Dual Credit Handbook
A Policies and Procedures Manual for School Districts
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Program Coordinators
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Addresses of Amarillo College

Amarillo College                           Internet: http://www.actx.edu
Attn.: _________________________________ (806) 371-5000
P.O. Box 447                               Deliveries: 2011 S. Washington
Amarillo, TX    79178                       Amarillo, TX 79109
The Dual-Credit Program is a cooperative partnership between a high school and Amarillo College through which a student may be awarded both college and high school credit in courses that meet the requirements of both institutions. The high school will identify students who are eligible for dual-credit courses and will recommend courses that potentially qualify for dual-credit. Students who meet specific eligibility requirements will be permitted to enroll in those Amarillo College courses specified in the dual-credit agreement and to simultaneously earn credit toward high school graduation and college credit.

**Instructors of the dual credit courses must meet the minimum requirements of the Southern Association of Colleges and Schools Accrediting Agency. (A master’s degree including 18 graduate hours in discipline is required unless SACS requirements permit otherwise).**

**Dual-credit courses are joint college-level and high school courses that must meet both high school (TEKS) and college standards.**

**The dual-credit agreement will be approved by the Superintendent of the ISD and the Vice-President of Academic Affairs of Amarillo College based on the recommendation of the appropriate individuals of each institution.**

**The college faculty will meet with the high school faculty to match competencies and identify courses to be offered for dual credit. A departmentally approved syllabus must be used. Syllabi are kept on file in the department office.**

**Each course is required to follow the college departmental guidelines and regulations. These regulations will vary from department to department. They should not be expected to be identical as the courses themselves are not identical. Before registering students for a dual credit class, the high school faculty must check with the college department or program chair to go over departmental policy.**

**Claiming of ADA (Average Daily Attendance) for students in dual credit courses is the responsibility of the independent school district in accordance with the Texas Education Agency rules. Under House Bill 415 of the 78th Legislature the rule on claiming ADA funding was changed. See at: [http://www.capitol.state.tx.us/cgi-bin/tlo/textframe.cmd?LEG=78&SESS=R&CHAMBER=H&BILLTYPE=B&BILLSUFFIX=00415&VERSION=5&TYPE=B](http://www.capitol.state.tx.us/cgi-bin/tlo/textframe.cmd?LEG=78&SESS=R&CHAMBER=H&BILLTYPE=B&BILLSUFFIX=00415&VERSION=5&TYPE=B). Or the information may be found on the Texas Education Agency Website at [http://www.tea.state.tx.us/tea/LegBreBooJun03.doc](http://www.tea.state.tx.us/tea/LegBreBooJun03.doc), page 113.**
Amarillo College Dual-Credit Guidelines

A dual-credit program presents unique opportunities and challenges. The high school and Amarillo College will work together to provide an optimum learning experience for dual-credit students.

Amarillo College enters into contractual agreements with schools to award dual-credit. In order to ensure that the dual-credit course meets the required college and high school learning experiences, the following options and guidelines are offered.

**Definition of Terms**

**Concurrent-credit** - a high school student who meets specific eligibility requirements enrolls in Amarillo College courses for college credit only

**Department Head** - refers to the Amarillo College faculty member who manages a particular program area

**Dual-credit program** - a cooperative partnership between a high school and Amarillo College enabling high school students to earn college credits while completing the requirements for high school graduation

**Dual-credit** - a high school student who meets specific eligibility requirements enrolls in Amarillo College courses and earns credit toward high school graduation and college credit concurrently

**Early admission** - a high school student enrolls in college level courses prior to graduating from high school

**Facilitator** - an instructor within an independent school district who provides classroom support for an alternate method of instruction; i.e. telecourse, interactive video, online course

**Instructor** - a faculty member who meets the minimal requirements of the Southern Association of Colleges and Schools and teaches for Amarillo College full- or part-time or within an independent school district

**Interactive video** - instruction that provides two-way, real-time communication between instructor and students who are geographically separated

**Online Courses** - AC offers online courses taught over the Internet. Students access weekly lessons and assignments through the Internet. Students must have access to an IBM compatible computer with a modem, an Internet Service Provider, and a web browser (Netscape 4.0 or higher/Internet Explorer 4.0 or higher)

**Telecourse** - a college course, that uses the telecourse program material as the basis of the course whether broadcast or from tape
Dual-Credit Options and Guidelines

I. Program Options and Guidelines

A. **Option 1 - Concurrent Credit.** A high school student enrolls in an Amarillo College course independent of high school enrollment, and the high school allows credit towards high school graduation. The student will be charged full tuition. See Concurrent Enrollment guidelines in the AC catalogue. [http://www.actx.edu/catalog/admissions/requirements.htm](http://www.actx.edu/catalog/admissions/requirements.htm)

B. **Option 2 - During High School Day.** A high school student earns both high school and college credit for a course taught in the high school. The instructor must meet all qualifications for faculty teaching each respective course and be approved by the appropriate Amarillo College department.

   1. The Amarillo College department chair will work with the appropriate high school staff to determine the learning experiences necessary to meet the essential requirements of both the high school and college course.

   2. The teacher will:
      a. use a departmentally approved textbook and syllabus.
      b. be involved in the same instructor/course evaluation procedures as all Amarillo College faculty.
      c. follow all departmental guidelines provided by the department chairman.
      d. comply with all reporting requirements as directed by the Office of the Registrar.

