



# DUAL CREDIT

## STUDENT HANDBOOK

 SAN JACINTO<sup>SM</sup>  
COLLEGE

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# HIGH SCHOOL PROGRAMS

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## OVERVIEW



# What is Dual Credit?

The Texas Higher Education Coordinating Board defines dual credit as a system under which an eligible high school student enrolls in college course(s) and receives credit for the course(s) from both the college and high school. Dual credit courses, academic or technical, may be taught on the high school campus by an approved instructor or on the college campus.

Dual credit allows you to take certain courses at San Jacinto College that earn both college and high school credit. With dual credit (unlike early admission), you also enjoy a 75% discount on tuition. Typically, you may take two courses per semester while in high school. By doing this, you can graduate from high school with 24+ hours of college credit. Take summer courses to earn even more credit!

## Benefits of Dual Credit:

- **Accelerate time to degree completion.** A bachelor's degree is 120 semester credit hours. Dual credit represents an opportunity to earn 24+ hours of college credit.
- **Save money.** Courses taken for dual credit enjoy a 75% discount on tuition. An in-district student will pay less than \$60 per course. You may pay even less if you qualify for the Texas Public Education Grant. Check with your high school counselor or San Jac's financial aid office for more information.
- **Experience small class sizes with nationally recognized, award-winning faculty.** San Jac has consistently ranked as one of the top community colleges in the nation, according to the Aspen Institute.
- **Transfer credit to another institution.** Core curriculum courses taken at San Jac transfer to any public college or university in Texas.
- **Build confidence by easing into college.** Use college resources and services, including the library, computer labs, and tutoring services. Participate in campus activities and learn to manage new and challenging responsibilities.



# Which Courses are Eligible?

<p><b>Core Academic Courses</b></p>	<p>Core academic courses are general courses required for any student who plans to pursue a traditional associate or bachelor’s degree in Texas. Dual credit core academic credits earned at public institutions of higher education are transferable to Texas public colleges and universities and may be applicable to a student’s Associate of Arts (AA) or Associate of Science (AS) and bachelor’s degrees. See the Texas General Education Core Curriculum WebCenter for more information.</p>
<p><b>Career &amp; Technical Education Courses</b></p>	<p>Career and technical education courses award credit that applies toward a certificate and/or Associate of Applied Science (AAS) degree program and are intended to prepare students for immediate employment in a specific occupation. Students who successfully complete these courses will graduate high school with a career and technical knowledge and skills and potentially an industry certification approving them for employment in their career of choice.</p> <p>In limited circumstances, some of these courses will also transfer toward four-year degrees. These courses must meet TSI requirements unless the courses lead to a Level 1 certificate.</p>

**NOTE:** Students are not allowed to take developmental courses for dual credit or early admission.

## What is Early Admission?

- You may also take courses as early admission. Unlike dual credit, early admission classes earn college credit only and are not eligible for the 75% discount on tuition and fees.
- High school permission is required for both dual credit and early admission.
- Another form of concurrent enrollment

# High School Partnerships

Below is a list of the school districts and schools currently participating in San Jac's dual credit program.

Channelview ISD	Channelview High School
Clear Creek ISD	Clear Brook High School Clear Creek High School Clear Falls High School Clear Lake High School Clear Springs High School Clear View High School
Crosby ISD	Crosby High School
Deer Park ISD	Deer Park High School
Friendswood ISD	Friendswood High School
Galena Park ISD	Galena Park High School North Shore High School
Goose Creek ISD	Lee High School
Hallsville ISD	Texas Online Preparatory School
Home Schools	Various
Houston ISD	Texas Connections Academy at Houston
Humble ISD	Atascocita High School Humble High School Kingwood High School Kingwood Park High School Summer Creek High School
Huntsville ISD	Texas Online Preparatory School
La Porte ISD	Academy of Viola Dewalt High School La Porte High School
Pasadena ISD	J. Frank Dobie High School Kirk Lewis Career and Technical High School Pasadena High School Pasadena Memorial High School Sam Rayburn High School South Houston High School
Pearland ISD	Glenda Dawson High School Pearland High School Robert Turner College and Career High School
Private Schools	Beta Academy Bay Area Christian School Eagle Heights Christian Academy Faith Christian Academy Family Christian Academy First Baptist Christian Academy Grace Christian Academy Iman Academy Southeast Lutheran South Academy
Sheldon ISD	C.E. King High School C.E. King High School STEM Academy

# San Jacinto College Contacts



## CENTRAL CAMPUS

281-478-3628  
8060 Spencer Highway  
Pasadena, TX 77505  
C27.2300  
*DualCreditCentral@sjcd.edu*



## NORTH CAMPUS

281-459-7634  
5800 Uvalde Road  
Houston, TX 77049  
N8.118  
*DualCreditNorth@sjcd.edu*



## GENERATION PARK CAMPUS

346-422-2108  
13455 Lockwood Rd.  
Houston, TX 77044  
*DualCreditGenPark@sjcd.edu*



## SOUTH CAMPUS

281-669-4704  
13735 Beamer Road  
Houston, TX 77089  
S8.1021  
*DualCreditSouth@sjcd.edu*



# Information for Students

## TIPS FOR BECOMING A SUCCESSFUL DUAL CREDIT STUDENT

- 1. Learn to communicate:** If you are having trouble in a course, let your instructor know either face to face or by email. Keep your communication professional. If your tone is negative or accusing, you may not get the attention you need. Learn how to advocate for yourself. Rather than going to your counselor or parents for help resolving class issues, talk to your instructor first.
- 2. FERPA affects dual credit students:** The Family Educational Rights and Privacy Act governs dual credit students. Instructors cannot discuss college coursework with your parents, counselors, or principals or hold parent/teacher conferences.
- 3. Be honest:** Plagiarizing or collaborating deceptively with others on assignments may result in an F for the final course grade or dismissal from the course. Your instructor's syllabus will address the consequences of scholastic dishonesty. Know your instructor's policy.
- 4. Read the syllabus:** A course syllabus includes your instructor's grading and attendance policies, assignments, and more. College courses can be very different from your high school classes.
- 5. Attend class:** If you are not in class, you are considered absent. Colleges don't distinguish between excused and unexcused absences. Faculty may award a grade of FX (failure due to excessive absences) to students who fail to meet minimum attendance requirements. See FX Policy for more information.
- 6. Grades are important:** Grades are part of your permanent college transcript. They will follow you to every college or university you attend. You must maintain an acceptable GPA to continue enrollment the next semester.

