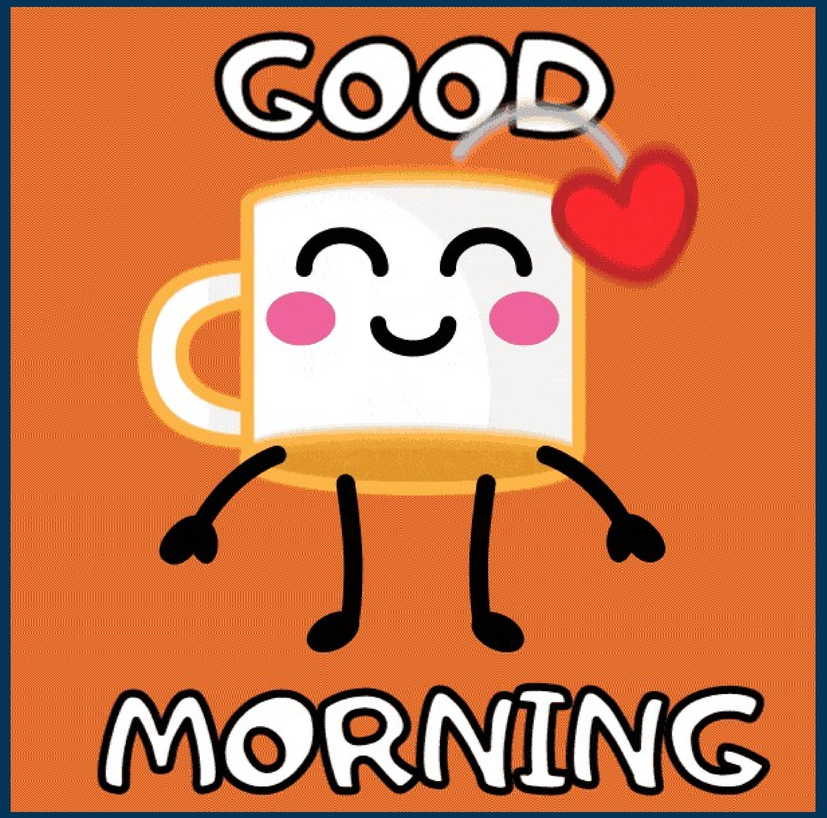
DUAL CREDIT

SPC is Here

www.southplainscollege.edu

2025 Dual Credit Administrator & Coordinator Training



6

What is Dual Credit?

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 the high school.

What courses are eligible?

1) Core Curriculum of the public institution of higher education providing the credit

2) Career and Technical Education Course

3) Foreign Language Course

Exception: Any college course for dual credit offered as part of an early college program must be a core curriculum course of the public institution of higher education providing the credit, a career and technical education course, a foreign language course, or course that satisfies specific degree plan requirements leading to the completion of a Board approved certificate, AA, AS, AAS degree program, or FOS.

How does dual credit impact student success?

6

Who is eligible to teach dual credit courses?

Arts & Sciences (Transferable Courses) - Master's degree with at least 18 credit hours in the teaching discipline.

Career & Technical Education - Either a bachelor's degree in the teaching discipline or an associate's degree with demonstrated competencies in the discipline.

Instructional Requirements

Curriculum

Ensure that a dual credit course is equivalent to the corresponding course offered at the main campus of the college, with respect to curriculum, materials, instruction, and method/rigor.

Faculty

Meet the same standards and approval procedures used by the college.

The college shall supervise and evaluate instructors of dual credit courses.

The instructor of record actually teaches the course.

Must attend training annually

Faculty Summer Workshops and Training

Dual Credit Department Faculty Training (in-Person) SPC Lubbock Downtown Center

Tuesday, May 27th 9:00 am to 12:00 pm

Tuesday, June 24th 9:00 am to 12:00 pm

Tuesday, July 22nd 9:00 am to 12:00 pm

Arts & Sciences Faculty will meet with their department chair on the same day.

Career & Technical Education Faculty will attend content-specific CTE Dual Credit professional development hosted at South Plains College. To sign up, they'll need to RSVP in advance.

Facilitator Summer Training

Texan Two-Step Facilitator Training: Wednesday, August 6th at 10:00 am at SPC Lubbock Downtown Center

Hybrid Chemistry Facilitator Training: Thursday, August 7th 9:00 am to 12:00 pm at SPC Levelland Campus Wilburn and Helen Science Center

FAST (Financial Aid Swift Transfer) Program

As per Texas Administrative Code, Section 13.503, in order for a student to be eligible for the FAST program, the student must:

- Be educationally disadvantaged in any of the four school years prior to enrollment in the dual credit course for the current academic year;
- Enrolled in and eligible for Foundation School Program funding at a high school in a Texas school district or charter school under the rules of the Texas Education Agency;
- Enrolled in a dual credit course at a participating institution of higher education.

