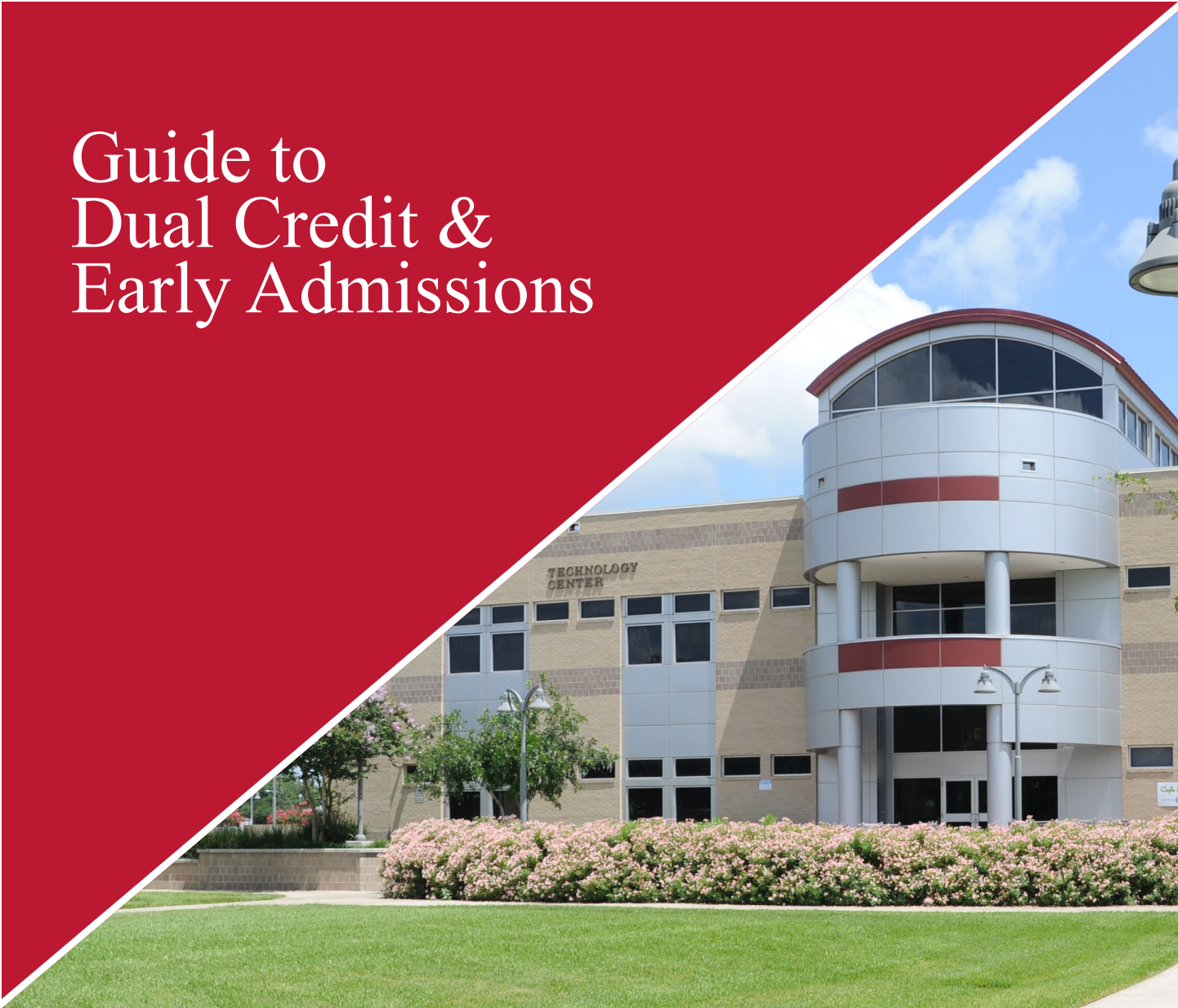


Guide to Dual Credit & Early Admissions



How do I apply for Admission to Victoria College?

- Complete an admissions application at www.ApplyTexas.org. Personal email account recommended
- Provide appropriate college readiness scores to the Admissions & Records Office.
- Provide proof of meningitis vaccination (if required)
- Provide an official high school or home school transcript.

What is Dual Credit Enrollment?

Dual Credit Enrollment is an educational program designed to enable high school students to enroll in college courses and receive both college and high school credits for the same course. Dual Credit Enrollment is a great way for high school students to get a jump start on their college education.

What is Early Admissions?

Early Admission is for students desiring to take college courses. Early Admission enrollment only earns college credit.

What are the advantages?