- 7. Drops and withdrawals are not the same:** Drops are processed before the official date of record, so no course is recorded on your transcript. Withdrawals are processed after the official date of record, and your transcript will show a course grade of W. Talk to your counselor but make sure the paperwork is submitted.
- 8. Prepare for class:** If you are taking a three-hour course, plan to spend three to six hours outside class studying. Avoid overloading your schedule.
- 9. What not to expect:** Don't expect to repeat or do extra work to improve a grade or receive extra credit for attendance.
- 10. Expect conflicts with extracurricular activities:** Discuss your priorities with your parents and counselors before enrolling in dual credit courses.

# Steps to Enroll

1. **Apply online and get your San Jac student ID number:**
  - a. Apply at [www.applytexas.org](http://www.applytexas.org). Write down your confirmation number.
  - b. Your application will be processed within 72 hours. Then you'll receive your student ID (G#) at the email address you provided on your application.
  
2. **Meet the Texas Success Initiative Assessment V2 requirements:**
  - a. Demonstrate college readiness by achieving the minimum scores on the TSIA or providing waiver/exemption proof. See TSIA for details.
  - b. Take the TSIA2 through your high school or San Jac's testing center.
  
3. **Submit meningitis immunization documentation:**
  - a. The Texas Legislature requires all incoming Texas college students 22 and under to receive a vaccination or booster against bacterial meningitis.
  - b. If you are taking dual credit classes on a college campus, you must provide proof of bacterial meningitis vaccination. However, if you are taking your courses 100% online, you don't have to show this proof and can request a temporary waiver.
  - c. Upload immunization records or exemption forms by completing the Bacterial Meningitis Compliance Form.
  - d. Visit [www.sanjac.edu/meningitis](http://www.sanjac.edu/meningitis) for more details.

**4. Register for classes:**

- a. Web registration is not available for dual credit students. To register, complete an enrollment form with your high school counselor.
- b. You, your guardian, and the appropriate high school official must sign the forms.

**5. Pay tuition:**

- a. Pay your portion of tuition and fees by the College's posted deadline.
- b. You may make payments through your Secure Online System (SOS) account or through the campus business office. Installment plans are available for a \$25 fee.
- c. Some schools cover these costs for students. Check with your counselor.
- d. If you have financial need, you may qualify for a grant to cover your share of the tuition. Please visit the campus financial aid office for more information about the TPEG grant.

**6. Prepare for classes:**

- a. Buy the textbooks from the campus bookstore or your preferred store.
- b. Get your student ID card from the admissions office.
- c. Get your San Jac parking permit from the business office.
- d. Claim your SOS, email, and Blackboard accounts.

## ELIGIBILITY

High school students in the ninth through 12th grades who meet Texas Success Initiative Assessment or dual credit eligibility requirements may enroll in dual credit courses.

Before enrolling for San Jac classes, you must get approval from a high school administrator to participate in the dual credit program. Your high school will collaborate with College faculty and staff to ensure the classes you want to take align with your high school graduation plan.

## APPLYTEXAS

As an open-admissions institution, San Jac offers a free online application through [GoApplyTexas.org](https://GoApplyTexas.org). To apply, set up an account and choose San Jac in your application. You will receive an email confirmation once you submit the application. Approximately 48 hours after submission, your application will be processed, and you will receive an acceptance email from San Jac with your student ID number, or G# (ex. G00123456).



## RESIDENCY

The Texas Education Code, Section 54.051(b), sets the rules and regulations for determining residency status. View these at [www.statutes.legis.state.tx.us/](http://www.statutes.legis.state.tx.us/) and the Texas Higher Education Coordinating Board Rules 21.727 at [www.thecb.state.tx.us/](http://www.thecb.state.tx.us/).

For tuition purposes, you will be classified as either a Texas resident, a Texas resident in-district, a non-Texas resident/out-of-state, or a non-Texas resident/out-of-country student. While Texas law determines your residency status, a high school student's residency status is determined by your parent's/parents' residency status.

During the admission process, you will answer Texas Common Core questions for residency for the College to determine your status as either a Texas resident, non-resident, or international student.

For more information about residency, visit [publications.sanjac.edu/general-information/paying-college/residency/](http://publications.sanjac.edu/general-information/paying-college/residency/).

## TEXAS SUCCESS INITIATIVE ASSESSMENT

Texas public colleges and universities use the Texas Success Initiative Assessment to assess your readiness to take college-level courses in English, language arts, reading, and math. You may satisfy the TSIA requirement with one or more of the waivers or exemptions listed below. If you don't have a qualifying waiver or exemption, you must take the TSIA Version 2 and earn the minimum scores listed before registering for any course with a TSIA requirement.

Exemptions permanently exempt you from taking the TSIA, but a waiver is valid only while you're in high school.

COLLEGE READINESS MINIMUM SCORE REQUIREMENTS			
Texas Success Initiative Assessment Version 2			
English, Language Arts, and Reading		Math	
945 AND an essay score of 5 OR less than 945 AND an NRS score of 5 AND an essay score of 5		950 OR less than 950 AND NRS score of 6	
EXEMPTION SCORES			
Exam	Combined/Composite	Exempts TSIA2 ELAR	Exempts TSIA2 Math
SAT	N/A	EBRW: 480	Math: 530
ACT	23	English: 19	Math: 19
HIGH SCHOOL WAIVER SCORES			
Exams	Waives TSIA2 ELAR		Waives TSIA2 Math
PSAT/NMSQT	EBRW: 460		Math: 510
STAAR EOC	English II: 4000		Algebra I: 4000 AND final grade of 70 in Algebra II

**If you must take the TSIA2 exam:**

- Complete the pre-assessment activity at: [www.tsipreview.com/welcome/san-jacinto-community-college-all-campuses](http://www.tsipreview.com/welcome/san-jacinto-community-college-all-campuses).
- Meet with a dual credit staff member or your high school counselor to request a testing appointment.