FAST Process

- ISD/charter must report educationally disadvantaged data to TEA.
- TEA sends educationally disadvantaged data to the THECB (Texas Higher Education Coordinating Board).
- ISD/Charter submits student enrollment and TSDS # to SPC Dual Credit Office.
- After the semester census date (12th class day), SPC submits enrollment roster to THECB.
- THECB verifies student eligibility and notifies SPC.
- SPC refunds students who have paid tuition for their first semester and applies a tuition waiver for the academic year.
- SPC bills districts who have sponsorships in place for students who were not fast approved.
- Districts will also be billed for any FAST approved students who incurred additional course fees.

1

Educationally Disadvantaged 4-Year Lookback Chart

Key: ✓ Reported Educationally Disadvantaged to TEA X Not Reported Educationally Disadvantaged to TEA

	Preceding 4 Academic School Years				2024-2025	Considered Educationally Disadvantaged 2024-25 (Fall 2024, Spring 2025, Summer 2025)	Considered Educatinoally Disadvantaged 2025-26 (Fall 2025, Spring 2026, Summer 2026)
	2020-21	2021-22	2022-23	2023-24			
1	✓	✓	✓	✓	✓	Yes	Yes
2	X	X	X	✓	✓	Yes	Yes
3	✓	✓	✓	✓	X	Yes	Yes
4	✓	X	X	X	X	Yes	No
5	X	X	✓	X	X	Yes	Yes
6	X	X	X	X	✓	No	Yes

FAST FAQS

Is there a limit on how many courses are funded by the FAST program?

Would FAST funding be paid to SPC for a student to retake a course he or she previously failed?

Is SPC allowed to charge students for non-mandatory course-related expenses?

Is SPC allowed to charge a school district for special course fees, supplies & tools?

If a school didn't submit free and reduced-price lunch (FRPL) documentation for a student, but they qualified for the FRPL through the National School Lunch Program (NSLP) through a broader group eligibility, is the student eligible for fast?

Do you have any questions about the FAST process?

Process and Policy Updates 2025-2026 Academic Year

Termination of Articulated Credit

South Plains College will no longer be offering articulated credit with high school partners, effective Fall 2025.

All articulated credit will need to be submitted into CATEMA no later than June 30th, 2025.

Students who have completed an articulated course will have up to two years after high school graduation to claim the credit if they choose to enroll at South Plains College.

Academic & Test Score Requirements

- **Academic pre-requisites:**
  - College-Level Math - must have successfully completed Algebra I at the high school level.
  - College-Level English - must have successfully completed English II at the high school level.
- **TSIA2 ELAR Required**
  - All College-Level English courses
  - BIOL 1406, 1407. 1411, 1413, 2401, 2420
  - Required for admission into certain restricted programs, e.g. - EMS
- **TSIA2 MATH Required**
  - All college-level math courses
  - BIOL 2401, BIOL 2420, Online Hybrid CHEM 1411
- **Non-restricted courses:** ANTH, ARTS, BCIS, CRIJ, GEOG, GOVT, HIST, HECO, HUMA, MUSI, PSYC, SOCI, SPCH; All CTE Courses

TSIA2 Exemption Scores			
TSIA2			
Math		950 -or- 910 + 6 diagnostic	
ELAR (Reading & Writing)		945 + 5 essay -or- 910 + 5 essay + 5 diagnostic	
ACT **Tested on or after February 15 , 2023**		**ACT** **Tested prior to February 15, 2023**	
English + Reading Combined	40	English	19
Math	22	Math	19
		Composite	23
SAT			
EBRW		480	
MATH		530	

Be a non-degree seeking student who has not earned 15 or more college credit hours.

Math Exemption Waiver - must have successfully completed and passed Algebra II at the high school level.

English Exemption Waiver - must have successfully completed and passed English II at the high school level.

Dual Credit Chemistry

CHEM 1411 General Chemistry I enrollment requirements:

- Successfully completed MATH 1314 College Algebra before CHEM 1411

  OR

- Successfully completed high school Chemistry, concurrently enrolled in MATH 1314 College Algebra or High School Algebra II (to meet equivalent academic preparation).

1

Texan Two-Step College Algebra Enrollment Requirements:

1. Successfully complete Algebra I with a "B" average or higher.
2. Maintain an overall high school GPA of 80 or above.
3. Obtain approval from the high school counselor.
4. After completing the fall semester, students must meet one of the following criteria to be eligible for enrollment in the college-level MATH 1314 course:
   a. Achieve an 80 or above average in the fall course.
   b. Meet the state Math TSIA2 requirements: Score 950 or higher, or 910+6 diagnostic points.
   c. Qualify for exemption through ACT or SAT:
      i. ACT, MATH 22
      ii. SAT, MATH 530
   d. Be a non-degree seeking student who has not earned 15 or more college credit hours.

Texan Two-Step Enrollment Process

Please submit a separate spreadsheet listing students who intend to enroll in the Texan-Two Step yearlong College Algebra course.

- This will help our office identify which students need to be added into Blackboard for the fall semester.

For the spring semester, Professor Thompson will provide our office with student grades so we can determine who is earning a B or higher. Additionally, please submit a separate spreadsheet identifying students who plan to enroll in MATH 1314 College Algebra in the spring.