For the student who is eligible for the program and willing to work hard in college classes, the benefits of dual credit enrollment at Victoria College include:

- **Access:** Students are able to utilize academic and career planning, library access, computer lab access, and all academic support services.
- **Convenience:** Courses can be taught at the high school campus, at the college or online.
- **Close to Home:** Attending college classes while living at home allows students to experience college life while still in a familiar high school surroundings.
- **Cost:** Dual Credit Enrollment at Victoria College is much less expensive than classes at a four-year institution.
- **Student Success:** Successful completion of college level courses increases confidence and helps students to be successful in making the transition to a college campus later.
- **Transferability:** Dual Credit Enrollment classes are fully transferable to public colleges and universities in Texas and are generally transferable to other colleges and universities throughout the United States.

Getting Registered

High School counselors have information regarding classes that are available for Dual Credit Enrollment and will assist the student in determining which classes are needed and will fit in the student's schedule. Students who are eligible to participate in University Interscholastic League contests should verify with their counselor that participation in Dual Credit classes will not cause them to lose their eligibility under UIL rules. High School counselors and Victoria College will work collaboratively to finalize the registration process.

Applying Your Advanced Placement (AP) Scores to Earn College Credit

Both Dual Credit and AP courses are college level courses. In a Dual Credit course, college credit is awarded immediately upon successful completion of the course. In an AP course, the end-of-course exam must be passed before the student can apply to have the college credit awarded after graduation from high school.

Pirate Portal Username & Password

Start from the VC homepage and click the Pirate Portal link located in the blue header at the top of the page.

1. On the login page of the Pirate Portal, click the "Retrieve your username and password." link.
2. Now click the "First time student/employee? Get your username and password here." link.
3. You will be required to accept the regulations, enter your ID (SS# or V#) and birth date.
4. Next you will setup your security question and answer.
5. Finally you will need to set your options for notifications.

Once you complete these steps, it will generate your Pirate Portal username, password, and student email account. If you would like to change your password, please return to "Get/Change/Forget Password" and follow the steps.

Grades

Grades earned in Dual Credit or Early Admission courses will become a part of the student's permanent transcript. Check the course syllabus for specific grading purposes.

Dropping a Course

Students who wish to drop a VC course must speak with their counselor and receive permission. If it is felt that dropping a course is in the best interest of the student, they may do so by logging into their Pirate Portal. Home schooled students who wish to drop a course must contact the Pre-College Programs & Recruitment office directly. The reason for the drop must be indicated on all drop requests.

To drop a course:

- Student will log into their Pirate Portal
- Click Student Resources tab
- Click Advising & Counseling Services link
- Click Online Drop Request Form link

Dual Enrollment Student Checklist



- Contact** a high school counselor about eligibility criteria. Home schooled students should call the Pre-College Programs & Recruitment office at (361) 485-6823 to speak with a recruitment representative.

- Apply** to Victoria College at www.ApplyTexas.org and allow 3-5 days for processing. Write down the application ID, username and password for tracking purposes.
 - For student profile, use of personal email account recommended
 - Select 2 yr college application

- Submit** an official high school transcript to the Admissions & Records Office. The official transcript must be in the original sealed envelope.

- Complete** testing requirements, if needed and submit scores to the Admissions & Records Office. Required scores are listed on page 4 of the Guide to Dual Credit & Early Admission.

- Attend** a required dual enrollment informational along with a parent or guardian

- Complete** and submit the Dual Credit Agreement Form which can be accessed at www.VictoriaCollege.edu/DualCreditEarlyAdmission.

- Apply** for scholarships.

- Pay** all tuition and fees or enroll in an payment plan.

Checkpoint: _____

Application ID _____

Username _____

Password _____

PIRATE PORTAL

Username _____

Password _____

Pre-College Programs & Recruitment

Phone: (361) 485-6823

Fax: (361) 582-2525

PreCollegePrograms@VictoriaCollege.edu

www.VictoriaCollege/PreCollegePrograms



Do I Qualify?

Dual Credit or Early Admissions Enrollment opportunities may do so by meeting the following eligibility requirements:

TSI Assessment Minimum Passing Scores		
Math Minimum Score:	350	5 year limit
Reading Minimum Score:	351	
Writing Minimum Score:	At least a 340 and an essay score of at least a 4 OR less than 340 and an ABE Diagnostic of at least 4 and an essay score of at least a 5.	

