

**TRINITY VALLEY
COMMUNITY COLLEGE**

DUAL CREDIT MANUAL



FOR

STUDENTS

2023-2024

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**TRINITY VALLEY COMMUNITY COLLEGE
VISION & MISSION STATEMENT**

VISION

Trinity Valley Community College will be a leader in providing quality education, innovative programs, and purpose for our students, employees, and communities.

MISSION

Transforming lives through affordable and accessible education.

**TRINITY VALLEY COMMUNITY COLLEGE
STATEMENT OF PURPOSE**

The TVCC Statement of Purpose is determined in statute identified in the Texas Education Code, Section 130.003, which states that the charge of each public community college shall be to provide the following:

- Technical programs up to two years in length leading to an associate degree or certificates;
- Vocational programs leading directly to employment in semi-skilled or skilled occupations;
- Freshman and/or sophomore courses in arts and sciences;
- Continuing adult education programs for occupational or cultural upgrading;
- Compensatory education programs designed to fulfill the commitment of an admissions policy that allow the enrollment of disadvantaged students;
- A continuing program of counseling and guidance designed to assist students in achieving their individual educational goals;
- Workforce development program designed to meet local and statewide needs;
- Adult literacy and other basic skills programs for adults; and
- Other purposes as may be prescribed by the Texas Higher Education Coordinating Board for post-secondary education in Texas.

**TRINITY VALLEY COMMUNITY COLLEGE
VALUES**

Trinity Valley Community College adopted “The Cardinal Way” as its service standards. The Cardinal Way is to be a leader and these are the actions of a leader.

- Courageous
- Accountable
- Respectful
- Driven
- Inspirational
- Networker
- Authentic
- Life-long learner

Accreditation Statement

Trinity Valley Community College (TVCC) is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees and certificates. Contact SACSCOC at 1866 Southern Lane, Decatur, Georgia 30033-4097, telephone 404-679-4500, for questions about the accreditation status of TVCC.

All other questions about TVCC's accreditation should be directed to the college's SACSCOC liaison Spencer Wagley at spencer.wagley@tvcc.edu or by calling 903-675-6282. Inquiries such as admission requirements, financial aid, educational programs, etc., should be directed to the College at 100 Cardinal Drive, Athens, Texas 75751 or by calling 903-675-6200.

TVCC received initial accreditation to award associate degrees from the SACSCOC in 1952, and received its last reaffirmation of accreditation in 2017 with no sanctions or negative actions.

The Department of Education (DOE) recognizes the Associate Degree Nursing program at Trinity Valley Community College at the Health Science Center located in Terrell, Texas is accredited by the:

Accreditation Commission for Education in Nursing (ACEN)
3390 Peachtree Road NE, Suite 1400 Atlanta, GA 30326
(404) 975-5000

The most recent accreditation decision made by the ACEN Board of Commissioners for the associate degree nursing program is Continuing Accreditation. View the public information disclosed by the ACEN regarding this program at <http://www.acenursing.us/accreditedprograms/programSearch.htm>. The last reaffirmation of accreditation was in 2017 with no sanctions or negative actions.

In addition, other agencies that currently accredit specific programs at Trinity Valley Community College are as follows.

Program Name	Accreditation Agency	Last Review	Sanctions or Negative Actions
Surgical Technology	Commission on Accreditation of Allied Health Education Program	2006	No sanctions or negative actions
Emergency Medical Services	Commission on Accreditation of Allied Health Education Program	2013	No sanctions or negative actions

Associate Degree Nursing	Accreditation Commission for Education in Nursing	2009	No sanctions or negative actions
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**AFFIRMATIVE ACTION
EQUAL OPPORTUNITY STATEMENT**

All activities of the College are administered without regard to race, color, religion, sex (including pregnancy), gender, national origin, age, disability military status, genetic information, or any other basis prohibited by law. These include, but are not limited to: recruitment, hiring, promoting, training, lay-offs, terminating, rate of pay and other forms of compensation; the recruitment and admission of students; the availability of student loans, grants and scholarships; the opportunity to participate in student activities; the provision of student services; the use of college housing; and the operation of any programs and activities.

TVCC is an affirmative action/equal opportunity institution, which provides educational and employment opportunities on the basis of merit and without discrimination or harassment in full compliance with the Civil Rights Act of 1964, as amended; the Age Discrimination in Employment Act of 1967, as amended; the Rehabilitation Act of 1973 (Section 503, 504); Americans with Disabilities Act, as amended, Title IX of the Educational Amendments of 1972; the Vietnam Era Veterans Assistance Act of 1974; Article 5221k V.A.C.S.; and Executive Orders 11246 and 11758.

TVCC will take steps to assure that limited English language skills will not be a barrier to admission and participation in all educational and vocational programs. Questions or issues related to Title IX and Section 504 compliance activities should be directed to the Title IX Coordinator/Affirmative Action Officer in the Human Resources Department, 100 Cardinal Drive, Athens, Texas 75751, humanresources@tvcc.edu, or 903-675-6215.

FAMILY EDUCATION RIGHTS & PRIVACY ACT OF 1974

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age.)

In compliance with the Texas Open Records Act and the Buckley Amendment (Public Law 93-579), TVCC will consider the following information to be “public or directory information” unless the individual student properly advises the registrar’s office in writing that his/her name not be included or released as public information:

- Name
- Date of birth
- Current & permanent address
- Telephone listing
- Major
- Current class schedule
- Number of hours enrolled current semester
- Classification
- E-mail address
- Degrees & awards received
- Dates of attendance
- Participation in officially recognized activities & sports
- Weight & height of members of athletic teams
- All previous educational agencies or institutions attended

TVCC administration, counselors, staff, and instructors are allowed to communicate with the individual student, the high school counselor, high school administration, and the Dual Credit High School Liaison regarding student progress, grades, student schedule, student attendance, tuition owed, etc. TVCC employees are **not allowed** to discuss individual students with anyone, including parents, without a signed FERPA Waiver. TVCC staff will communicate to the high school, where parents may request information from the high school staff regarding students’ dual credit courses.

DUAL CREDIT INTRODUCTION

This manual is a guide for dual credit students and parents as they engage in the dual credit program at Trinity Valley Community College. The Trinity Valley Community College Catalog should be consulted for questions, as well as the Trinity Valley Community College website. The catalog can be found at <https://www.tvcc.edu/catalogs/> and the college homepage is <https://www.tvcc.edu/>. The dual credit webpage is located at <https://www.tvcc.edu/dual-credit/>. Dual Credit refers to 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 the high school. Dual Credit courses include both academic core courses as well as technical/workforce courses.

Concurrent enrollment refers to the process by which an eligible high school student enrolls in college-level academic or technical courses while still enrolled in high school and receives college credit without receiving high school credit for these courses.

High school students residing in the TVCC service area may be eligible to receive dual credit toward high school graduation for successfully completing certain TVCC courses. Dual credit courses can be offered at the high school campus during regular high school hours, via distance learning, or on any of the TVCC campuses. High school students may enroll in dual credit courses as high school freshman; they must receive permission from their parent/guardian and high school counselor; submitted an official high school transcript; completed all TVCC admissions requirements and prerequisites for courses they wish to take; met the Texas Success Initiative (TSI) requirements; and taken any required placement tests prior to enrollment OR submitted acceptable exemption scores on the ASPIRE, ACT, PLAN, PSAT, SAT, or STAAR.

The TVCC Dual Credit program is approved to offer over fifty-percent of the AA and/or AAS degree on 30 high school campuses.

High school students taking TVCC courses will conduct themselves as college students as expected in a collegiate classroom environment.

Statutory authority for concurrent enrollment and dual credit is contained in the Texas Administrative Code, Title 19, Part 1, Chapter 4, Subchapter D, §4.81 - §4.85 and Part 2, §74.25.

How does Dual Credit work?

