


Locations: DENTON, OFF-CAMPUS

Offered: ALL SEMESTERS, ALL

**View Available Sections for ENG-1013**

Fall 2017



**COMPOSITION I.70**


 A Registration Code is required in order to schedule this section.

Add Section to Schedule

7. Select "View Available Sections"
8. Locate your correct course by the section number (EX: ENG 1013.70, MATH1313.72, GOV2013.25); Select "Add Section to Schedule"
9. Confirm you've selected the correct course under the "Additional Information" section; Enter 5 digit course code, for your section, in the "Section Registration" box; Select "Add Section"



Dates	8/28/2017 - 12/15/2017
Seats Available	35 of 35 Total
Credits	3
Grading	Graded
Requisites	None
Course Description	(TCCN ENGL 1301) Theory and practice of written and oral exposition and research in traditional and electronic environments; rhetorical principles and organization in practice. Prerequisites: ENG 1003 or a passing score on, or exemption from, placement exam. Three lecture hours a week. Credit: Three hours.
Additional Information	DUAL CREDIT: RYAN HIGH SCHOOL, 5101 E. MCKINNEY DENTON TEXAS 76208. SATISFIES 3HRS CORE CURRICULUM: COMMUNICATION. DUAL CREDIT - AP ENGLISH III 
Topic	Core Course
Books	<a href="#">Bookstore Information</a>
Instructor Vitae	<a href="#">Vitae: Staff</a>
Syllabus	<a href="#">Course Syllabus</a>
Section Registration	<p>This section requires a Registration Code in order to add it to your schedule. If you have a code, please enter it in the input field to the right:</p> <div style="text-align: right;"> <input type="text"/> </div> <div style="text-align: right;">  </div>



10. Repeat steps 7-12 to add any additional courses
11. Click on the "Home" button on the top left corner to return to main menu
12. Click "Student Planning"; then click on "Plan your Degree & Register for Classes"

Search for courses...

2



### Plan your Degree & Register for Classes



Next, take a look at your plan to see what you've accomplished and register your remaining classes toward your degree.

[Go to Plan & Schedule](#)

13. Make sure your calendar shows the intended semester you plan to register for on the top left corner

14. To register for all planned courses at once, click on the "Register Now" button in the upper right corner (Ex. Registering for a Science course and lab courses)

Plan your Degree and Schedule your courses

Search for courses...



15. Your courses will show as "Registered, but not started" on the left side of the calendar

## Dual Enrollment Course Restrictions and Limitations

Dual enrollment students may not enroll in developmental courses or courses for which they have not met the course or skill level prerequisite requirements. Students should meet with their high school counselor to determine the appropriate courses and course load for each semester. Students may also contact a TWU Coordinator of Academic Transitions to receive academic advising on appropriate courses relating to the Texas Core Curriculum and future career goals.

## Tuition Information

Tuition is decided by the TWU Board of Regents each year and is designated by student type. Dual credit students pay a reduced tuition rate of \$50 per credit hour and a \$15 per credit hour dual credit fee for a total of \$195 for a three-hour course, regardless of location. Dual credit students who enroll in courses taught on the TWU campus by TWU faculty will still pay the reduced tuition rate and dual credit fee designated to dual credit students, however, approval is still required before enrollment in an on-campus TWU course. Dual credit tuition and fees are subject to change and will be communicated to the partner districts prior to the academic year of implementation.

## Class Cancellations

The college reserves the right, when necessary, to cancel classes, change instructors, and otherwise alter the published schedule. No charge will be made for changes due to canceled classes. Students that do not wish to replace the class will receive a full refund of the costs associated with the canceled class. In order to replace a canceled class, the student should make changes before the end of the registration period as stated in the academic calendar.

## Dropping a Course

Dual credit students wishing to drop a dual credit course must complete an [add/drop form](#) signed by their instructor and high school counselor on or before the final drop date of the semester to the TWU Dual Credit Office in order for the drop to become effective. Prior to the census date, students may add/drop in Student Self-Service without institutional approval. Students enrolled in one class and drop that course are withdrawing from the course and are no longer enrolled at TWU. Refund calculations are determined by the State of Texas and are different for dropping a course and withdrawing. Refund dates are always available on the [Bursar's Office](#) website and on the Academic Calendar.

Refunds are calculated by the date the drop form is received in the Admissions Office by mail, email, fax, or in person. Dropping a class is not considered complete until the completed drop form is received and processed by the TWU Registrar's Office.

## Expectations and Requirements

Dual credit students are expected to perform at the college level and to honor all deadlines declared by the college or by the instructor. The individual professors distribute class policies and syllabi during the first week of classes detailing individual class requirements. It is the duty of the student to meet the expectations of the faculty member and the requirements of the course.

