

PARENT ORIENTATION

DUAL CREDIT 2019



1200 Amburn Road
Texas City, TX 77591
2nd Floor Student Center Bldg. Suite 216

1-888-258-8859
409-933-8679
www.com.edu/dualcredit

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WELCOME TO COM

Welcome to College of the Mainland! We are delighted that your child has chosen to get a jump-start on a college education by participating in the COM Dual Credit program.

College courses are interesting and challenging. Dual Credit students get to learn what college professors expect while still in their familiar high school surroundings. When they leave high school and move forward to a college or university, they will have already acquired the confidence to succeed academically in college.

This booklet along with the COM Student Handbook and College Catalog contain important information to assist you and your child here at College of the Mainland.

Mission

College of the Mainland is a learning-centered, comprehensive community college dedicated to student success and the intellectual and economic prosperity of the diverse communities we serve.

Vision

College of the Mainland will be a valued and vital community partner by striving to enrich our expanding community and preparing our students to learn, work, and live in a diverse, dynamic and global environment.

Values

- Student Success and Academic Excellence
- Continuous Improvement and Accountability
- Mutual Respect, Civility, and Integrity
- Diversity and Inclusiveness
- Innovation and Adaptability
- Campus and Community Collaboration

Access to Programs

College of the Mainland is an equal opportunity/affirmative action educational institution and employer. Students, faculty, and staff members are selected without regard to their race, color, creed, sex, or national origin, consistent with the Assurance of Compliance with Title VI of the Civil Rights Act of 1964 and Executive Order 11246 as issued and amended. College of the Mainland does not discriminate based on disability in the recruitment and admission of students, the recruitment and employment of faculty and staff, and the operation of its programs and activities, as specified by federal laws and regulations within Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Acts of 1990 and 1992.

Information contained herein is subject to change without notice. Revisions are published on the College website at www.com.edu.

Family Education Rights and Privacy Act (FERPA)

FERPA stands for Family Educational Rights and Privacy Act of 1974, as amended. Commonly known as FERPA, the Privacy Act or the Buckley Amendment. It is a federal law designed to protect the privacy of educational records, to establish the right of students to inspect and review their educational records. For a full discussion of FERPA, please refer to the full College of the Mainland student handbook.

INFORMATION FOR PARENTS

Congratulations, your son or daughter is enrolled in a college course. What can you do to assist your child as he/she takes on this new challenge? Hopefully, the following information will be helpful as your child begins and continues on the path of high education.

Important Dates and Information

Fall 2019

- First Day of Class – August 26, 2019
- Census Date – September 11, 2019
- Withdraw “W” Date – November 25, 2019
- Last Class Day – December 13, 2019

Spring 2020

- First Day of Class – January 21, 2020
- Census Date – February 5, 2020
- Withdraw “W” Date – April 27, 2020
- Last Class Day – May 15, 2020

Registration and Textbooks

- Students must register and pay tuition each semester (fall & spring) for dual credit.
- Students must purchase or rent textbooks for class (unless ISD purchases textbooks).

Dual Credit Website

www.com.edu/dual-credit

Privacy Rights – FERPA

Due to Family Educational Rights and Privacy Act (FERPA), colleges cannot release a student’s academic information to anyone, even parents. FERPA calls for the protection of student records once they turn 18 or attend a school beyond the high school level – Dual Credit students fall under this classification.

Records (permanent records housed in Admissions) may be released to parents only if:

- A release form must be filled out by the student in the Admissions Office. Student must provide a photo ID.
- Submission of evidence that the parents declare the student as a dependent on their most recent Federal Income Tax return.

Expectations

Students should remember that a Dual Credit course is a college course in all respects. The curriculum is the same as used on the college campus and their responsibilities are the same as all other college students. The teaching methods are the same as on the college campus and students will be expected to conduct themselves as college students.

College courses sometimes deal with controversial issues or subject matter that high school courses may not address. This can provide new challenges for the Dual Credit student. Nonetheless, Dual Credit students should be prepared to participate in the course.

All college students should expect to invest at least as much time out-of-class as in-class in reading, studying, and preparing for college course assignments. To be successful and ensure completion of out of class assignments, most students will need to invest more time than this.

