Coastal Bend College does not discriminate on the basis of race, creed, color, national origin, gender, age or disability.
Dual Credit Contacts

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Title V Celebrando Educacion
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Counselor, Pleasanton Campus
TBA
830.569.4222 ext 1203

www.coastalbend.edu/dualcredit
**Dual Credit**

Coastal Bend College Dual Credit is a great opportunity for high school juniors and seniors to earn college credit while still in high school.

The benefits offered by CBC’s Dual Credit Program include:
- Expanded academic options for college-bound high school students;
- Minimized duplication of courses taken in high school and college;
- Shortened time required to complete an undergraduate degree;
- Significantly reduced cost of higher education; and,
- Allows students taking workforce courses the opportunity to obtain marketable skills while in high school.

This handbook does not replace the Coastal Bend College catalog, but is designed to answer questions about the requirements, expectations, processes and services available to CBC dual credit students. Each dual credit student will have access to the most current copy of the CBC Catalog and Student Handbook at www.coastalbend.edu that describes the services, policies and procedures available to all CBC students. The CBC Dual Credit Handbook is available online at www.coastalbend.edu/dualcredit. These publications provide students with important information on Coastal Bend College.

Academic core courses or “basics” taken at CBC are fully transferable to public colleges and universities in the state of Texas and generally transferable to colleges and universities throughout the United States. Each student is advised to check with the college or university he/she plans to attend after high school before enrolling in dual credit courses, to ensure that courses taken through the dual credit program will be accepted. Workforce courses may not be transferable and are intended for those who plan to enter the workforce upon completion.

For more information about opportunities available to high school students through Coastal Bend College, contact the Dual Credit Program Office at (361) 592-1615 Ext. 4040 or toll free 1-866-262-1615 Ext. 4040. Counselors/Advisors on any CBC campus can assist as well.

**Information for Parents**

Dual credit allows a high school student to earn college credit while attending high school. In fact, when they get their high school diplomas, they could also be graduating with a sophomore standing in college, at a savings of about $15,000, or with an entry-level workforce certificate.

Consider the following reasons for getting a head start on college:

**ACCESS:** Dual credit students are official college students with access to the full range of services offered by Coastal Bend College. These include college academic planning services, career services, library access, computer lab access, and academic support services. These services are free for all dual credit students and can help with education beyond high school.

**CONVENIENCE:** Courses are taught at the high school campus, at the college, via videoconference or online depending on the arrangements made between Coastal Bend College and the local high school.

**PROXIMITY TO HOME:** Attending college classes while living at home allows students to experience college life in a small setting and helps to prepare them for the transition from high school to college life away from home.

**COST:** Taking dual credit courses costs less than regular college courses. Tuition and fees at CBC are a fraction of the cost of four-year institutions. Coastal Bend College has a special rate for dual credit which is $33 per credit hour for the 2012-2013 academic year.

**STUDENT SUCCESS:** Successful completion of college-level courses gives high school students the confidence to be successful later as adults on college or university campuses. Hands-on experience in learning the way college works will increase the likelihood of academic success when away at college as adults.

**CBC Dual Credit Tuition Comparison Chart**

**In-District Dual Credit Students**  
(Residents of Bee County)

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<tr>
<th>Credit Hours</th>
<th>Registration Fee</th>
<th>Dual Credit Tuition</th>
<th>Regular Tuition</th>
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**Out of District Dual Credit Students**  
(Non-residents of Bee County)

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**Parent Orientations**

Coastal Bend College provides an online dual credit orientation and an online parent presentation at www.coastalbend.edu/dualcredit. Dual credit staff can also make arrangements to host orientations at area high schools or other locations to familiarize
Dual Credit

Additional Requirement: Proof of Bacterial Meningitis Immunization
Texas Senate Bill 1107 requires new CBC students and returning/former CBC students under the age of 30 to show proof of an initial bacterial meningitis immunization or booster. The immunization must be administered at least 10 days before the start of the semester and must be administered within the last five years.

Some exemptions and waivers are available. The vaccination may be available from your public health care provider or personal physician.

See “Bacterial Meningitis Requirements” on the Admissions/Registrar’s Office page under “Student Services” at www.coastalbend.edu for more information.

Exceptions to Course Limits and Junior/Senior Standing
High school dual credit students are limited to two classes per semester. Exceptions to this requirement are for students who demonstrate exceptional academic performance and capability as evidenced by grade point average, ACT or SAT scores, or other assessment instruments. Approval by the student's high school principal/counselor and the Coastal Bend College Dean of Instructional Services is required prior to enrollment in additional classes. A form titled, Request to Enroll in More Than Two Dual Credit Courses, can be obtained from www.coastalbend.edu/dualcredit, completed and sent to a dual credit contact.

High school dual credit students must have junior year high school standing. Exceptions to this requirement are:
- Students who demonstrate exceptional academic performance and capabilities as evidenced by grade point average, PSAT/NMSQT scores, ACT PLAN or other assessment instruments; and
- Students with less than junior high school standing who also demonstrate college readiness by achieving the minimum passing standards under the provisions of Texas Success Initiatives (being TSI Complete in the relevant subject area or being TSI exempt under the provisions of the TSI rules); and
- Students who receive the approval of (1) a high school principal or counselor and (2) CBC Dean of Instructional Services.

