



# Galveston College

## *Dual Credit Handbook*

[gc.edu/dual-credit](http://gc.edu/dual-credit) | 409-944-GCGC





**Galveston  
College**

**DUAL CREDIT PROGRAM  
HANDBOOK**

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***Welcome!***

**Dear students and parents...**

Allow me to welcome you into the Dual Credit program at Galveston College! We are excited and honored that you have chosen us to help you achieve your post-secondary educational goals. Our Dual Credit program offers a number of different pathways and opportunities to start earning college credit at an accelerated rate and move even closer to fulfilling educational and professional aspirations.

This handbook is designed to be a short, easy to reference guide for both students and parents to utilize from the time Dual Credit is even considered as an option to beyond graduation. It is my earnest hope that this handbook can help facilitate an effective, efficient and fulfilling Dual Credit experience for the students participating in the program as well as the supportive parents who are doing whatever they can to ensure their students are as successful as possible.

Please note that you can find this information available online on the Galveston College website in the "Dual Credit Student" section as well as in the Dual Credit Student Orientation Canvas training.

After going through the handbook and you have questions, comments or concerns, please do not hesitate to get in touch with one of our helpful staff members who will do whatever they can to assist you.

Once again, thank you for choosing Galveston College as your Dual Credit institution. Best of luck this semester and beyond!

**Joseph Bernard**  
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**409-944-1226**  
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# Statement of Galveston College's Dual Credit Program Goals

Galveston College has established four overall goals that guide every facet of the Dual Credit program:

## GOAL 1

In conjunction with partner independent school districts and institutions, Galveston College will utilize meaningful and relevant outreach strategies to ensure that students and parents are given information regarding all aspects of the Dual Credit program, including benefits of participation, enrollment and financial policies.

## GOAL 2

The Dual Credit program will facilitate effective and collaborative procedures that ensure students successfully transition to post-secondary education as well as accelerate through degree programs for maximum student success and achievement.

## GOAL 3

Every Dual Credit student will receive and have continual access to advising in academic and college readiness domains as well as support services that will help in the successful completion of post-secondary courses.

## GOAL 4

Dual Credit courses offered will be of the highest academic quality and offer a rigorous post-secondary curriculum that will be sufficient enough to ensure student success in all other post-secondary courses taken.



# Dual Credit 101

## So what is Dual Credit?

Courses offered through the Galveston College Dual Credit program provide the opportunity for students to earn both high school and college credit while still enrolled in grades 9-12. Dual Credit courses are approved college-level classes that are taught by qualified faculty who either teach full-time for Galveston College or embedded instructors on a high school campus that meet the same rigorous requirements for instructing full-time on Galveston College's campus. Courses are offered in face to face formats, a blend of online and face to face as well as completely online.

## Why bother?

Students who enroll in Dual Credit courses get access to some fantastic benefits:

- Credits earned across most Dual Credit courses can be transferred to colleges and universities across Texas as well as some out-of-state institutions.
- Earn college credit while still in high school, which can cut degree completion time by up to an academic year.
- Access to college level courses at a drastically reduced tuition rate.
- Smaller class sizes and accessible instructors that are tailored to fit the specific needs of a student enrolled in both high school and college courses.
- Get valuable college preparation experience by learning in a collegiate environment.

## What courses can I take?

Course offerings vary by semester, but generally you can take courses in the following subjects:

- English
- History
- Biology
- College Algebra
- Government
- Economics
- Welding
- Health Science

For a more detailed look at the courses you can take, flip to the Dual Credit Crosswalk at the back of this handbook.

Check with your Dual Credit advisor or click on the "Search for Classes" link on the Galveston College homepage ([www.gc.edu](http://www.gc.edu)) to see the most current course offerings.