Students should pay careful attention to their instructor’s grading system. If students do poorly on a test or assignment, they should not expect to repeat the work in order to improve their grade. In addition, instructors may not allow students to do extra work to bring up a poor grade. The instructor’s grading system is covered in the course syllabus students receive at the beginning of the semester. If students have trouble in a Dual Credit course, it is their responsibility to ask the instructor what they need to improve in order to succeed in the class.

College Transcripts

The college credit students receive for successfully completing a Dual Credit course will become part of their permanent college record. Whether it is now or later in life, this credit will be useful to students as they move forward with their education.

Official transcripts of all course work taken at College of the Mainland are available in the Office of Admissions and Records located on the 1st floor of Student Center. Transcripts may be requested through Web Advisor (see directions in “Navigating COM Online” below. Download printable transcript request forms

<https://www.com.edu/admissions/academic-records>

Transcript requests are normally processed within 24 hours. Please allow extra processing time during registration periods. Transcript availability is withheld from students who have a financial obligation or other commitment outstanding to the College until the obligation is cleared. For questions or further assistance with transcripts, contact the Office of Admissions and Records at 409-933-8264.

Services for Students with Disabilities

The mission of services for students with disabilities is to provide a variety of support services for each student and supply them with the resources needed to enroll and successfully complete their courses at College of the Mainland. This office works with each student on an individual basis to determine and implement appropriate and reasonable accommodations in accordance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. Students requesting services are responsible for contacting The office for Students with disabilities at COM upon admission and provide current documentation from a qualified professional verifying the disability and the need for services. The student must request accommodations each semester.

Additional information, along with a brochure describing services for students with disabilities and listing sources of campus support and equipment is available in the Student Success Center, which is located on the first floor of the Student Center Building. Information may also be obtained by contacting 409-933-8520 or 409-933-8379 or by visiting our website at www.com.edu/counseling/disability-services.

Refund Policy

If a student drops during any of the refund periods, the student still has to pay the \$45.00 nonrefundable processing fee. If the student does not pay the \$45.00 fee, a hold will be placed on the student's record. A hold will prohibit the student from receiving grades, future registration at COM or the release of student records for any purpose.

Refunds are calculated according to the number of semester days as directed by state law.

This information can also be found in the College Catalog at coursecatalog.com.edu.

Complaints

If there is a complaint about a course or an instructor, the students should first communicate with the instructor and try to resolve the issue with him/her. If the student and instructor are unable to resolve the matter, then the student will need to take the matter to the high school counselor or COM's Director of Dual Credit.

Student Handbook

As a Dual Credit student at COM, you have access to all student services and resource afforded all college students. The Student Handbook contains information about support services, student rights and responsibilities and College and academic policies. The Student Handbook also includes a daily planning calendar with important dates and deadlines listed for your convenience.

Access the Student Handbook at <https://www.com.edu/student-services/student-handbook>

College Catalog

The College Catalog can be accessed on the homepage www.com.edu under Get Connected-Online Resources or going to <https://www.com.edu/admissions/catalogs>

CLASSROOM

Remember that a dual credit course is a college course in all respects and may contain controversial content. Academic Freedom allows faculty and students to pursue relevant course content that may be adult in nature, this may include adult language and images, different philosophical viewpoints, and belief systems.

Syllabus Requirements

A syllabus is your guide to a course and what will be expected of the student in the course. It will include the instructor's name, contact information, office hours, grading scale, course policies, rules and regulations, required texts, and a schedule of assignments.

The course syllabus will be distributed and reviewed by your instructor the first week of class. Students must review and adhere to the instructor course syllabus.

You can also find a list of all syllabi at www.com.edu under "Get Connected – Online Resources."

Attendance

Students at COM are expected to attend and participate in every session of all classes for which they are registered. The only excused absences recognized by COM are those prescribed by law: religious holy days and military service. Dual Credit students are excused from class for state mandated testing at their high school. Students should consult with their instructors when it becomes necessary to miss a class.