C. **Option 3 - Alternate Methods of Instruction.**

   1. **Telecourse.** The Amarillo College Telecourse course is completed in its entirety.
      a. The instructional video is assimilated into the high school course by the facilitator. All the provisions listed apply to the requirements of the college course and are not meant to imply any restrictions on the high school course.
      b. An Amarillo College faculty member serves as the instructor for the dual-credit students. The instructor will:
         1. meet with the dual-credit class before or within the first week of the college semester.
         2. communicate as needed with the facilitator.
         3. follow the guidelines established by his/her department for successful completion.
         4. be responsible for all college credit grading and awarding of Amarillo College final grades.
      c. The high school instructor serves as the facilitator for the dual-credit students and will:
         1. meet with the instructor and the department head prior to the beginning of the semester.
         2. teach to the telecourse syllabus provided by the instructor and remit assignments as due.
3. teach from the required college textbook (including study guides) unless authorized by the department head to use a different text.
4. show the instructional television tapes in class to dual-enrolled students. Telecourse lessons must be taped off-air and erased after viewing as required by copyright laws.
5. communicate as needed with the instructor.
6. assist the instructor in complying with all Amarillo College reporting requirements.

2. **Online Course.** The Amarillo College Online Course is completed in its entirety. Additional materials and requirements may be used by the high school for the high school portion of the class. Dual-credit students earn both high school and college credit.
   a. The online course may be used independently by a student at home or in a school computer lab or a class of students may enroll.
   b. An Amarillo College instructor serves as the instructor for the dual credit students. If the high school wants to add a high school component, the high school may assign a facilitator that incorporates both the Internet course materials and high school course materials into the high school day.

3. **Interactive Video Course.** Students will participate in a class that is taught in an interactive classroom. The instructor will be an Amarillo College faculty member who is teaching from the Amarillo site.
   a. The Amarillo College faculty member and the site facilitator will meet prior to the beginning of class to discuss responsibilities and routines.
   b. The Amarillo College faculty member is responsible for:
      1. providing class materials to the site facilitator. The Facilitator will then make copies and distribute the materials to the class.
      2. all testing and grading. Tests will be sent to the facilitator to be administered.
      3. teaching and record keeping.
   c. The site facilitator is responsible for:
      1. duplicating and distributing class materials.
      2. monitoring testing situations.
      3. returning to the Amarillo College faculty member all written assignments.
      4. assisting with discipline during the class period.
      5. assisting with the technical aspects of the equipment.

(See the “Checklist for Instructor and Class Facilitator” in the Appendix for further help.)

D. **Option 4 - Attend an Amarillo College Class.** High Schools may bring students to an Amarillo College campus to attend class. High school personnel will work with Amarillo College to make arrangements for class times and slots.
   1. Amarillo College faculty will teach a course on the AC campus and dual credit students will be incorporated in the class.
   2. Amarillo College will work with the high school to provide the secondary institution with grade reports for high school dual enrolled students.
   3. Students will be charged full Amarillo College tuition in this case.

II. **Student Guidelines**

The dual-credit student will:
1. comply with the state-mandated Texas Success Initiative testing requirements.
2. take applicable Amarillo College placement tests prior to enrolling in the dual-credit class.
3. complete the dual credit application acquiring the appropriate signatures.
4. be classified as a junior or senior and have a minimum of a B overall average.
5. meet established entrance requirements at Amarillo College as well as appropriate prerequisites for any course.
6. pay the costs associated with taking a college course(s) as established by contractual agreement.

III. Texas Higher Education Coordinating Board Rules

See the following website for dual credit rules imposed by the Texas Higher Education Coordinating Board,
They rules include teacher credentials, class composition, student eligibility, and other pertinent information.
## Dual Credit Testing Requirements

<table>
<thead>
<tr>
<th>COURSES If you wish to enroll for:</th>
<th>TESTING REQUIREMENTS FOR ELIGIBILITY The following requirements apply:</th>
</tr>
</thead>
</table>
| Public Speaking                     | TSI exempt by test scores:  
  TAKS English Language Arts score of 2200 with a writing subscore of at least 3  
  ACT English 19 and composite 23  
  SAT Verbal 500 and composite 1070  
  or  
  Accuplacer Writing score 6-8 or a 5 on the essay with objective score of 80 or higher  
  or  
  THEA Writing score 220 or higher |
| College Algebra & higher math Physics | TSI exempt by test scores:  
  TAKS Mathematics score of 2200  
  ACT Math 19 and composite 23  
  SAT Math 500 and composite 1070  
  or  
  Accuplacer Math score 75 or higher  
  or  
  THEA Math score 270  
  A student who is exempt based on TAKS must either take the AC Math Placement Test or have completed a sequence of Math courses including Algebra I, Algebra II, and Geometry. And, the student must have maintained an overall B average in each course listed above. |
| Freshman Composition I & II        | TSI exempt by test scores:  
  TAKS English Language Arts score of 2200 with a writing subscore of at least 3  
  ACT English 19 and composite 23  
  SAT Verbal 500 and composite 1070  
  or  
  Accuplacer Writing score of 6-8 or a 5 on the essay with objective score of 80 or higher and an Accuplacer Reading score 78 or higher  
  or  
  THEA Writing score 220 or higher and a THEA Reading score 230 or higher |
| Aviation Technology, Biology, BCIS courses, Economics, Foreign Language, Geology, Government of the U.S., History of the U.S. I & II, Humanities I & II, Life Science | TSI exempt by test scores:  
  TAKS English Language Arts score of 2200 with a writing subscore of at least 3  
  ACT English 19 and composite 23  
  SAT Verbal 500 and composite 1070  
  or  
  Accuplacer Reading score 78 or higher  
  or  
  THEA Reading score 230 or higher |
| Chemistry                           | TSI exempt by test scores:  
  TAKS English Language Arts score of 2200 with a writing subscore of at least 3 and Mathematics score of 2200 (see Math section above)  
  ACT English 19 and composite 23  
  SAT Verbal 500 and composite 1070  
  or  
  Accuplacer Reading score of 78 or higher and an Accuplacer Math score 75 or higher  
  or  
  THEA Reading score 230 or higher and a THEA Math score 270 or higher |
| Non-transferable certificate programs: Automotive technology | Must have passed all sections of the TAKS test.  
  and  
  Accuplacer Reading score 61 or higher  
  or  
  THEA Reading score 201 or higher |
| Non-transferable certificate programs: Electronics program courses (CISCO and networking) | Must have passed all sections of the TAKS test.  
  and  
  Accuplacer Reading score 78 or higher and an Accuplacer Math score 41 or higher  
  or  
  THEA Reading score 230 or higher and a THEA Math score 180 or higher |