Students begin by consulting their high school counselor to determine if dual credit courses are available and if the student is eligible for enrollment. Students must demonstrate college readiness through standardized test results and achieve the appropriate scores for dual credit admission. Students must meet all TVCC admission requirements and the prerequisites for each course. High school counselors help students with the TVCC admission, enrollment, and registration process.

What subjects are available?

Only courses contained within the TVCC core, workforce education courses, and foreign language courses may be used for dual credit. Courses approved for dual credit for a high school student must be applicable to a TVCC certificate or degree.

TVCC offers a wide selection of courses to dual credit students at three TVCC campuses, high schools, and in several different formats. Students must consult with the high school counselor about which subjects are available and most appropriate for graduation requirements, but the most common subjects include, but are not limited to English, Government, Math, History, Criminal Justice, Business, Welding and Mechanical Engineering.

Dual Credit Liaisons

Dual Credit Liaisons are school district contacts that serve as the contact person for the dual credit program on that high school campus. This individual might handle course scheduling, computer lab scheduling for online courses, troubleshooting, etc. If the school district has a designated Dual Credit Liaison, please send that individual's contact information to the director of dual credit.

University Interscholastic League (UIL)

TVCC encourages the student to consult the Constitution and Contest Rules of the UIL concerning eligibility for course work beyond high school level in subject areas in which the student may participate in UIL. Under UIL rules, taking college courses in a field of study in which the student may compete in UIL may disqualify a student from competition.

TVCC Partner School Districts

Tax-paying district schools include: Athens, Athens Christian Preparatory, Brownsboro, Crandall, Cross Roads, Eustace, Frankston, Kaufman, Kaufman Christian, Kemp, LaPoynor, Mabank, Malakoff, Scurry-Rosser, Terrell and Trinidad.

Out of tax-paying district schools include: Canton, Cayuga, Community, Edgewood, Elkhart, Forney, Fruitvale, Hamlin, Martins Mill, Neches, Palestine, Poetry Community Christian, Rains, Slocum, Throckmorton, Westwood and Wills Point.

DUAL CREDIT DELIVERY SYSTEMS

- **College Campus** - A high school student earns both high school and college credit for a course taught on the college campus. The high school student will attend class with college students. High school counselors work with TVCC dual credit to enroll students in class times that fit within the school day or TVCC provides college courses at night.
- **High School Campus** - A high school student earns both high school and college credit for a course taught in the high school facility, with an embedded high school instructor. The instructor must meet all qualifications for faculty teaching each respective course on the college campus and be approved by the appropriate TVCC department.
- **Distance Learning** - The United States Distance Learning Association defines distance learning as “The acquisition of knowledge and skills through mediated information and instruction, encompassing all technologies and other forms of learning at a distance”.

Distance learning at Trinity Valley Community College offers opportunities for students to further their education goals when employment, family responsibilities, or other scheduling or distance problems prevent regular attendance on one of the college’s campuses.

TVCC’s distance learning program utilizes internet courses and two-way live instructional television to provide online degrees. Online courses use the Canvas course management system. Specific login instructions for Canvas may be obtained from the distance learning office. Students should note that many TVCC distance learning courses might require major examinations to be taken in a proctored environment either at designated testing centers or through approved proctors. This may result in students having to travel to their nearest TVCC campus for exams. For information about Distance Learning at TVCC, please visit our website at <https://www.tvcc.edu/Distance-Learning/> or email us at ecourseshelp@tvcc.edu.

Internet courses include a \$40 internet fee for each individual distance learning courses.

- **Online Course** - An online course is completed entirely over the internet. Dual credit students earn both high school and college credit.
 - A high school student may enroll in an online course integrated with college students and participate independently at home.

- A high school student may enroll in an online course composed of only high school students and dedicated to dual credit.
- The high school may arrange for a group of students to meet in a computer lab and participate in an online course with a high school liaison present.
- Students are encouraged to participate in an online assessment to assess their compatibility with online college courses before they enroll. A report is provided at the conclusion of the assessment. Go to this webpage:
<https://www.tvcc.edu/Distance-Learning/>
- Online Canvas student orientation is provided at <https://ecourses.tvcc.edu/>

HOW IS COLLEGE DIFFERENT FROM HIGH SCHOOL?

FOLLOWING THE RULES IN HIGH SCHOOL	CHOOSING RESPONSIBLY IN COLLEGE
* High school is <i>mandatory</i> and usually <i>free</i> .	* College is <i>voluntary</i> and <i>expensive</i> .
* Your time is structured by others.	* You manage your own time.
* You need permission to participate in extracurricular activities	* You must decide whether to participate in co-curricular activities.
* You can count on parents and teachers to remind you of your responsibilities and to guide you in setting priorities.	* <i>You</i> must balance your responsibilities and set priorities. You will face moral and ethical decisions you have never faced before.
* Each day you proceed from one class directly to another, spending 6 hours each day--30 hours a week--in class.	* You often have hours between classes; class times vary throughout the day and evening and you spend only 12 to 16 hours each week in class
* Most of your classes are arranged for you.	* You arrange your own schedule in consultation with your adviser. Schedules tend to look lighter than they really are.
* You are not responsible for knowing what it takes to graduate.	* Graduation requirements are complex, and differ from year to year. You are expected to know those that apply to you.
* Guiding principle: You will usually be told what to do and corrected if your behavior is out of line.	* Guiding principle: You are expected to take responsibility for what you do and do not do, as well as for the consequences of your decisions.
GOING TO HIGH SCHOOL CLASSES	SUCCEEDING IN COLLEGE CLASSES

* The school year is 36 weeks long; some classes extend over both semesters and some do not.	* The academic year is divided into two separate 16-week semesters, plus a week after each semester for exams.
* Classes generally have no more than 35 students.	* Classes may number 100 students or more.
* You may study outside class, as little as 0 to 2 hours a week, and this may be mostly last-minute test preparation.	* You need to study at least 2 to 3 hours outside of class for each hour in class.
* You seldom need to read anything more than once, and sometimes listening in class is enough.	* You need to review class notes and text material regularly.
* You are expected to read short assignments that are then discussed, and often re-taught, in class.	* You are assigned substantial amounts of reading and writing which may not be directly addressed in class.
* Guiding principle: You will usually be told in class what you need to learn from assigned readings.	* Guiding principle: It is up to you to read and understand the assigned material; lectures and assignments proceed from the assumption that you have already done so.
HIGH SCHOOL TEACHERS	COLLEGE PROFESSORS
* Teachers check your completed homework.	* Professors may not always check completed homework, but they will assume you can perform the same tasks on tests.
* Teachers remind you of your incomplete work.	* Professors may not remind you of incomplete work.
* Teachers approach you if they believe you need assistance.	* Professors are usually open and helpful, but most expect you to initiate contact if you need assistance.
* Teachers are often available for conversation before, during, or after class.	* Professors expect and want you to attend their scheduled office hours.