In the unfortunate event a student is required to attend Disciplinary Alternative Education Program (DAEP) via district policy and behavioral standards, continuation in the Dual Credit Program will be determined in collaboration with the counselor, instructor, and TWU representative. In some instances, a student may complete the TWU academic course via distance education instructional methods, which will require approval from the TWU academic component head, depending on the point in the term that the disciplinary action has occurred. If the disciplinary action occurs prior to the final drop date it may be recommended that the student drops the course.

## Academic Standing

Dual Credit students must remain in good academic standing. A dual credit student must maintain a 2.0 GPA and earn a minimum grade of a "C" in all dual credit courses. Students are permitted to retake the dual credit course with a grade of a "D" or "F". Students who are ineligible to continue taking classes, and

wish to appeal, will need to follow the steps outlined on the TWU website <https://twu.edu/academic-affairs/academic-complaints-appeals/>

## Refunding of Charges

Dual credit students seeking refunds for tuition for dropped or withdrawn classes are subject to TWU policies and procedures outlined on the [Bursar's Office](#) website. All students will receive a green envelope after initially registering at TWU that will provide them with refund options. The university uses a third-party vendor, BankMobile Disbursements, to send all university refunds to students. Students must select a refund option when their refund selection kit is received.

## Textbooks

Dual credit students are responsible for obtaining the required textbook for enrolled courses. Please check with your high school counselor to determine textbook policies and resources as some districts/schools will provide textbooks for students. When appropriate academic programs will utilize district textbooks for TWU Dual Enrollment courses. If a different textbook is required to meet the outcomes of the course, appropriate communications will be sent to students in advance. All required textbooks are available from the TWU bookstores located on the Denton campuses and online through our homepage.

## Academic Integrity

It is the aim of the faculty of Texas Woman's University to foster a spirit of complete honesty and a high standard of integrity. The attempt of any student to present as his or her own any work which he or she has not honestly performed is regarded by the faculty and administration as a most serious offense and renders the offender liable to serious consequences, possibly suspension. Dual Credit students are held to the same standard as any other enrolled TWU student and will be held accountable for any violation of the Student Code of Conduct.

**CHEATING:** Dishonesty of any kind on examinations or on written assignments, illegal possession of examinations, the use of unauthorized notes during an examination, obtaining information during an examination from the textbook, the internet, or from the examination paper of another student, assisting others to cheat, alteration of grade records are examples of cheating. Complete honesty is required of the student in the presentation of any and all phases of coursework. This applies to quizzes of whatever length, as well as to final examinations, daily reports, and to term papers.

**PLAGIARISM:** Offering the work of another as one's own, without proper acknowledgment, is plagiarism; therefore, any student who fails to give credit for quotations or essentially identical expression of material taken from books, encyclopedias, magazines, and other reference works, or from the themes, reports or other writing of a fellow student, is guilty of plagiarism.

More information on TWU's Academic Integrity policy can be found [here](#).

## Transferring Credit Earned at TWU to another College or University

In order to transfer the college hours earned at TWU to another college or university you will need to request that an official transcript be sent to the college or university from TWU. Official transcripts can be requested online or in person from the [Office of the Registrar](#) at the Denton Campus. You must have a picture ID to request a transcript. You can also complete the printable version of the Transcript Request Form that is available online and submit that form with the required identification to the Office of the Registrar. Students with a current login may also request a transcript online through the Office of the Registrar's webpage. **Official transcripts are \$12.50 and all financial and other holds must be cleared before a transcript can be issued.**

## Technology Information

Courses that are offered through TWU as dual credit courses follow the same schedule as all other courses offered at the college. These courses **do not** have a flexible entry, and will begin the first day of classes each semester. The course instructors have their course syllabi and course requirements posted at the beginning of the semester. Students should follow all directions and instructions given by the instructor for the course. Dual credit courses may also utilize the [Canvas](#) course delivery system to collect course assignments or distribute course content. Students will not be able to access their Canvas course shell until the first class day of the semester. In addition, students that register on or after the first day of class will not have access until the systems update which can take up to 24 hours.

It is your responsibility as the student to make contact with your instructor by the first class day of the semester. Your instructor's email address can be found by searching the [TWU Employee Directory](#) for the instructor's name if not in an embedded course at your high school.

If you are unable to access your course, please contact the [Service Desk](#). Failure to contact the appropriate personnel can result in you becoming behind in your course, being dropped from the course, or even receiving a failing grade. Student tutorials are available to you on the TWU website and it is also recommended that you complete the tutorials and the Student Orientation online. All students enrolled in internet-based courses have access to Canvas Technical Support. The first place to go for help is the course instructor. The instructor will be able to answer any questions you have about the content of the course, assignment due dates, etc.; however, for technical questions, you may find your answer on the **Office of Technology** link within the **TWU Pioneer Portal**. To speak with a technology support specialist, please call (940) 898-3971.