NOTE: Waivers are used for non-degree students who cannot complete up to 14 hours.

## REGISTRATION

Dual credit office staff can help you register for classes. As a dual credit student, you won't have access to web registration to add or drop classes yourself through the Secure Online System. Each semester, you will complete an enrollment form, showing the classes you want to register for and getting approval from the appropriate high school official. You will then be registered for the courses indicated at times set by San Jac and its high school partners. Schedule changes require your high school's approval. While submitting the enrollment form gives you permission to take college courses, you must meet all College admission, testing, and registration requirements before a dual credit staff member will register you. Review your schedule in SOS to resolve any issues before the first day of class.

## TUITION

Our simplified tuition model streamlines rates and removes extra registration fees, including lab, general service, distance learning, technology, course, and incidental fees. With our easy-to-understand tuition plan, you can calculate your enrollment costs without worrying about surprise added costs. As a dual credit student, you also enjoy a 75% tuition waiver.

DUAL CREDIT TUITION CHART					
Student Type	Semester Credit Hours (SCH)	Rate	Total Tuition	Dual Credit Exemption (75%)	Your Cost (25%)
In-District	3	\$83	\$249	\$186.75	\$62.25
	6		\$498	\$373.50	\$124.50
Out-of-District	3	\$144	\$432	\$324	\$108
	6		\$864	\$648	\$216
Non-Resident	3	\$223	\$669	\$501.75	\$167.25
	6		\$1,338	\$1,003.50	\$334.50

## HOW TO MAKE A PAYMENT

You may pay through SOS or at a campus business office. To pay through SOS:

1. Log in to SOS at [sanjac.edu/soslogin](http://sanjac.edu/soslogin).
2. Navigate to the “Student Account Summary” menu.
3. Click “Pay Now.”
4. Follow instructions to complete payment.

## INSTALLMENT PAYMENT PLANS

If you want to pay your tuition over time, you can create an installment payment plan. IPPs are available for fall, spring, and summer semesters, and you can start the process through SOS or at a campus business office. Up front, you must pay a percentage of eligible tuition and charges. There is a \$25 non-refundable set-up charge, which is prorated over initial and future installments. The IPP will have percentage payments on specified dates for each term. The College charges \$25 (non-refundable) for each late payment.

Through the Student Account Suite, you may set up autopay using a credit card or checking or savings account. If you use an IPP, you must follow the rules for withdrawals and refunds. If you withdraw from or add one or more classes, you must still pay the installments on time. The system will recalculate any changes to future dated installments. No IPPs are available for Barnes & Noble books, supplies, or cash advances. The financial aid section describes other financial assistance. You must pay your IPP in full before starting a new IPP.

If you receive a refund for withdrawing from one or more courses, you must still complete your IPP payments when due. (See the refund page for details.)



## FINANCIAL AID

Although dual credit students are not eligible for federal financial aid, you may receive the Texas Public Education Grant to reimburse tuition fees for your dual credit courses. Note:

- Awards are based on financial need and the availability of funds.
- You must be accepted into the dual credit program before applying for financial assistance.
- If your high school ISD pays for your fees, you are not eligible for TPEG.

To apply for the TPEG, you must submit these forms to the financial aid office on the campus where you are registering: [www.sanjac.edu/admissions/paying-for-college/financial-aid/dual-credit-students](http://www.sanjac.edu/admissions/paying-for-college/financial-aid/dual-credit-students). Once financial aid receives the forms, you may monitor your status through the “Financial Aid Dashboard” in SOS.

For best chances, submit all required documents by the priority deadline of June 30. Applications submitted after this are awarded on a first-come, first-served basis.

## **STUDENT ENROLLMENT RESPONSIBILITY AGREEMENT**

The Student Enrollment Responsibility Agreement informs you of the College's expectations and your responsibility for paying tuition and fees. You must accept the SERA after logging into your SOS account after a dual credit staff member registers you. You must accept the SERA once per academic year.

View the SERA at [www.sanjac.edu/quicklinks/legal-notice](http://www.sanjac.edu/quicklinks/legal-notice).

## **STUDENT AWARENESS AND PREVENTION TRAINING**

San Jac prohibits all students and employees from engaging in sexual misconduct. Sexual misconduct is behavior of a sexual nature that is hostile, unwelcome, and intimidating. Words and phrases associated with sexual misconduct include sexual assault, sexual harassment, dating violence, domestic violence, intimate partner violence, and stalking.

Certain state and federal laws exist to guide students in reporting incidents of sexual misconduct and protect those who have experienced sexual misconduct. The same laws also guide colleges in handling and investigating these types of incidents.

# Prepare for Class

## TECHNOLOGY

At San Jac, students have many technology resources available. These include:

**Secure Online System:** SOS is the College's secure online portal for students and employees. Dual credit students may review their schedules, make payments, order transcripts, and complete required training in SOS.

To access SOS, claim your account:

1. Visit [www.sanjac.edu/soslogin](http://www.sanjac.edu/soslogin).
2. Click "New Students" menu, then the "click here to claim your account" link.
3. Fill in the required information and follow the prompts.

You may also create a unique password for your account, obtain your student ID/G#, and set up security questions (required if you want to use Password Self-Service to reset your password later). Password Self-Service System allows you to change or recover a lost password. Access it at [www.sanjac.edu/password](http://www.sanjac.edu/password).