- This information will also help us determine which students may need to submit qualifying test scores or may be eligible under the exemption for those taking fewer than 15 credit hours.

Application & Registration Process

Application & Registration Steps

1. Complete an online admissions application at apply.southplainscollege.edu.
2. Visit with high school counselor for approval.
3. High School counselor submits enrollment spreadsheet.
4. High School counselor submits unofficial high school transcript or 8th grade transcript for freshmen.
5. High School counselor submits test scores (if applicable).
6. Student submits official college transcripts (if applicable).

Submitting Documents

All documents must be submitted to dualcredit@southplainscollege.edu.

Email unofficial transcripts or submit through Texas Records Exchange (TREX) but expect a 3 business day turn around.

Test Scores - Email official score reports. The full score report must be submitted for TSIA2, SAT, and ACT.

If your school is a testing site, scores can be downloaded into an Excel spreadsheet and emailed to our office.

Enrollment Spreadsheet Reminders

1. Enrollment spreadsheets may be submitted prior to open registration.
2. To ensure your students are enrolled in the requested courses, please submit enrollment spreadsheets by AUGUST 1st!
3. We process requests on a first-come, first-served basis. Please allow 2-3 business days for our office to process your enrollment spreadsheet.
4. If you need to update previously submitted enrollment, please:
   a. Highlight new additions in yellow
   b. Highlight students who need to be removed/dropped in red
   c. Place all corrections towards the end of the list for easier tracking.
5. In the "test being used for eligibility" column, please indicate if a student will be using the TSI exemption waiver.

Spring Dual Credit Enrollment List

SPC ID Number	Last Name	First Name	DOB	TSDS ID	High School Attending	SPC Course Number	SPC Course Title	Online, ITV or HS Location	Please include test being used for eligibility. (TSIA/ACT/SAT/Exemption Waiver)
0123456	*Doe*	*Jane*	*1/1/2010*	*9876543210*	*Levelland HS*	*ENGL-1301*	*Composition I*	*Online*	*Exemption Waiver*

The date will be when the additions/deletions were sent to the SPC Dual Credit Office.

To drop a student from a course, highlight the row red.

To add a course to a student's schedule, highlight the row yellow.

12/03/2024									
0123458	Timberlake	Justin	3/1/2010	8957698444	Levelland HS	PSYC-2301	General Psychology	Levelland HS	
0123458	Timberlake	Justin	3/1/2010	8957698444	Levelland HS	PSYC-2301	General Psychology	Online	
0123462	Cruise	Tom	2/1/2006	6875483333	Levelland HS	ECON-2301	Prin of Macro	Online	
12/12/2024									
0123462	Cruise	Tom	2/1/2006	6875483333	Levelland HS	MATH-1314	College Algebra	Online	TSIA
0123462	Cruise	Tom	2/1/2006	6875483333	Levelland HS	PSYC-2301	General Psychology	Levelland HS	
0123462	Cruise	Tom	2/1/2006	6875483333	Levelland HS	ECON-2301	Prin of Macro	Online	
1/03/2025									
0123460	Twain	Shania	8/1/2008	4785781444	Levelland HS	HIST-1301	US Hist I	Online	
0123463	Garfield	Andrew	5/1/2010	8577451888	Levelland HS	EDUC-1300	Learning Framework	Online	
0123464	White	Betty	7/1/2007	7741712255	Levelland HS	ENGL-1302	Composition II	Online	Previous Coursework
0123464	White	Betty	7/1/2007	7741712255	Levelland HS	HECO-1322	Personal Nutrition	Online	
0123464	White	Betty	7/1/2007	7741712255	Levelland HS	MUSI-1306	Music Appreciation	Online	
0123468	Bullock	Sandra	7/2/2007	9863325444	Levelland HS	SPCH-1315	Public Speaking	Online	
0123468	Bullock	Sandra	7/2/2007	9863325444	Levelland HS	ENGL-2332	World Lit. I	Online	

Advising Overview

Core Curriculum

42 hours of core curriculum is required for students to earn an Associate of Arts or Science degree or for transferring to complete a Bachelor's degree at a public university.

COMMUNICATIONS (6 SEMESTER CREDIT HOURS)	AMERICAN HISTORY (6 SEMESTER CREDIT HOURS)
MATHEMATICS (3 SEMESTER CREDIT HOURS) **	GOVERNMENT (6 SEMESTER CREDIT HOURS)
LIFE AND PHYSICAL SCIENCES (6 SEMESTER CREDIT HOURS) **	SOCIAL AND BEHAVIORAL SCIENCES (3 SEMESTER CREDIT HOURS)
LANGUAGE, PHILOSOPHY, AND CULUTRE (3 SEMESTER CREDIT HOURS)	INSTITUTIONAL OPTION (6 SEMESTER CREDIT HOURS
CREATIVE ARTS (3 SEMESTER CREDIT HOURS)	**Additional semester credit hours count toward the total number of credit hours needed to complete your degree

THE GENERAL STUDIES DEGREE WORKSHEETS

ASSOCIATE OF ARTS

This template should only be used for students that began higher education Fall 2024 or after.

