

**PALO ALTO COLLEGE
COLLEGE PROCEDURES**

Procedure Number: S 32.1
Procedure Title: High School Programs Process and Procedures Registration and Enrollment

Relevant Board Policy: N/A
Relevant SACSCOC Policy:
Originating Unit: Palo Alto College Office of High School
Maintenance Units: Vice President of Student Success
Vice President of Academic Success

I. Purpose: The Dual Credit Program enables high school students who meet enrollment and placement requirements to earn college credits while completing their high school requirements. Though Dual Credit courses may be taken at the participating high school, they are college-level courses that meet criteria set by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), Texas High Education Coordinating Board (THECB) and Alamo Colleges. Courses successfully completed will reflect on the student's college transcript and may be applied toward an associate degree and/or transfer to other colleges and universities.

II. Procedure Statement:

To identify Dual Credit courses that may be provided by Palo Alto College, the following must take place prior to enrollment:

A. During the Fall (August) and Spring (January) semesters, the High School Programs Office will host High School Programs meetings (Consortium) to provide Independent School Districts (ISD) with Alamo College policies, procedures and program updates. Invitations are sent to ISD and High School partners. The meeting agenda covers any/all program updates and includes review of the College and Career Readiness School Models (CCRSM) Partner Manual. Specific programs are also invited to showcase new opportunities as they arise.

B. Registration Timeline:

1. Participating ISDs will submit course request forms and student recommendations. The student recommendation list will include the ApplyTexas application number and Banner ID for each student. Qualifying test scores must also be submitted prior to the published deadlines.

2. The Coordinators and Senior Advisors assigned to ISD campuses will review the course request forms for any changes that could affect the ISD partner Substantive Change status. At this time, HSP personnel will refer to procedure S 32.0 (Reporting on Initiating Off-Campus Sites for Concurrent Enrollment).
 3. High School Programs sends a combined list of preliminary student enrollment numbers by course name and course number to the Academic Dean of Arts & Sciences as well as the Academic Dean of PTE.
 4. The Deans work with chairs to create a comprehensive master schedule with all CRNs and course meeting logistics. Once complete, they send back to HSP.
 5. HSP uses the master schedule to place all dual credit program students in courses that meet the needs, within reason, of the school/ISD. Schools/students accessing PAC courses that are taught by PAC faculty on the PAC campus will adhere to the embedded model of scheduling. This model ensures that enrollment does not go over 50% of any course's seat maximum. This allows for traditional students to have access to the remaining 50%. This protects the feel of an actual college course. The seat percent can be altered with permission from the academic chair.
 6. HSP reports to chairs registration status, updates, and new course registration number (CRN) requests to ensure registration is efficient and accurate.
 7. Upon completion, HSP Coordinators and Senior Advisors will review scheduling to ensure it meets the parameters of the department guidelines (seat counts) and review student coding.
 8. A registration report is generated and sent to the High School partner to ensure the rosters are complete and accurate.
 9. After review, a second registration report is sent (if applicable).
- C. By October 31 (Spring Semester Consideration)/April 15th (Fall Semester Consideration):

1. Any ISD instructor who is recommended for teaching Dual Credit courses must be approved by the PAC Academic Department Chair and Alamo Colleges (AC) Board of Trustees.

2. New students who are approved by the high school to enroll in Dual Credit must have completed an ApplyTexas online application by the PAC HSP enrollment deadline.

3. The following forms may be required from the ISD and the student:
 - Dual Credit Residency Form (new students only)
 - Military Verification Form (students with active duty parents)
 - Parent Consent Form (required of all new HSP students).

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Date Updated/Approved: January 5, 2021

Approved:

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