**Student Email:** All San Jac students receive an email account after they have registered and paid for classes.

- Student email addresses use the following format:
  - (Last Name).(First Initial)(Last Six Digits of GID#)@stu.sanjac.edu
  - Ex: Doe.J123456@stu.sanjac.edu
  
- Visit [portal.microsoftonline.com](http://portal.microsoftonline.com) to set up your student email account.
  - Your username will be your email address (Ex: Doe.J123456@stu.sanjac.edu).
  - Your initial password will be your date of birth in MMDDYYYY format.
  - If you can't log in using your date of birth, use your SOS password.

**SJC AlertMe System:** San Jac uses the SJC AlertMe system to notify the College community in an emergency, such as College closure due to severe weather, an immediate danger, or other circumstance that might affect students, faculty, and staff being on campus safely. To receive voice and text messages, provide a phone and/or mobile number to the College by logging into your SOS account and clicking on the “SJC AlertMe” tile in the “All Users” ribbon.

**Blackboard Learning Management System:** Blackboard is San Jac's learning management system for distance learning, hybrid, and technology-supported courses. Most faculty use Blackboard in some capacity, so you should know how to access and navigate the system. Since Blackboard is accessed over the internet, you don't need to install software. However, you may need to download and install a compatible browser.

- To log in, visit [online.sanjac.edu](http://online.sanjac.edu).
  - Your username is your G#.
  - Your password is your SOS password.

Information technology services ensures network and hardware/software access across the College. Services include technical support and client services, data and web management, and infrastructure services. If you need technical help, you can find FAQs or submit a help request at [www.sanjac.edu/rightanswers](http://www.sanjac.edu/rightanswers).

For SOS or student email help, contact [TechSupport@sjcd.edu](mailto:TechSupport@sjcd.edu) or 281-998-6137.

For Blackboard help, contact Blackboard support directly at [BbSupport@sjcd.edu](mailto:BbSupport@sjcd.edu) or 281-542-2084.



## TEXTBOOKS

You must buy your own textbooks, workbooks, and supplies (e.g., paper, pencils, and computer storage media) unless these materials are covered by an agreement with your school district. Some courses also include the textbook and/or will require you to buy special supplies.

The College's Open Books program helps you save money on textbooks. Open Books focuses on affordable learning and works with faculty to identify quality low- or no-cost resources so you can focus on learning and not textbook expenses.

Since textbook, software, and course material costs have continued to rise, San Jac commits to identifying inexpensive, quality instructional materials so you can achieve your educational goals. You can find Open Books courses in the student schedule in SOS and CourseFinder.

There are three types of Open Books classes:

1. **Open Books:** No textbook costs since this course uses only free, online, open educational resources
2. **Open Books Low Cost:** Course materials available for \$50 or less
3. **Open Books Plus:** Digital learning materials charged to student's account at registration and delivered on the first day of class via Blackboard

## TRANSPORTATION AND PARKING

Unless your school district provides transportation to San Jac, you must provide your own transportation to campus. If you plan to drive and park on campus, your vehicle must have a San Jac parking permit displayed. Parking permits are available at any campus business office, are free, and don't expire.

# Dual Credit Guidelines

## STUDENT EXPECTATIONS

As San Jac students, dual credit students must follow all standards, expectations, and regulations in the College catalog, the Student Handbook, and the Student Code of Conduct. You must follow the course syllabus, work independently, behave appropriately, and complete assignments without reminders. You, not your parents, must communicate with College instructors when you are having trouble.

You must follow both your school district's student code of conduct and San Jac's regulations and procedures concerning behavior, attendance, and academic honesty. You are subject to discipline according to your school district's student code of conduct and any applicable College disciplinary actions for infractions happening on San Jac campus(es) or in College classes/events held at off-campus facilities.

Attend all face-to-face or online classes and associated labs and pay attention to requirements. Through regular class attendance, you not only learn information but also gain insight into issues, understand complex topics, experience a change of attitude, and receive other benefits. Although these benefits can't be measured or graded, they are at the heart of the educational process. Regular class attendance is critical to your success in every face-to-face and online course. If you are often absent, your instructor may give you a grade of FX (failure due to excessive absences).

For more information, visit [publications.sanjac.edu/student-handbook/](http://publications.sanjac.edu/student-handbook/).

## EMAIL

San Jac provides email service to all its students. This account is your primary email for student communications and is tied to Blackboard courses for communication with faculty and other students. The College automatically generates an email address for you after you have registered and paid for a class. This email account is for student use only. Check your student email account several times throughout the week to stay on top of College and class happenings.

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

The Family Educational Rights and Privacy Act (FERPA) of 1974 helps protect the privacy of student education records. This federal law provides the right to inspect and review education records, seek to amend those records, and limit disclosure of information from the records. The legislation helps protect the rights of students and ensure the privacy and accuracy of education records, and it applies to all institutions that receive federal aid administered by the U.S. secretary of education. Institutions that fail to comply with FERPA may have funds administered by the Secretary of Education withheld.

Dual credit students fall under this FERPA law. Generally, schools must have written permission from the parent or eligible student to release any information from a student's education record. College instructors must follow FERPA regulations, and releasing dual credit student educational information, even to the parent, violates federal law.

For more information about FERPA, visit [www.sanjac.edu/student-services/student-concerns/ferpa](http://www.sanjac.edu/student-services/student-concerns/ferpa).

## RIGHTS OF INDIVIDUALS WITH DISABILITIES

While public school districts are bound by the rules and requirements under the IDEA, higher education institutions are not, so accessibility accommodations that are available in K-12 may be different or unavailable in college-level courses.

Dual credit students enrolled in college-level courses are considered college students, regardless of their age. Therefore, a dual credit student must self-identify as having a disability since the College does not identify students with disabilities. Dual credit students must request disability accommodations in accordance with College policies and procedures. The accessibility services office meets with students to determine what special accommodations should be made, such as extended time for tests, interpreting services, note-taking assistance, and specialized technologies, based on the individual student's needs.

For more information about accessibility services, visit [www.sanjac.edu/support/accessibility](http://www.sanjac.edu/support/accessibility).

# Attendance, Grading, and Satisfactory Academic Progress

## ATTENDANCE

Regular attendance is critical to succeeding in courses.