* Teachers have been trained in teaching methods to assist in imparting knowledge to students.	* Professors have been trained as experts in their particular areas of research.
* Teachers provide you with information you missed when you were absent.	* Professors expect you to get from classmates any notes from classes you missed.
* Teachers present material to help you understand the material in the textbook.	* Professors may not follow the textbook. Instead, to amplify the text, they may give illustrations, provide background information, or discuss research about the topic you are studying. Or they may expect <i>you</i> to relate the classes to the textbook readings.
* Teachers often write information on the board to be copied in your notes.	* Professors may lecture nonstop, expecting you to identify the important points in your notes. When professors write on the board, it may be to amplify the lecture, not to summarize it. Good notes are a must.
* Teachers impart knowledge and facts, sometimes drawing direct connections and leading you through the thinking process.	* Professors expect you to think about and synthesize seemingly unrelated topics.
* Teachers often take time to remind you of assignments and due dates.	* Professors expect you to read, save, and consult the course syllabus (outline); the syllabus spells out exactly what is expected of you, when it is due, and how you will be graded.
* Teachers carefully monitor class attendance.	* Professors may not formally take roll, but they are still likely to know whether or not you attended.
* Guiding principle: High school is a teaching environment in which you acquire facts and skills.	* Guiding principle: College is a learning environment in which you take responsibility for thinking through and applying what you have learned.
TESTS IN HIGH SCHOOL	TESTS IN COLLEGE

* Testing is frequent and covers small amounts of material.	* Testing is usually infrequent and may be cumulative, covering large amounts of material. You, not the professor, need to organize the material to prepare for the test. A particular course may have only 2 or 3 tests in a semester.
* Makeup tests are often available.	* Makeup tests are seldom an option; if they are, you need to request them.
* Teachers frequently rearrange test dates to avoid conflict with school events.	* Professors in different courses usually schedule tests without regard to the demands of other courses or outside activities.
* Teachers frequently conduct review sessions, pointing out the most important concepts.	* Professors rarely offer review sessions, and when they do, they expect you to be an active participant, one who comes prepared with questions.
* Guiding principle: Mastery is usually seen as the ability to reproduce what you were taught in the form in which it was presented to you, or to solve the kinds of problems you were shown how to solve.	* Guiding principle: Mastery is often seen as the ability to apply what you have learned to new situations or to solve new kinds of problems.
GRADES IN HIGH SCHOOL	GRADES IN COLLEGE
* Grades are given for most assigned work.	* Grades may not be provided for all assigned work.
* Consistently good homework grades may raise your overall grade when test grades are low.	* Grades on tests and major papers usually provide most of the course grade.
* Extra credit projects are often available to help you raise your grade.	* Extra credit projects cannot, generally speaking, be used to raise a grade in a college course.
* Initial test grades, especially when they are low, may not have an adverse effect on your final grade.	* Watch out for your <i>first</i> tests. These are usually "wake-up calls" to let you know what is expected--but they also may

	account for a substantial part of your course grade. You may be shocked when you get your grades.
* You may graduate as long as you have passed all required courses with a grade of D or higher.	* You may graduate only if your average in classes meets the departmental standard-- typically a 2.0 or C.
* Guiding principle: "Effort counts." Courses are usually structured to reward a good-faith effort.	* Guiding principle: "Results count." Though good-faith effort is important in regard to the professor's willingness to help you <i>achieve</i> good results, it will not <i>substitute</i> for results in the grading process.

HOW TO MAKE THE TRANSITION TO COLLEGE

- **Take control of your own education: think of yourself as a scholar.**
- **Get to know your professors; they are your single greatest resource.**
- **Be assertive. Create your own support systems, and seek help when you realize you may need it.**
- **Take control of your time. Plan ahead to satisfy academic obligations and make room for everything else.**
- **Stretch yourself: enroll in at least one course that really challenges you.**
- **Make thoughtful decisions: do not take a course just to satisfy a requirement, and do not drop any course too quickly.**
- **Think beyond the moment: set goals for the semester, the year, your college career.**

Adapted and Used by Permission From:

Southern Methodist University, A-LEC Center

TVCC POLICIES AND PROCEDURES

APPLICATION AND ENROLLMENT OF HIGH SCHOOL STUDENTS

To be eligible for enrollment in dual credit courses offered, students must have at least freshman year high school standing.

Applicants to dual credit and concurrent and early admission programs must submit the following documents:

- Online TVCC Application for Admission form (*first-time students*) or the online *Go Apply Texas Application*
- <https://www.applytexas.org/>
- <https://apply.tvcc.edu/>
- TVCC Dual Credit/Concurrent Registration Form (*each semester*)
- [https://www.tvcc.edu/Dual-Credit/files/Dual%20Credit%20Student%20Registration%20Form%20\(2020\)-Fillable.pdf](https://www.tvcc.edu/Dual-Credit/files/Dual%20Credit%20Student%20Registration%20Form%20(2020)-Fillable.pdf)
- Current High School Transcript (*first time students*)
- Official TSI test results (*most current*)
- Proof of Bacterial Meningitis shot that is not more than five years old if taking internet or classes on one of the TVCC campuses.

Early dual credit registration is also available to students and school districts. The aforementioned documents are required for early registration, as well. Early submission of documentation ensures an easier enrollment process, as well as more course options for students. Please refer to notifications from the director of dual credit in regards to early enrollment dates and registration procedures for TVCC campuses.

For freshman and sophomore students who wish to enroll in dual credit at TVCC, they must follow the following procedure:

1. The TVCC Dual Credit Enrollment Exception Procedure is:

Freshman & Sophomore **Academic** Enrollment Procedure:

- a. Student must have completed all three sections of the TSI, but only pass the Reading and Writing sections
- b. Freshman students must possess an overall 8th grade average of a B.
- c. Sophomore students must possess a high school GPA of a 3.0 or above on a 4.0 scale

- d. Student must possess attendance and discipline records reflecting acceptable threshold

9th/10th grade students must provide the following documentation:

- a. College readiness (TSI, ACT, PSAT, SAT) test scores
- b. Copy of high school transcript
- c. Copy of attendance record or TVCC Discipline/Attendance form
- d. Copy of discipline record or TVCC Discipline/Attendance form
- e. Letter of recommendation from principal

Freshman & Sophomore **Workforce** Enrollment Procedure:

- a. Student must have completed both sections of the TSI for diagnostic purposes
2. Dual credit students are limited to enroll in 15 semester credit hours (SCH) per 16-week semester. Dual credit students are limited to enroll in 6 semester credit hours (SCH) per 6-week semester.

The TVCC Enrollment Overload Exception Procedure is:

Student must possess a TVCC GPA of a 3.0 or above on a 4.0 scale

Courses that Freshman and Sophomores are allowed to enroll in include:

FRESHMAN YEAR

ARTS 1301, Art Appreciation
ARTS 1303, Art History
BCIS 1305, Business Computer App.
BUSG 1301, Introduction to Business
EDUC/PSYC 1300, Learning Framework
ITSW 1309, Integrated Software Applications

ENGL 2311 Technical Writing
ITSW 1304, Introduction to Spreadsheet
MRKG 1311, Principles of Marketing
MUSI 1306, Music Appreciation
MUSI 1310, American Popular Music
POFT 1301 Business English ,
SPCH 1315 Public Speaking

SOPHOMORE YEAR

AGAH 1447, Animal Reproduction
AGEQ 1411, Equine Science
ARTS 1301, Art Appreciation
ARTS 1303, Art History

HART 1301, Basic Electricity for HVAC
HART 1303, Air Conditioning Control Principles
HART 1307, Refrigeration Principles

AUMT 1201, Introduction & Theory of Automotive Technology
AUMT 1305, Intro to Automotive Tech
BCIS 1305, Business Computer App.
BUSG 1301, Introduction to Business
DFTG 1457, Specialized Intermediate Computer-Aided Drafting
DRAM 1310, Introduction to Theater
ECON 2301, Principles of Macroeconomics
EDUC/PSYC 1300, Learning Framework
ENGL 2311 Technical Writing
GOVT 2305, U.S. Government
GOVT 2306, Texas Government
HIST 1301, US History I
HIST 1302, US History II

HART 1341, Residential Air Conditioning
ITSC 1309, Integrated Software Applications
ITSW 1304, Introduction to Spreadsheet
MCHN 1320, Precision Tools & Measurement
MCHN 2344, Computerized Numerical Control Programming
MDCA 1313, Medical Terminology
MUSI 1306, Music Appreciation
MUSI 1310, American Popular Music
POFT 1301, Business English
PSYC 2301, General Psychology
SOCI 1301, Introduction to Sociology
SPAN 1411, Elementary Spanish I
SPAN 1412, Elementary Spanish II
SPCH 1315, Public Speaking
WLDG 1317, Introduction to Layout & Design
WLDG 1323, Safety, Tools & Equipment

Criteria for Home-Schooled Students

Home-Schooled students must meet all aforementioned requirements for admission and registration.