Texas Success Initiative (TSI) mandates allow students to take either the THEA or Accuplacer test. THEA, THEA Quick Test, Accuplacer, and the AC Placement Tests are given on the AC campus at pre-scheduled times. For more information go to the AC web page [http://www.actx.edu/catalog/testing/](http://www.actx.edu/catalog/testing/). Make reservations for testing by calling 371-5445.
THEA, THEA Quick Test, Accuplacer, and the AC Placement Tests are given on the AC campus at pre-scheduled times. For more information go to the AC web page [http://www.actx.edu/catalog/testing/](http://www.actx.edu/catalog/testing/). Make reservations for testing by calling 371-5445.

Revised: July 2004

**Remuneration**

Amarillo College will remit to the high school instructor or independent school district a stipend based on a uniform formula. Amarillo College has adopted the following remuneration schedules:

### High School Faculty Serving as College Instructor-of-Record

<table>
<thead>
<tr>
<th>Number of Students Per Course</th>
<th>Remuneration</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 or less</td>
<td>$200</td>
</tr>
<tr>
<td>6 - 10</td>
<td>$400</td>
</tr>
<tr>
<td>11 - 24</td>
<td>$600</td>
</tr>
<tr>
<td>25 - 40</td>
<td>$800</td>
</tr>
<tr>
<td>over 40</td>
<td>$1,000</td>
</tr>
</tbody>
</table>

### High School Faculty Serving as Facilitator

<table>
<thead>
<tr>
<th>Number of Students Per Course</th>
<th>Remuneration</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 or less</td>
<td>$150</td>
</tr>
<tr>
<td>6 - 10</td>
<td>$300</td>
</tr>
<tr>
<td>11 - 24</td>
<td>$450</td>
</tr>
<tr>
<td>25 - 40</td>
<td>$600</td>
</tr>
<tr>
<td>over 40</td>
<td>$750</td>
</tr>
</tbody>
</table>

Revised: July 2001
Checklist for Students
Dual Credit Enrollment

Make sure you have the following materials for registration:

_____ Verification of meeting Texas Success Initiative testing requirements, or proof of exemption from testing.

_____ “Dual Credit Application” - signed by parent, principal, and student

_____ “Amarillo College Student Application for Admission” form (must only be submitted once)

_____ “Student Schedule” form

_____ Fees - $15.00 per hour (3 hour course is $45.00).

_____ “Proof of Academic Excellence” if taking more than 2 courses.

Spring Registration: If a student was enrolled in dual credit the previous fall semester, they will need:

_____ “Student Schedule” form

_____ Check testing status - Different classes require different tests

_____ Fees - $15.00 per hour.

_____ “Proof of Academic Excellence” if taking more than 2 courses.
History

Amarillo College was created by vote of local citizens on July 16, 1929. The first classes were held in September 1929. The College moved to its present location with the construction of its first permanent building in 1937.

After serving primarily as a junior college offering arts and science courses, the curriculum was expanded in 1942 to include vocational courses.

In 1958, Amarillo College was granted its own board of regents independent of the trusteeship of the Amarillo Independent School District. The 1960's brought expansion in College facilities and programs. A number of allied health and occupational-technical programs were added to the curriculum along with an extensive array of continuing education and community service courses.

In 1995, State legislation transferred Texas State Technical College-Amarillo to AC. Today, the Amarillo Technical Center (ATC) Campus continues TSTC-Amarillo’s 25-year history of meeting the region’s technical education needs.

More than 10,000 students are currently enrolled in academic classes at Amarillo College (Fall 2003). In addition, more than 25,000 noncredit students will attend classes at one of AC’s five campuses this year.

- Moore County Campus, 1220 E 1st, Dumas, Texas (806)934-2011
- Washington Street Campus, 2201 S. Washington, (806) 371-5000
- West Campus, 6222 W. Ninth, (806) 354-6000
- Amarillo Technical Center Campus, I-40 East and Exit 80, (806) 335-4201
- Business & Industry Center, 1314 S. Polk, (806)371-5129

Mission

Amarillo College, a public community college, provides educational programs, services, and resources for the residents of Amarillo and its surrounding area. With fundamental principles affirming the value of education, the freedom for teaching and learning, and the worth and dignity of each individual, the College emphasizes innovation, excellence, and leadership in its mission to be an exemplary community college.
Goals of Amarillo College

In order to fulfill its mission, the goals of the College are to:

Maximize student access.
Guide students toward educational success.
Provide quality general education.
Provide quality transfer education.
Provide quality technical preparation.
Provide quality workforce development opportunities.
Promote employee professional growth and equity.
Manage institutional resources for the institution.
Develop alternative resources for the institution.
Serve as a community enrichment resource.