AME DATE

REQ	COURSE	GRADE	TR CR	HRS	REQ	COURSE	GRADE	TR CR	HRS
6	010 Communications CR				3	080 Soc/Behavioral Science CR*			
	ENGL 1301 Composition I								
	ENGL 1302 Composition II				6	090 Institutional Option CR*			
3	020 Mathemaics CR*								
						Degree Requirements			
6	030 Life and Physical Sciences CR*				2	KINE Activity- 2 1SCH Courses*			
3	040 Language, Philosophy, and Culture CR*				16	Electives:			
3	050 Creative Arts CR*								
6	060 American History CR*								
6	070 Government CR*								
	GOVT 2301/GOVT 2305 Federal Government								
	GOVT 2302/GOVT 2306 Texas Government								
								0	0
						TOTAL REQUIRED 60		Total:	0
enotes a drop down list box is available.								GPA:	

ASSOCIATE OF SCIENCE

This template should only be used for students that began higher education Fall 2024 or after.

AME DATE

REQ	COURSE	GRADE	TR CR	HRS	REQ	COURSE	GRADE	TR CR	HRS
6	010 Communications CR*				3	080 Soc/Behavioral Science CR*			
	ENGL 1301 Composition I								
	ENGL 1302 Composition II				6	090 Institutional Option CR*			
6	020 Mathemaics- 3 CR/3 DR*								
						Degree Requirements-DR			
					2	KINE Activity- 2 1SCH Courses*			
8	030 Lab Sciences 6 CR/2 DR*								
					11	Electives:			
3	040 Language, Philosophy, and Culture CR*								
3	050 Creative Arts CR*								
6	060 American History CR*								
6	070 Government CR*								
	GOVT 2301/GOVT 2305 Federal Government								
	GOVT 2302/GOVT 2306 Texas Government							0	0
						TOTAL REQUIRED 60		Total:	0
								GPA:	

MINIMUM OF 9 SEMESTER CREDIT HOURS MUST COME FROM:

ANTH, ARTS, COMM, CRIJ, DRAM, ECON, EDUC, ENGL, MUSI, PSYC, SOCI, SPAN, GEOG, HIST, HUMA, KINE

MINIMUM OF 6 SEMESTER CREDIT HOURS MUST COME FROM:

ACCT, AGRI, BIOL, BUSI, CHEM, COSC, ENGR, GEOL, HECO, MATH, PHYS

Interest:	Dermatology									
NAME	Sandra Lee (0123456)		DATE	1.30.25						
REQ	COURSE	GRADE	TR CR	HRS		REQ	COURSE	GRADE	TR CR	HRS
6	010 Communications CR*					3	080 Soc/Behavioral Science CR*			
	ENGL 1301 Composition I	Fall '26		3			ECON 2301 Principles of Macroec	Spring '28		3
	ENGL 1302 Composition II	Spring '27		3		6	090 Institutional Option CR*			
							SPCH 1315 Public Speaking	Fall '25		3
6	020 Mathemaics- 3 CR/3 DR*						EDUC 1300 Learning Framework	Fall '24		3
	MATH 1314 College Algebra	Fall '27		3			Degree Requirements-DR			
	MATH 1342 Elementary Statistical Methods	Spring '28		3		2	KINE Activity- 2 1SCH Courses*			
8	030 Lab Sciences 6 CR/2 DR*						KINE 1304 Fitness & Wellness	Spring '25		3
	BIOL 1406 Biology for Science Majors I	Fall '26		4						
	BIOL 1407 Biology for Science Majors II	Spring '27		4		11	Electives:			
3	040 Language, Philosophy, and Culture CR*						ENGL 2333 World Literature II	Spring '28		3
	ENGL 2332 World Literature I	Fall '27		3			CHEM 1406 Intro to Chemistry	Fall '27		4
3	050 Creative Arts CR*						CHEM 1411 General Chemistry I	Spring '28		4
	ARTS 1301 Art Appreciation	Fall '24		3						
6	060 American History CR*									
	HIST 1301 United States History I	Fall '26		3						
	HIST 1302 United States History II	Spring '27		3						
6	070 Government CR*									
	GOVT 2301/GOVT 2305 Federal Government	Fall '27		3						
	GOVT 2302/GOVT 2306 Texas Government	Summer '27		3					0	61

