DUAL/HILL COLLEGE INFORMATION

1. Make sure that you filled out the online application. Mrs. Ross’ classes are going to the computer lab on Friday, April 20th to do the online application during class. Mr. Mim’s classes will be invited also. Announcements will be made. You may go online to [www.hillcollege.edu](http://www.hillcollege.edu) and choose Students/Future Students/Apply Online if you missed this opportunity to do it at school. This is the first step of the process and only gets you admitted to Hill College. It does not register you for your classes.
2. Check your TAKS scores included in your report card packet that will be mailed home in June. You should have a 2200 with a 3 on your most current ELA TAKS score to be exempt from the Accuplacer (college entrance test) for dual English, history, government, economics, public speaking, psychology, and French. For dual math, you need a 2200 or higher on your exit level TAKS math score to be exempt from the Accuplacer. If not, you need to call the Hill College testing center to schedule an appointment to take the test with them. It is an online test that includes a Math, Reading and Writing portion. The cost of the exam is $39.00. You should take all three tests just in case they are needed later on. You will get your results back immediately after testing and should take them to the Dual Credit office in the same building. Cleburne Campus Testing Center’s phone number is 817-760-5814 or 5815. You can bring a copy to the Counseling Center and we will put it in your file to keep if you wish. Otherwise, we do not get a copy of your results.
3. The AHS Counseling Center will have the students’ end of the year transcripts and TAKS scores delivered to Hill College over the summer along with any other forms that were turned in at the end of the year (including Dual Credit and FERPA Release forms which will be given to students in a Hill College folder/packet before applying.)
4. You will need to register for your classes during early schedule pickup (date TBA) at AHS in August. Hill College will be in the AHS Library from 9 AM till 3 PM on the TBA date to register the students for their classes. Students need to pick up their AHS schedule so that they know which class/section/period to register with Hill. Students may wish to register for Hill College classes earlier than this August date to be eligible for more flexible payment plan options that Hill College offers. You should call the Hill College Dual Credit department for help with this. (Again, the online application does not let Hill know which classes you wish to take. You must register for the individual classes.)
5. If a student did not turn in their Dual Credit or FERPA Release forms, they can bring them, signed by parent, to the early registration in August. Those that turned them into the Counseling Center or Mrs. Ross before the end of school will have them delivered to Hill College over the summer by us. The other forms are for students wishing to take three Hill College classes at one time (seniors or French students usually) and for any sophomore students (not usually applicable for AHS.) AHS will supply these at registration.
6. Payment must be made at the time of registration (or that day). Student and parents may pay by check or credit card while Hill is on campus. You may also pay by credit card online after registration or call the Hill business office. Hill also offers a payment plan; you have to put a down payment and then pay off the remainder. You can find out more on the payment plan on Hill’s website. Go to [www.hillcollege.edu](http://www.hillcollege.edu) and choose Students/Future Students / Tuition and Fees for prices. Three hours is equal to one class and six hours is two. You will only pay for the fall semester classes. Spring semester registration and payment will be done in November. Students will be withdrawn from their class by Hill College if payment is not made on time, and it will be the student’s responsibility to re-register for the desired Hill College classes. Lack of doing so will require a schedule change for AHS as well in order to remove dual classes from the student’s schedule. We cannot guarantee there will be room in a comparable PreAP or AP class offered at AHS when adjusting those students’ high school classes.
7. Upon making payment or starting the semester if a student needs to withdraw for any reason from their Hill College classes, it is the student’s responsibility to complete that process with Hill College. A drop request must be turned in to Hill by the student. The AHS Counseling Center can assist by helping to fax the form to Hill, but it is the student’s responsibility to go through the process. The calendar with the withdrawal date can be found online and was included with the Hill packet.
8. Students and their parent/guardian will need to check and see which books are required for the class that they are taking. Students should make sure that they have the correct section number and professor before they purchase books. This will not be known until they get their schedule at early schedule pickup since different Hill College professors are scheduled for each AHS college class. The Hill College online bookstore can give you the professor’s required textbooks with the name and ISBN number. This will allow you to check on ordering the books from other places.
9. Completing the online application does not mean that you have to take any dual classes. If you end up not registering for classes, the information in the application will be deleted after the late registration. If you do not take a class for the fall and decide to take one in the spring, (be careful that the spring class does not have a pre-requisite you should have taken in the fall) you will need to fill out the application again.
10. The Hill College contact for AHS is Denise Stewart. Her contact information is: 817-760-5827 phone, 817-556-9448 fax and email is dstewart@hillcollege.edu.
11. Students will take the Hill classes on our campus by Interactive TV or have the Hill professor come to our campus.
12. Hill College does not give six weeks grades. They will give AHS a mid-term grade that we will use as a progress report grade, and then a final average will be issued to AHS. Students can check their grades with their professor, blackboard or other methods. The individual grades are not on AHS’s grade book, and we have no control over these grades.
13. Students are responsible for meeting the Hill College deadlines. The Hill College grade will remain on your college transcript. They do not have the same makeup and retest policies as AHS. Most in fact do not allow retests.
14. AHS students must act appropriately in class. Discipline and conduct codes apply in Hill classes. You are a representative of AHS and may be on display to other campuses. Be on time, don’t eat in class, do not talk.
15. Also be aware that you will be on Hill’s calendar and not AHS’s. (you have to attend Hill classes on MMs and over Thanksgiving etc)

ALVARADO HIGH SCHOOL / HILL COLLEGE (DUAL) ACKNOWLEDGEMENT FORM

STUDENT:

I have read the Dual/Hill College Information and understand that I am responsible for my application, registration, work and grades. I realize that some classes may be broadcast to other campuses, and I understand that I need to be on my best behavior. By applying to Hill, I realize that this is a college course, and I am expected to perform at that level. I know that the grade that I make will stay on my college transcript to go to other colleges.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PARENT:

I understand that my student is applying to a college and that they will be responsible for any college transactions. I realize that Hill College does not give out six week grades, only a mid-term and final average. This means that my student will have to advise me on their current grade. Due to privacy rules governing college students, I recognize that access to grades, attendance and professors may only be given to the student. Hill College tuition and the cost of books are the responsibility of the student and myself. This is to acknowledge that I have read the Dual/Hill College information.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PLEASE SIGN THE ABOVE, TEAR OFF AND RETURN TO MRS. ROSS OR MRS. EDWARDS (COUNSELING CENTER).

ALVARADO HIGH SCHOOL IS GLAD TO ALLOW STUDENTS THE OPPORTUNITY TO ATTEND HILL COLLEGE CLASSES TO BE ABLE TO GET COLLEGE CREDIT. WE ARE SUPPLYING THE FACILITY AND HELPING WITH THE REGISTRATION PROCESS. AHS WILL GET THE FINAL AVERAGE TO USE AS A HALF CREDIT FOR EACH COURSE (IF PASS.) THE HILL CLASSES WILL SUBSTITUTE AS A HIGH SCHOOL REQUIRED OR ELECTIVE COURSE. THIS IS A GREAT LEARNING SITUATION TO PREPARE STUDENTS FOR THEIR FRESHMAN YEAR OF COLLEGE AS LONG AS THEY ARE READY FOR THE RESPONSIBILITY OF COLLEGE IN HIGH SCHOOL.