You should regularly attend all lecture classes and labs associated with your dual credit course(s). Attendance guidelines are outlined in each course syllabus. If you cannot avoid missing your dual credit class because of a high school function, you should notify the instructor of the conflict in advance while also ensuring you complete any work missed during that date or those dates. Ultimately, the dual credit instructor is the final authority in providing you an alternative option for completing an assignment or exam.

For more information about the College's class attendance policy, visit [publications.sanjac.edu/general-information/student-information/student-grades-records/](https://publications.sanjac.edu/general-information/student-information/student-grades-records/).

## CALENDAR DIFFERENCES

Sometimes, there are differences between the San Jacinto College calendar and our school district partners' calendars. Whether a school district is open for classes, you must attend your college classes if San Jacinto College is in session. For example, most school districts close the entire week of Thanksgiving. However, San Jacinto College is open Monday and Tuesday of that week. Therefore, you should attend your Monday and Tuesday classes. Seek guidance from your high school counselor about school closures.

## FX POLICY

If you do not officially withdraw from a course, fail to participate in the course, or miss more than 8.33% of the contact hours of the course, you may receive an FX (failure due to excessive absences). This grade will be calculated in your GPA. If you have officially withdrawn, you will have a grade of W on the final grade roster.

For more information about the College's FX policy, see the academic catalog: [www.publications.sanjac.edu](http://www.publications.sanjac.edu).

## WITHDRAWING/DROPPING

You may drop or withdraw from all courses within the published time period during the term. You will receive no additional charge for course changes before the first day of the term or part of term. Start the drop process by meeting with your high school counselor. For drop deadline dates and refund percentages, view the refund schedule at [www.sanjac.edu/refunds](http://www.sanjac.edu/refunds).

Letting your instructor know you plan to drop is not enough. You must notify the appropriate high school and College personnel by the College's last published drop date. If you do not, you may receive a grade of F. Also, verify that the drops are processed, whether you made the request in person or a high school official made it on your behalf. You may not attend any class you have dropped.



## SIX-DROP LIMIT PROVISIONS

High school graduates who enrolled as freshmen or first-time-in-college students during fall 2007 and after are subject to a six-drop limit (TEC 51.907). This limits these students to six total dropped courses. If you are a high school student taking college courses for dual credit, you are exempt from this rule.

For more information about the College's drop policy, visit [publications.sanjac.edu/general-information/student-information/registration/](https://publications.sanjac.edu/general-information/student-information/registration/).

## GRADING

At San Jacinto College, you receive a letter grade of A, B, C, D, F, or FX reflecting your performance in a course. Each grade goes on your San Jac transcript at the end of the term. The dual credit offices collect numeric mid-term and final grades, which are reported to your high school for its records. The numeric grade is recorded only on your high school report card. The College keeps an official record of only your final letter grade for a course.

Percentage grades are converted to these letter grades:

RANGE	GRADE	POINT VALUE
90-100	A	4
80-89	B	3
70-79	C	2
60-69	D	1
Below 60	F, FX	0

If you have questions about your grades, please talk to your professors.

For more information about student grades and records, visit <https://publications.sanjac.edu/general-information/student-information/student-grades-records/>.

## SATISFACTORY ACADEMIC PROGRESS - FINANCIAL AID

The amended Higher Education Act of 1965 and the Texas Higher Education Coordinating Board mandate higher education institutions to establish a standard of satisfactory academic progress for students to receive financial aid. This standard applies to your entire academic history, whether you received financial aid. To remain eligible to receive aid at the College, you must meet these standards, approved by the College's Board of Trustees:

- **GPA:** You must maintain a minimum cumulative GPA of 2.0 based on total number of hours attempted at the College.
- **Pass Rate:** You must pass a minimum of 75% of all hours attempted at the College. All transfer hours are included in the pass rate calculation.
- **Timeframe:** If you receive financial aid funds, you must complete your College educational objectives or course of study within the first 90 hours attempted, including college prep and transfer hours. Grades of F, FX, I, NG, and W and repeated courses are counted in the total number of hours attempted. You may receive aid for a repeated course after passing the course if you are in good standing.

Although high school students are generally not eligible for federal financial aid, you could graduate from high school and be on financial aid warning or suspension due to not maintaining satisfactory academic progress.

For more information about satisfactory academic progress and the appeals process, visit [www.sanjac.edu/apply-register/paying-college/financial-aid/appeals](http://www.sanjac.edu/apply-register/paying-college/financial-aid/appeals).

## STUDENT RIGHTS AND RESPONSIBILITIES

San Jacinto College holds that students, upon enrollment, neither lose the right nor escape the duties of citizenship. The student-citizen must exercise liberty with responsibility. The enumeration of these rights and responsibilities shall in no way be interpreted as being all-inclusive or denying the existence of other rights and responsibilities that a student holds as a student or citizen.

In voluntarily enrolling at the College, you must comply with all state and federal laws and College regulations and policies governing student conduct and academic affairs. You assume responsibility for your behavior and acknowledge and share the responsibilities listed in the student handbook.

Integrity is one of the core values at San Jac. You must show honesty, integrity, high standards, and freedom from lies and fraud in your academic work. Personal integrity is important in all aspects of life, so behave ethically inside and outside the classroom. The College does not tolerate academic dishonesty, and if you are guilty of such conduct, you will face disciplinary consequences.

The College provides institutional guidelines concerning cheating, plagiarism, collusion, and fabrication for all San Jac students enrolled in any course. Learning and practicing honesty go hand in hand. The grading system reinforces the importance of learning properly. Any act of cheating, plagiarism, collusion, or fabrication will subject you to disciplinary procedures.

For more information about student rights, responsibilities, and academic integrity, visit [publications.sanjac.edu/student-handbook/](http://publications.sanjac.edu/student-handbook/).

## EDUCATIONAL PLANNING, GRADUATION, AND TRANSFER

As you progress in your program and transfer to a university, you will declare a major, usually one that fits your chosen pathway.