# What about AP courses or just waiting to take college courses until after graduation?

## Here's a Comparison Chart: AP vs. Dual Credit

Pathway to College	Advanced Placement (AP)	Dual Credit
Overview	College-level courses that grant college credit depending on AP test scores	College-level courses that grant college credit based on performance within the course
Eligibility	Successfully passing the appropriate STAAR exams	Successfully meet college readiness score requirements on the TSI (exemptions do apply)
What costs are involved?	College board exam fees Test preparation materials	Tuition and fees that may be reduced by the College and/or paid by other sources. Course materials such as books.
How is college credit earned ?	A numerical score on a College Board exam (normally, a score of 3 out of 5 is considered valid for college credit).	A letter grade and numerical grade based on performance within the course.
What are the benefits?	College-level curriculum can help prepare for full time college workload.  Conduct in-depth, specialized study in an academic subject.  Learn test-taking and time management strategies.  If earned, credits transfer to most out of state institutions as well as Texas institutions.	College curriculum that helps prepare for full time college workload.  Learn knowledge and skills relevant to chosen degree program.  Work with college faculty in small class sizes for more individualized instruction.  Credits can be applied to chosen degree plan.
What kind of courses are offered?	Selection varies, but all courses are academic in nature.	Selection varies, but all courses are either workforce or academic in nature.
How many courses can I take?	As many as desired depending on course availability and student schedule.	Students can take up to 19 hours per semester.

# Registration for Dual Credit Courses

## 1. Get approval from high school counselor and Dual Credit Advisor

Before taking any Dual Credit courses, students must first consult with their high school counselor and campus Dual Credit Advisor to ensure eligibility requirements are met. As a part of eligibility requirements, students will need parent approval via signature on both the Dual Credit registration form and Dual Credit program contract.

## 2. TSI exam taken and scores submitted:

The Texas Success Initiative (TSI) is a placement exam that helps assess college readiness. There are three components of the test: Reading, Writing and Mathematics. In order to be considered eligible to take academic college-level courses, you will need to have the following scores on each component of the TSI:

- Reading score of 351
- Math score of 350
- Writing score of:
  - 340 and Essay score of 4
  - Essay score of 5

### The TSI exam can be taken at the following locations:

- The Testing Center at Galveston College (Link: <https://gc.edu/testing-center-welcome/>)
- Proctored testing site approved by Galveston College (see your high school counselor for more information about this option)

A student can retake any portion of the TSI that did not meet qualifying scores at the Testing Center at Galveston College.

There are certain exemptions from taking the TSI exam. These exemptions are as follows:

### TSI Exemptions/Waivers

- ACT® – A total score of 23 with a minimum of 19 in the corresponding sections of the English and/or mathematics.
- SAT® – A score of 480 in evidenced-based reading and writing and a math score of 530 (combined scores are not required).
- STAAR – A minimum score of 2000 on the English II end of course exam and a minimum score of 4000 on the Algebra I end of course exam with successful completion of high school Algebra II.

## 3. Apply for admission into Galveston College

Complete an Application for Admission and Residency Questionnaire from the Office of Admissions, the GC website [admissions@gc.edu](mailto:admissions@gc.edu) or complete the Texas Application for Admission to community colleges on-line at [www.applytexas.org](http://www.applytexas.org).

Submit paper copies of your official transcripts from your high school to the Office of Admissions. The submission of all transcripts is required by the Office of Admissions for evaluation of high school and/or college curricular requirements.

## 4. Register and pay for classes in person through registration events or your local Dual Credit Advisor, through the Whitecaps Portal or over the phone.

The Whitecaps Portal is what students can use to pay for classes, check grades, order transcripts and a whole lot more. **Because of how important it is for students to be familiar with the portal, please follow the detailed instructions on the following page.**



# Accessing the Whitecaps Portal

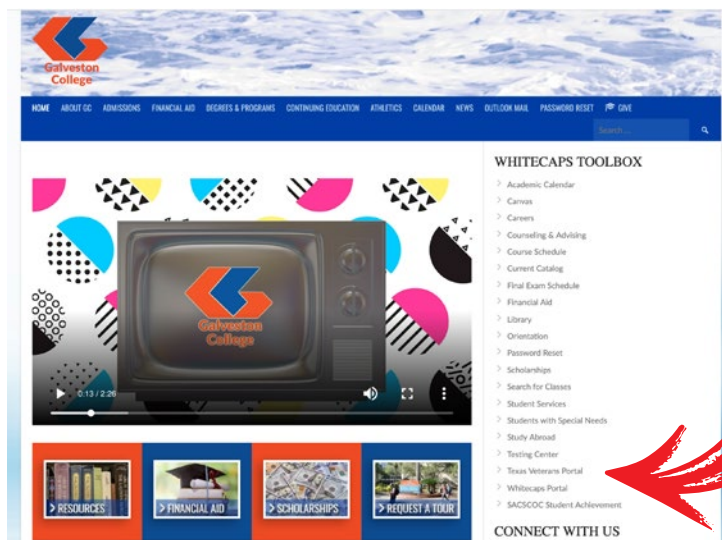
1. Visit the Galveston College homepage ([www.gc.edu](http://www.gc.edu)) and click on the link for the “Whitecaps Portal” in the “Whitecaps Toolbox”.