Academic Course Eligibility Requirements
To be eligible to enroll in academic courses, high school students must attain college readiness scores on one of the following assessments:

College Readiness Scores by Exam
TAKS Scores: Math – 2200; English Language Arts – 2200; Writing – 3
ACT Scores: Composite – 23; minimum of 19 on the English and/or Math test
SAT Scores: Composite – 1070; minimum of 500 on the Verbal and/or Math test
THEA Scores: Reading – 230; Math 270; Writing – 220
ACCUPLACER Scores: Reading Comprehension – 78; College Math – 63; Sentence Skills – 80; and Written Essay – 6
ASSET Scores: Reading Skills – 41; Elementary Algebra – 38; Writing Skills (objective) – 40 and Written Essay – 6

Note: Students may enroll in workforce courses if the minimum high school passing standard on the TAKS or other applicable high school assessment test was achieved. For students who are exempt from taking the high school assessment, other forms of evaluation may be conducted by CBC.

Courses Available for Dual Credit
A list of academic and workforce courses available for dual credit are on pages 12-13.
Dual Credit

Workforce Education Course Eligibility Requirements
To be eligible to enroll in dual credit workforce education courses for college credit, the student must:
- Have achieved the minimum high school passing standards on the Mathematics section and/or the English/Language Arts section of the 10th or 11th grade TAKS (High School Passing TAKS Scores: Math – 2100; English Language Arts – 2100; Writing – 2) or other applicable high school assessment; and
- Enroll in only the workforce education dual credit courses for which the student demonstrates eligibility.

Course Restrictions and Limitations
Dual credit students may not enroll in private music lessons, kinesiology, developmental courses, or courses for which they have not met the course or skill-level prerequisite requirements. Some courses may be taken for concurrent credit; that is, receiving only college credit. Check with your high school counselor for enrollment procedures.

Enrollment Policies
The College reserves the right, when necessary, to cancel classes, change instructors, and otherwise alter the published schedule. No charge will be made to students for changes due to cancelled classes. In order to replace a cancelled class, students should make changes before the first day of class.

Textbooks
Textbooks must be ordered online at CoastalBend.tbcOnCourse.com using a credit card or financial aid. A link to the textbook site is also available through the college website at www.coastalbend.edu. Bookstore employees and kiosks are available on-campus to assist students with the ordering process. Bookstores have cards, caps, monogrammed college wear, and other supplies/merchandise.

- Alice Bookstore (361) 664-2981 Ext. 3040
- Beeville Bookstore (361) 354-2290
- Kingsville Bookstore (361) 592-1615 Ext. 4041
- Pleasanton Bookstore (830) 569-4222 Ext. 1213

All bookstores are open until 6 p.m. the first 12 days of the fall and spring semesters and the first 4 days during the summer I and II semesters.

Books may be returned online or through the bookstore for full refunds if they are returned before the end of the 12th day in the fall and spring semesters or the 4th day of the summer session. Receipts are required to return books and the shrink wrap must NOT be broken. Books may be sold back to the college through CoastalBend.tbcOnCourse.com. Assistance is available at any of the campus bookstores.

Tuition and Fees
When paying the tuition and fees, all dual credit students should present a copy of their schedule to the Business office at the nearest CBC campus or use the online FACTS payment plan. Tuition and fees for dual credit courses are due according to the deadlines published in the current semester’s course schedule. Students who wish to pay by installment must do so online through FACTS Tuition Management by going to www.coastalbend.edu and signing onto Campus Connect. The payment plan requires the use of a bank account number or credit card number. There is a $25 fee for the use of this service.

Students who are Bee County residents pay zero tuition, although courses may require payment of fees, books and supplies. Students who are not Bee County residents are charged a combined reduced tuition of $33 per semester hour and a non-refundable registration fee of $48 per semester. Additional fees may apply for labs and Internet or video-conference classes. Course fees are on page 7.

Tuition for Dual Credit Students

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Refunding of Fees and Charges
Dual credit and concurrent enrollment students seeking refunds for paid tuition and fees are subject to CBC’s policies and procedures as outlined in the current course catalog.

Adding a Course
Dual credit students wishing to add a dual credit or concurrent enrollment course must submit the following before the end of registration:
- A completed Dual Credit/Concurrent Enrollment Permission Form with appropriate signatures. Please note that if the additional course exceeds the two course limit special permission must be indicated on the form; and
- A completed Coastal Bend College Add-Drop Form. These forms may be available in the high school counselor’s office, the Student Services Office on each campus, the Dual Credit Office, and Admissions/Registrar’s Office. Appropriate tuition and fees must be paid by the deadlines published in the current course schedule.

Dropping a Course
The following procedures are in compliance with Texas Senate Bill 1231 and Texas Education Code Section 51.907(c): The ruling states, in part, that “undergraduate students, who enroll in an institution of higher education for the first time subsequent to the fall 2007 term, may not amass a total of more than six dropped courses, including any course a transfer student has dropped at another institution of higher education, unless the student shows good cause for dropping more than that number.”

Dual credit and concurrent students wishing to drop CBC courses should speak with their high school counselor and receive permission to drop. High school counselors should submit, to the CBC Dual Credit Office, completed and signed Coastal Bend College Add-Drop Forms indicating reasons for the drop. These forms may be available in the high school counselor’s office, Student Services Office on each campus, Dual Credit Office, and Admissions/Registrar’s Office. Drops must be submitted before the “last day to drop with a W” as indicated on the semester schedule.
### Dual Credit

#### Course Fees - Subject to Change

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Course fees also apply to Continuing Education "Mirror Courses."

Course fees are subject to change at any time due to the elevating cost of building or private facilities use.
Dual Credit

Any student who stops attending a class may be dropped with a grade of “Q,” but the “Q” grade is not automatic. Any student who stops attending a class late in the semester will most likely receive a grade of “F.” The “F” grade applies to any class that a student stops attending even if passing at the time he or she stopped attending. It is important that a student officially drop a course using the procedure outlined above.