Commitments of Amarillo College

In these goals Amarillo College is committed to:

- Excellence in teaching and learning
- High academic standards
- Life-long learning
- An open-door admission
- The value of the associate degree
- The value of certificates
- Institutional evaluation and planning
- Optimizing human and financial resources.
Code of Ethics

Professional Educators affirm the inherent worth and dignity of all persons and their right to learn. Learning best occurs in an environment devoted to the pursuit of truth, excellence, and liberty. These traits flourish where both freedom and responsibility are esteemed.

In order to more adequately express the affirmation of our professional responsibilities, we the faculty of Amarillo College do adopt the following code of professional ethics:

The Professional Educator shall treat all persons with respect, dignity, and justice, discriminating against no one on any arbitrary basis such as race, creed, sex, age, or social station.

The Professional Educator shall strive to help each student realize his or her full potential as a scholar and as a human being.

The Professional Educator shall by example and action encourage and defend the unfettered pursuit of truth by both colleagues and students, supporting the free exchange of ideas, observing the highest standards of academic honesty and integrity, and seeking always an attitude of scholarly objectivity and tolerance of other viewpoints.

The Professional Educator, recognizing the necessity of many roles in the educational enterprise, shall work in such a manner as to enhance cooperation and collegiality among students, faculty, administrators, and non-academic personnel.

The Professional Educator shall recognize and preserve the confidential nature of professional relationships, neither disclosing nor encouraging the disclosure of information or rumor which might damage or embarrass or violate the privacy of any other person.

The Professional Educator shall maintain competence through continued professional development, shall demonstrate that competence through consistently adequate preparation and performance, and shall seek to enhance that competence by accepting and appropriating constructive criticism and evaluation.

The Professional Educator shall exercise the highest professional standards in the use of time and resources.

The Professional Educator, recognizing the needs and rights of others as embodied in the institution, shall fulfill the employment agreement both in spirit and in fact, shall give reasonable notice upon resignation or retirement, and shall neither accept tasks for which he or she is not qualified nor assign tasks to unqualified persons.

The Professional Educator shall support the goals and ideals of the institution and shall act in public and private affairs in such a manner as to bring credit to the institution.

The Professional Educator shall observe the stated rules and regulations of the institution, reserving the right judiciously to seek revision.

The Professional Educator shall participate in the governance of the institution by accepting a fair share of committee and institutional responsibilities.
The Professional Educator shall support the right of all colleagues to academic freedom and due process and defend and assist a professional colleague accused of wrongdoing, incompetence, or other serious offense so long as the colleague's innocence may reasonably be maintained.

The Professional Educator shall not support the continuation in higher education of a colleague known by him or her to be persistently unethical or professionally incompetent.

The Professional Educator shall accept all the right and responsibilities of citizenship including participation in the formulation of public policy, always avoiding use of the privileges of his or her public position for private or partisan advantage.

(Source: Texas Community College Teachers Association)

Organizational Chart
Amarillo College

http://www.actx.edu/amarillo_college/org_chart/
POLICIES AND PROCEDURES

Class Rolls

State funding is determined from reports that are based on the class rolls that are verified by the instructor each semester. Since the majority of our funding is from the state, it is important that AC receive these records on time and that they are accurate. Instructions for verifying and returning the forms are sent with the class rolls. Dual credit students must be enrolled properly. If a student’s name is not on the roll, it is a sign that the student is not officially enrolled in the proper class. Contact either the Director of Extended Programs or the Registrar to correct the matter.

**TWELFTH DAY CLASS ROLLS MUST BE TURNED IN PROMPTLY!**
(preferably within twenty four hours from the time they are received)

Student Evaluations

Each dual credit instructor of record will be required by the department or division chairman to provide each dual credit student the opportunity to evaluate the course. The chairman will review the evaluations and discuss them with the instructor. Instructions for conducting the evaluation will be provided by the chairman.

It is important that these evaluations be completed since this is one factor used in evaluating supplemental faculty for subsequent employment.

Drop Procedure

Dual credit students wishing to drop a class must complete the Amarillo College paperwork. Students who do not officially drop, but stop attending or only drop the high school course, will be treated as if they are still enrolled. This usually results in failure of the class. Forms for dropping may be obtained by calling the Coordinator of Off-Campus Programs.

Financial Aid Implications:

Withdrawing from a dual-credit course may seriously affect future federal financial aid. When a student applies for federal student aid at Amarillo College, the Financial Aid office evaluates all previous grades made by that student at Amarillo College. This includes dual credit courses.

The student’s previous academic history at Amarillo College must reflect at least a 2.0 cumulative grade point average and at least an 80% course completion rate. Any course in which an F, I, W, N, or AU was received does not count as a completed course.

Students who do not meet these criteria are placed on financial aid suspension. They are not eligible to receive Federal Title IV student aid until the student’s suspension status has been changed according to Amarillo College’s Satisfactory Academic Progress Policy.

Every school is required to have a Satisfactory Progress policy. If a student is planning to attend another school besides Amarillo College, they should contact that school’s Financial Aid Office to determine how a student’s college academic history, including dual credit courses at Amarillo College will effect their eligibility for financial aid.
Grade Reports

WebAdvisor is used to report all Amarillo College grades. Grade Sheets are not sent to instructors. All grades are reported electronically.

Any Dual Credit faculty member may attend Professional Development training on the WebAdvisor Grading System. Check the Professional Development web page for a calendar, http://www.actx.edu/~pdevelopment/.

If you do not attend training, the basic instructions are as follows: The following instructions come from the Web Grade Reporting manual by Charles Hendrick, Jr.

General Information

- WebAdvisor requires a Web Browser with 128-bit encryption. If you can’t get WebAdvisor to work on your machine, call the HelpDesk at 371-5373 between 8:00am and 5:00pm for assistance.