Educational planning empowers you to maximize your potential while completing your educational goals. This process involves ongoing, intentional conversations between you and your educational planner, establishing a pathway to student success and realizing your educational, career, and life goals.

Career advising gives you the chance to explore your personality, interests, and values, which are important factors in choosing a career. The College offers not only innovative, web-based tools for career exploration but also professional counselors who can help you evaluate the results of these web guidance systems.

## PATHWAYS

Students who enroll at San Jacinto College take first-year courses in broad areas of study called pathways, which meet requirements for four-year degrees at a university. These are the pathways at the College:

- Arts, Humanities, Communication, and Design
- Business
- Construction, Industry, Manufacturing, and Transportation
- Education
- Health Sciences
- Public Safety and Human/Consumer Services
- Science, Technology, Engineering, and Math
- Social and Behavioral Science

## DEGREE PLANNING

Degree planning involves advising students about classes to take to fulfill degree and/or transfer requirements. When building your degree plan, your educational planner will help you research university transfer requirements to ensure the courses you take satisfy the requirements at your intended transfer university.

## CAREER PLANNING

Career planning begins not when you graduate but when you enter college. Career services fosters relationships with students, alumni, employers, faculty, staff, administrators, and the greater community. Career planning will give you tools to bridge education with employment while promoting lifelong career development.

## THE CORE

San Jacinto College's core curriculum is approved by the Texas Higher Education Coordinating Board. Students pursuing an Associate of Arts, Associate of Science, or Associate of Arts in Teaching degree must complete the 42 semester credit hour core curriculum in these areas: Communications (010); Mathematics (020); Natural Science (030); Language, Philosophy, and Culture/Humanities (040); Creative Arts (050); American History (060); Government/Political Science (070); Social and Behavioral Sciences (080); and the Component Area Option (090). Students pursuing a technical Associate of Applied Science degree must complete 15 semester credit hours of general education courses chosen by the department from the nine core curriculum areas.

View the full core curriculum at <https://publications.sanjac.edu/general-information/educational-programs/basics-core-curriculum-general-education-outcomes/>.

## MY SAN JAC GPS

My San Jac GPS is a free web-based application that allows you to track your academic progress toward degree completion, view how evaluated transfer credits and/or course-work meet program requirements, construct what-if scenarios when considering program changes, and view advisor-built plans that map out classes through completion of a credential. The system helps with academic advising but does not replace face-to-face advising sessions. My San Jac GPS is available to all San Jac credit students. To access the system, log into your SOS account and navigate to the “Degree Evaluation” link. For more information about accessing and using My San Jac GPS, visit <http://www.sanjac.edu/support/academic-support/degree-planning-gps>.

## GRADUATION REQUIREMENTS

San Jacinto College awards these credentials to students who meet the general requirements for graduation as listed in the College catalog:

Associate of Arts (AA)

Associate of Arts in Teaching (AAT)

Associate of Science (AS)

Associate of Applied Science (AAS)

Certificate of Technology (Level II)

Certificate of Technology (Level I)

Occupational Certificate (Level I)

Enhanced Skills Certificate (Level III)

Advanced Technical Certificate (Level IV)

For more information about graduation requirements, visit [publications.sanjac.edu/general-information/graduation-requirements/](http://publications.sanjac.edu/general-information/graduation-requirements/).

## TRANSFERRING FROM SAN JACINTO COLLEGE

San Jacinto College has transfer agreements with more than 20 universities. If you plan to transfer from the College to a four-year university, meet with an educational planner to discuss your transfer intent and ensure you are taking courses that will satisfy degree and transfer requirements.

For more information, visit [www.sanjac.edu/support/transfer-support/](http://www.sanjac.edu/support/transfer-support/).

## TRANSCRIPTS

Your San Jac transcript serves as your grade report since no other printed grades are provided. You may view and print your unofficial transcript and request a free official transcript through your SOS account.

While SOS and the Parchment digital credential service are the best methods of requesting official transcripts from San Jac, you may visit the admissions office to complete a paper transcript request form and get a sealed copy if you urgently need an official transcript.

For more information about transcripts and records, visit [www.sanjac.edu/support/transfer-support/transcript-requests](http://www.sanjac.edu/support/transfer-support/transcript-requests).

## CONTINUING AT SAN JACINTO COLLEGE AFTER HIGH SCHOOL GRADUATION

Dual credit seniors wishing to continue at San Jacinto College after high school graduation should complete this form in the spring semester of their senior year:  
*Student Admission Application for Graduating Dual Credit Seniors*

After submitting the form, you may visit the admissions office to complete the onboarding process, including new student orientation and mandatory advising.

For more information, visit [www.sanjac.edu/admissions/how-to-apply/dual-credit-student/graduating-seniors](http://www.sanjac.edu/admissions/how-to-apply/dual-credit-student/graduating-seniors).



## STUDENT RESOURCES

Student success is San Jacinto College's top priority. Sometimes life outside the classroom can impact your success. The College provides many support services and resources to help you with a variety of life situations:

- Tutoring
- Computer Resources
- Financial Management
- Food Resources
- Foster Care Alumni
- General Resources
- Health Care Resources
- Housing Resources
- Mental Health Counseling
- And More

For more information, visit [www.sanjac.edu/support/academic-support/](http://www.sanjac.edu/support/academic-support/).

## HONORS PROGRAM

In the San Jacinto College Honors Program, you can expect rich educational experiences, free-flying ideas, creative projects, stimulating seminar-style classes, community stewardship, and team-leading opportunities. The program also lets you interact closely with professors.

As a dual credit student, you may join the honors program based on one of these conditions:

- 12 or more college credit hours and a 3.25 cumulative college GPA

### OR

- Fewer than 12 college credits with a 3.25 cumulative high school GPA
- AND Minimum SAT score of 1160 (i.e., critical reading and math combined) or ACT score of 26

There is no cost to join the honors program. For more information, visit [www.sanjac.edu/programs/honors/](http://www.sanjac.edu/programs/honors/).