More information regarding dropping courses can be found in the CBC Course Catalog and Student Handbook available in print or as a downloadable PDF online at www.coastalbend.edu under “Publications.”

Expectations

College tuition and course fees must be paid each semester by the student unless the high school has made other arrangements. Bee County residents may be eligible for free tuition, but are still responsible for course, lab or other fees.

Traditional financial aid is limited to those who have either graduated from high school or have a GED, but dual credit students can arrange an installment payment plan. Check with the CBC campus business office nearest you.

The college will provide the course outline/syllabus and approve any textbooks used. The student will be responsible for the purchase of all current/required textbooks, unless the high school has made other arrangements for payment.

Students will be limited to a maximum of two college courses per semester, unless granted permission prior to registration by the high school principal and the Dean of Instructional Services.

Instructors distribute class policies and syllabi during the first week of class detailing individual class requirements.

Students taking dual credit or concurrent enrollment courses at any Coastal Bend College location are incorporated into the general population of the college. Students enrolled in dual credit courses are taking college-level courses and will be treated as college students. Students will be responsible for following all rules of CBC and their respective high school. Enrollment in dual credit courses may affect eligibility for UIL activities. Check with UIL or high school officials for specific requirements. Students are protected by the Federal Family Educational Rights and Privacy Act (FERPA).

Upon successful completion of college courses, dual credit students are responsible for requesting that the CBC registrar send college transcripts to high school officials to verify credit earned. This can be done through the Admissions/Registrar’s Office.

The college catalog and the student handbook, published annually, are valuable resources for assisting students in getting the most out of what Coastal Bend College has to offer. They are the official sources of information about students’ rights and responsibilities; rules and regulations for general student behavior; grievances and complaints procedures; and disciplinary policies and procedures that all students are expected to follow. Copies are available at the Coastal Bend College web site at www.coastalbend.edu.

Student Services for Dual Credit Students

For college-enrolled students, Coastal Bend College Student Services provides a wide range of services designed to supplement a student’s total college experience. Student Services serves as a vehicle for increased access to both technical and academic programs, as well as to the community at large. Dual credit students are strongly encouraged to make use of these services offered to all registered CBC students, including academic and career counseling, career choice workshops and job assistance services. Student organizations and activities are also sponsored by Student Services and dual credit students are encouraged to take part in these as appropriate.

Dual credit students are entitled to use the college’s resources available to all college students while enrolled at CBC. These include use of the library, computer labs and other services available to increase student success. In addition, dual credit students can access the academic advising and student financial aid offices to help map out their college plans while at CBC.

Campus Connect

Instructions for accessing the CBC student information system are available in this handbook and on-line at www.coastalbend.edu/Internet_Orientation/.

Student ID

In order to use most of CBC facilities, dual credit students are required to have a Coastal Bend College ID card. Students must take their college tuition and fees statement, marked paid by the college, and present it along with a valid photo ID to a campus library office to receive a student ID card. Students who do not have a CBC student ID card will not be permitted to use certain facilities, the computer labs or check out library materials.

Advisement, Tutoring and Testing Services

In order to enhance the success of students at Coastal Bend College, counselors and advisors are available to assist with college processes and planning. And tutors are available to assist with instructional needs, are available at each CBC campus.

The Testing Center provides services to assist students by realistically assessing academic achievement through different testing instruments. Results on these instruments are used:

- For determining eligibility for certain college programs;
- For some certification;
- For course placement and;
- For meeting requirements mandated by the state legislature.

Testing schedules are published on a regular basis. Information regarding advising and testing services available through Coastal Bend College can be obtained by calling (361) 354-2266.

College Standards

College courses are both interesting and challenging. Students learn a great deal and are expected to work hard. On average, college students should plan to study at least two hours a week for every hour spent in the classroom. Students taking a three-semester hour class should set aside a minimum of six hours per week to study. Some students will need to study more. Most students should schedule extra study time when exams are planned or course projects are due.

College Grades

A Instructor’s system for assigning grades is indicated in the course syllabus. Most college instructors will not allow students to repeat work in order to make up for poor performance on a test or assignment or to improve a course grade. Students do not receive extra course credit for attendance. Extra credit is at the discretion of the course Instructor.

Grades earned in a dual credit course become part of a student’s permanent college record. High school students doing poorly in dual credit classes should contact the Instructor for extra help as soon as possible. A poor grade will be a permanent part of the college record, just as a good grade will, and follow the students throughout their college experience. Another option is to drop classes. Students who withdraw before the official drop date listed in the college calendar will receive a “W” on their transcripts. In order to drop classes, the appropriate paperwork, with the signed approval of the high school counselor, must be turned in to the college before the last date for course withdrawal.

More information can be found on the CBC Dual Credit webpage: www.coastalbend.edu/dualcredit.
Dual Credit Student FAQ’s

In a dual credit course, it is possible to get a passing college grade and a failing high school grade or the opposite. High school policies apply regarding the awarding of high school credit. College policies apply regarding the awarding of college credit. High school students taking dual credit courses must understand both sets of policies. College policies are printed in the current course catalog.

**College Subjects**

College courses sometimes deal with controversial issues or subject matter that high school courses may ordinarily avoid. Instructors teach the same course to dual credit students that he or she teaches at Coastal Bend College.

**College Attendance Policies**

Instructor’s attendance policies are stated in each course syllabus. Excessive absences could result in being dropped from classes. Students who need to be absent should contact their Instructor ahead of time, if possible, to make alternative arrangements. Staying in communication with the Instructor is the best way to avoid problems regarding attendance. It is each student’s responsibility to notify the high school contact/counselor if such problems occur.