- WebAdvisor will not calculate students’ grades. It is only used to submit grades to the registrar’s office.

- As of August 2002, grades are now to be submitted electronically. Paper copies will no longer be sent to the registrar’s office, except for “change-of-grade” or “incomplete contracts.”

- Only the instructor of record will be allowed to enter grades for the course. This is drastically different than what has been done in the past. This means that instructors will not be permitted to give their grades to anyone else for data entry. If, for any reason, you cannot enter your grades, you will be required to go to the registrar’s office where someone will help you to enter your grades.

- Do not give your password to anyone else or allow them to use your login account.

- If you do not finish typing your grades within several minutes, the system will timeout and you will have to log in again before the remaining grades can be entered. **NOTE:** Amarillo College has set the time limit for entering the grades for a class to 30 minutes. However, WebAdvisor has a timing error that is causing the time limit to be randomly set, sometimes in less than 45 seconds. The software vendor is aware of the problem, but has not fixed it yet. Therefore, enter the grades as quickly as you can. Hint: Some faculty print the list of their students before they actually enter their grades. Afterwards, they write the letter grade on the paper and then use the paper as a reference as they quickly enter the grades into the computer.

- After grades have been entered into the system and verified the following morning, you will not be able to change the grade electronically. You will need to fill out the standard change-of-grade report and send it through as usual.
Do NOT enter a grade of Incomplete for any student. The paper contract that is filled out with the student is to be forwarded to the registrar’s office, which will issue the grade of “I.”

You can change your password any time you want to. Your password will not have to be changed periodically like your Novell network login does.

Your username cannot be changed.

This manual was created from documents originally created by employees in the registrar’s office. Please direct any questions about the content of this document to that office. Call Charles Hendrick at 345-5540 if you need assistance with the software. Login problems need to be sent to HelpDesk at 371-5373.

**FIRST-TIMERS**

If this is your first time to access WebAdvisor, you will be required to setup your account. During this process you will need to create a new password. Since this is your main line of security, avoid obvious passwords like the names of your kids or your pet. Before logging in, think of a password with the following format:

**Starting WebAdvisor**

1. Use a Web browser of your choice to access the Amarillo College home page. The most common Web browsers are Internet Explorer and Netscape Communicator. If you cannot connect to WebAdvisor, your software may be too old. Contact HelpDesk at 371-5373 for directions on how to fix this problem.

2. If the Amarillo College home page does not automatically load on your machine, you will have to manually type it in:
   a. In the Address field, type **www.actx.edu**
   b. From the Keyboard, press the **ENTER** key.
   c. Left-click the hyperlink for “WebAdvisor.”

3. From the list, left-click “Faculty.”
4. Left-click “What’s my user ID?”

5. In the top field, type your last name as it would appear in Colleague.
6. Fill in either one (but **NOT** both) of the next two fields:
   a. Your Social Security Number **OR**
   b. Your seven-digit Colleague ID number including any leading zeros.
7. Left-click the Submit button (see first note below)

**NOTE:** Left-click the Submit button only one time or it executes the command multiple times and causes problems. After clicking the Submit button, notice the blue progress bar in the lower right corner of the screen to see how close the command is to being completed.

**NOTE:** WebAdvisor will display your WebAdvisor User ID, which will consist of your last name, underscore (in the future it may be a decimal point), first initial, and perhaps a number.
8. Write this down because it will be needed in the next few screens. Your new WebAdvisor User ID cannot be changed.

9. Left-click the “Login In” button below your new User ID

User id and password are case sensitive

Log In

User ID: 
Password: 

Show my password hint: 

Submit

What's my user ID? | What's my password? | I'm new to WebAdvisor

10. In the “User ID” field, type your WebAdvisor User ID.
11. In the “Password” field, type the default password, which is:
   a. The SIX digits of your birthdate in the (mmddyy format), [DO NOT include any slashes or dashes] i.e. 051560 would be entered for May 15, 1960.

12. Left-click the “Submit” button (ONLY 1 time!).

NOTE: You will be required to change your password.

Changing Your Password (any time)

1. Use a Web browser of your choice to go to the AC Web site.
2. Left-click the “WebAdvisor” hyperlink.
3. Choose “Faculty.”
4. Left-click the option for, “Change Password.”
5. In the appropriate fields, type your WebAdvisor User ID and your current password.
6. Left-click the “Submit” button (ONLY 1 time!)

NOTE: Don’t worry about the message stating that your password is expired. You are changing the password anyway!
7. Supply the needed information in the appropriate fields. The fields with a red asterisk in front of the field names are required.
8. Left-click the “Submit” button only one time.

*Important: Your WebAdvisor User Name will always stay the same!

Forget Your Password?
You will have to call HelpDesk at 371-5373 and have them place a request to have the password cleared and reset.

Congratulations! You now have a user name and unique password to access the WebAdvisor program from any machine that can connect to the Internet.

**ENTERING GRADES**

1. Use a Web browser of your choice to go to the AC Web site www.actx.edu
2. Left-click the “WebAdvisor” hyperlink.
3. From the list, choose “Faculty.”
4. Left-click “Grading.”
5. Log into the system by specifying your user name and password.
6. Left-click the “Submit” button.