Associate of Science Sample Plan

Interest:	Psychology									
NAME	Sigmund Freud (0234567)		DATE	1.30.25						
REQ	COURSE	GRADE	TR CR	HRS		REQ	COURSE	GRADE	TR CR	HRS
6	010 Communications CR					3	080 Soc/Behavioral Science CR*			
	ENGL 1301 Composition I	Fall '26		3			PSYC 2301 General Psychology	Spring '26		3
	ENGL 1302 Composition II	Spring '27		3		6	090 Institutional Option CR*			
							SPCH 1315 Public Speaking	Fall '25		3
3	020 Mathemaics CR*						EDUC 1300 Learning Framework	Fall '24		3
	MATH 1314 College Algebra	Fall '26		3			Degree Requirements			
6	030 Life and Physical Sciences CR*					2	KINE Activity- 2 1SCH Courses*			
	BIOL 1408 Biology for Non-Science Majors I	Fall '27		4			KINE 1304 Fitness & Wellness	Spring '25		3
	BIOL 1409 Biology for Non-Science Majors II	Spring '28		4						
3	040 Language, Philosophy, and Culture CR*					16	Electives:			
	ENGL 2332 World Literature I	Fall '27		3			ECON 2301 Macroeconomics	Spring '28		3
3	050 Creative Arts CR*						PSYC 2314 Lifespan Growth & De	Fall '26		3
	MUSI 1306 Music Appreciation	Fall '24		3			ENGL 2333 World Literature II	Spring '28		3
6	060 American History CR*						PSYC 2308 Child Psychology	Spring '27		3
	HIST 1301 United States History I	Fall '26		3			BUSI 1307 Personal Finance	Fall '27		3
	HIST 1302 United States History II	Spring '27		3						
6	070 Government CR*									
	GOVT 2301/GOVT 2305 Federal Government	Fall '27		3						
	GOVT 2302/GOVT 2306 Texas Government	Summer '27		3						
									0	62

Associate of Arts Sample Plan

Associate of Applied Science (for technical programs only)

Includes coursework that makes up an OSA, Basic Certificate, an Advanced OSA, and Advanced Certificate (in addition to 15 credit hours of core).

The AAS requires 5 core courses:

- Mathematics or Life & Physical Science Component
- English 1301
- SPCH 1315 Public Speaking or SPCH 1321 Business & Professional Speech
- Social/Behavioral Science Component
- Language, Philosophy, and Culture/Creative Arts Component

Associate Degree Seekers

- If students are interested in earning their associate degree by their senior year, please have the students reach out to a dual credit advisor!
- Our office will track students who intend to complete their associate degree. Each time a student meets with an advisor and expresses interest, we add their name and expected graduation year to a tracking spreadsheet.
- Students receive an automatic email from the SPC Admissions Office once they've reached 48 credit hours, prompting them to submit a graduation application.
- It is imperative that students stay in contact with our office so we can order graduation stoles and have them listed as an early graduate in our program.

Advising Appointments

- Students can scan the QR code to schedule a face-to-face, video-chat, or phone appointment with a dual credit advisor.
- If you're interested, you can also schedule an advising day on your high school campus!
- Please also encourage dual credit seniors to schedule a transition advising session if they're planning on attending SPC after high school graduation.

Academic Integrity

- The use of AI tools such as ChatGPT, Grammarly, and Photomath is strongly discouraged.
- If AI use is suspected, instructors will follow their course-specific policies, which may include assigning a zero for the assignment. Continued violations may lead to further academic consequences.
- Emphasize that using AI-generated content constitutes plagiarism.
- Academic dishonesty includes cheating, plagiarism, and unauthorized collaboration.
- Encourage students to properly cite all sources.
- Foster open communication with Instructors.
- Encourage use of resources for academic support.

Early Alert Interventions

1. SPC Faculty voluntarily report information for students who have missed due dates, who might be behind on assignments, or have not completed exams (among other issues).
2. Dual Credit Academic Advisors will reach out to students whenever those alerts are reported to the Dual Credit Office.
3. Dual Credit Staff simultaneously reach out to the appropriate counselor and/or on-campus coordinator at the same time that they contact students.

Academic Suspension & Probation Policy

Dual Credit students will be placed on Academic Probation at the end of any term that they do not earn a minimum of 2.00 cumulative GPA.

Students will then have a registration hold placed on their account.

What should Dual Credit students do that have a probation hold?

- Contact their high school counselor.
- Complete a Dual Credit Academic Probation Packet (on the SPC Dual Credit webpage).
- Schedule a conference call between student, counselor and staff member from the Dual Credit Office for advising, hold removal and enrollment.

Academic Suspension Appeal Process

- Students are required to submit an SPC Academic Appeal Form to the Admissions & Records Office.
- The Suspension Appeal Committee will review the case and decide whether the student's appeal is approved.
- If the appeal is approved, the Dual Credit Office will inform both the student and their counselor of the decision and specify the courses the student is permitted to enroll in.
- If a student's appeal is denied, they will be required to sit out for an entire fall or spring semester before becoming eligible to re-enroll.
  - If a student is suspended following the spring semester, they are still permitted to enroll in summer courses.