**Don’t Be Afraid to Ask**

Instructors are available to answer questions about course materials or class policies. All concerns about class performance or assignments should be discussed with the CBC Instructor.

**University Interscholastic League (UIL)**

Students participating in dual credit or concurrent enrollment courses should check with their respective high schools before enrolling in classes that may cause them to lose their eligibility to participate in University Interscholastic League contests under UIL rules Sub-Chapter M; Section 400, of the current year constitution and contest rules.

**Other Issues or Concerns**

Questions or concerns about dual credit courses can be addressed through the CBC Dual Credit Program Office at (361) 592-1615 Ext. 4040 or toll free 1(866) 262-1615 Ext. 4040. The counselor or advisor at the CBC campus nearest your high school is also a resource for questions or concerns.

**Articulated High School Credit**

Articulated high school credit allows students to earn college credit for certain high school career and technical courses as soon as they complete their first semester as a CBC student. Students should inform their college advisor that they have articulated credit in addition to dual credit.

To obtain articulated high school credit at Coastal Bend College for high school career and technical courses a student must:

- Achieve a minimum final grade in a course approved for articulation at a high school that has an articulation agreement with Coastal Bend College;
- Complete all college entrance requirements, be accepted to Coastal Bend College, and enroll in courses at the College;
- Enroll in a college program that includes the applicable courses;
- Complete and submit an Articulation Credit Request Form to the CBC contact, Donna Atkins at 361.592.1615 ext 4075.
- Successfully complete six semester hours of other coursework at Coastal Bend College.

**Who Should Take An Internet Class?**

These classes are designed for students who are:

- Highly Motivated
- Self Starters
- Non-Procrastinators
- Computer and Internet Literate

**Don’t take an Internet class if you:**

- Are taking it because you think it will be easier than a regular college class
- Have to be reminded of approaching deadlines
- Put things off until the last minute
- Hate computers

**What will be expected of me?**

In an Internet course, academic expectations are similar to a classroom course. Do the reading in the assigned text, take quizzes and exams, do extra credit if needed, participate in class discussions, watch videos, do some outside research, write papers, consult with your instructor if you need help. The difference is that many of these activities can be performed at a distance from the comfort of your own home and computer. For example, you may participate in electronic discussion forums (like class discussions-but not in real time), do research (on the Internet), talk to your instructor (e-mail or phone), discuss topics with other students (electronic forums), take quizzes (online), and submit assignments (electronically). Detailed guidance is provided in the course syllabus to assist you and clarify expectations for every course. Included will be the course policies, assignments, due dates, grading criteria, extra credit options, contact numbers, etc.

**What equipment/software will I need?**

For Web courses you will need at very minimum a 90 mhz multimedia computer with a 56K modem and a hook-up to the World-Wide-Web. An ideal system would be a Pentium speed 350 mhz or faster machine with a 56K modem or DSL connection and a direct Internet account. You will also need an e-mail address with the ability to send and receive messages. It is important to be able to use either the latest version of Firefox or Internet Explorer as your Internet browser. While America Online will provide some Internet access, direct Internet accounts are preferable such as those available from Earthlink, GTE, Pacific Bell, and others. Some course content is available (but not required) by streaming video. For this you will need a “plug-in” such as flash player or windows media player. These players are for viewing and listening to streaming audio/video files may be downloaded and installed on your computer for free by visiting the site noted on the course Web page.
Dual Credit Student FAQ’s

What if I don’t have my own computer. Could I still take a Distance Learning Class?
If you do not have personal computer equipment, have a slow system, or have a computer problem during the semester, it is possible for you to come to the CBC LAC, or to one of the college’s other area centers to access the class on a computer at that location. Additionally most libraries now have public access to the Internet which would allow you to take these online classes. Please consult the Distance Learning Department if you have additional questions about access.

Will I have to come to campus?
In general, no. All coursework can be conducted over the Internet via the World-Wide-Web or with a combination of media materials. However, one midterm and one final exam may require on-site attendance and photo I.D. If your instructor requires a proctored exam, please contact your local CBC testing department to schedule an appointment. (Students are notified of any classes that require on-site activities).

How can I contact my instructor?
The instructor is available by email, during scheduled office hours by phone/voicemail, and by scheduled appointment for personal visits. The instructor contact information will be provided either on the course homepage or on the course syllabus. The instructor will also monitor the class bulletin board forum. At other times the help desk staff may be able to help answer routine questions.

What if I have to miss a class?
Well, with web classes you don’t have to worry! You may work ahead, or catch up a little as you need to. While a general weekly timeline is provided to help you pace your time, your schedule is really your own. Just be careful not to miss submission deadlines for assignments or fall behind in your reading. All students keeping pace and doing conscientious work should do well in the class.

What if I have a problem with my computer?
While the college cannot provide detailed help with personal computer problems, free technical referral and assistance is available. Since we are familiar with common technical problems distance learning students may encounter, we may be able to help you with a modest problem, an Internet provider difficulty, or at least refer you to a source for assistance. Go to our help desk web page or call (361) 354-2506 for telephone call-back assistance. However, in the midst of all this, it is still the responsibility of the student to find a working computer with Internet access to continue with their online course.

What if I have entered an invalid username or incorrect password. Blackboard wants you to click Login Page. This will work, but eventually will quit and you will receive a message that you have entered an invalid username or incorrect password. Blackboard wants you to click Login from the main entry page each time prior to entering your username and password.

Who can I contact regarding my Blackboard student account?
Contact Yolanda Abrigo at 361.354.2506 or toll free at 866.722.2838 ext. 2506 for assistance with Blackboard. You may also send an email providing as much detail as possible (including phone number) to vcharles@coastalbend.edu or helpdesk@coastalbend.edu.