For more information, contact:

- Registrar's Office at 903-675-6306, or
- Director of Dual Credit at 903-675-6338

Payment Process

Tuition

The cost of tuition and fees for eligible dual credit courses will be based upon the current TVCC tuition and fee schedule. Each semester, tuition, not fees, will be waived on up to two courses that are offered for dual credit. The tuition waiver does not apply to concurrent course enrollments. The cost of tuition and fees for embedded dual credit career technology/workforce courses taught at the high school will be waived.

Students who reside in the TVCC taxing district pay a General Fee per semester hour. Students who reside outside the TVCC taxing district pay a General Fee per semester hour, as well as an Out-of-District Fee per semester hour. Additional fees, dependent upon the course, include internet and lab fees.

Payment of Tuition and Fees

A student or parent may make full payment in person by cash, check, money order, MasterCard, Visa, or Discover credit cards.

A student or parent may also enroll in an Online Tuition/Fee Payment and Installment Plan, through Cardinal Connection. Instructions for paying online or setting up a payment plan are available at <https://www.tvcc.edu/Cardinal-Connection/?d=206>
For more information, go to <https://www.tvcc.edu/Business-Services/>.

Dual credit students will be dropped from their courses for non-payment of tuition/fees.

If the school district will be responsible for payment of tuition, fees, and/or books, a list of students, ID numbers, specific enrolled courses, and specific textbooks will be provided by the school district to the appropriate Financial Aid representative at the appropriate TVCC campus by the date specified by TVCC.

Textbooks

Textbooks can be purchased at the TVCC Bookstore or may be purchased online, at various websites. To access information regarding textbooks for your course, please go to <https://www.tvcc.edu/Bookstore/>.

EXPECTATIONS AND RESPONSIBILITIES OF THE STUDENT

1. A dual credit course is a college course in all respects. The curriculum and teaching methods are the same as used in other college courses. Students will be expected to conduct themselves as college students, and regular academic policies applicable to courses taught at the college's main campus, also apply to dual credit courses. See the TVCC College Catalog at <https://www.tvcc.edu/catalogs/>.
2. To prepare for college course assignments, all college students should expect to invest **at least** as much time out-of-class as in-class reading and studying. All students should schedule more study time when they have an exam or when projects are due.
3. High school courses may not address the same controversial issues or subject matter as a college course. Dual credit students should be prepared to participate in college level class discussions.
4. The instructor is available to answer any questions a student may have. If students have any concerns about their performance in the course or are not sure of an assignment, the student should contact the instructor.
5. The student should pay careful attention to the instructor's system for assigning grades. The instructor's grading system is covered in the course syllabus, which is distributed at the beginning of each course.
6. High school extra-curricular activities may conflict with a Dual Credit course. Students are responsible for all materials related to the course whether or not they are in class the day the information is given or the assignment is made. Students will need to talk to their instructor to make arrangements for receiving handouts, classroom information, obtaining lecture notes, or turning in work. Parents and students should seriously discuss priorities before and during enrollment in a dual credit course. Keep in mind, an absence is defined as "a student not being in class". Students must notify TVCC instructors of standardized testing (STAAR, etc.) schedules and make arrangements for assignments and/or exams.

7. While taking courses through TVCC, the student must adhere to all college policies and regulations contained in the college catalog, student handbook, class schedule, and course syllabus.
8. Students will access the course syllabus to review course requirements, expectations, assignments, testing, textbooks, and other pertinent information before the course begins. Online syllabi can be accessed via the TVCC online schedule at <https://www.tvcc.edu/ClassSched2/>

GRADES

The level of success achieved by a student in his or her course work is designated by letter grades based upon attendance, class work and examinations.

A — Excellent (90-100)

F — Failure (Below 60)

B — Good (80-89)

I — Incomplete

C — Fair (70-79)

W — Withdrew - instructor or student initiated drop

*D — Poor (passing) (60-69)

Grades will be posted and available for students on the TVCC website, through their Cardinal Connection portal, within three days after the end of the semester. Grades will not be mailed to students.

An I (Incomplete) is given when illness, or other emergency, prevents the student from completing the course. The grade of I is typically given only after the official college drop deadline. The incomplete grade should be removed during the next long semester by contacting the professor and satisfactorily completing the incomplete assignments. In some circumstances, special arrangements for an extension of time with the professor may be made. (The grade of I is calculated into the grade point average as 0 grade points.)

The grade of D will not transfer to most senior colleges. The policy on the transfer of Ds varies with each senior college. Please check with the senior college you may attend for transferability.

A student who officially withdraws or drops from one or more courses will receive the grade of W if such withdrawal is completed by the deadline specified in the college calendar. Please be aware there may be financial aid and scholarship ramifications when dropping a class.

Selected health occupations courses in surgical technology, associate degree nursing, vocational nursing, patient care technology, and emergency medical technology programs, which are required for

graduation or certification, use the following grading scale for theory courses. Grading for clinical courses is explained in each course syllabus.

- A — 90 - 100
- B — 80 - 89
- C — 75 - 79
- D — 65 - 74 (not passing)
- F — Below 65 (not passing)

A grade of D and F in the music field of study is not considered passing. Please see the music course descriptions that use this grading criterion. Courses in the music field of study use the following grading rubric:

- A—90-100
- B—80-89
- C—70-79
- D—60-69 (not passing) F—
below 60 (not passing)

The cosmetology program requires students to pass each course with a minimum grade of 70. A grade of D is considered not passing.

- A—90-100 Excellent
- B—80-89 Good C—
70-79 Fair
- D—60-69 (Not Passing)
- F—below 60 (Not Passing)

Dual credit course grades will be included on the TVCC student transcript and will follow the student throughout their college career. Dual credit course grades do affect students' grade point average (GPA).

ACADEMIC REVIEW BOARD

Students who are on scholastic probation or suspension maybe required to appear before TVCC's Academic Review Board (ARB) each semester prior to registering. The ARB conducts a review of each student on an individual basis and establishes success parameters to guide their future success at TVCC.

SCHOLASTIC PROBATION

Students whose current or cumulative grade point average falls below 2.0 are placed on probation and must meet with the Academic Review Board before being allowed to register for classes. The Academic Review Board will review the student's records and identify relevant success parameters to assist the student. These parameters may consist of assigning the student a monitor for the semester, designating the courses the student must take, limiting the number of semester credit hours for registration, etc. Students on scholastic probation must comply with the conditions and requirements specified by the Board, or the student will be subject to dismissal from the College.

SCHOLASTIC SUSPENSION

A student on scholastic probation whose cumulative GPA falls below a 2.0 is placed on scholastic suspension and may be denied readmission to the College for the next semester. The student may appeal this action to the Academic Review Board if there are extenuating circumstances that may have affected his or her ability to achieve a 2.0 GPA. The Academic Review Board may prescribe specific courses, limit the number of semester credit hours and assign a monitor to whom the student must report on a scheduled basis. A student who does not follow the requirements as specified by the ARB will be subject to dismissal from the College.

ATTENDANCE AND ABSENCE POLICY

Responsibility for class attendance rests with the student. Therefore, it is the student's responsibility to officially withdraw from a course or verify that the instructor has initiated the withdrawal procedure.

Regular and punctual attendance in all classes is expected. When a student has a legitimate reason for being absent, the instructor has the option of permitting the student to make up work missed and may require an explanation for the absence. In the event that a student's absence is the result of him/her representing the College and attending a school sponsored activity or event, the student WILL only be permitted to make up work in accordance with the policies/guidelines of the class and as they are outlined in the course syllabus.

Students receiving financial aid are required by federal regulations to have begun attending the courses for which they are enrolled on or before the census date (e.g., 12th day of each semester). Attendance in an online course is verified by substantial participation in the course on or before the census date. TVCC defines substantial participation as logging in to the online course AND completing/participating in at least one requirement of the course, as stated in the course syllabus. Students documented as not attending a course upon the census date are assumed (for financial aid purposes) to have NOT begun attendance for that course, and this may negatively affect financial aid disbursements.