2. Log into the Portal using the log-in information below.

The Whitecaps Portal can be accessed from any page on the Galveston College Website. It is located at the top of each page. In order to log in, you will need a username and password.

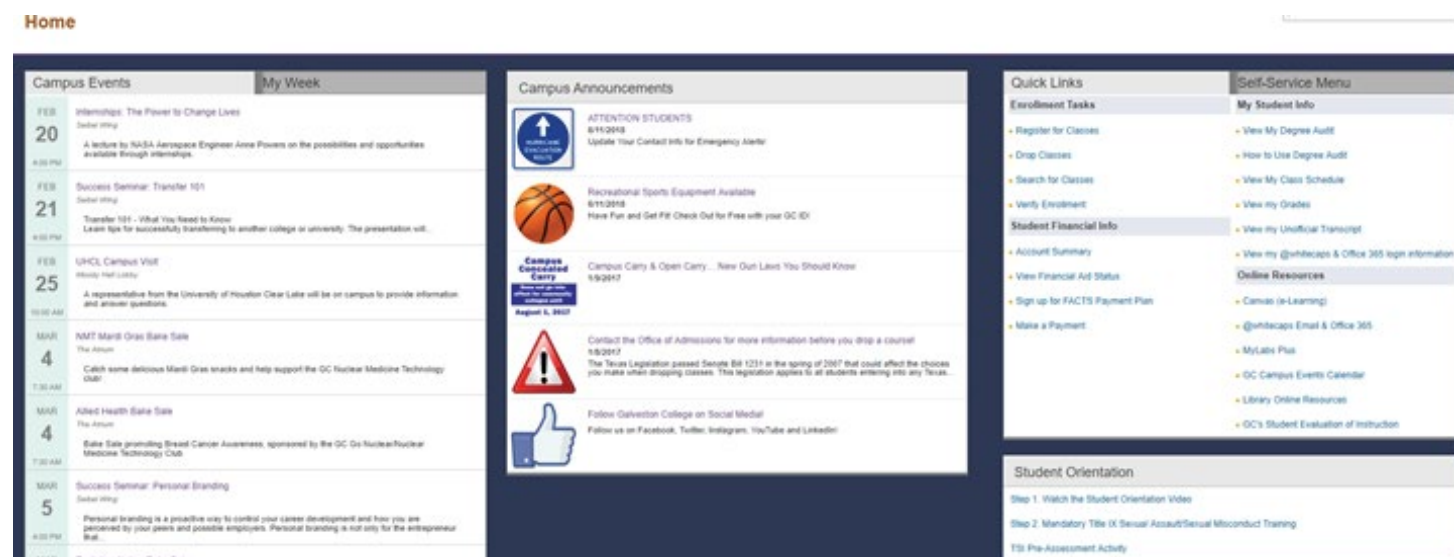
**Username:** Your username is GC plus your seven-digit student ID number (EX: GC0123456)

**Password:** Your password is sent into the email listed on your admissions application \*



\* If you have not received a temporary password or if you are experiencing issues logging into the Whitecaps Portal or having technical difficulties please contact the IT help desk at [helpdesk@gc.edu](mailto:helpdesk@gc.edu) or call 409-944-1352.

3. The Portal is divided into three sections: school events, school announcements and links to a lot of different options.