Financial Aid Suspension

- Dual credit students are still subject to SPC Financial Aid Satisfactory Academic Progress (SAP) requirements which are separate from and stricter than SPC Admissions & Records Academic SAP requirements.
- Dropping and failing dual credit courses can negatively impact a student's financial aid eligibility after high school graduation
- Requirements of SAP:
  - **GPA** - Earn and maintain a cumulative grade point average of a 2.0 or above;
  - **Pace** - Maintain a pace of at least 67% -cumulative number of credit hours earned divided by the cumulative credit hours attempted;
  - **Maximum Timeframe** - Graduate with no more than 150% of the credit hours required for the student's declared major. This limit includes **all** college-level course(s) a student attempts, even if they paid for the courses.

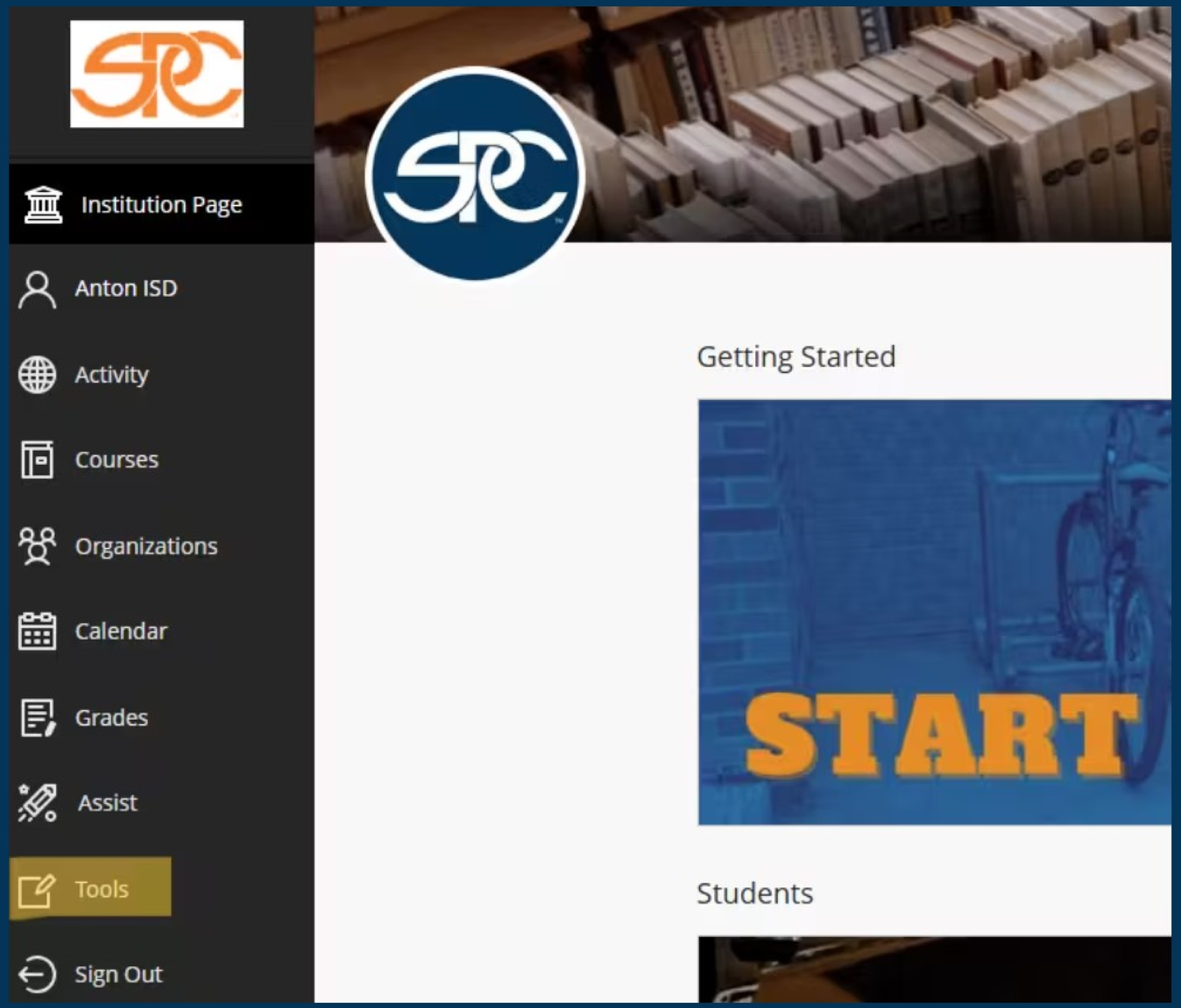
Disability Services

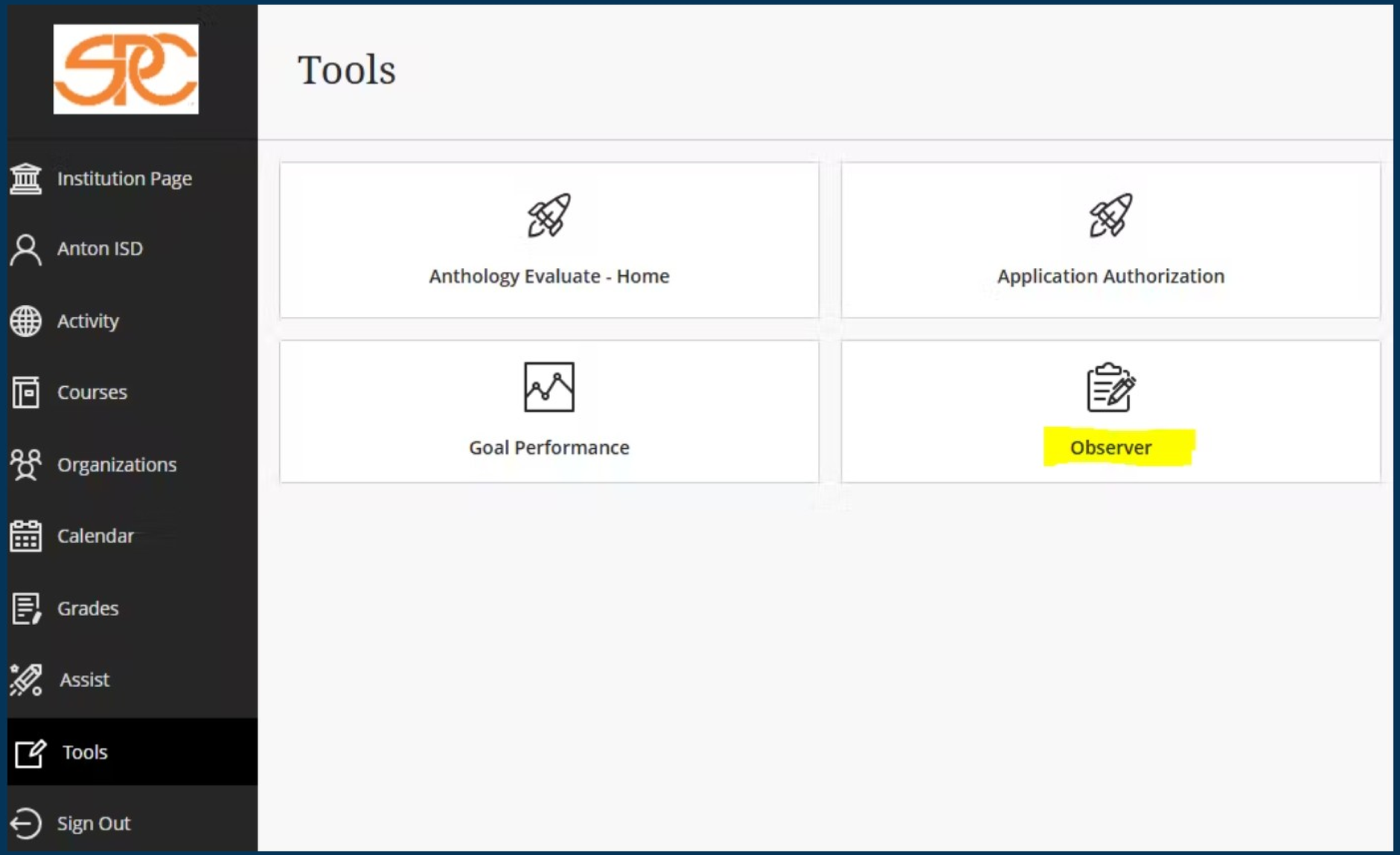
- Whether the student is taking the course in their own high school classroom, online, or at an SPC campus, the student must disclose their diagnosed disability(ies) to Disability Services in order to receive classroom accommodations.
- A school counselor or representative may assist students in completing an accommodations application and submitting all required documentation through the AIM portal on the Disability Services webpage – reminder: all documents MUST be signed and dated by the student.
- The dual credit student requesting accommodations is required to meet with Disability Services to receive reasonable accommodations, which will be established for the student wanting to take college-level coursework following the meeting.

Counselor Resources

Blackboard Observer

- Available after the census date of each term (e.g., September 10th for Fall 2025) to view your dual credit students' course averages and participation.
- Your high school login credentials will be provided to you by the Dual Credit Office.
- You will receive a "back-door" link to access Blackboard Observer after the census date for each term.
- Please check regularly to ensure student interventions are accomplished in a timely manner and whether refunds or drop options are still available.
- If you assign this task to your facilitators, we encourage them to report to you on a weekly basis.


Institution Page
Anton ISD
Activity
Courses
Organizations
Calendar
Grades
Assist
Tools
Sign Out
Getting Started
START
Students


Tools
Institution Page
Anton ISD
Activity
Courses
Organizations
Calendar
Grades
Assist
Tools
Sign Out
Anthology Evaluate - Home
Application Authorization
Goal Performance
Observer

Observer Dashboard

Currently Observing: *Llanas[redacted]*

*The following is a list of all users that can be observed. Click **Observe** to begin observing a new user in the list. Click the Username to view details for a user with*