The college reserves the right to evaluate individual cases of nonattendance. In general, students are graded on the basis of intellectual effort and performance. In many cases, class participation is a significant measure of performance, and nonattendance can adversely affect a student's grade. When, in the judgment of the instructor, a student has been absent to such a degree as to jeopardize the chances of success in the course, the instructor may recommend to the Advisement Center that the student be dropped from the course. However, instructors are not required to withdraw a student from a course.

Instructors may choose to withdraw students for nonattendance after they have accumulated excessive absences. Some instructors use the guidelines below for determining excessive absences. Please refer to the course syllabus for specific information on attendance requirements.

FALL OR SPRING SEMESTER (16-WEEK SEMESTER)

6 absences — Tuesday, Thursday classes

6 absences — Monday, Wednesday classes

3 absences — Classes meeting one time per week

SUMMER SEMESTER

2 absences — Classes meeting two evenings per week

4 absences — Classes meeting four days per week

It is the student's responsibility to consult with the high school counselor about dropping a class. The high school counselor should then notify the director of dual credit of the need to drop.

**High School Counselors must notify the TVCC director of dual credit of standardized testing (STAAR, etc.) schedules so TVCC instructors can be notified of potential students absences.

ACADEMIC DISHONESTY AND CHEATING

ACADEMIC DISHONESTY and **CHEATING** includes:

1. Submitting material that is not the student's as part of the student's course performance;
2. Using information or devices that are not allowed by the faculty;
3. Obtaining and/or using unauthorized materials;
4. Fabricating information, research and/or results;
5. Violating procedures prescribed to protect the integrity of an assignment, test or other evaluation;
6. Collaborating with others on assignments without the faculty's consent;

7. Cooperating with and/or helping another student to cheat; and/or
8. Demonstrating any other forms of dishonest behavior.

PLAGIARISM includes:

1. Directly quoting the words of others without using quotation marks or indented format to identify them;
2. Using sources of information (published or unpublished) without identifying them;
3. Paraphrasing materials or ideas without identifying the source; and/or
4. Unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic material.
5. Use of all Artificial Intelligence websites to write or create written works are prohibited. (A few examples are Chatbot, ChatGPT, and Jasper)

ADDING AND/OR DROPPING COURSES

Students may receive permission from their high school counselor to change from one class to another only during the time designated in the College calendar.

After classes begin, schedule change procedures must be initiated by the high school counselor. Appropriate signatures must be secured and the Schedule Change Form must be returned to the Dual Credit Office before the change is official.

No course may be changed or added after the deadline date designated by the College calendar.

A student who officially drops from one or more courses will receive the grade of W if such drop is completed on or before the withdrawal deadline specified in the college calendar.

Dual credit students are not allowed to drop a course using the online procedure, nor drop themselves from a course. A high school counselor must initiate the drop. Dual credit students must discuss dropping a course or changing their schedule with their high school counselor before the process begins. Dropping a course will affect a students' high school graduation plan and it is imperative the high school is aware. In addition, once a student drops a course, a "W" will stand on their college transcript.

If a student feels overwhelmed, un-prepared, or is failing a course, a consultation with the high school counselor to discuss dropping options needs to take place as soon as possible.

Contact the director of dual credit for more information.

TVCC REFUND POLICY

Students who officially drop a class or withdraw from Trinity Valley Community College will have their tuition and mandatory fees refunded according to the following schedule:

FALL AND SPRING SEMESTERS

Prior to the first class day (*\$15 matriculation fee will be charged*) 100%
 During the first 15 class days.....70%
 During the 16th through 20th class days25%
 After the 20th class day..... none

SUMMER SEMESTERS

Prior to the first class day (*a \$15 matriculation fee will be charged*) 100%
 During the first five class days.....70%
 During the sixth and seventh class days.....25%
 After the seventh class day none

SEMESTERS OTHER THAN FALL, SPRING, AND SUMMER

Prior to the first class day (*a \$15 matriculation fee will be charged*)100%

After classes begin, see table below.

Length of Term in Weeks	Last day for 70% refund	Last day for 25% refund
2 or less	2	N/A
3	3	4
4	4	5
5	5	6
6	5	7
7	7	9
8	8	10
9	9	11
10	9	12
11	10	14
12	12	15
13	13	16
14	13	17
15	14	19
16 or longer	15	20

Refunds will be mailed to the student approximately four weeks after the end of the applicable refund period.

Student Complaint Policies and Procedures Adequate to Meet Needs of Students

In accordance with TVCC Board Policy [FLD \(LEGAL\)](#) and TVCC Board Policy [FLD \(LOCAL\)](#), TVCC has student complaint policies and procedures that are adequate to meet the needs of their students. The College recognizes four categories of student complaints including academic grade appeals, disciplinary appeals, financial aid appeals and harassment and discrimination complaints. All student complaints and grievances are navigated through the appropriate channels outlined in College policy found in the Trinity Valley Community College Catalog as well as the Trinity Valley Community College website. The catalog can be found at: <https://www.tvcc.edu/catalogs/> and the college homepage is: <https://www.tvcc.edu/>.

TESTING

TEXAS SUCCESS INITIATIVE PROGRAM (TSI)*

The Texas Success Initiative (TSI) was mandated by Texas law in 2003 and went into effect in September of 2003. The purpose of TSI is to ensure that all students enrolling in public higher education in Texas possess the academic skills needed to perform effectively in college-level coursework. TSI includes a testing component designed to identify and provide diagnostic information about the reading, writing, and mathematics skills of each student.

** Test scores may not be more than five years old.

TSI Cut Scores for College Readiness:

Mathematics	Minimum of 350
Reading	Minimum of 351
Writing	Minimum of Essay score of 4 AND MC score of 340

TSI Assessment, v2 (TSIA2 , (administered AFTER January 11, 2021)

Mathematics	Minimum of 950 Below 950 must have a Diagnostic level of 6
English Language Arts Reading (ELAR)	Minimum of 945 and an essay of at least 5; Below 945 Must have diagnostic level of 5 or 6 and an essay score of at least 5.

Note: You may mix passing scores from the old TSIA and TSIA2. For example, If you passed reading and writing on the TSIA, and are incomplete in Math only, you may take only the math portion of the TSIA2. However, Reading and Writing are combined into one assessment in the TSIA2, so if you passed Reading only or Writing only prior to 01/11/2021, you must take the entire ELAR TSIA2 assessment.

PLAN:

English	Composite score of 23, minimum 19
Mathematics	Composite score of 23, minimum 19

ASPIRE:

English	Minimum of 435
Mathematics	Minimum of 431

PSAT/NMSQT (Prior to October 15, 2015):

English	Combined Reading & Mathematics of 107, minimum of 50
Mathematics	Combined Reading & Mathematics of 107, minimum of 50

PSAT/NMSQT (After October 15, 2015):

Evidenced-Based Reading & Writing	Minimum of 460
Mathematics	Minimum of 510

NOTE: Mixing or combining PSAT/NMSQT scores administered prior to October 15, 2015 or after October 15, 2015 is not allowable.

A student may be exempted from the requirement to take the approved TSI Assessment if the student meets one of the following circumstances:

ACT:

English	Composite score of 23, minimum of 19
Mathematics	Composite score of 23, minimum of 19

SAT (Prior to March 2016):

Critical Reading	Combined Critical Reading & Mathematics of 1070, minimum of 500
Mathematics	Combined Critical Reading & Mathematics of 1070, minimum of 500

SAT (After March 5, 2016):

Evidenced-Based Reading & Writing	Minimum of 480
Mathematics	Minimum of 530

NOTE: Mixing or combining scores from SAT administered prior to March 5, 2016 and the SAT administered on or after March 5, 2016 is not allowable.