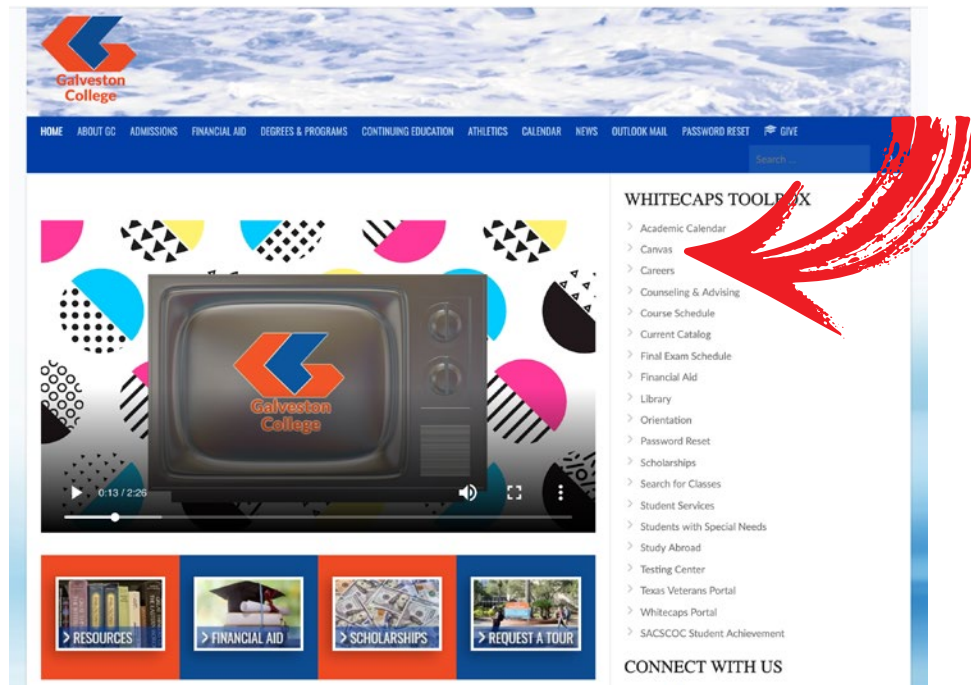
4. You can access your school email through @whitecaps Email & Office 365, view grades, check transcripts and a number of features. Follow the instructions you see after clicking on any link to find what you're looking for.

# Accessing Canvas

Canvas is the College's online learning platform. Most Dual Credit courses use Canvas, but in different capacities. Check with your instructor to see what their expectations are regarding Canvas utilization in their course. Please note that accessing Canvas for GC courses is a separate process from accessing Canvas for local high school courses.

Feel free to reference the screenshots below in order to log into Canvas.

**1. Visit the Galveston College homepage ([www.gc.edu](http://www.gc.edu)) and click on the link for the “Whitecaps Portal” in the “Whitecaps Toolbox”.**

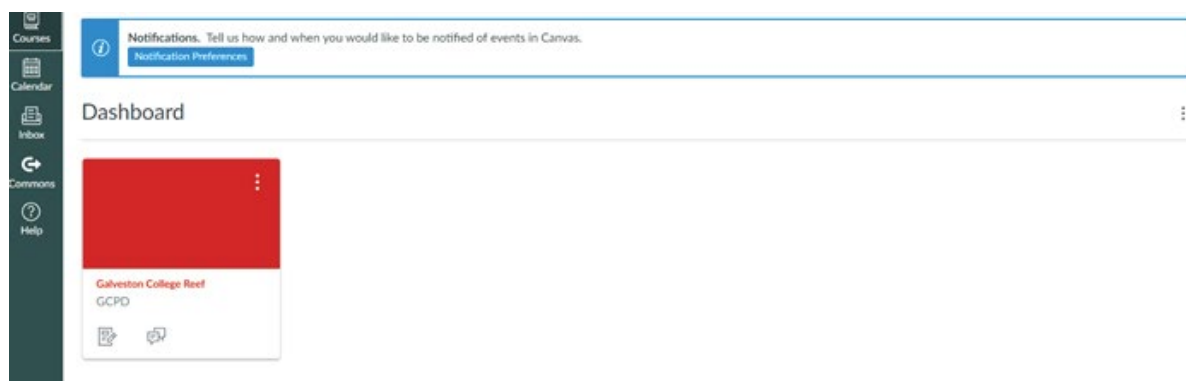


**2. Log in using the instructions provided.**

A screenshot of the Canvas login page. The page has a dark background. At the top, there is a 'canvas' logo and a 'Browse courses' link. Below this are input fields for 'Username' and 'Password'. The 'Username' field contains the text 'jbonnard'. Below the password field is a 'Forgot Password?' link and a 'Log In' button. At the bottom, there is a section titled 'INSTRUCTURE' with 'User ID and Password Information'. This section explains that the Galveston College student ID is GC followed by the student ID, and the initial password is the same as the one used to log into the Whitecaps portal. It also provides the username as provided by Admissions (EX: GC0123456) and mentions that login assistance is available through the GC IT Service Desk, 409-944-1352, Regents Building, R-120.