STATUS	LAST NAME	FIRST NAME	USERNAME
	Alafa	[redacted]	aalafa[redacted]
	Carlisle	[redacted]	mcarlisl[redacted]
	Carlisle	[redacted]	scarlisle[redacted]
	Castillo	[redacted]	mcastill[redacted]
	Garcia	[redacted]	jgarci[redacted]
	Garza	[redacted]	jgarza[redacted]
Observing	Llanas	[redacted]	lllana[redacted]
	Miller	[redacted]	mmille[redacted]
	Peek	[redacted]	lpeel[redacted]
	Sosa	[redacted]	asosa[redacted]

Observe

Observer Dashboard Observer Dashboard Detail: [redacted]

Observer Dashboard Detail: [redacted]

Currently Observing: [redacted]

*The following is a list of all courses for the selected user where Observer access is permitted. Click **Observe** to begin observing the user represented by the current page. Click **OK** to exit the current page without changing the user currently being observed.*

COURSE NAME	COURSE ID	COURSE GRADE	POINTS POSSIBLE	LAST COURSE ACCESS
202351 - ENGL2332-151-451 - PThompson	202351-ENGI-2332-151-451-PThompson	136.50	150.000000000000000	Jun 18, 2023 9:59 PM

Observe

Displaying 1 to 1 of 1 items Show All Edit Paging...

Business Processes

Dual Credit Textbooks and Materials

- All text and course materials for off-campus/online dual credit courses must be provided at no cost to the student. (Open Educational Resources (OER))
- Tools and supplies for on-campus courses, such as, Cosmetology, Welding, Automotive courses or any other course requiring additional fees outside of the dual credit instructional support rate will need to be purchased by the district or parent/student (depending on the student's FAST status).
- Students will have Blackboard access on the Thursday before the semester starts.

1

Business Office - Tuition Waivers

- If eligible, these funds will cover the cost of dual credit tuition (but not books or supplies...).
- Foster Care & Adoption Waivers - students will need to submit required documentation from the Texas Department of Family and Protective Services to the Dual Credit Office.
- Hazlewood & Veterans' Benefits - contact Ms. MerRanda Coronado in the Financial Aid Office at (806) 716-2361 or mcoronado@southplainscollege.edu .

Business Office - Sponsorship Lists

- Sponsorship lists can be submitted directly to the Business Office (businessoffice@southplainscollege.edu). Deadline is Monday, August 25th.
- As a reminder, each sponsorship list must include each student's name, SPC ID number, the course(s) they are enrolled in, and the amount being covered by the district.
- Let us know if you need assistance compiling your list!

Dual Credit Stipends

- Faculty and counselor stipends are census date based, which is after the 12th class day.
  - Fall 2025 Census Day - Sept. 10th
  - Spring 2026 Census Day - Jan. 28th
- New dual credit coordinators will need to complete a W-9 form. Schools with multiple coordinators will have their stipend amount divided equally.
- One disbursement for fall semester – after census date.
- Checks are mailed to the current address on file.
- Please complete an ACH form, if you prefer direct deposit.

Enrollment	Stipend
1-10	$150
11-25	$200
26-50	$250
51-75	$350
76-100	$450
101-125	$550
126-150	$650
151-175	$750
176-200	$850
201-225	$950
226-250	$1,050

cont.

Counselor Stipend Amount

Fall 2025 Important Dates

- August 25th - First day of class. (Blackboard will be made available to students Thursday, August 21st).
- August 29th - Last day to add an ITV or online class. (End of the first week of class).
- September 2nd – Dual credit payment deadline.
  - Please note that September 1st is Labor Day and all SPC offices will be closed.
- September 10th - The 12th class day; serves as the College's official census date. (Last day to enroll in a dual credit course that's being offered at a high school Location).
- For students who register before August 25th - payment is due no later than close of business on September 2nd.
- For students who register after August 29th - payment will be due that same day of registration.

Spring 2026 Important Dates

- January 12th - First day of class. (Blackboard will be made available to students Thursday, January 8th).
- January 16th - Last day to add an ITV or online class. (End of the first week of class).
- January 20th – Dual credit payment deadline.
  - Please note that January 19th is MLK Day and all SPC offices will be closed.
- January 28th - The 12th class day; serves as the College's official census date. (Last day to enroll in a dual credit course that's being offered at a high school Location).
- For students who register before January 12th- payment is due no later than close of business on January 20th.
- For students who register after January 12th - payment will be due that same day of registration.

Fall 2025 Payment Plan Options

- June 4th- Payment Plan Opens
- 25% Down - Ends August 21st
- 50 % Down - open through payment deadline

Spring 2026 Payment Plan Options

- November 28th- Payment Plan Opens
- 25% Down - Ends January 8th
- 50 % Down - open through payment deadline

Contact Information

Christa Henley, Dean of Dual Credit & Early College Programs

JimAnn Batenhorst, Dual Credit Scheduling Coordinator

Vanessa Olivo, Dual Credit Enrollment Coordinator

Wendy Enriquez, Dual Credit Advisor

Victoria Bueno, Dual Credit Advisor

Susan Dietz, Dual Credit Advisor

Samantha Lopez, Dual Credit Advisor

Phone: 806-716-2340

Email: dualcredit@southplainscollege.edu