



# HOUSTON CITY COLLEGE

## Dual Credit Parent Academy Series

Lilian Baldwin, Associate Dean, Dual Credit Program

# Understanding Dual Credit and Benefits

## Welcome Parents

### AGENDA

- Overview of the Dual Credit Program
- Course Selection
- Benefits & Eligibility
- Student Responsibilities
- The FERPA Rule



# Overview of the Dual Credit program

---

**Traditional Dual Credit**  
designation means that a high school campus offers stand-alone dual credit courses through a partnership with a college, but without the formal programmatic structure or state designation requirements of Early College High Schools (ECHS) or P-TECH.

**Early College High School (ECHS)**  
designation means that a high school has been formally approved—typically by the state education agency—to offer a structured, accelerated pathway that allows students to earn a high school diploma and significant college credit (or an associate degree) at the same time.

**P-TECH designation**  
(Pathways in Technology Early College High School) means that a high school has been formally approved to operate a grades 9–14 model that integrates high school, college, and industry into one aligned pathway leading directly to both a postsecondary credential and workforce readiness.

# Traditional Dual Credit

- ✓ Students earn **both high school and college credit** for approved courses.
- ✓ Courses are offered through a partnership between the high school and college.
- ✓ Students may take a few dual credit courses each year based on eligibility and campus offerings.
- ✓ Flexible participation without enrolling in a specialized academy or cohort model.



# Early College High School (ECHS)

---

- ✓ Students earn **both high school and college credit** through a structured 4 year plan.
- ✓ Students follow a prescribed course sequence.
- ✓ Student participates in a designated program
- ✓ Students may earn up to an associate degree or substantial college credit before high school graduation.
- ✓ Build a stronger transition from high school to college.



# PTECH (Pathway in Technology Early College High School)

- ✓ Students earn **both high school and college credit** through a structured CTE/Workforce plan.
- ✓ Explore career interests before high school graduation
- ✓ Gain real-world workplace experiences
- ✓ Build professional skills and industry connections
- ✓ Graduate better prepared for college and employment

## INDUSTRY-BASED PROGRAMS

YOUR PATHWAY. YOUR FUTURE.

|                                                                                                          |                                                                                                                      |                                                                                                       |                                                                                                             |                                                                                                                       |
|----------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|
| <br><b>Healthcare</b> | <br><b>Information Technology</b> | <br><b>Welding</b> | <br><b>Manufacturing</b> | <br><b>Business and Management</b> |
|                        |                                   |                    |                          |                                    |
| Prepare for rewarding careers that improve lives and communities.                                        | Build skills for the digital world and drive innovation through technology.                                          | Join high-demand careers and build the future with skill and precision.                               | Create, build, and innovate with advanced tools and technology.                                             | Lead, organize, and make an impact in every industry.                                                                 |

 REAL-WORLD SKILLS

 COLLEGE CREDIT

 INDUSTRY CONNECTIONS

 CAREER OPPORTUNITIES

 FUTURE SUCCESS

# Benefits of Dual Credit

---



**Academic Pathway;  
Core “basic,” Associates  
degree**



**Career “workforce”  
Pathway; Associates or  
Certificate**



**College Classes fulfill HS  
Graduation requirements**



**Earn Transferrable  
College Credit**



**Save Money on College  
Tuition; Free or reduced  
rate**



**Accelerate Time to  
Degree Completion**



**Access to College Level  
Resources**



**A smoother transition  
between high school  
and college/ university**

# Student Responsibilities

---

**Meet with  
High School  
Liaison /  
Counselor**

**Be Prepared,  
Attend  
Class, Check  
HCC Email &  
CANVAS**

**Syllabus,  
Student  
Conduct &  
Academic  
Calendar**

**Meet the  
HCC Dual  
Credit  
Advisor**

**Meet  
Deadlines  
for Future  
Semesters**

**Maintain  
Good  
Academic  
Standing  
2.0 GPA**

**Keep your  
Parents  
Informed**

Ensures dual credit courses align with high school graduation requirements.

Helps students select appropriate courses based on academic goals and readiness.

Assists with understanding degree plans, endorsements, and college pathways.

Assists with course scheduling and resolving conflicts between high school and college classes.

Helps students navigate changes to schedules, drops, withdrawals, or program adjustments.

# Meet with High School Liaison / Counselor

The High School Dual Credit Liaison/Counselor serves as a student's **primary** connection between the high school and college. Maintaining regular communication helps ensure students stay on track academically and meet both high school graduation and college requirements.