### Support hours are

Monday through Thursday, 7:30 a.m. through 7:00 p.m. Friday, 7:30 am to 5:30 pm Saturday, 9:00 am to 3:00 pm Sunday, 3:00 pm to 9:00 pm. The Service Desk is also available by emailing [servicedesk@twu.edu](mailto:servicedesk@twu.edu). When emailing a request for help, include your full name, course(s) enrolled in, name of instructor(s), and phone number where you can be reached.



## **Security of Usernames and Passwords**

Students gain access to TWU Pioneer Portal, Canvas, and their student email account with their TWU Pioneer Portal username and password. All users of our online learning management systems are responsible for maintaining the security of their usernames and passwords. Access credentials may not be shared or given to anyone other than the user to whom they were assigned for any reason. The student to whom the account belongs is responsible for any and all uses of their online account.

## **Students with Disabilities**

If you are a student that has a disability that may impact participation in class and anticipate the need for reasonable accommodations to meet the requirements of this course, please contact your local school district's special education program office/director.

If you are taking courses on the TWU campus and require reasonable accommodations to meet the requirements of a course, please contact the office of Disability Support Services (CFO 106, 940-898-3835, [dss@twu.edu](mailto:dss@twu.edu)) in order to obtain the required official notification of your accommodation needs.

It is the responsibility of the district to provide disability accommodation for the student who requests accommodation for their enrolled dual credit course. It is the responsibility of the student to initiate the request via their dual credit instructor with their local school district special education program office. The dual credit instructor/district special education office may consult with the DSS office in providing appropriate accommodations for the student. They must also complete all required documentation processes for the district and the institution.

## **Other Issues or Concerns**

For any other questions or concerns you have about your dual credit course(s) please feel free to call the Director of Dual Enrollment Programs, Tanisha Johnson at 940-898-2748.

# **Frequently Asked Questions**

## **How is “Dual Credit” different from high school AP courses?**

Both dual credit and AP courses are taught at the college level, but taking a dual credit course allows you to get college credit immediately upon successful completion of the course. In an AP course, you must pass the end-of-course AP exam with the score required by the individual colleges for awarding AP credit to be eligible to apply for college credit once you graduate from high school. Usually, a student who took an AP course while in high school and made the required score must “petition” the college to award the credit. Some colleges may require that you attend the college for one semester before awarding the credit. Those decisions are left to the individual colleges, and you should check with the college you are planning to attend for their policy regarding courses that will be accepted through testing and limits on the number of hours that can be earned through testing. Unlike the AP courses, the college credit for dual

credit courses is awarded at the conclusion of the semester in which the passing grade was earned and transfers between public colleges and universities in the state. Many private and out-of-state colleges and universities also accept dual credit hours.

Another difference is that dual credit courses are taught by College faculty or adjunct faculty that must meet the credential requirements of TWU and the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). High school AP courses don't have to meet this requirement.

### **When do I need to begin the admissions process in order to take a dual credit course?**

You need to begin the admissions process prior to the start of the semester in which you are planning to take the dual credit courses. You need to complete: your one-time admissions application online at [ApplyTexas](#), testing requirements, and course enrollment **at least four weeks prior to the start of the semester**. Please allow time for processing your paperwork, registering for any testing that needs to be completed, and paying your tuition prior to the first day of classes so the earlier you start, the better prepared you will be for the semester.

# Enrollment Checklists

## First Time Dual Credit Student

- Submit your one-time application for Admission online at [www.applytexas.org](http://www.applytexas.org) and a TWU Dual Enrollment Permission Form signed by the student, parent/guardian, and school official to the Dual Credit Admissions Office at TWU by **June 15th** to enroll for the fall semester and December 1<sup>st</sup> to enroll for the spring semester.
- Have your high school counselor submit an updated transcript showing your most recently earned high school credits (required only fall semester, if enrolling both fall and spring).
- Have your high school counselor submit test scores showing your TSI compliance or exemption to the Office of Admissions Processing.
- If not TSI exempt, complete the Pre-Assessment Activity & TSI Assessment. Contact your high school or the testing lab on our homepage for more information.
- Check email regularly for acceptance notification from TWU which will also contact you with your username and password for logging in to the TWU Portal. This information will be needed to complete registration.
- Once you receive your login information, follow the instructions for All Dual Credit Students for completing the registration process. There is also a link on TWU Pioneer Portal in the event you forget your username and password or do not receive one through email.

## Returning Dual Credit Students

- Submit a new TWU High School Dual Enrollment Permission Form each academic school year signed by the student, parent/guardian, and school official to the TWU Office of Admissions Processing (OAP) each academic year.
- Have your high school counselor submit an updated official transcript showing your most recently earned high school credits (required only fall semester, if enrolling both fall and spring).
- Have your high school counselor submit any new TSI-compliant test scores to the TWU Office of Admissions and Processing or complete the Score Release Form.
- Submit all official college transcripts from institutions attended.
- One month before registration starts, log into your pioneer portal and complete your To-Do List items.
- Follow the instructions for all Dual Credit Students completing the registration process.