What is my CBC email address?
● Your username is your last name and the last four digits of your social security #. There are no spaces in the username, and always use lowercase letters for your name. Example: smith1234@study.coastalbend.edu.
● Your email address is your username followed by the following address: @study.coastalbend.edu

What is my CBC email address password?
Your password is your CBC Student ID#. There are no spaces in the username or password, and always use lowercase letters for your name. For assistance with Blackboard. You may also send an email providing as much detail as possible (including phone number) to vcharles@coastalbend.edu or helpdesk@coastalbend.edu.

What is my CBC email address password?
● Your username is your last name and the last four digits of your social security #. There are no spaces in the username, and always use lowercase letters for your name. Example: smith1234@study.coastalbend.edu.
● Your email address is your username followed by the following address: @study.coastalbend.edu

What is Campus Connect?
Campus Connect is the Student Information System. Students are able to:
● View and print their unofficial transcript
● View and print their class schedule
● Check their class grades
● Check their financial aid status
● Register online
● Check and verify their demographic information
● Check course availability
● And even, locate their assigned CBC Student ID number

What is my login for Campus Connect?
You can use either your CBC Student Id number or your social security number. Please do not use any dashes. Your pin number is your birthday. Please use all 8 digits of your birthdate (mm/dd/yyyy).

How to Login to Campus Connect
● In the address bar of your Internet browser, type the following URL: http://www.coastalbend.edu and press the Enter key on your keyboard. You will be directed to the Coastal Bend College homepage.
● Locate the Campus Connect link in the upper right corner of the screen and click once on it.
● At the Campus Connect screen, locate the Student Login section and enter your login information. Your Student ID will be your social security number without any dashes OR your assigned CBC Student ID number. Your CBC Student ID number can be found on your Student ID card that was issued to you, or you may find it on your class schedule/receipt of payment that was handed to you during registration. If you do not have access to your CBC Student ID, remember that you can enter your social security number into the Student ID field. Your Pin will consist of your birthday in the following format: mm/dd/yyyy (ex.: if your birth date is January 1, 1995, you would enter 01011995. Click the arrow icon to login.

What’s my CougarI.D and Password?
Your CougarID is your last name plus the last four digits of your social security #. Your Password is your CBC Student ID #.

How do I get my username and password for Blackboard?
Your username is your last name and the last four digits of your social security #. Your password is your CBC Student ID #. There are no spaces in the username or password, and always use lowercase letters for your name. This same formula is used for your student email. (Example: username - smith1234 password - 123456789). If you do not know your CBC Student ID # you can refer to your receipt or class schedule to obtain the number. Your CBC Student ID # is a 9 digit number usually located on the right side of the page. You may also login to Campus Connect to get your ID number.

I have logged into Blackboard several times, but now I keep getting incorrect username or password.
If you use bookmarks or favorites and you wish to bookmark Blackboard or add it to your favorites, please be sure to bookmark the main page of Blackboard referred to as the Entry Page. Some people will try to take as many shortcuts as possible and bookmark the page that allows you to enter your username and password which is referred to as the Login Page. This will work, but eventually will quit and you will receive a message that you have entered an invalid username or incorrect password. Blackboard wants you to click Login from the main entry page each time prior to entering your username and password.
Change your Pin in Campus Connect
- Once you have successfully logged into Campus Connect, it is strongly recommended that you change your Pin. To do this, click on "Student Information" and select "Change Pin".
- Enter your new Pin into the two fields provided.
- Click on Change Pin.

Locate Your CBC Student ID Number Using Campus Connect
- Once you have successfully logged into Campus Connect, the first screen that appears is the Welcome screen. The welcome screen displays basic student information including your CBC Student ID number. Your CBC Student ID number will appear directly above your name and address as shown in the following illustration.

Check Your Grades Using Campus Connect
- Once you have logged into Campus Connect, click once on "Registration" and select "View Grades".
- Select your Termcode and click submit.
- Your grades will be displayed.

View Your Class Schedule On Campus Connect
- Once you have successfully logged into Campus Connect, click once on "Registration" and select "View Schedule".
- Select the Termcode from the list and click Submit.
- Your schedule of classes will be displayed.

View Your Transcript On Campus Connect
- Once you have successfully logged into Campus Connect, click once on "Registration".
- Click on "Unofficial Transcript".
- Click on "Produce Transcript".
- Your transcript will appear in the screen. You may click the "Display Transcript in a New Window" button for better viewing.
- For official transcripts, please contact our Registrar’s and Admissions office at 866-722-2838 ext. 2245.

Student Email Instructions
- Launch your Internet Browser (Internet Explorer, Mozilla Firefox, Google Chrome, etc.)
- In the address bar, type https://study.coastalbend.edu and press enter.
- Click "Continue to this website (not recommended)".
- Enter your last name and last four (4) digits of your social security number. This is your CBC CougarID or username. Your password is your CBC student ID number without the dashes (-).
- Then click the Login button to enter the system.
- If a wrong password is entered more than three (3) times, the system will assume that it is a security issue and lock the account to prevent unauthorized access. If this happens, you will have to wait one (1) hour before the account will be unlocked automatically by the system or you may contact Jennifer Keels at 361.354.2519 to assist you.

Blackboard Instructions
- http://www.coastalbend.edu/Blackboard_Tutorials/
- Use this link to access Instructions to Black Board or go to the CBC homepage and click on the Distance Learning tab on the upper right.
## Dual Credit Courses

### Courses Applicable For Dual Credit
This is not meant to be a complete list—Contact the CBC Dual Credit Office for questions or additional course information. A list of contacts is available on page 3.