Early Alert

The Dual Credit Department and Academic Coordinators participate in the Early Warning Program at College of the Mainland. Faculty will refer students to the Academic Coordinators or Early Warning Program throughout the semester if they are having difficulty completing assignments or have poor attendance. Students that are reported will be contacted by their College Connection Advisor or high school counselor to discuss what assistance they can offer in order for the student be successful in the course or to discuss if the student should be withdrawn from the dual credit course.

Instructor – Drop

When, in the judgment of the instructor, a student has been absent enough times so that it is unlikely the objectives of the course can be completed, the instructor may initiate steps to drop him/her by notifying the Admissions and Records Office. When requested to do so by the instructor, the Admissions and Records Office will send this student a notice indicating he/she has been dropped from the course. The student will receive a "W" for that course.

Student – Drop (Withdrawing from a Course)

Dual Credit students must contact their high school counselor before withdrawing from a class.

This action will ensure graduation requirements will be met without the college course credit.

The student must meet with the high school counselor to receive a Schedule Change Form.

The Schedule Change Form must be turned into COM's Admissions and Records Office before the final drop date ("W" day). The Dual Credit instructor will notify students of the final drop date on the syllabus or the date can be obtained from the COM website.

The following guidelines determine grades for an official withdrawal:

1. When a student withdraws before Census Day (twelfth class day for 16 week fall or spring) (fourth class day for summer sessions), the course will not appear on the student's permanent record.
2. For withdrawals that take place after Census Day (twelfth class day for 16 week fall or spring) (fourth class day for summer sessions) but before "W" day, as indicated in the College Calendar, a grade of "WX" will appear on the student's permanent record.
3. After the drop date (W-day) only a grade of A,B,C,D,F or I can be awarded.

When a student withdraws from a class, he may no longer attend the class or receive any college credit. In addition, **a student's future financial aid at a college or university could be affected due to lack of academic progress.** Each school has a "Rate of Completion" and minimum GPA that must be met to receive financial aid in the future.

Grade Scale

College grades are given in a letter grade form (A, B, C, D, F) compared to high school grades which are numerical. Your school district converts your letter grade to a numeric grade, not the college or the professor. You must check with your high school counselor to learn how they convert and weight your grade. Also, ask if it affects your class ranking.

NAVIGATING COM ONLINE

Accessing Web Advisor

Go to www.com.edu click on "WebAdvisor" under Get Connected – Online Resources.

Click on the "What's My User ID/COM ID" link located on the top right side of the page. Type in your last name and Social Security # (or COM ID) – Click "Submit."

Username _____ COM ID # _____

Your Username is usually first initial of first name with your last name and maybe #; exp: dbridges. Password is your seven-digit COM ID number

- Click "Log in on the top, and enter the Username and Password (COM ID#).
- Click the "Submit" button - You will be returned to the Web Advisor Main Menu Your name will appear in the top left corner.
- Click on "Students".

Webadvisor includes the following:

Grades	Fee Statement & Schedule
Transcripts	Course Evaluations
1098-T Form	Online Payment
FACTS – Payment Plan	

COM Email

Go to www.com.edu, click on "Office 365 Email" under Get Connected – Online Resources. Username and Password are the same as your WebAdvisor Username and Password.

If you have technical problems with Web Advisor or your COM email contact the IT Help Desk at 409-933-8302 or complete a help ticket at: <http://helpdesk.com.edu> or email: helpdesk@com.edu.

Blackboard

To access your courses on Blackboard, go to www.com.edu click on “Blackboard” under Get Connected – Online Resources or go directly to <http://de.com.edu>. Your **Blackboard Username & Password are** the same as your WebAdvisor and Email Username/Password.

COM provides an online tutorial to cover the most widely used features; click on the Blackboard Learn Tour including:

My Dashboard

Tools

Announcements

Online Classes

My Courses

Grades

Email Instructor

To Do List

COM

Direct Link

If you have technical problems with Blackboard contact the Distance Education Department at 409-933-8453 or complete a support request ticket at de-support.com.edu.

ACADEMIC RESOURCES

Tutoring Center

College of the Mainland’s Tutoring Center offers students, faculty members, alumni and staff a variety of academic and job preparation tutoring services. Located in the Technical Vocational Building, Room 1306 & 1310, the center provides work space, up-to-date reference materials and trained tutors to work one-on-one with clients.