## LIBRARY

The San Jacinto College libraries provide information literacy instruction, print and digital resources, and a learning environment that fosters student success, academic progress, and personal enrichment.

LIBRARY HOURS & LOCATIONS	
<b>CENTRAL CAMPUS</b>	
Monday-Thursday: 7:30 a.m. - 9 p.m. Friday: 7:30 a.m. - 3 p.m. Saturday: Closed Sunday: 1-5 p.m.	8060 Spencer Highway, C21 Pasadena, TX 77505 281-478-1850
<b>GENERATION PARK</b>	
Monday/Tuesday: 7:30 a.m. - 4:30 p.m. Wednesday/Thursday: 7:30 a.m. - 4 p.m. Friday: 7:30 a.m. - 3 p.m. Saturday/Sunday: Closed	13455 Lockwood Road, Building 2, Room G2.105 Houston, TX 77044 281-998-6350 ext. 8133
<b>NORTH CAMPUS</b>	
Monday-Thursday: 7:30 a.m. - 9 p.m. Friday: 7:30 a.m. - 3 p.m. Saturday: 11 a.m. - 2 p.m. Sunday: Closed	5800 Uvalde Road, N14 Houston, TX 77049 281-459-7116
<b>SOUTH CAMPUS</b>	
Monday-Thursday: 7:30 a.m. - 9 p.m. Friday: 7:30 a.m. - 3 p.m. Saturday: 10 a.m. - 1 p.m. Sunday: Closed	13735 Beamer Road, S10 Houston, TX 77089 281-998-6350 ext. 3306

## TUTORING SERVICES

Student Success Center tutors help students achieve their academic goals with free tutoring on a variety of subjects all year long. Tutors are either faculty or students who have taken college courses and are familiar with College instructors. Student tutors are certified by the College Reading and Learning Association and come highly recommended by their instructors.

The Student Success Centers offer tutoring in math, English, science, and more. Other resources include:

- **Calculators:** Calculators must stay inside the center, and you must provide a driver's license or student ID to check one out. Return the calculator before you check out or leave the center.
- **Textbooks and solution manuals for tutoring subjects:** These resources may not leave the center.
- **Free computers:** You may research, study, and do other academic work on the computers but not use them for social media like Instagram, Twitter, Facebook, etc.
- **Quiet study environment**
- **Conversation hour:** English as a second language students can practice English by doing many different activities.

## STUDENT SUCCESS CENTER LOCATIONS

CENTRAL CAMPUS	NORTH CAMPUS	SOUTH CAMPUS
First Floor of Lee Davis Library, C21 281-478-2779 <b>Dawn Shedd</b> , Director Dawn.Shedd@sjcd.edu	First Floor of Lehr Library, N14.105 281-998-6350 ext. 7808 <b>Erika Hernandez</b> , Director Erika.Hernandez@sjcd.edu	First Floor of Parker Williams Library, S10 281-998-6350 ext. 3868 <b>Diana Shokrolla</b> , Director Dianna.Shokrolla@sjcd.edu

For hours of operation and tutoring schedules by subject, visit [www.sanjac.edu/support/academic-support/student-success-center/](http://www.sanjac.edu/support/academic-support/student-success-center/).

## STUDENT ENGAGEMENT AND SUPPORT

Student engagement and support promotes success inside and outside the classroom by enhancing the student experience. Because college is more than learning inside a classroom, SES creates an environment where you can feel connected through student leadership programs, social events, community volunteer projects, and other opportunities to enhance your academic success.

Throughout the year, SES offers free events to students, staff, and faculty, including hot dog grill-outs, performances, informational events, and other memorable photo-worthy moments. Dual credit students may also participate in these events, if the times fit around their high school and college course schedules.

For more information, visit [www.sanjac.edu/engage](http://www.sanjac.edu/engage).

# Information for Parents

## HOW YOU CAN HELP

Expectations of college students vary greatly from those of high school students. Most college courses require students to work not only in the classroom but also on their own, including completing coursework, researching, reading, studying, and preparing for class. To excel in college classes, students must be responsible, motivated, and self-disciplined.

Remind your student about the challenges and encourage him or her to prepare and study accordingly. For every hour in class, students should spend about two hours studying outside class. All students should schedule even more study time when they have upcoming exams or projects.

Some topics covered in college courses may be controversial. In college, students critically analyze information gathered through previous learning and confront questions without easy answers. College instructors will teach the same material whether the course is solely for dual credit students or has some dual credit students.

High school extracurricular activities may conflict with a dual credit college course. Students are still responsible for coursework whether they are in class the day the instructor shares information or assigns projects. If they will be absent, students should make arrangements with the instructor for receiving handouts, classroom information, and lecture notes or turning in work. Discuss priorities with your student before and during enrollment in dual credit courses.

Talk with your child about the expectations of beginning college. Scoring well on college entrance tests or IQ tests does not predict academic success. A better indicator is grit, the power of passion and perseverance. Developing this quality will be important. You can help by:

- Encouraging your child to do his or her best. College is important, and your child can succeed with hard work.
- Fostering college skills. Encourage and praise your child for self-motivation, discipline, organizational skills, study habits, and time management.
- Encouraging your child to study outside class. Every hour spent in a college class requires at least two hours outside class reading, studying, and completing assignments.
- Letting your child take ownership for success and responsibility for failures. College is different from high school. Students will have greater freedom.
- Encouraging your child to talk with his or her instructors. If dual credit students are having trouble in a course, they should share this with their instructors. As the parent, rather than contacting the instructor yourself, encourage your child to develop self-advocacy skills.

The Family Educational Rights and Privacy Act protects the privacy of student information. San Jacinto College staff cannot disclose protected student information (grades, course schedules, test scores, account information, etc.) to anyone except the student or the high school counselor. This is an excellent opportunity for your child to develop communication skills by keeping you informed of his or her academic progress.



# Glossary

**A.A.:** Associate of Arts (university transfer) is designed for students who plan to transfer to a four-year or upper-level college or university.