### 3. Access your courses through the Dashboard.



All Dual Credit students enrolled in a Galveston College course that utilizes Canvas will be required to go through a brief Canvas orientation. This orientation will serve as a quick and easy tutorial on how to use essential functions in Canvas. Look for this orientation on the Dashboard.

If any issues arise with Canvas, please contact the IT help desk at 409-944-1352.

**Note: This orientation MUST be completed by the end of the first full week of classes.**

## Academic and Behavioral Standards in the Dual Credit Program

Students enrolled in any Dual Credit course offered by Galveston College agree to hold themselves to the highest academic and behavioral standards possible. Some of these standards are listed below. All academic and behavioral standards can be found in the Galveston College student handbook.

**Link:** <https://gc.edu/student-services/student-handbook/>

### Academic Standards

#### Grading:

Students in a Dual Credit course receive both a letter grade and a numerical grade. The letter grade is placed on the college transcript while the numerical grade is placed on the high school transcript. Galveston College uses a grade point average (GPA) system that is on a 4 point scale. Please see the letter grades and their numerical GPA equivalent below:

4.0	→	A
3.0	→	B
2.0	→	C
1.0	→	D
0.0	→	F

All Dual Credit students are expected to maintain an overall GPA of 2.0 while enrolled at the college. Please note that independent school districts and secondary institutions might have their own GPA system. Consult with your high school counselor to discuss how a grade from a Dual Credit course will display on a high school transcript.

## Failure of a course:

Failing a course is evidenced by a grade of “F”. Dual Credit students who receive a grade of “D” or “F” in one of their courses must consult with their Dual Credit Advisor before attempting to retake that failed course or any other Dual Credit course offered by the College.

## Grade appeal:

Students who believe that they were assigned an improper or incorrect grade can request a grade correction within 30 calendar days of the end of the semester in which the grade was issued. Steps to take for a grade corrections are as follows:

1. Contact the instructor of record and make them aware of the situation. Normally this is the only step needed. If further action is required, please see step 2.
2. Contact the appropriate program Coordinator and/or Director to see if they can handle the dispute. If further action is required, students can consult the College catalog

Students may not submit a grade correction appeal if they:

- Do not like the instructor and want to denigrate the instructor's reputation and/or teaching credibility.
- Do not like the grade because their perceived efforts were not reflected in the grade received.
- Believe that they deserve a higher grade based on perception, not academic merit or incorrect instruction.

## Withdrawal from a course:

Students can withdraw from a course after meeting with the Dual Credit Advisor and high school counselor. Please note that students who withdraw after the census date will receive a grade of “W”. The census date can be found on the academic calendar located on the College website.

Note: When consulting the academic calendar, please note that there is a cut-off date for withdrawing with a “W”. If students withdraw after that date, they will receive a grade of “F”.

## Extra-curricular eligibility:

Dual Credit course grades do count towards athletic, academic and other extra-curricular activities. Please consult your Dual Credit Advisor or high school counselor to discuss any issues that might arise due to extra-curricular activities that could conflict with Dual Credit course deadlines, procedures and/or policies.





## Academic Honesty:

Students are expected to produce their own original work to the best of their abilities in any course of study. By submitting original work, students comply with the standard of Academic Honesty. Those who are guilty of Academic Dishonesty will be subject to major disciplinary action that could include being dropped from a course, in school suspension and other related, appropriate punitive measures.

Academic Dishonesty can be one of the following actions:

### Cheating, which includes:

- Copying from another student's class work, test or essay exam.
- Utilizing any material not authorized by the person who issued the test or is administering the exam.
- Using any form of currency or favor to influence the proctor of the exam or the grader of the exam.
- Using any form of unauthorized communication during the exam to seek help from any other test-takers in the room or others from outside the testing area.
- Forging attendance of an exam by sending another student or person to take the place of the student for whom the exam was intended.
- Any other action that compromises the integrity and fairness of an exam, assignment or grades of any kind.

### Plagiarism, which includes:

- Inserting another person's work into one's assignment through any means and submitting it as original student work..
- Purchasing any kind of service that composes assignments used to substitute original student work.
- Working with another student, person or entity in an unauthorized collaboration to complete student work.