STAAR EOC:

Algebra I	Level 2 (4000) & passing grade in high school Algebra II
Algebra II	Level 2 (4000)
English II	Level 2 (4000)

For additional information on Texas Success Initiative policies or test dates at TVCC, contact the Testing Center at Athens or the Advisement Centers at Athens, Palestine, or Terrell.

Academic Transfer Testing

Students must meet the aforementioned guidelines for academic transfer course enrollment (i.e. English, history, biology, speech, government, etc.).

Workforce Course Testing

Students must take all sections (reading, writing, and math) of the TSI, but do not have to pass it to enroll.

CREDIT BY EXAM: ACT, SAT & ADVANCED PLACEMENT (AP)

Trinity Valley Community College will award academic credit to students whose scores on the ACT, SAT or Advanced Placement (AP) exams meet or exceed those outlined in the charts below. In order for credit by exam to be awarded, the following stipulations must be met:

- Students must have a minimum of three semester hours in residence at TVCC.
- Student must be TSI complete in the corresponding section before the credit by exam will be posted to the student's transcript.
- Students requesting college credit based on ACT, SAT, CEEB or CLEP scores must complete an Application for Credit form available in the testing center on the Athens campus.
- Submitted placement scores must have been earned within the previous five years.

The credits stated below are in accordance with Trinity Valley Community College policies and do not guarantee acceptance by transfer universities.

When a student plans to transfer to another institution, it is the student's responsibility to contact the university to verify acceptance and applicability of credit by examination that TVCC awarded.

ACT AND SAT SCORES

Subject Area	Minimum Scores		Course Exemption	Credit Course	Sem Hrs
	ACT	SAT			
English	29	620	ENGL 1301	ENGL 1301	3
English	32	690	ENGL 1302	ENGL 1302	3
Mathematics	26	560	MATH 1314	MATH 1314	3
Mathematics	30	630	MATH 2312	MATH 2312	3

ADVANCED PLACEMENT (CEEB) SCORES

AP Exam	Minimum AP Score	Course Credit	Sem Hrs
Biology	3	BIOL 1406	4
Calculus AB	3	MATH 2413	4
Calculus BC	3	MATH 2413	4
Chemistry	3	CHEM 1405	4
Economics – Macro	3	ECON 2301	3
Economics – Micro	3	ECON 2302	3
English Language & Composition	3	ENGL 1301	3
English Literature & Composition	3	ENGL 2332	3
Spanish Language	3	SPAN 1411 & 1412	8
Spanish Literature	3	SPAN 2312	3
Statistics	3	MATH 1342	3
Physics B	3	PHYS 1402	4
Physics C-Mechanics	3	PHYS 1401	4
Physics C-Electricity & Magnetism	3	PHYS 1402	4
Human Geography	3	GEOG 1302	3
U.S. History	3	HIST 1301	3
U.S. Government & Politics	3	GOVT 2305	3

CREDIT BY EXAM: CLEP SUBJECT EXAMINATION

Trinity Valley Community College is an open testing center for the College Level Examination Program (CLEP), which was developed by the College Entrance Examination Board. Copies of the CLEP Registration Guide and the registration form may be obtained from the Testing Center or online at the College Board CLEP website. The cost for administering the CLEP subject exams is \$80 (subject to change according to CLEP requirements), payable to CLEP. In addition, Trinity Valley Community College charges a \$25 nonrefundable administrative fee.

Trinity Valley Community College will accept a maximum of 18 semester hours of CLEP credit from the courses listed below provided that the student meets the following stipulations:

- CLEP credit may not be earned for any course in which the student has already earned a grade of A, B, C, D, F, W, or I.
- CLEP credit will not be awarded for any courses in which a student is currently enrolled, has been previously enrolled and/or earned a grade, or has previously failed. CLEP scores may be no more than 10 years old to receive credit at TVCC.
- Students must have a minimum of three semester hours in residence at TVCC.
- Student must be TSI complete in the corresponding section before CLEP credit will be posted to the student's transcript.

CLEP Exam	TVCC Equivalent	Sem Hours	CLEP Score
College Composition Modular	ENGL 1301	3	50
Analyzing & Interpreting Literature	ENGL 1302	3	50
Spanish Language	SPAN 1411	4	50-52
Spanish Language	SPAN 1411 & 1412	8	53+
American Government	GOVT 2305	3	50
American History I	HIST 1301	3	50
American History II	HIST 1302	3	50
Human Growth & Dev	PSYC 2314	3	50
Introductory Psychology	PSYC 2301	3	50
Introductory Sociology	SOCI 1301	3	50
Western Civilization I	HIST 2311	3	50
Western Civilization II	HIST 2312	3	50
College Algebra	MATH 1314	3	50
General Biology	BIOL 1406	4	50

CLEP Exam	TVCC Equivalent	Sem Hours	CLEP Score
General Chemistry	CHEM 1411	4	50
Information Systems & Business Computer App.	BCIS 1305	3	50

BACTERIAL MENINGITIS

Effective January 1, 2014 , [Texas state law](#) was revised to require all college students under 22 years of age to provide proof of receiving an initial bacterial meningitis vaccination dose or booster within the last five years. Students are not required to submit evidence of receiving the bacterial meningitis vaccination if the student meets any of the following criteria:

- the student is enrolled **only** in online or other distance education courses; or
- the student is enrolled in a continuing education course or program that is less than 360 contact hours or continuing education corporate training; or
- the student 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; or
- the student is incarcerated in a Texas prison.

However, students seeking to enroll in a course taught on a TVCC campus or an online course with proctored exams must provide proof of vaccination prior to registration. Exemptions from the vaccine are available in cases in which a physician has determined that receiving the vaccination is not in the best interest of the student or through completion of the conscientious objection (including religious belief) process through the Texas Department of State Health Services. The affidavit must be on a form provided by DSHS as described by Health and Safety Code 161.0041 and must be submitted to the admitting official not later than the 90th day after the date the affidavit is notarized. Visit the TVCC Cardinal Connection important news page for more information [TVCC Board Policy FFAA (LEGAL)].

TVCC STUDENT SERVICES

TVCC ALERT

TVCC Alert is a mass notification system that can notify individuals who register to receive them with text messages on their mobile phones. With 90% of college students having mobile phones, this method of communication can increase safety on the TVCC campuses. Upon registering for the TVCC alert system, time-sensitive messages are disseminated immediately. In addition to mobile phones, TVCC Alert enables TVCC administration to send important campus information to you via: website, email, phone message and social media channels. Visit the TVCC IT webpage to register for TVCC Alert.

STUDENT PATHWAYS

The purpose of the Student Pathways department is to provide students with the tools they need to successfully choose their career path and provide them continuous advising support to ensure they stay on the right pathway to achieve their educational and career goals. The Student Pathways Department is comprised of the Academic Advisement Center and Career Services.

ACADEMIC ADVISEMENT CENTER

The Academic Advisement Center provides excellence in advising while building relationships with students and supporting them in achieving their academic goals. The advising staff is committed to creating a supportive, student-friendly atmosphere; to encouraging students to set academic and career goals; to empower students to reach their goals; and to provide individual academic guidance through quality advisement while maintaining confidentiality and honoring the dignity and potential of each student. For additional information, contact the Academic Advisement Center at

Director Mary Helen Kelm: 903-675-6338
Asst. Director Danielle Williams: 903-670-2053
DC Liaison Chris Bell: 603-675-6315
Specialist Dyann Hopkins: 903-675-6394
Online: <https://www.tvcc.edu/dual-credit/?d=154>

CAREER SERVICES

Career services are available for all students, regardless of instructional location or mode of delivery, to assist with information on the various majors, career exploration, and finding employment. Individual career guidance is available to help students identify possible career matches based on interests, values, personality preferences, skills, and goals. The career resources web page has links to many useful resources. Career services is committed to providing support to our students and recent alumni in the life-long career development process by:

1. Facilitating career and self-exploration; Students are encouraged to access the TVCC career coach program, available on the TVCC advising webpage. Enter “career coach” in the TVCC search box to access this very useful resource.