**A.A.S.:** Associate of Applied Science (not traditionally intended for transfer) is awarded to students who complete the requirements as outlined in the technical programs section of the catalog.

**A.A.T.:** Associate of Arts in Teaching (university transfer) is a Texas Higher Education Coordinating Board-approved collegiate degree program consisting of lower-division courses intended for transfer to bachelor's programs that lead to initial Texas teacher certification.

**A.S.:** Associate of Science (university transfer) is designed for students who plan to transfer to a four-year or upper-level college or university and major in math, one of the sciences (biology, chemistry, geology, physics, biotechnology, or related field), engineering, or computer science.

**Accreditation:** Professional organizations have established rules for presenting and running a strong defensible academic program at a college. Without institutional accreditation, the credit hours and the degrees granted by an institution may not be acceptable at other schools.

**Academic Advisement:** Process of advising students about classes that must be taken to fulfill degree and/or transfer requirements.

**Advanced Placement:** Earning of college credit before enrollment at the College by passing examinations (AP or CLEP tests) by the College Entrance Examination Board.

**Audit:** Regular credit course taken for no credit.

**Blue Book:** Collection of blank pages bound together between a blue cover and used specifically for exams. Blue books are sometimes required by a professor to provide a uniform format for the presentation of answers. They are sold in the bookstore.

**Catalog:** General information publication printed by colleges that contain admissions requirements, outlines of degree programs, and course descriptions.

**Certificates:** Awarded to students who complete required courses with a minimum overall GPA of 2.0, usually between 30 and 42 credit hours.

**Commencement:** Traditional ceremony in which students are recognized by the College as having completed all the necessary requirements for a degree.

**Concurrent Enrollment:** Occurs when a student is enrolled at two or more state-supported colleges or universities at the same time.

**Continuing and Professional Development (CPD):** Non-credit classes, seminars, and conferences designed for adults and pre-college-aged students who desire to improve their occupational, cultural, or social education. Schedules of course offerings are available in the CPD division on each campus or online at [cpd.sanjac.edu](http://cpd.sanjac.edu).

**Corequisite:** Required course that must be taken concurrently with or before another course.

**Credit Hour:** Academic credit given for a class, usually equal to the number of hours per week. There are some exceptions. A typical course is worth three credits, and a lab is usually worth one.

**Dean's List:** List of students who have completed at least 12 term hours of courses, made no failing grades, and earned a 3.5 GPA.

**Drop Date:** Last day on which a class may be dropped to receive a W (withdrawal) on the transcript. After this date, a student will receive an F for the course.

**Educational Planning:** An advising session between the student and an educational planner/counselor about the student's academic goals and an opportunity for students to create an educational plan. See Academic Advisement.

**Generated I.D. Number (GOO):** Identification number assigned by San Jacinto College that provides access to various services and to the College's computer systems. This number should be used instead of a Social Security Number to protect a student's identity while enrolled at the College.

**Grade Point Average (GPA):** An indicator of a student's academic performance. Numerical values, or points, are assigned to each letter grade. To compute GPA, divide total grade points earned by total number of term hours completed.

**Honor Societies:** Organizations honoring students who have achieved distinction in academic areas of service.

**In Good Standing:** Student who maintains a 2.0 GPA and has met all obligations to the College is considered in good standing.

**Major:** Primary academic program students choose to pursue based on their personal and career goals for the future.

**My San Jac GPS (Graduation Plan Strategy):** A web-based application allowing students to track their academic progress towards degree completion, plan class schedules for future semesters, apply transfer credit and/or coursework to meet program requirements, and construct what-if scenarios when considering program changes. The system helps with academic advising but doesn't replace face-to-face advising sessions. My San Jac GPS is available to all credit students. To access the system, students should log into their SOS account.

**Prerequisite:** Requirement that must be met before a course can be taken.

**Probation:** Academic warning that satisfactory progress has not been maintained. Unless immediate corrective action is taken, the student risks suspension.

**Recreational Sports:** Variety of free competitive individual, team, and dual sports and recreational activities offered to students.

**San Jacinto College District:** Structure through which the College receives funding. This district comprises the Central, South, North, Generation Park, and Maritime campuses and nine extension centers. One Board of Trustees governs the district.

**Scantron Form:** Special form used for recording answers during an exam. Answers are recorded using a No. 2 pencil, allowing a computer to score the exam. Scantron forms are sold in the College bookstore.

**Secure Online System:** SOS allows students to register for classes, apply for and monitor financial aid, check grades, add and drop classes, access the class schedule and catalog, and obtain unofficial transcripts and degree evaluations.

**Suspension:** Academic suspension means students have not maintained satisfactory academic progress and may not register for classes for at least one long term (fall, spring, or entire summer session).


**TBA:** To be arranged, assigned, or announced.

**Transcript:** Official record of a student's grades, credits, hours, etc., from any school or college. Official and unofficial transcripts can be obtained through SOS or the educational planning, counseling, and completion office. The College now offers official transcripts online.

**Term:** Academic terms vary in length, including — but not limited to — 16-week, 13-week, and eight-week courses.

**Warning:** At the end of the first term in which the overall institution GPA is less than 2.0, a student will be placed on academic warning status.

**Withdrawal:** Removal from a class and/or College via completion of proper forms in the admissions or educational planning, counseling, and completion office or via SOS.

 SAN JACINTO<sup>SM</sup>  
COLLEGE  
*Your Goals. Your College.*

The San Jacinto College District is committed to equal opportunity for all students, employees, and applicants without regard to race, creed, color, national origin, citizenship status, age, disability, pregnancy, religion, gender, sexual orientation, gender expression or identity, genetic information, marital status, or veteran status in accordance with applicable federal and state laws. The following College official has been designated to handle inquiries regarding the College's non-discrimination policies: Vice Chancellor of Human Resources, 4624 Fairmont Pkwy., Pasadena, TX 77504; 281-991-2659; Sandra.Ramirez@sjcd.edu.