Students are also subject to the Academic Dishonesty definitions put forth by their secondary institution. Please consult your local school district or institution for their guidelines on what constitutes Academic Dishonesty.

## Behavioral standards:

When students enroll in a Dual Credit course, they must understand that they are now considered college students and are held to the same standard as any student on a college campus. Students on a college campus are expected to conduct themselves in the following manner:

1. Respect is shown towards other students, faculty, staff and any other persons the student interacts with.
2. Promote a collaborative and positive learning environment in and out of the classroom that encourages meaningful and relevant learning experiences.
3. Conform to rules, regulations and procedures set forth by the instructor, school officials and any other related staff.

4. Treat all property of both the College and local secondary institution with dignity and care. Students who violate these standards will be disciplined according to both College guidelines and local secondary institution disciplinary procedures.

### **FERPA:**

The Family Educational Rights and Privacy Act of 1974 was passed to ensure that student records were only accessed by the student and authorized parties. Dual Credit students are enrolled Galveston College students, which means that student grades, academic progress, financial aid matters as well all other records must only be accessed by the student. Any other parties who wish to have access to individual student records must be given authorization in writing by the student to the College. Please find more information on FERPA in the College catalog.





# Frequently Asked Questions

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## **Are Dual Credit courses hard?**

A Dual Credit course is a college-level course, which means that it is rigorous and challenging; however, you also get to experience hands-on learning experiences with dedicated faculty who want to prepare you for wherever you want to go academically and professionally. It may be difficult at first, but with all the support you will receive from faculty and staff, you'll do great!

## **How many courses can I take?**

Technically you can take up to 19 credit hours per semester without having to seek administrative approval, but with Dual Credit students facing an already massive workload, we recommend no more than two courses per semester.

## **What are some of the degrees I can earn?**

You can earn Workforce certifications, an Associate of Arts and Associate of Science degree to name a few. Check the catalog for more degree plans.

## **Can I take summer courses?**

Yes you can! Dual Credit students are still Galveston College students even after the high school academic year ends. Please note that taking summer courses may not result in earning both high school and college credit. Check with an advisor in April on the College's campus to see what options are available to you.

## **Why should I take Dual Credit courses when I can just wait until after I graduate to take college courses?**

You could wait, sure, but Dual Credit students have the advantage of getting to their academic and professional goals faster thanks to completing courses while still in high school. If you waited, you would be sitting in the same courses that Dual Credit students already completed and have moved on from. Why wait when you can get your degree done faster and experience much smaller class sizes with faculty who can give you more attention?

## **I've heard AP looks better to colleges than Dual Credit. Is that true?**

Advanced Placement courses are a wonderful tool to help you prepare for college, but what "looks" better to one college might not look as great to another. Check with recruiters and academic advisors for the colleges you want to attend and see what their thoughts are on whether or not AP or Dual Credit would look better. Don't forget to look at the comparison chart located in this handbook to help you make a decision on what would be best for you.

# Dual Credit Crosswalk

Students who take these college credit courses...

Will get high school credit for these classes...