2. Helping students identify and participate in experiential learning opportunities;
3. Engaging students in the career decision-making process;
4. Educating students and recent alumni on the professional job search process;
5. Developing and maintaining relationships with alumni, faculty, the community and employers
6. Creating a learner-centered environment by making services and resources available through technology

Prior to enrolling, all students are encouraged to access the online TVCC Career Coach at <https://tvcc.emsicc.com/> to complete a career assessment, browse careers, and browse programs offered at TVCC.

STUDENTS WITH DISABILITIES AND SPECIAL NEEDS

Trinity Valley Community College welcomes the student with academic potential who has a special need as a part of the student body. TVCC provides equal opportunities for academically qualified students with disabilities and ensures access to a wide variety of resources and programs, regardless of their instructional location or mode of delivery.

The College makes accommodations for students with qualifying disabilities such as moving classes to accessible locations, allowing the use of tape recorders, sign language interpreters or other educational auxiliary aids and making special test arrangements. All imposed accommodations comply with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. TVCC makes reasonable accommodations for qualified students with a diagnosed physical and/or learning disability who have been admitted to the College and request accommodations.

A Request for Accommodations Form must be completed prior to the beginning of each semester. Appropriate documentation of physical or psycho/educational evaluation or rehabilitation agency referral must be submitted before any accommodations can be arranged. This evaluation and/or referral must clearly document the disability and support the need for accommodation. Reasonable accommodation requests and documentation may be subject to review by the ADA Compliance Committee.

In order to allow ample time for adequate coordination of services, **four weeks' notice prior to the beginning of the semester** is recommended.

Additional information regarding disability services is available in the TVCC Students with Disabilities Handbook located on the disability services webpage. All students are expected to abide by the Student Code of Conduct as outlined in the Student Handbook. Hard copies of the handbook are also provided in the Disabilities Office on the Athens campus and the advisement centers on the Palestine, Kaufman and Terrell campuses. The Disabilities Office is located on the third floor of the Baugh Technology Center inside the Cardinal Success Center. Contact information for ADA coordinator at each of the campuses is as follows:

Email: disability@tvcc.edu

Athens: 903-675-6224
Palestine: 903-729-0256 ext. 7032 or 7033
Terrell: 903-563-9573 ext. 4903 or 4904
Kaufman: 903- 932-4309 ext. 5721
Distance Learning: 903-675-6259

High school students with disabilities who are presently taking a TVCC college course through the PINNACLE program or through Dual Credit or who plan to enroll in dual credit courses are eligible to receive disability appropriate accommodations. Whether the student is taking the course in their own high school classroom, online, or at the Athens, Palestine or Terrell campus, the student must disclose their diagnosed disability(ies) to the college disabilities coordinator (Melinda Berry) or the local campus ADA liaison (contact information listed at the end of this document). Keep in mind that it is the STUDENT'S responsibility to request these accommodations by completing and submitting a TVCC "Request for Accommodation Form". The school counselor/representative may assist in delivering the completed documentation required and the request form, but all documents MUST be signed and dated by the students themselves.

The dual credit student requesting accommodations is required to meet with the disabilities coordinator or identified ADA TVCC campus designee (listed below) in person and provide appropriate diagnosis documentation that will support the request for accommodations. The reasonable accommodations that are established for students taking college level classes are determined by the college disabilities coordinator or the local campus ADA liaison based upon their review of the "Request for Accommodation Form" and supporting documentation. Appropriate supporting disability documentation includes:

- Date of no older than five years old
- A diagnosis of current disability
- How the diagnosis was reached (names of evaluation instruments and criteria, if appropriate)
- How the disability affects a major life activity (functional limitations and the level of severity of the disability)
- The areas of educational impact
- Prescriptive treatments and/or medications and the impact on the disability
- The credentials of the diagnostician
- Specific suggestions for reasonable accommodations appropriate to the postsecondary education level. Recommended academic accommodations.

*Please see the Handbook for Students with Disabilities for more detailed documentation information that is related to specific diagnosis.

In college level classes, the curriculum will not be modified to meet the needs of dual credit or PINNACLE students with disabilities. Those students are expected to demonstrate the same level of understanding of course material and meet the same minimum skill performance standards as all other students in the college class. Neither high school IEPs nor 504 plans are applied at the college level. Rather, the accommodations identified as reasonable according to the disability diagnosed and supporting documentation are applied. Consequently, students are encouraged to meet with the

college disabilities coordinator or liaison before beginning the college course in order to determine what reasonable accommodations will apply and what additional student support resources are available to all students.

Since the college curriculum is not modified for any student, with or without verified disability(ies), students who wish to take a college course for credit, must comply with the following applicable college requirements:

- They must be otherwise qualified to do college level work
- They must meet the essential elements of the course
- They must meet academic standards

The following list (not comprehensive) provides examples that are NOT considered reasonable accommodations:

- Modified/alternate tests (i.e., word banks)
- Use of an aide/para-educator
- Reduction of course requirements (i.e., fewer problems, pages or lessened assignments)
- Small group testing

MENTAL HEALTH (PERSONAL) COUNSELING

Mental health community referrals are provided to enrolled students that are experiencing personal issues, test anxiety, depression and other mental health struggles. A referral list of available local mental health authorities is available on our Disability Services webpage. For more information regarding this service, please contact the director of student success services/ADA coordinator located in the Cardinal Success Center in the Baugh Technology Center on the Athens campus or call 903-675-6224.

CARDINAL SUCCESS CENTER

The Cardinal Success Center (CSC) provides students with resources to maximize learning and overcome barriers in the pursuit of furthering their education at TVCC. The CSC offers a spacious lab and study center, tutoring services and disability services. The CSC is located on the Athens campus, but any currently enrolled academic student from any campus with a valid TVCC-issued ID card is welcome to use the services. The CSC Web page contains additional information regarding the services offered.

The CSC and Open Learning Labs on the Palestine and Terrell campuses are academic support facilities. The labs provide resources to maximize students' learning potential, personal adjustment, and academic performance at the collegiate level. The purpose of the CSC and labs is to enhance academic skills, increase retention rates, and provide an environment supportive of student success.

The CSC offers students comfortable areas for groups and individual study, access to professional tutors, a small lending library and computers, calculators, headphones and webcams for coursework

and personal use. The main facility is on the Athens campus located in the Learning Resource Center, room LRC246.

The Open Learning Labs on the Palestine and Terrell campuses provide similar services to all enrolled students with entry granted upon presentation of a valid TVCC ID card.

TUTORING

TVCC's tutoring services are provided to students in the CSC and Open Learning Labs. Tutoring services include peer and professional tutoring at no charge to all TVCC credit students. Peer tutors are students who have taken a subject before and done well in it. Professional tutors are TVCC's faculty and staff who are degreed individuals in the subject matter. Tutors conduct individual and group tutoring sessions on a scheduled or drop-in basis. No appointment is necessary for drop-in tutoring.

Additional information regarding tutoring services is available on the TVCC Cardinal Success Center web page.

LEARNING RESOURCE CENTER (LRC)

Trinity Valley Community College has a Learning Resource Center (LRC) on each of the campuses to provide academic support systems for all students. These centers are located on the first floor of the Ginger Murchison Learning Resource Center building on the Athens campus, in the Anderson Building on the Palestine campus, in the M. L. Risinger Learning Resource Center building on the Terrell campus, and in the Administration Building on the Health Science campus. In addition to the four campus LRCs, remote access to the library catalog and online databases is available for all students, including those enrolled in distance education and off-campus instructional sites. Support is available (either in person or virtually) to any group or individual student who seeks assistance with any of the services provided by the LRC.

Generally, all campuses have study areas, circulating books, reference books, digital books, reserve materials, coin-operated copy machines, newspapers, computers, periodicals, print and electronic journals and access to online databases. Books are classified by the Library of Congress Classification system and housed in open stacks. Online public access catalogs are available in each Learning Resource Center for searching the collection. For orientation, training and information about online services, see the library staff.

