



## Tips for Becoming a Successful Dual Credit Student

High school students taking courses through Collin College need to be aware that expectations may be different than those for high school courses that they may be taking. Below is a summary of some of the expectations which are typical for a Collin College course. It is our hope that by providing this information, students will be better able to evaluate their readiness for enrolling in such a course.

**#1. LEARN HOW TO COMMUNICATE.** Communicate with your instructor either face to face or through email, if you are having difficulty in a course. Always ensure you keep all communication professional! In college, you should be learning how to advocate for yourself! Communicating with your parents or high school counselor or about difficulties regarding college courses may not resolve issues. Communicating with your instructor is extremely important!

**#2. READ INSTRUCTOR SYLLABUS.** Each instructor has attendance policies and class behavior policies, which a student must adhere to. This includes attending class regularly, arriving on time and staying for the entire class, regardless of other school activities and responsibilities. Each instructor may have different guidelines for writing assignments and exams. Students will need to adapt to and follow each instructor's requirements. A course syllabus contains information on instructor's grading policy, assignments, and so much more. Always keep in mind that College courses can be very different from high school!

**#4. FERPA.** The Family Education Rights and Privacy Act (FERPA) of 1974 protect students. In compliance with this Act, instructors will not discuss student grades, academic progress, or class attendance and participation with a student's parent(s), unless the student is present and has signed a waiver form allowing the parent(s) to be present. A separate waiver form must be signed each time a parent and student meet with an instructor.

**#5. ATTEND CLASS.** The single most important thing you can do to succeed in college is to go to class! If you are not in class then you are not learning what is being taught, you will not be able to take notes and will not see what subject matter your teacher or professor thinks is important. College instructors are not required to give make up work, accept late work, or give extra credit. All instructors follow the Collin calendar, which may not always match your high school calendar or your life!

**#6. BE HONEST.** Understand that plagiarism and collusion on assignments may result in an "F" for the final course grade or dismissal from the course. The instructor's syllabus will address the repercussions of scholastic dishonesty. It is extremely important to know your instructor's policy!

**#7. GRADES ARE IMPORTANT.** Grades become part of your PERMANENT college transcript. They will follow you to every college or university you attend. Dual Credit students must earn a "C" or higher in EACH course to continue enrollment the following semester.

**#8. USE COLLIN'S ONLINE TOOLS & DUAL CREDIT WEBSITE.** Know where to find the Dual Credit

link <https://www.collin.edu/express/dualcredit/index.html>. Become familiar with all the online tools; they will be helpful to you and your parents. Students are **required** to use Cougarmail for correspondence about the course with their instructor. If the instructor uses Canvas, the student should expect to log into Canvas daily to check for announcements, assignments and class updates. Please note that not all instructors post grades to Canvas. College students are responsible for keeping up with their grades. It is a good idea for a student to save all graded work that is handed back by the instructor in case a question arises during the semester.

**#9. USE THE RESOURCES AVAILABLE TO YOU.** Not sure if your writing assignment is college level or struggling with math class? Don't give up, Get help! Our goal is to support students and help you achieve your academic and career goals!

<http://www.collin.edu/studentresources/support/index.html>

Academic Support, Student Handbook, Library, Math Labs, Writing Centers, Tutoring Services & other important tools!

<https://www.collin.edu/studentresources/personal/index.html>

Counseling Services, Dean of Students Office, Career Guidance, Academic Advising, and Crisis Intervention:

<https://www.collin.edu/studentresources/disabilityservices/>

Access & Disability Services

**#10. PREPARE FOR CLASS.** To be successful in a college course, students need to have self-discipline and expect to devote more time to their college courses. The general rule for a college level course is that for every hour a student is in class, the student should expect to spend three (3) hours studying for that class. Thus, a class that meets for three (3) hours each week requires nine (9) hours of study and preparation time each week. If you are taking two college courses, that means you should expect to spend 18 hours a week studying for those courses. College-level courses comes with certain expectations and requirements. Much of the work for each class must be done outside of class. Students must be prepared, current in their assignments and full participants in each class.

Finally, it is recommended that students and parents go to the following link: <http://www.samford.edu/how-to-study/> This is an excellent series of videos about How to Get the Most Out of Studying by Dr. Stephen Chew, a Psychology Professor at Samford University in Birmingham, Alabama. Each video is about 8-10 minutes in length and provides excellent tips on how to successfully study for a college class. It would be beneficial to watch the first four prior to the first day of class. Hopefully you won't have to watch the fifth one—"I Blew the Exam, Now What?"

Our instructors are dedicated, trained teachers and are excited about the subject matter and the opportunity to share it with their students. They are eager to participate in a collaborative learning experience with their students which results in greater subject matter knowledge and understanding as well as improvements in reading, writing, and critical thinking skills. All this, in addition to getting a head start in earning college credit. This can be a challenging and very rewarding experience. We look forward to traveling this path with you!