### Workforce Courses

#### Accounting Marketable Skills Certificate
- ACNT 1303 Introduction to Accounting I
- POFT 1401 Computer Applications I
- ACNT 1311 Introduction to Computerized Accounting
- ACNT 1329 Payroll Tax Accounting
- BMGT 2309 Leadership

#### Airframe and Power Technology

##### General Aviation-Marketable Skills Certificate
- AERM 1208* Federal Aviation Regulations
- AERM 1315* Aviation Science
- AERM 1203* Shop Practice
- AERM 1205* Weight and Balance
- AERM 1310* Ground Operations
- AERM 1314* Basic Electricity
  * Denotes Federal Aviation Administration (FAA) Certified Curriculum

#### Automotive Technology

##### Basic Automotive Skills Marketable Skills Certificate
- AUMT 1305 Introduction to Automotive Technology
- AUMT 2437 Automotive Electronics
- AUMT 1307 Automotive Electrical Systems
- AUMT 1319 Automotive Engine Repair
- AUMT 1310 Automotive Brake Systems

#### Business Technology Administrative Assistant

##### Marketable Skills Certificate
- ACNT 1303 Introduction to Accounting I
- POFI 1401 Computer Applications I
- BMGT 2309 Leadership
- IMED 1445 Interactive Multimedia OR BCIS 1405 Business Computer Applications
- POFI 1441 Computer Applications II

#### Business Technology Administrative Assistant

##### Medical Office Specialization
- HITT 1305 Medical Terminology
- POFI 1401 Computer Applications I
- POFM 1300 Medical Coding Basics
- POFI 1441 Computer Applications II
- BMGT 2309 Leadership
- ACNT 1303 Introduction to Accounting

### Courses Applicable to

#### Certified Nurse Aide Certification
- HPRS 1304 Basic Health Professions Skills
- HPRS 1160 Basic Health Professions Clinical

#### Computer Information Technology Marketable Skills Certificate
- COSC 1309 Introduction to Logic
- COSC 1415 Fundamentals of Programming-Robotics
- BGMT 2309 Leadership OR EDUC 1300 Learning Frameworks
- BCIS 1405 Business Computer Applications OR POFI 1401 Computer Applications I

#### Computer Information Technology Networking Specialization

##### Courses Toward a Level 1 Certificate
- ITCC 1310 Cisco Discovery I: Networking for Home and Small Business
- ITCC 1311 Cisco Discovery 2: Working at a Small-to-Medium Business or ISP
- ITCC 1312 Cisco Discovery 3: Introducing Routing and Switching in the Enterprise
- ITCC 1313 Cisco Discovery 4: Designing and Supporting Computer Networks

#### Computer Information Technology

##### Web Design/Game Marketable Skills Certificate
- IMED 1416 Web Design 1 OR BGMT 2309 Leadership OR EDUC 1300 Learning Frameworks
- GRPH 1459 Vector Graphics for Production (Photoshop)
- IMED 1445 Interactive Digital Media I
- BCIS 1405 Business Computer Applications OR POFI 1401 Computer Applications I

#### Cosmetology Nail Technology Level 1 Certificate
- CSME 1330 Orientation to Nail Technology
- CSME 1431 Principles of Nail Technology 1
- CSME 1441 Principles of Nail Technology II
- CSME 2430 Nail Enhancement

#### Drafting and Design Technology

##### Courses Toward a Level 1 Certificate
- DFTG 1405 Technical Drafting
- DFTG 1409 Basic Computer-Aided Drafting
- DFTG 2312 Technical Illustration and Presentation
- DFTG 2408 Instrumentation Drafting
- DFTG 2417 Descriptive Geometry

#### Early Development (Basic) Marketable Skills Certificate
- CDEC 1319 Child Guidance
- CDEC 1321 The Infant and Toddler
- CDEC 1313 Curriculum Resources for Early Childhood Programs
- TECA 1311 Educating Young Children
- TECA 1354 Child Growth and Development
Dual Credit Courses

Health Information Technology Medical Records Coding
Courses Toward a Level 1 Certificate
POFM 1300 Medical Coding Basics
MDCA 1302 Human Disease/Pathophysiology (BIOL2304 Prerequisite or co-enrollment)
HITT 1305 Medical Terminology
POFI 1401 Computer Applications I

Law Enforcement/Criminal Justice
Criminal Justice Level 1 Certificate
CRU 1301 Introduction to Criminal Justice
CRU 1306 Courts and Criminal Practices
CRU 1310 Fundamentals of Criminal Law
CRU 2323 Legal Aspects of Law Enforcement
CRU 2328 Police Systems and Practices

Machinist Marketable Skills Certificate
MCHN 1217 Machining I
MCHN 1343 Machine Shop Mathematics
MCHN 1320 Precision Tools and Measurements
MCHN 2303 Fundamentals of CBC Controls

Nursing/Health Science Courses (Special Arrangement Only)
HPRS 1201 Introduction to Health Professionals
VNSG 1115 Disease Control and Prevention
VNSG 1122 Vocational Nursing Concepts
VNSG 1320 Anatomy and Physiology for Allied Health

Oil and Gas Technology
Courses Toward Level 1 Certificate
PTRT 1301 Overview of Petroleum Industry
PTRT 1312 Petroleum Regulations