PSAT	PSAT taken before October 2015: Combined critical reading and math score of 107 with a minimum of 50 on critical reading test	No longer valid once student graduates from high school
	Combined critical reading and math score of 107 with a minimum of 50 on math test	
	PSAT taken October 2015 and after: Evidence based reading and writing minimum score of 460 Mathematics minimum score of 510	
STAAR (waiver)	Minimum score of 4000 on the English II test	No longer valid once student graduates from high school
	Minimum score of 4000 on the Algebra I test and 70 or above on the Algebra II class.	
PLAN	Composite score of 23 with a minimum of 19 on the English test	No longer valid once student graduates from high school
	Composite score of 23 with a minimum score of 19 on the mathematics test	
ACT-Aspire	Minimum score of 435 on the English test	No longer valid once student graduates from high school
	Minimum score of 431 on the mathematics test	
ACT	Composite Score: 23 with a minimum of 19 on the English test.	5 year limit
	Composite Score: 23 with a minimum of 19 on the mathematics test.	
SAT	Combined critical reading and mathematics score of 1070 with a minimum of 500 on the critical reading test.	5 year limit
	Combined critical reading and mathematics score of 1070 with a minimum of 500 on the mathematics test.	

Dual Credit & Early Admission Agreement

- I understand that the student must complete an Apply Texas application and meet with their high school counselor to determine dual credit award prior to the registration process.
- I understand I will be enrolling in a college credit course(s) at Victoria College and will be receiving a letter grade that will be recorded on my permanent college transcript. A numerical grade may appear on the high school transcript for dual credit courses; conversion and weight of grades is the responsibility of the respective high school.
- I understand that Victoria College has no discretion to determine if any course(s) that I take will count as dual credit on my high school transcripts.
- I also understand that it is my responsibility to know what my tuition and fees total for the semester in which I am enrolled and pay by the deadlines set by Victoria College. It is my responsibility to be able to locate these payment deadlines. If I belong to a school district that pays for my tuition, fees, and/or books, that it is that school district's discretion as to the terms and conditions of what they will or will not award funds for, and in return it is my responsibility to make sure that those funds are applied to my account.
- If I elect to pay by an payment plan, I understand that the payment plan fee of \$20.00 is non-refundable. I understand that my initial payment method must remain the same for the second and third payment as per the payment plan agreement made with the Payments Office.
- I understand that if I wish to withdraw from or drop any of my college course(s) it is my responsibility to first discuss this matter with my parent(s) and high school counselor. In order to officially drop a course I may do so through my Pirate Portal. I also understand that I may or may not receive a refund based on the timeframe I decide to withdraw from my college course(s). It is my responsibility to be able to locate these refund periods.
- I understand that by enrolling at Victoria College, I am responsible for knowing, understanding, and following all policies, rules, and regulations at Victoria College in addition to following the rules and regulations set forth by the high school. I also understand that as a minor, I may come into contact with adult content, controversial issues and opinions, and differing belief practices.
- I understand that all core curriculum courses are required by law to transfer to any public institution in the state of Texas; and it is my responsibility to ensure that any coursework attempted at Victoria College is following an appropriate degree plan of the institution that a degree is sought after.
- I understand that I and one parent/guardian are expected to attend Dual Credit Orientation prior to the first semester of enrollment.
- I understand my high school counselor(s) and principal(s) have legal, academic privilege to my Victoria College records.

Dual Credit Scholarships

01 Complete the following:
 Apply to VC – ApplyTexas.org
 Complete Dual Credit Checklist

To be grant eligible, complete the FAFSA at www.fafsa.ed.gov.

02 Visit:
www.VictoriaCollege.edu/Scholarships

03 Complete the scholarship application by:
July 1 for fall priority deadline or
November 15 for spring priority deadline.

Only one application per academic year is accepted. Scholarships will continue to be awarded as funds are available.

Let's Talk Cost

Tuition and fees for Dual Credit & Early Admission students are the same as for traditional college students. Students living in Victoria County will be charged in-county tuition. Students who do not reside in Victoria County will be charged an out-of-county fee in addition to regular tuition.

2018-2019 Tuition and Fees (Residents of Texas)

SEMESTER HOUR	TUITION	OUT-OF-COUNTY FEE	GENERAL FEE	TECHNOLOGY FEE	IN-COUNTY TOTAL	OUT-OF-COUNTY TOTAL
1	48	49	29	16	93	142
2	96	98	58	32	186	284
3	144	147	87	48	279	426
4	192	196	116	64	372	568
5	240	245	145	80	465	710
6	288	294	174	96	558	852

Please Note: Additional fees for particular courses, labs and online classes may be applied to both in-county and out-of-county residents.

When is Payment Due? _____

Registration and payment dates are available on the website at www.VictoriaCollege.edu/RegistrationSteps. Any classes not paid for by the due date will be dropped, and the student will be required to register again during the next registration period.