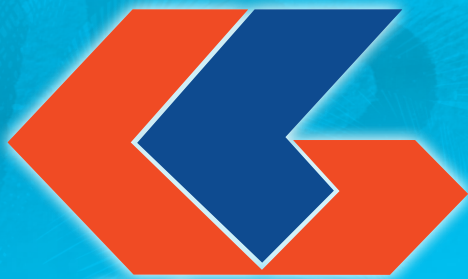
ACGM OR WECM	COURSE NUMBER	GALVESTON COLLEGE COURSE NAME	COLLEGE CREDIT	HIGH SCHOOL TEKS COURSE
ACGM	ARTS 1301	Art Appreciation	3	Fine Arts Elective
ACGM	ARTS 1304	Art History	3	Fine Arts Elective
ACGM	BIOL 1406	General Biology I	4	Biology
ACGM	BIOL 1407	General Biology II	4	
ACGM	CRIJ 1301	Intro to Criminal Justice	3	Law Enforcement 1 and Course Systems and Practices
ACGM	CRIJ 1306	Court Systems and Practices	3	
ACGM	CRIJ 2328	Police Systems and Practices	3	Law Enforcement 2 and Correctional Services
ACGM	CRIJ 2313	Prison Systems and Practices	3	
ACGM	ECON 2301	Principles of Macro Economics	3	Economics
ACGM	ENGL 1301	Composition I	3	English III or English IV
ACGM	ENGL 1302	Composition II	3	
ACGM	ENGL 2322	British Literature I	3	English IV if completed ENGL 1301 and ENGL 1302
ACGM	ENGL 2323 or ENGL 2311	British Literature II or Technical Writing	3	
ACGM	ENGR 1304	Engineering Graphics	3	Engineering Design and Development
ACGM	ENVR 1301 & ENVR 1101	Environmental Science I	4	Environmental Science I
ACGM	ENVR 1302 & 1102	Environmental Science II	4	Environmental Science II
ACGM	GERM 1411	Beginning German I	4	German III
ACGM	GERM 1412	Beginning German II	4	
ACGM	GERM 2311	Intermediate German I	3	German IV
ACGM	GERM 2312	Intermediate German II	3	
ACGM	GOVT 2305	Federal Government	3	Federal Government
ACGM	GOVT 2306	Texas Government	3	Texas Government
ACGM	HIST 1301	US History I	3	US History
ACGM	HIST 1302	US History II	3	
ACGM	HIST 2311	Western Civilization I	3	Western Civilization
ACGM	HIST 2312	Western Civilization II	3	
ACGM	MATH 1314	College Algebra	3	Math Elective
ACGM	MATH 2312	Precalculus	3	Math Elective
ACGM	MATH 2413	Calculus I	4	Advanced Math Elective
ACGM	MATH 2414	Calculus II	4	
ACGM	MUSI 1306	Music Appreciation	3	Fine Arts Elective
ACGM	PSYC 2301	General Psychology	3	Psychology
ACGM	SOCI 1301	Introductory Sociology	3	Sociology
ACGM	SPCH 1315	Public Speaking	3	Public Speech



ACGM OR WECM	COURSE NUMBER	GALVESTON COLLEGE COURSE NAME	COLLEGE CREDIT	HIGH SCHOOL TEKS COURSE
ACGM	SPCH 1321	Business and Professional Communications	3	Business Communications
WECM	CHEF 2302	Saucier	3	Culinary Arts
WECM	PSTR 1301	Fundamental of Baking	3	
WECM	CHEF 1302	Principles of Healthy Cuisine	3	Advanced Culinary Arts
WECM	IFWA 1217	Food Production and Culinary Math	2	
WECM	CSME 1354	Artistry of Hair Design I	3	Intro to Cosmetology
WECM	CSME 1401	Orientation to Cosmetology	4	
WECM	CSME 1410	Intro to Hair Cutting	4	Cosmetology I
WECM	CSME 1453	Chemical Reformation	4	
WECM	CSME 1355	Artistry of Hair Design II	3	Cosmetology II
WECM	CSME 1501	Principles of Hair Coloring	5	
WECM	CSME 2310	Advanced Haircutting	3	Practicum in Human Services
WECM	CSME 2441	Prep for State Licensing Exam	4	
WECM	EMSP 1501	EMT - Basic	5	Practicum in Health Science
WECM	EMSP 1160	Clinical - EMT-Basic	1	
WECM	HITT 1305	Medical Terminology I	3	Medical Terminology
WECM	HPRS 1206	Intro to Health Professions	2	Basic Health Professional Skills
WECM	WLDG 1407	Intro to Welding Multiple Processes	4	Welding I
WECM	WLDG 1434	Intro to Gas Tungsten Arc	4	
WECM	WLDG 1435	Introduction to Pipe	4	Welding II
WECM	WLDG 2443	Advanced Shielded Metal Arc Welding	4	
WECM	WLDG 1317	Intro to Layout and Fab	3	Practicum in Welding
WECM	WLDG 2413	Intermediate Welding	4	







**Galveston  
College**

**DUAL CREDIT PROGRAM**

**MAKE IT  
REAL!**

**REAL LIFE. REAL EXPERIENCES. REAL JOBS.**

**IMPORTANT CONTACTS**

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Dual Credit Advisor  
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PCulver@gc.edu

**DEPARTMENTS OF NOTE**

Admissions	409-944-1230
Advising	409-944-1220
Student Services	409-944-1341
Testing Center	409-944-1290
Students with Special Needs	409-944-1223
IT Help Desk	409-944-1352

**gc.edu/dual-credit | 409-944-GCGC**

