Chapin Dual Credit Checklist

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ID:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Course Request Form (one per academic year)
	* My pink form was submitted during pre-registration to indicate which DC courses I am interested in taking at CHS next year.
2. Dual Credit Orientation
* I attended the Dual Credit Orientation and returned required documents: EA form and Student/Parent agreement form.
* I met with Mr. Munoz and did the orientation with her and returned required documents: EA form and Student/Parent agreement form.
1. El Paso Community College General Application
	* I submitted an online application through Apply Texas on \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date).
	* I am a current dual credit student who has previously taken DC courses. I do not need an EPCC application.
2. Practice State-Mandated College Placement Exam (PAM)
* I took/will take the practice placement exam (PAM) on \_\_\_\_\_\_\_\_\_\_\_\_\_ (date) at \_\_\_\_\_\_\_\_\_(time)
	+ I plan to submit other scores that will exempt me from placement testing such as SAT, ACT, PSAT, or EOC scores.
	+ I am a current dual credit student and have taken the PAM.
1. State- Mandated College Placement Exam (TSI). **TSI will be scheduled after PAM test**.
	* I took/will take the placement exam (TSI) on \_\_\_\_\_\_\_\_\_\_\_\_\_ (date) at \_\_\_\_\_\_\_\_\_(time)
	* I plan to submit other scores that will exempt me from placement testing such as SAT, ACT, PSAT, or EOC scores.
	* I am currently a dual credit student and have taken the TSI and need to retest to qualify for a specific course.
	* I am currently a dual credit student and have taken the TSI and do not need to re-test.

**If you have any questions please contact:**

Omar Munoz

Chapin High School

College and Career Counselor

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# Checklist for Parents

El Paso Community College is delighted that your daughter or son is enrolled in a course in the dual credit program. Because college is different from high school in certain key aspects, it is important that you understand some of the issues that could affect the success of your daughter or son. Please familiarize with the items on the list below.

1. The Family Educational Rights and Privacy Act (FERPA) protects students’ privacy in higher education; consequently, grades cannot be released to parents without the student's written permission and/or presence. Your daughter or son signed this form during the application process.
2. Assignments and requirements for the class can be found on the course syllabus. Encourage your daughter or son to share this information with you so that you can stay involved. Missing a deadline can result in a zero or a much reduced score for an assignment. It is also important to note that many instructors do not accept late work. Encourage your daughter or son to submit assignments well in advance of the stated deadline.
3. Students are responsible for their progress and success in the course. Encourage your daughter or son to communicate directly with the instructor regarding any questions or problems.
4. Dual credit students are treated as college students, not as high school students, and are expected to follow all college standards.
5. Students are expected to keep track of their own grades and progress throughout the semester.
6. The dual credit teacher manages all course work and decisions made regarding all course issues based on the policies and procedures stated in the course syllabus. The syllabus is the instructional contract between EPCC and the student.

If you have any questions, please raise them with the dual credit teacher or the administrator who handles dual credit classes at your daughter's or son's school.