The Writing Center can help with writing, reading and oral presentations. One soundproof speaking booth provide space to practice and record oral presentations, practice mock job interviews and work on group projects.

The Math Center offers FREE walk-in tutorials, computer access for online homework, lessons on DVD, and other resources for COM math students

Science Tutoring – Science tutoring is available for students throughout the week in the Science Atrium.

For more information, call 409-933-8703.

Library Resources

While the resources of the high school library may meet most of the research needs of Dual Credit students, students may access the COM system as well. Every COM student is given an ID number by the Admissions Office. All students can use this to access the full resources of the COM library databases. Students may also come in during regular library hours. Dual Credit students must show COM student identification to check out any books or material from the library. Please remember, COM is an institution of higher education and the college library provides materials that support and supplement the educational process. No effort is made to either censor or filters any materials from its collections.

Library Lab

The Library Lab, located on the main floor of the Library, is open to COM students, faculty, staff and community. Computers in the lab and classroom provide access to the Internet, Library catalog and databases with hundreds of thousands of articles, thousands of eBooks and the extensive COM Library website designed to help users find the information they need.

Innovations Lab

Innovations Lab, located in Room T-1324 of the Technical-Vocational Building, has been established to provide all College of the Mainland students the opportunity to enhance their learning through the use of computers. The Lab is staffed with personnel ready to assist users with questions and assignments. Students must register with the attendant at the front desk in order to be assigned to the appropriate computer.

Testing Center

The Testing Center provides services designed to assist students by assessing academic achievement and providing various testing alternatives. COM's Testing Center offers various testing options for Distance Education and Online Testing. For more information, contact the Testing Center at 409-933-8676 or www.com.edu/testing-center.

STANDARDS OF STUDENT CONDUCT

College of the Mainland assumes that students eligible to perform on the college level are familiar with the standard rules governing proper conduct and that they will observe these rules. COM accepts the concept that where its interests as an academic community are involved, the legal and ethical authority of the institution should be asserted and maintained. These include Appropriate Dress, Scholastic Dishonesty, Disorderly Conduct, Prohibited

Conduct, Federal, State, and Local Law, Prohibited Weapons, Drugs and Alcohol, Debts, Disruptions, Behavior Targeting Others, Property, Directives, Gambling, Tobacco and Misuse of Technology.

Be sure to talk with your professor when you feel something isn't right or you see something – say something. Professors are people too and have concerns for all their students.

COM CONTACT INFORMATION

Dual Credit Office

North County Learning Center

200 Parker Court, League City, TX 77573

dualcredit@com.edu

Administrative Assistant

Judy Pryor

409-933-8679

jpryor@com.edu

Director of Dual Credit

Theresa Jones

409-933-8449

tjones@com.edu

Academic Coordinators

Patricia Ovesny – Assistant Professor of History

409-933-8304

povesny@com.edu

Bernie Smiley – Professor of English

409-933-8356

bsmiley@com.edu

College Connections Office

1501 N. Amburn Rd. Texas City, TX 77591

Phone: 409-933-8286

Monday and Tuesday 8 a.m. - 7 p.m.

Wednesday, Thursday and Friday 8 a.m. - 5 p.m.

Director of Enrollment Management

Tamara M. Hoodye-Harris

409-933-8523

thoodye-harris@com.edu

College Connections Advisors:

Earl Alexander – Texas City HS and Clear Creek HS
409-933-8290
ealexander@com.edu

Doreen Bridges – Hitchcock HS, Santa Fe HS, Clear Falls HS, Bay Area Christian and Home School HS
409-933-8290
dbridges@com.edu

Lionel Deluna – Dickinson HS and Odyssey Academy
409-933-8110
ldeluna@com.edu

Cassandra Himes – La Marque HS and Friendswood HS
409-933-8697
chimes@com.edu

Destiny Andrews – Santa Fe HS and Clear Springs HS
409-933-8697
dandrews11@com.edu

Important Phone Numbers

Department	Phone Number
Admissions	409-933-8264
Campus Police	409-933-8599
Cashier	409-933-8377
Testing	409-933-8676