7. Left-click the drop-down arrow for the “Term” field and select the appropriate semester.
8. Ignore the “Start Date” and “End Date” boxes unless you want to narrow the search down to specific dates such as a May mini semester.
9. Left-click the “Submit” button (Only one time!) or from the keyboard press the ENTER key.
10. Use the drop-down arrow located at the right of the “Final/Midterm” field to select the grade type, “Final.”
11. Under the column marked, “Choose One,” use the mouse pointer to select the class for which you are ready to assign grades. Left-click the “Submit” button.
12. Enter grades for each student in the “Grade” column. Here are some general notes:
   a. If the grade was an “I” for incomplete, you have to fill in the “Expire Date” with the date that the incomplete contract is to be finished.
   b. Remember, WebAdvisor does not calculate the grades for the student. That should be done prior to accessing WebAdvisor for grade reporting.
   c. If a student has switched to audit, the grade will be AU.
   d. If a student is Continuing Education as opposed to Academic, the grade will be either an “S” for satisfactory or a “U” for unsatisfactory.
   e. The grades can be typed in upper or lower case because it is not case sensitive.
   f. If a student drops the class, the student’s name should not appear in the list.
   g. It is permissible to enter and submit the grades for a partial group of students in one class, and then enter/submit the grades for the remaining students in that same class. However, do this at the same time. Don’t enter the grades for only a partial group of students, and then wait to finish the rest. If the partial list is sent to be verified, any student without a grade is given an incomplete.
   h. After submission of grades, you will have until the next morning to change the grades. You can change a grade via the Web only until the grades are sent for verification and posting to transcripts the following morning.
   i. Paper copies of student grades are not to be sent to the registrar. Only electronic grades will be accepted. However, when a student completes the “Incomplete Grade Contract” or you need to do a change of grade, you will then be required to send over the appropriate paperwork.
   j. Lou Ann Seabourn sends this type of information out to our dual-credit teachers.
13. When all grades have been entered, left-click the printer icon on the Web Browser's Toolbar to get a printout of the grades. File this gradesheet in case students have questions about their grades later.
14. After printing your paper copy of the grade report, left-click the “Submit” button.

NEW! As of 10/25/02, faculty members are NOT supposed to enter any grade for a student who is taking an “Incomplete.” The faculty member and the student are required to fill out a “Contract for Incomplete Grade.” The faculty member will then forward that contract to the registrar’s office, which will issue the grade of “I.”

NOTE: There is a 24-hour waiting period before the Registrar’s Office posts or transcripts the grades. Until that happens students will not be able to view grades. Any errors can be corrected during that time period by re-entering the web grade screen and making the change. Corrections required after grades have been posted must be submitted on a grade change form in the Registrar’s Office as before. You cannot change a posted grade through the Web after the grades have been “verified” which is usually done the next morning.

If an instructor does not have access to a the Internet, public access computers are located on the second floor of the Lynn Library on the Washington Street Campus, the library on the ATC campus, the open computer lab on the West Campus and on the Moore County Campus. Or, instructors may check with their departmental secretary to see if a computer is available in the department. Additionally, the Registrar’s Office will provide computer access and be available to assist with grade entry.

Student Grades

Grades are no longer mailed to students. Students may obtain their grades reports in three different ways:

1. WebAdvisor. Students log on to the Internet and go to the AC web page, http://www.actx.edu/. At the top of the page, click where it says “click here to log on to WebAdvisor.” Here the student will receive instructions on how to proceed.
2. Telephone. Students may call 371-5155 (local) or 1-800-996-6707 (outside Amarillo and Canyon) to access grades. Students will be asked for an ID number. The student's ID# is their Social Security Number. The student will also be asked for a PIN number. The PIN number is the student’s date of birth. The birth date must be six digits, such as 01-13-89.
3. Transcript. Students may request an Amarillo College Transcript. The request must be in writing and signed by the student. In the letter requesting a transcript include the student’s name, SS#, and date of birth. Fax requests to (806) 371-5066 or mail to:

   Amarillo College
   Attn: Registrar’s Office
   P.O. Box 447
   Amarillo, TX  79178
Students may also obtain transcripts at the Student Assistance Center on the Washington Street Campus. There is no charge for an Amarillo College transcript.

**Attendance/Grade Records Policy**

Faculty must carefully keep attendance records in order to comply with requests from the Registrar's Office. These records are official records of Amarillo College and will be the source documents consulted in the event the Coordinating Board officials audit our enrollment reports.

Faculty must keep the record of grades on file in their offices at least five years. If they leave the faculty, the record of grades are to be given to the department chair or immediate supervisor. Faculty on temporary appointment and part-time faculty must turn in their grade and student attendance records to their department chair at the end of each academic year or at the conclusion of their teaching responsibilities.

This will necessitate the keeping of two sets of records by dual credit faculty members, one for the high school and one for the college.

**Syllabi**

A syllabus is required for each course taught at Amarillo College. A copy of the current syllabus must be kept on file in the appropriate departmental office. Copies of course syllabi may be found online at [http://www.actx.edu/syllabus/syllabus.asp](http://www.actx.edu/syllabus/syllabus.asp).

**Changing Grades**

Occasionally it will be necessary to change a student's final grade. A “Change of Grade Form” should be completed, in duplicate, and submitted to the Registrar's Office. Grade Change Forms may be obtained by calling the Office of Off-Campus Programs. If over six months have elapsed since the grade was assigned, the Vice President for Academic Affairs must approve the change.

**Affirmative Action**

Amarillo College is an equal opportunity employer and will assure that:

1. Persons are recruited, hired, and promoted for all positions without regard to race, religion, color, national origin, sex, or age.
2. Placement decisions are based on an individual's qualifications for the positions being filled.
3. Other personnel actions, such as compensation, benefits, transfers, layoff, returns from layoffs, College-sponsored training, educational, tuition assistance, and social and recreational programs, are administered without regard to race, religion, color, national origin, or sex.

**Employment Forms**

When a dual credit instructor is employed initially, an application form must be completed to provide stipend information and comply with state and federal requirements. Also, official
college transcripts are required to be on file with the Office of Personnel Services in compliance with accreditation requirements.