The hours of operation are posted both on the LRC's webpage and at each campus location and a current identification card is required for transactions. Books, computers and other materials are available for academic research and class assignments. All provided resources are designed for use by the college student for academic use and personal enrichment.

PARKING, TRAFFIC AND STUDENT ID CARDS

All vehicles regularly driven on campus by students, staff, faculty and administration must have a current parking permit and must be parked in authorized areas. It is the responsibility of anyone registering a vehicle for campus use to become familiar with the traffic rules and regulations. A copy of these may be obtained from the Campus Police Department.


TVCC student photo-identification cards are issued to all students through the campus police department on the Athens campus and libraries on the satellite campuses. This card entitles students to use the library, the Cardinal Success Center, and free admission to athletic contests. The student is liable for the proper use of the activity card until such time as it is reported lost or stolen to the Campus Police Department. A \$20 fee will be charged for replacing a card.

MY CARDINAL CONNECT

The My Cardinal Connect portal, accessible from the TVCC website, is the student information system used by the College. This system provides all TVCC students, regardless of their campus affiliation or instructional mode of delivery, access to a variety of applications that support and enhance their learning opportunities with TVCC. With their My Cardinal Connect access, students are able to use their personal information to:

- Register for classes during the registration period;
- Change class schedule during the registration period (but before classes begin);
- View/print unofficial transcripts;
- View/print class schedule;
- Drop a class after the official census day of the semester; (Students are encouraged to visit with an advisor and the financial aid office prior to dropping a class.)
- Print degree audit;
- Check final grades at the end of each semester;
- Verify financial aid awards;
- View/pay tuition and fees;
- Change mailing address;
- Evaluate instructor/courses;
- Print a copy of W-2 and 1098-T information;
- Apply for health occupations programs;
- Apply for graduation;
- View a specific textbook list for a semester

HOW DO I ACCESS MY CARDINAL CONNECT?

- Access the TVCC web page at <https://www.tvcc.edu/>
- Select the My Cardinal Connect button located at the top right of the home page
-  MyCardinalConnect
- Select "Login to MyCardinalConnect"



CARDINAL ID

WHAT IS MY CARDINAL ID?

Your Cardinal ID is the part of your email address before the @tvcc.edu. The Cardinal ID is required to gain access to much of the technology provided by TVCC. Your Cardinal ID is printed on the bottom left-hand corner of your registration receipt just above your TVIN.

WHAT IS MY TVIN?

The TVIN, or Trinity Valley Identification Number, is another unique ID generated by our systems. It will not be very easy to remember, but it is printed on your new school ID card. The purpose of the TVIN is to serve as a replacement for your social security number and to help guard against identity theft. Your TVIN is the new key to check out books from the Learning Resource Center and buy food at the cafeteria among other things.

WHAT DOES MY TVIN LOOK LIKE?

The TVIN is a seven-digit number following a 2x2x3 format.
Example: 66-09-432

WHERE DO I GET MY TVIN?

Your TVIN is printed on the bottom left-hand corner of your registration receipt just below your Cardinal ID. It is also printed on your school ID card right next to your picture.

TVCC ID CARD

The TVCC ID Card provides students free access to all student services (i.e. advising, tutoring, CSC, etc.), as well as free access to sporting and most performance events at TVCC. This card will also have your Trinity Valley identification number (TVIN) on it.

Students can acquire their ID Cards from the Athens campus police department, located on the first floor of the Math-Journalism Building. Students attending at the Terrell and Palestine campus can

acquire their ID cards at the following locations:

Terrell Campus – LRC Building
Palestine Campus – LRC

TVCC EMAIL

Students are assigned an e-mail account at the time they are registered. This is the preferred means of communication at TVCC and is considered the receptacle of campus-wide messages. **Additionally, students are expected to use their TVCC email accounts exclusively with all electronic communication to faculty.** Event information and emergency notifications will be distributed via this method.

DISTANCE LEARNING/CANVAS

The United States Distance Learning Association (USDLA) defines distance learning as “the acquisition of knowledge and skills through mediated information and instruction, encompassing all technologies and other forms of learning at a distance.” TVCC adheres to the minimal recommendations outlined in the “Principles of Good Practice for Academic Degree and Certificate Programs and Credit Courses Offered Electronically” recommended by the Texas Higher Education Coordinating Board (THECB).

Distance learning at Trinity Valley Community College offers opportunities for students to further their educational goals when employment, family responsibilities or other scheduling problems prohibit regular (in-person) attendance on one of the College’s campuses. This style of course delivery might also appeal to those students who desire a more non-traditional alternative when pursuing a college education.

TVCC’s distance learning program utilizes the following technologies:

- Synchronous, Live Zoom to provide instruction to students apart from the instructional site.
- Asynchronous online instruction, referred to as e-Courses, which utilizes the Canvas Learning Management System online platform.

TVCC offers two options for asynchronous instruction:

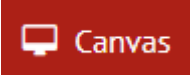
1. Fully online courses are those in which all instruction and evaluation methods are delivered online using the TVCC e-Course system. Prior to enrolling in an online course, it is strongly recommended that the student review the course syllabus to determine the methods of evaluation in the course. Some online courses require proctored exams in a proctored environment, thus necessitating travel to an approved testing site. It is the student’s responsibility to abide by the requirements outlined in the course syllabus. Hybrid courses combine the best elements of traditional, face-to-face instruction and online instruction. Distance learning hybrid (HYD) courses are those in which the majority (51% +) is delivered online while there is some classroom and/or laboratory meeting times. Classroom hybrid (HYC) courses are those in which the majority (51% +) is delivered in the classroom with some online component. Prior to enrolling in hybrid courses, it is strongly recommended that the student review the course syllabus to determine the required dates of class/lab attendance. It is the student’s responsibility to abide by the attendance requirements outlined in the course syllabus.
2. Any student enrolled in an asynchronous course with TVCC (fully online or hybrid) will be provided an institutional assigned secure log in to access the e-Course system. The user name will be uniquely assigned to the TVCC student who is registered for the online course. The unique user log in information is to be used by the online student enrolled only and is subject to the institution’s technology resource and acceptable use policy. Furthermore, sharing or

loaning log in information with other individuals is strictly prohibited and will be subject to the consequences outlined in the institution's technology use policy.

For information about distance learning at TVCC, please visit our website at www.tvcc.edu/distance-learning or email ecourseshelp@tvcc.edu.

NOTE: A distance learning fee applies to all online courses.

INSTRUCTIONS FOR ACCESSING YOUR ONLINE COURSES AT TVCC:

1. Select the Canvas button  on the TVCC home page at <https://www.tvcc.edu/>
2. At the Canvas login page, insert your username and password:
 - Username and password for your Canvas account is the SAME that you use to log into your TVCC email. Do NOT include "@tvcc.edu" portion.
3. Once you have logged in, you will see your online courses listed under the "My Courses" box.

**Online courses are made available at 8 a.m. the first day of each semester.*

CONTACT INFORMATION

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Dr. Holley Collier
903-675-6259

TVCC Business Office, Athens
903-675-6269

Information Technology Help Desk
903-675-6300

Financial Aid Offices
Athens, 903-675-6233
Kaufman, 972-932-5725
Palestine, 903-723-7028
Terrell, 903-563-4940

Learning Resource Centers
Athens, 903-675-6260
Kaufman, 972-932-4309
Palestine, 903-729-0256
Terrell, 903-563-4929

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903-670-2690

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903-675-6386

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Dr. Jason Smith
903-614-3801

*Learning Management System
Administrator (Canvas Support)*
Jessie Melendez
903-675-6286

Student Success Centers
Athens, 903-670-2646
Palestine, 903-729-0256
Terrell, 972-563-9573

TVCC Police Department, Athens
Parking Permits & Student IDs
903-675-6235