If I drop my classes, will I get a refund?

Whether a student is eligible for a refund or not is determined by the date the student's classes are dropped. The refund policy and schedule are outlined in the College Catalog. If a refund check is issued, it will be mailed to the student's address of record unless a Direct Deposit Refund Profile has been established. Direct Deposit to the student's bank account can be arranged online upon admission to the college. Direct Deposit is the quickest and safest method for the student to receive refunds from the College.

How do I pay for classes?

- **Locations** - Payments can be made at the Payments Office on the Main Campus as well as at the Gonzales Center. Payments can also be made online through Pirate Portal.
- **Methods of Payment** – Victoria College accepts all major credit cards, debit/ATM cards, and money orders.
- **Payment Plan** – Students can enroll in an payment plan for an additional \$20 payment loan fee. The payment plan can be established by paying 50% of the total tuition and fees. The remaining balance will be divided into two equal payments due later in the semester.

TPEG Scholarship Application Checkpoints

Please review the following checkpoints for TPEG scholarship applications:

- Complete FAFSA on www.fafsa.ed.gov; complete early to accommodate processing times and determine if student meets need based eligibility criteria—Priority Deadline is March 15, 2018. FAFSA is the Department of Education application but the student DOES NOT receive federal funds i.e. Pell Grant or student loans.
- Students can check application status or requirements needed to complete processing of their file in Pirate Portal or by contacting the Victoria College Financial Aid Office at (361) 572-6415.
- If a student is selected for verification, processing time can take 4-6 weeks after all required documents is submitted to the Financial Aid Office.
- Dual Credit Agreement Form for approved academic year; with approved courses and signed by High School counselor must be on file.
- TPEG Dual Credit scholarship awards \$275 for 3 hours and \$550 for 6 hours
- TPEG Dual Credit scholarship award only pays for counselor approved courses included on Dual Credit Agreement Form.
- Continuing students must maintain 2.0 cumulative GPA.

TSI Assessment

Monday-Thursday		9 a.m.	11:30 a.m.	2 p.m.	4:30 p.m.*	6 p.m.*
Friday	8:30 a.m.**	9 a.m.	11:30 a.m.	2 p.m.*		
Saturday	8:30 a.m.					

*Only one section can be taken at these times

**During summer hours, the only test time on Friday is 8:30 a.m

Follow these steps to schedule your exam:

1. Go to www.VictoriaCollege.edu
2. Hover over "Getting Started" in the green ribbon at the top of the page.
3. Select "TSI Assessment."
4. Expand "Registration and Payment Information" by clicking the green plus sign.
5. Follow the red hyperlink to view the mandatory PreAssessment Activity.
6. For first-time AppointmentPlus users, create an account. The username and password you create will be used for future appointments. Please do not create more than one profile.
7. Select Exam from the drop down box.
8. Select a date from the list.
9. Enter billing then credit card information.
10. Click continue to process your appointment.

\$12 Assessment Fee

(This fee can be paid online with a credit card through Appointment Plus or in person at the VC Payments Office)

TSI Assessment College-Readiness Cut-Score Ranges:

TSI Assessment Minimum Passing Scores		5 year limit
Math Minimum Score:	350	
Reading Minimum Score:	351	
Writing Minimum Score:	At least a 340 and an essay score of at least a 4 OR 340 and an ABE Diagnostic at least 4 and an essay score of at least a 5	

Test Center Guidelines

- A valid/current government issued photo ID is required to test.
- Do not bring personal belongings into the center (Personal calculators are not allowed on this exam).
- Do not bring your children to testing appointments. Please refer to the VC Student Handbook, Article XVIII, Section 19.11.

What You Need to Know

The TSI Assessment is the test that you will take if you are NonExempt in reading, writing, and/or mathematics. The results of this test will determine:

- The areas of academic deficiencies that need to be addressed in academic foundations classes.
- Your placement in the specific developmental education classes that will best meet your instructional needs.

What to Expect

- TSI Study Guide:
<https://accuplacerpractice.collegeboard.org>.
- Three academic areas: Mathematics, Reading and Writing

Victoria College Testing Center

Continuing Education Center, Room 201
2200 E. Red River, Victoria TX 77901
(building faces Ben Jordan Street)

Office Hours

Fall & Spring

Monday-Friday • 8 a.m.-5 p.m.
Saturday • 8 a.m.-Noon

Summer

8 a.m.-Noon

Phone: (361) 582-2589

Fax: (361) 582-2473

TestingCenter@VictoriaCollege.edu

www.VictoriaCollege.edu/TestingCenter

Pre-College Programs & Recruitment

Phone: (361) 485-6823

Fax: (361) 582-2525

Email: PreCollegePrograms@VictoriaCollege.edu

Website: www.VictoriaCollege/PreCollegePrograms

Office Hours:

Fall & Spring:

Monday–Friday • 8 a.m.–5 p.m.