To be turned in:
   Amarillo College Application Form
   Official College Transcripts

Confidentiality and Access of Students’ Record

Student records are confidential. They may be released only for use by faculty and professional staff for authorized College-related purposes. Students may withhold their permission for release of records for off-campus use. The only exceptions to this policy would be in a case in which such release is required by law.

The registrar is the custodian of the student’s academic record. A student’s academic record may include application for admission information, dates of attendance, standardized achievement test scores, transcripts from previous schools attended, and various Veterans Administration forms.

Amarillo College intends to comply fully with the Family Educational Rights and Privacy Act of 1974, and each year informs students of its provisions. This Act protects the privacy of education records, establishes the right of students to inspect and view their education records, and provides guidelines for correction of inaccurate or misleading records. Students also have the right to file complaints with the Family Educational Rights and Privacy Act (FERPA) concerning alleged failures by the institution to comply with the Act. Local policy explains in detail the procedures to be used by the institution for compliance with the provisions of the Act. Copies of the policy can be found in the Dean of Student Services Office.

The policy is also printed in the Student Right and Responsibilities, http://www.actx.edu/student/general/ferpa.htm. The offices mentioned also maintain a Directory of Records, which lists all education records, maintained on students by the institution.
The Amarillo College Library Network

The Amarillo College Library network is composed of facilities at the following instructional locations: the Lynn Library on the Washington Street Campus, the ATC Library at the Amarillo Technical Center, the Library/Information Office on the West Campus and the Amarillo College Moore County Campus Library in Dumas, Texas. Other affiliates of the AC Library Network are the Reference Collection in the Natural History Museum on the Washington Street Campus, the Nursing Resource Center on the West Campus and the non-print collections in various departments across the AC complex. These collections have been entered into the HLC online Catalog which can be accessed through the Virtual Library at http://www.hlc-lib.org/aclib/index.htm-Search the HLC online Catalog which is the URL to access the Harrington Library Consortium of 54 college, public and school library holdings across the Panhandle of Texas, of which Amarillo College Library Network is a founding member.

This consortium allows all students and faculty holding a library card from any school or city in the dual credit area to use the AC library facilities. Checking out materials, booking library tours and instruction, using the array of online services and taking advantage of the expertise of the library staff in real-person or virtual-person mode through the CUCME technology at all AC libraries are some of the many services offered to library users. Currently enrolled AC students and employed faculty can enjoy access-from-home via the Proxy Server through the Virtual Library at http://www.hlc-lib.org/aclib/index.htm-Search databases from off-campus.

WEBSITE
Virtual Library http://www.hlc-lib.org/aclib/index.htm this user friendly web site provides patrons with a wide range of information; from Interlibrary Loan order forms to full text electronically retrieved periodicals from around the world. It allows patrons to search multiple library catalogs and databases; look up reference information in dictionaries, directories, and other sources; read full-text periodicals and check out online books and read full-text national laboratory technical reports in the Electronic Resource Library.

The Amarillo College Library Network Database List
2001-2002

EBSCO databases:

**Academic Search Premier**-- indexing, abstracting, and full text is available from scholarly journals covering nearly all academic areas of study.

**Alternative Health Watch**--provides full text articles on complementary, holistic, and integrated approaches to health care and wellness.

**Business Source Premier**--offers indexing and abstracting and full text from scholarly business journals, covering management, economics, finance, accounting, and international business.

**Business Wire News**--is a full text newswire database that incorporates business wires from all over the world.
Computer Source: Consumer Edition--provides researchers with the latest information and current trends in high technology from full text periodicals.

Encyclopedia of Animals--is a full text database with over 2,200 entries about mammals, birds, reptiles, amphibians, fish and dinosaurs.

ERIC--contains more than ERIC digests, citations and abstracts from educational journals and indexing and abstracts of documents published by the Educational Research Information Clearinghouse.

Funk and Wagnalls New Encyclopedia--offers the complete encyclopedia, a vast resource for elementary, middle, and high school students.

Health Source: Consumer Edition--offers authoritative information from health magazines written for the layperson.

Health Source: Nursing/Academic Edition--provides articles from more than 500 scholarly full text journals focusing on many medical disciplines, with strong coverage of nursing and allied health.

MasterFILE Premier--gives access to full-text information on a broad range of topics, including general interest, business, health and multi-cultural magazines and journals.

MAS Ultra: School Edition--is a comprehensive general reference database designed for high school and junior college libraries, including full text articles from the most wanted K-12 magazines.

MEDLINE with MeSH--contains abstracts for research authoritative medical information from such fields as medicine, nursing, dentistry, veterinary medicine, health care system, pre-clinical sciences and much more.

Middle Search Plus--offers information on a wide range of general topics designed to assist middle and junior high school students research current events in magazine articles.

Newspaper Source--contains more than half a million news articles from 139 regional U. S. newspapers and newswires from 6 sources.

Primary Search--offers searchable full text articles from magazines, providing information for elementary schools and children's reading rooms.

Professional Development Collection--is a highly specialized collection of electronic information especially for educators.

Psychology & Behavioral Sciences Collection--provides articles from scholarly journals, covering topics in emotional and behavioral characteristics, psychiatry and psychology, mental processes, anthropology, and observational and experimental methods.

Religion & Philosophy Collection--provides articles from scholarly journals covering such topics as world religions, major denominations, biblical studies, religious history, epistemology, political philosophy, philosophy of language, moral philosophy and the history of philosophy.