Pharmacy Technician
Courses Toward Level 1 Certificate
PHRA 1301 Introduction to Pharmacy
PHRA 1305 Drug Classification
PHRA 1313 Community Pharmacy Practice
PHRA 1449 Institutional Pharmacy Practice
PHRA 1441 Pharmacy Drug Therapy and Treatment
PHRA 1209 Pharmaceutical Mathematics I
PHRA 2330 Innovative Pharmacy Practices
PHRA 1445 Compounding Sterile Preparations and Aseptic Technique
PHRA 1207 Ethics and Texas Pharmacy Law

Welding Technology Marketable Skills Certificate
WLDG 1421 Introduction to Welding Fundamentals
WLDG 1428 Introduction to Shielded Metal Arc Welding (SMAW)
WLDG 1457 Intermediate Shielded Metal Arc Welding (SMAW)
WLDG 1430 Introduction to Gas Metal Arc Welding (GMAW)

Academic Courses

Language/Communications
ENGL 1301 Composition and Grammar
ENGL 1302 Composition and Rhetoric
ENGL 2322 Survey of English Literature
ENGL 2323 Survey of English Literature (Prerequisite is ENGL 1302)
SPCH 1311 Speech Communication
SPCH 1315 Public Speaking

Mathematics
MATH 1314 College Algebra
MATH 1324 Mathematics for Business and Economics I
MATH 1325 Mathematics for Business and Economics II
MATH 1442 Statistics
MSTH 2412 Pre-Calculus Mathematics
MATH 2413 Calculus I

Science
BIOL 1322 Fundamentals of Nutrition
BIOL 1408 General Biology
BIOL 2304 Introductory Anatomy and Physiology
BIOL 2306 Environmental Science
BIOL 2401 Human Anatomy and Physiology
BIOL 240 Human Anatomy and Physiology (Prerequisite is BIOL 2401)
CHEM 1406 Essentials of General and Biological Chemistry
PHYS 1401 General College Physics I (Prerequisite/concurrent enrollment is MATH 1314)

Social Sciences
ECON 2301 Principles of Economics I
GOVT 2305 American Government
GOVT 2306 State Government and Federalism
GOVT 1301 United States History Before 1865
GOVT 1302 United States History After 1865
PSYC 2301 General Psychology
PSYC 2314 Human Growth and Development
(Prerequisite is 2301 or Instructor Approval)
SOCI 1301 Principles of Sociology
SOCI 1306 Social Problems
SPAN 2311 Intermediate Spanish (Prerequisite is SPAN 1411 and 1412 or 2 years high school Spanish or equivalent and instructor approval)
SPAN 2312 Intermediate Spanish (Prerequisite is SPAN 1411, 1412 and 2311 or 3 years high school Spanish or equivalent and instructor approval)
Dual Credit Forms
New Students begin here!

1. Speak with your high school counselor about eligibility criteria. To enroll in Dual Credit courses, you must have completed 10th grade and met College Readiness Standards for the course(s) you are interested in. Complete alternate testing examinations, if needed. See next column.

2. Apply to Coastal Bend College online at www.ApplyTexas.org. You may also access this website through the CBC website, http://www.coastalbend.edu/Apply_Texas_Application/.

   Click the "ApplyTexas" icon to be redirected to the ApplyTexas online Application. In order for CBC to download your application, you must put your social security number in the application. Remember your username and password for tracking purposes. It may take 3-5 days to process your application and to have your student information in the CBC database.

Returning Students begin here!

3. Comply with the State Law for Bacterial Meningitis Vaccination and documentation. See CBC Website for details and instruction.

4. Bring completed Dual Credit/Concurrent Enrollment Permission Form to your High School Counselor for registration. Submit your official high school transcript with College Readiness scores. (Transcript must be in the original sealed envelope.) Be sure that the College Readiness Scores are documented on the Dual Credit Permission Form.

5. Follow your High School counselor’s instructions for CBC registration. The CBC counseling staff, Admissions Office or the Dual Credit Contact will enroll you in your CBC classes. You may be required to deliver the registration documentation to the local CBC campus and speak with CBC staff.

6. If your high school is not paying the tuition for your CBC classes, pay all tuition and fees at the nearest CBC campus business office by the payment deadline. NOTE: A $48 non-refundable registration fee is included in your Tuition and Fees payment. You must have a copy of your college class schedule when you make your payment. If you did not receive one at registration, go to Campus Connect on the CBC website and print one. Instructions for how to do this can be found in the CBC Dual Credit Handbook or on the CBC Website at http://www.coastalbend.edu/CampusConnect/.

7. Contact your high school counselor for textbook instructions. Contact the CBC Bookstore to purchase textbooks, if your High School has not made the purchase.

8. ATTEND CLASS – Check your college schedule for start date and days and times for your class. The college schedule may not correspond with your high school schedule.

**Tuition & FEES:**

- **In-District (Bee County Residents): $0 tuition**
- **Out-of-District: $99 for 3-hours per semester**
- **(Non-Bee County Resident): $132 for 4-hours per semester**
- **$198 for 6-hours per semester**
- **$231 for 7-hours per semester**
- **Non-refundable Registration Fee of $48 applies to all students. Additional fees for courses, labs and online classes may be applied to both In-District and Out-of-District residents.**
Steps to follow to submit your Bacterial Meningitis Record to Magnus:

<table>
<thead>
<tr>
<th>Make sure you have the following items:</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Completed Apply Texas at least 5 days prior</td>
</tr>
<tr>
<td>☐ Proof of Immunization or Exemption form</td>
</tr>
<tr>
<td>☐ Your CBC Student ID# (ask Student Services)</td>
</tr>
<tr>
<td>☐ The last 4 Digits to your Social Security Number (SSN)</td>
</tr>
<tr>
<td>☐ A Scanner to scan record into PDF format OR printer to print handout for submission through mail</td>
</tr>
<tr>
<td>☐ A credit/debit card with $10.00</td>
</tr>
<tr>
<td>☐ Mail submission may be paid by check if cover sheet is printed out in Student Services Rm 112. Cover sheet, copy of immunization, and check for $10 must be mailed together.</td>
</tr>
</tbody>
</table>