Summer:

Monday–Thursday • 8 a.m.–6 p.m.

Physical Location:

Student Services Building, Suite 105

Building 8 on VC Campus Map

Mailing Address:

Victoria College

Pre-College Programs & Recruitment

2200 E. Red River Street

Victoria, TX 77901

Pre-College Programs & Recruitment Team

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Destiny Andrews, College Recruitment Specialist

Dayzha Wilson, College Recruitment Specialist

Sarah Saleh, Administrative Assistant

Sabrina.Romo@VictoriaCollege.edu

Destiny.Andrews@VictoriaCollege.edu

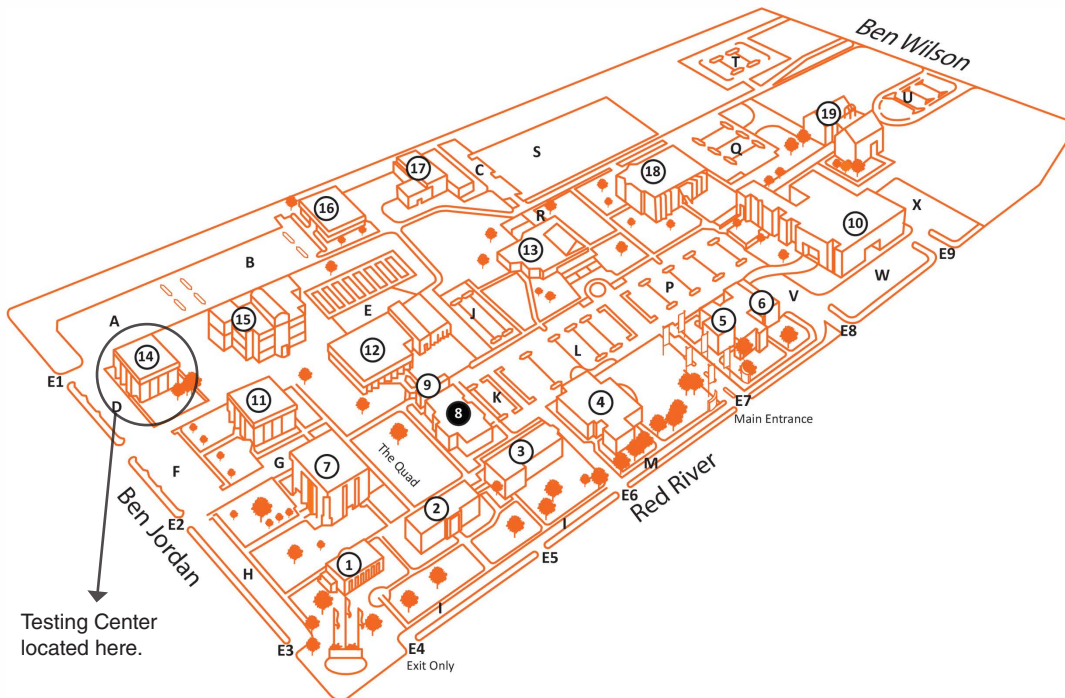
Dayzha.Wilson@VictoriaCollege.edu

Sarah.Saleh@VictoriaCollege.edu

Campus Map

Victoria College

University of Houston-Victoria



Victoria College

- 1 Museum of the Coastal Bend
- 2 Academic Building (AB)
- 3 Johnson Hall (JH)
- 4 Fine Arts (FA)
- 5 Allied Health (AH)
- 6 Johnson Symposium (JS)
- 7 VC/UHV Library (LIB)
- 8 **Welcome Center/ Student Services**
- 9 Betsy Wright Building (BWB)
- 10 Health Sciences Center (HSC)
- 11 Language Building (L)
- 12 Sports Center (SPCTR)
- 13 Student Center/Bookstore
- 14 Continuing Education Center (CEC)
- 15 Technology Center (TC)
- 16 William Wood Building (WB)
- 17 College Services & Training Building (CST)

University of Houston-Victoria

- 18 UHV West
- 19 UHV Center

Parking

A – X Student, Employee, and Visitor Parking

Student and Visitor parking is allowed in any unmarked space. No permit is required.

Reserved spaces (Yellow curb) require employee permit (\$25 fine per violation)

Students and visitors may use reserved spaces after 5:00 p.m.

Handicap spaces (Blue curb) require state-issued permit. (\$50 fine per violation)

E - Entrances