- College courses move at a faster pace, making preparation essential for success.
- Being prepared helps students better understand course content and perform well on assignments and exams.
- Regular attendance helps students stay engaged, build relationships with instructors, and remain on track academically.
- Students are responsible for making up missed work and understanding material covered during their absence.
- HCC email is the official method of communication between the college and students.
- Canvas serves as the primary learning management system for most Dual Credit courses.
- Students use Canvas to:
  - Access course materials
  - Submit assignments
  - View grades
  - Review course announcements
  - Communicate with instructors



**Be Prepared,  
Attend  
Class, Check  
HCC Email &  
CANVAS**

Success in Dual Credit requires students to take ownership of their college coursework



# Syllabus, Student Conduct & Academic Calendar

These three resources are essential  
tools for Dual Credit success

## **Syllabus**

- ✓ Helps students stay organized and avoid missed assignments.
- ✓ Clarifies what is required to be successful in the course.
- ✓ Reduces surprises regarding grades, exams, and deadlines.

## **Student Code of Conduct**

- ✓ Helps students make responsible decisions.
- ✓ Protects their academic record and standing.
- ✓ Promotes a respectful and professional learning environment.

## **Academic Calendar**

- ✓ Helps students meet critical deadlines.
- ✓ Prevents missed opportunities for registration or schedule changes.
- ✓ Supports effective planning and time management.

Your HCC Dual Credit Advisor is an important member of your support team. Since the advisor visits the high school regularly, students have direct access to college guidance and resources without leaving campus.

- 
- Helps students select courses that align with their educational and career goals.
  - Provides guidance on degree pathways, certificates, and transfer options.
  - Assists students who may be struggling academically.
  - Connects students with tutoring, academic support, and campus resources.
  - Helps address concerns before they become larger academic issues.



**Meet the  
HCC Dual  
Credit  
Advisor**

✓ The High School Liaison/Counselor is a key partner in helping students successfully navigate the Dual Credit program.

---

Meeting deadlines is one of the most important responsibilities of a Dual Credit student. College deadlines are firm, and missing them can impact a student's ability to enroll in courses, stay on their academic pathway, and achieve their educational goals.



**Meet  
Deadlines  
for Future  
Semesters**

Dual Credit courses become part of a student's permanent college record

---

- ✓ Students in good academic standing have greater opportunities to continue earning college credit while in high school.
- ✓ Grades earned in Dual Credit are permanent and do not disappear after high school graduation.
- ✓ Good grades earned today can open doors tomorrow.



## Parents can:



Meet with the High School Liaison/Counselor.



Help students stay on track when they are at home.



Help students develop effective time management skills.



Encourage students to check HCC email and Canvas regularly.



Encourage students to seek help early when challenges arise.



Encourage perseverance through academic challenges.



Celebrate milestones and achievements.



Support study habits and provide a productive learning environment.

# Keep your Parents Informed

Students are more likely to stay on track when they have support both at school and at home

## Family Educational Rights and Privacy Act (FERPA)

Parents remain important partners in the Dual Credit experience. While High School Liaisons/Counselors can continue communicating general program information without a FERPA release, a FERPA authorization is needed if parents want HCC to discuss specific college records such as grades, GPA, attendance, academic standing, or other protected educational information.

[www.hccs.edu](http://www.hccs.edu)

[www.hccs.edu/dualcredit](http://www.hccs.edu/dualcredit)

## High School Communication (No FERPA Form Required)

Parents can continue communicating with the High School Dual Credit Liaison/Counselor regarding:

- Registration timelines and deadlines
- Course planning and scheduling
- Graduation requirements
- General Dual Credit program information
- Enrollment processes
- Testing requirements
- Important dates and reminders
- High school policies and procedures

## College Student Information (FERPA Authorization Required)

Once a student enrolls in a college course, certain information becomes part of the student's college record and is protected by FERPA (Family Educational Rights and Privacy Act).



Without a FERPA authorization on file, HCC staff generally cannot discuss:

- Grades and academic performance
- GPA
- Attendance records
- Class participation
- Student schedules
- Academic standing
- College disciplinary matters
- Specific financial account information
- Student educational records



# HCC

*Your College Career Starts Now.*

## DUAL CREDIT **PROGRAM**

## Q&A and open discussion

[hcc.dualcredit@hccs.edu](mailto:hcc.dualcredit@hccs.edu)