To Submit:

- Log on to the Coastal Bend home page: [www.coastalbend.edu](http://www.coastalbend.edu)
- Find And Select Current Students
- Find and select CBC Student E-mail
- Select Continue To This Website (not recommended)
- Next type in your User Name and Password:
  - User Name: Last name & Last 4 digits of SSN
  - Password: Student ID# (Type in without dashes)
- Find and select an e-mail labeled Magnus Health Account
- In the e-mail you will be provided a User Name, a Password and a link to MAGNUS
- Click on the link; type in the User Name and Password that was provided to you in the e-mail.
- Login: Verify your information by checking the box and click Continue.
- Select Checkout; provide your credit/debit card information; select Purchase.

### If Sending Electronically:

- Select Print and Sign
- Select Scan and Upload
- Select Browse & add PDF of record
- Upload your shot record

### If Mailing:

- Select Print and Sign
- Select Mail and Fax
- Print cover sheet
- Mail cover sheet, copy of immunization or exemption form to the address provided on the sheet.

*Coastal Bend College does not discriminate on the basis of race, creed, color, national origin, gender, age or disability.*
DUAL CREDIT / CONCURRENT ENROLLMENT PERMISSION FORM

Social Security Number    CBC ID Number    Current Phone Number

Student Last Name (Please Print)    First Name    Middle Name or Initial

Junior    Senior    Other    New Student*    Returning Student

Name of High School    Specify Grade Level and/or Program

ACADEMIC COURSES

TAKS
Soph    Junior

THEA

Reading (230)    Writing (220)    Mathematics (230)

ACCUPLACER

Reading Comprehension (78)    Sentence Skills (80) / Written Essay (5/6)*    College Algebra (63)

ACT

Composite (23)    English (19)    Mathematics (19)

SAT

Composite (1070)    Verbal (500)    Mathematics (500)

ASSET

Reading Skills (41)    Writing Skills (40) / Written Essay (5/6)*    Elementary Algebra (38)

WORKFORCE COURSES

TAKS
Soph    Junior

English Language Arts (2100)    Writing (2)    Mathematics (2100)

*Students who score a 5 on the essay must also meet the objective writing skills score standard (ACCUPLACER – 80 or ASSET – 40) to be eligible.

In signing this form, the student agrees to abide by the rules and policies governing the Dual Credit Program in the contracted agreement between the Independent School District (ISD) and Coastal Bend College (CBC). The student gives CBC permission to share educational records, which may include progress reports, midterm grades, attendance, and transcripts, with the dual credit contact(s) at the high school. CBC will abide by the FERPA policy as printed in the CBC Course Catalog. The CBC Course Catalog may be found at www.coastalbend.edu/publications.

In signing this form, the parent/guardian agrees to the enrollment of the student in Coastal Bend College Dual Credit courses for the academic year, which may be taught on the High School campus, a campus of CBC, or by electronic means. In addition, the parent/guardian understands that the student may be enrolled in a college course that includes students other than high school students. The dual credit student will be held to the college academic standards and is able to access the same or comparable student support services.

Signature of Student    Date

Signature of Parent/Guardian    Date

This Section to be completed by High School

This student has met all ISD eligibility requirements for Dual Credit; therefore has permission to enroll at CBC.

Signature of High School Counselor    Date

Signature of High School Principal    Date

This Section to be completed by Coastal Bend College

This student has met all CBC eligibility requirements for Dual Credit enrollment.

Signature of CBC Dual Credit Representative    Date

*Attach current Official High School Transcript.
Revise August 2012
Coastal Bend College does not discriminate on the basis of race, creed, color, national origin, gender, age or disability.
Request To Enroll In More Than Two Dual Credit Courses

Texas Administrative Code, Title 19, Part 1, Chapter 4, Subchapter D, Rule §4.85 limits dual credit students to 2 courses per semester. There can be exceptions. The Code identifies those who can approve exceptions as the principal of the high school and the chief academic officer of the college. According to the Code, exceptions can be made for students with, “demonstrated outstanding academic performance or capability” with the following examples of those characteristics to consider: grade-point average, ACT or SAT scores; other assessment indicators (class rank, grades in completed college classes, others). This request should be turned in to the CBC Dual Credit Office prior to student enrollment in the additional course(s).

<table>
<thead>
<tr>
<th>Semester &amp; Year of request:</th>
<th>FALL</th>
<th>SPRING</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Name:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SSN or CBC ID #:</td>
<td></td>
<td></td>
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<tr>
<td>High School Name:</td>
<td></td>
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<tr>
<td>Current High School G.P.A.:</td>
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<tr>
<td>What scale is used?</td>
<td></td>
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<tr>
<td>Is student in top 10% of class?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current High School Class Rank &amp; Number Of Students In Class:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Provide Current Placement Testing Scores (TAKS, ACT, SAT, Accuplacer)</td>
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<tr>
<td>Has the student attempted any college courses at CBC or other higher education institution in previous semester(s)? (circle one)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yes*</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>*If yes, attach unofficial college transcripts to this form. (CBC transcript available at “Campus Connect”)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>List all CBC courses to be attempted this semester: (example: HIST1302, ECON2301)</td>
<td></td>
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<tr>
<td>Signature approvals:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please print name below: Dr. Bruce Exstrom

High School Principal CBC Dean of Instructional Services

Date Date

*Attach unofficial college transcripts.
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