



PARENT ORIENTATION

**DUAL CREDIT
2018**

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

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

Moving in the right direction!!!

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 & INFORMATION

Fall 2018

- First Day of Class – August 27, 2018
- Census Date – September 12, 2018
- Withdraw “W” Date – November 27, 2018
- Last Class Day – December 14, 2018

Spring 2018

- First Day of Class – January 22, 2019
- Census Date – February 6, 2019
- Withdraw “W” Date – April 29, 2019
- Last Class Day – May 17, 2019

Registration & 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.

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

Dual Credit students must contact their high school counselor before withdrawing from a class. This action will insure graduation requirements can still be met without the college

course credit. When a student withdraws from a class he/she may no longer attend the class. The instructor will notify students of the final drop date on the syllabus.

When the student withdraws (drops) from a college class before Census Day (12th class day for fall or spring) the course will not appear on the student's transcript.

When a student withdraws (drops) from a college class before the official withdrawal date, a six drop exemption (WX) will appear on the student's transcript. After the drop date (W-day) only a grade of A,B,C,D, F or I can be awarded.

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

WEBADVISOR

Step #1: Go to www.com.edu click on "WebAdvisor" under Get Connected – Online Resources.

Step #2: Click on the "What's My User ID/COM ID" link located on the top right side.

Step #3: Type in your last name and Social Security # (or COM ID) – Click "Submit."

Step #4: 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.

Step #5: Click "Log In" on the top, and **enter** the Username and Password (COM ID#).

Step #6: Click "Submit" button - You will be returned to the WebAdvisor Main Menu – Your name will appear in the top left corner. Click on "Students."

Grades

Transcripts

1098-T Form

FACTS – Payment Plan

Fee Statement & Schedule

Course Evaluations

Online Payments

E-MAIL

Step #1: Go to www.com.edu, click on "Office 365 Email" under Get Connected – Online Resources.

Step #2: Username and Password are the same as your WebAdvisor Username and Password.

If you have problems with WebAdvisor or email, contact COM IT Helpdesk at 409-933-8302.

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 Library](#)

Direct Link

Resources

Tutorial Assistance

Tutorial assistance is available to all students. These services can be accessed via the COM website <http://www.com.edu/computer-labs> or students can come to any on campus tutoring center during scheduled hours.

Speaking Reading & Writing Center

The Speaking, Reading and Writing Center offers free tutoring services to all COM students. Tutors can help with a writing, reading or oral presentation for any class, not only English or speech classes. They also offer help with content and grammatical/mechanical questions. Visit their website for more information: <http://www.com.edu/srwc>.

Library Resources

While the resources of the high school library may meet most of the needs of dual credit students, students may access the COM library 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. No effort is made to either censor or filter any materials from its collections. More information can be found at <http://libguides.com.edu/home>.

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.

Innovations Computer Lab

Innovations Computer Lab (TVB 1324) is available to dual credit students. The lab is staffed with experienced personnel ready and willing to instruct users in the operation of the computers

and the programs. It is equipped with personal computers and printers that are upgraded continually to reflect industry standards. Wi-Fi access is available.

<http://www.com.edu/computer-labs/innovations>

Students with Disabilities

The mission of Services for Students with Disabilities is to provide a variety of support services, and supply students with disabilities with the resources needed to enroll and successfully complete their course work and/or degree plan. The office works with each student on an individual basis to determine and implement appropriate and reasonable accommodations. Students requesting services are responsible for contacting the Disability Services Counselor upon admission, and for providing current documentation from a qualified professional verifying their disability and the need for services. Services are coordinated to fit the individual needs of the student and may include, but are not limited to:

- Exam and classroom accommodations
- Academic services: Participation in student success workshops
- Academic advisement and counseling
- Referral to on- and off-campus resources
- Advocacy
- Sign Language Interpreting Services (when requested in advance)

Additional information, along with a brochure describing services and sources of campus support and equipment, is available in the Student Success Center in the Enrollment Center Building. Information may also be obtained by contacting 409-933-8379 or 409-933-8524.

College Connections Advisor

They are at your high schools to help students with their applications, school assessment, financial aid and registration for college.

1. **Dickinson High School & Odyssey Academy** – Lionel Deluna
2. **Santa Fe High School & Clear Springs High School** - Kelley Waters
3. **Hitchcock High School, Bay Area Christian, Clear Falls High School & Home School** – Doreen Bridges
4. **Friendswood High School & La Marque High School** – Cassandra Himes
5. **Clear Creek High School & Texas City High School** – Earl Alexander

Important Phone Numbers:

Admissions	409-933-8264	Campus Police	409-933-8599
Cashier	409-933-8377	Dual Credit	409-933-8679
Testing	409-933-8676		

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.

The rights and responsibilities are described in FLB (Local) policy on the College website at www.com.edu under the “About COM” and “Board of Trustees” links. Click on “COM Policies” and select “Students” under “Browse Sections.”