Sociological Collection--provides articles from scholarly journals on topics in all areas of sociology, including social behavior, human tendencies, interaction, relationships, community development, culture and social structure.
TOPICsearch—explores social, political and economic issues, scientific discoveries and other popular topics discussed in today’s classrooms through 40,000 full text documents.

Wilson Applied Science and Technology—indexes (back to 1983) and abstracts (back to 1993) scientific and technical publications on such topics as acoustics, aeronautics, artificial intelligence, chemistry, computers, engineering, geology, plastics, textiles, and waste management.

GaleGroup:

Biography & Genealogy Master Index—provides a place to being your search for biographical information. It indexes current biographical reference sources, as well as retrospective works that cover individuals, both living and deceased, from every field of activity throughout the world.

Business & Company Resource Center—brings together a wide variety of global business information, enabling users to research business case studies, competitive intelligence, and career and investment opportunities.

Health & Wellness Resource Center—provides searchable full text information from medical reference books, articles from refereed periodical literature, pamphlets, and other reputable sources.

Health Reference Center--Academic—provides access to full text articles from nursing and allied health journals, plus full text information from medical and consumer health magazines, newsletters, newspaper articles, topical overviews, and reference books.

Informe—is a full-text reference tool for the Hispanic population, providing indexing, images, and full text from popular Hispanic magazines, including a thesaurus and interface designed for Spanish-speaking users.

Info Trac Custom Newspapers—indexes more than 100 full text newspapers from around the world by titles, headline, author, section, or other assigned fields

Literature Resource Center—is a comprehensive resource to access information on authors from every age and literary discipline, information on their works, and critical material on their works. Information is taken from Contemporary Authors, Dictionary of Literary Biography, and Contemporary Literary Criticism.

Scribner’s Writers Series—gives access to 1600 original and detailed biographical essays on the lives and works of important authors around the world, providing a good place to begin research on literary works and figures.

Student Resource Center Gold—is aimed at high school students' research needs by providing full text articles from more than 900 magazines up-dated daily, as well as original reference material and a massive archive of primary source documents.

Texas Almanac 2000-2001—provides valuable information about culture, political climate and geography of the state of Texas.

Twayne’s Authors Series—offers in-depth introductions to the lives and works of writers, the history and influence of literary movements and to the development of literature. Includes information from three print series: United States Authors, English Authors, and World Authors.
What Do I Read Next?--provides book recommendations from a wide variety of genres for readers, including plot summaries, recommended reading lists, biographical information, and award winners.

OCLC/FirstSearch:

ArticleFirst --includes bibliographic citations from over 12,600 magazines and serials, covering science, technology, medicine, social science, business, the humanities, and popular culture from 1990 to the present.

ContentsFirst --contains the table of contents pages and holdings information for journals in science, technology, medicine, social science, business, the humanities, and popular culture from 1990 to the present.

ECO (Electronic Collections Online) --provides citations and abstracts from over 3,300 scholarly electronic journals from 1995 to the present.

ERIC --is a bibliography of educational materials since 1966. This database is designed for teachers, students, administrators, researchers and others interested in the field of education, providing full-text of over 2,200 digests and citations and abstracts from over 980 educational and education-related journals.


Humanities Abstracts --indexes feature articles, book reviews, interviews, obituaries, bibliographies, original works of fiction (including dramas and poems), and reviews of plays and television and radio programs from 1984 to the present. Other subjects include archaeology, art, world history, world literature, folklore, and performing arts, and other humanities subjects.

MEDLINE --offers access to information from all journals indexed in the National Library of Medicine's MEDLINE file, including abstracts and indexing for over 3,800 current biomedical journals, citations found in Index Medicus, International Nursing Index, and Index to Dental Literature.

MLA Bibliography --provides over one million citations for items of literature, languages, linguistics, and folklore from journals and series published worldwide. MLA indexes books, essay collections, working papers, proceedings, dissertations, and bibliographies. The dates covered are 1963 to the present.

NetFirst --describes high quality and reliable web sites in all subjects of interest, suitable for use by K-12 educators as well as graduate students. Description summaries and subject headings allow you to search, not surf.

PapersFirst --indexes papers presented at conferences worldwide from 1993 to the present, covering every congress, symposium, exposition, workshop and meeting added to The British Library Document Supply Centre since October 1993.

ProceedingsFirst --indexes worldwide conference proceedings (containing in each record a list of the papers presented at each conference (for any conference-type meeting received at The British Library).
**PsychInfo** --provides indexing and abstracting with accompanying links to full text from journal articles, chapters, books, dissertations, and reports on psychology and related fields.

**WilsonSelectPlus** --provides indexing and abstracting with accompanying links to full text from periodicals in science, humanities, and business, as well as other specialized subject information and general-interest magazines from 1994 to the present. Also included are US and international professional publications, academic journals, and trade magazines.

**World Almanac** --provides facts, statistics, biographies, encyclopedia entries, cultural information, holidays, astronomical information, and much more. Includes the full-text from four almanacs published by World Almanac.

**WorldCat** --is the world’s most comprehensive bibliography, which includes information on the holdings of the world's libraries with over 43 million records in over 400 languages.

**Chadwyck-Healey/Proquest:**

**Archives USA** --provides information about original source materials from over 5,400 US archival libraries, including records and detailed indexing. People can use this database to read descriptions of what each library has and see if it is useful to their work, as well as finding out how to contact the library directly.

**Genealogy and Local History** --provides a comprehensive treasury of family lineage and local histories, including materials for tracing family lineages and American culture, beginning with the 13 original colonies. A person can trace their family tree, research folklore topics, and trace the history of a hometown.

**Texas Digital Sanborn Maps** --These digitized maps provide detailed property and land-use records that depict the architecture of more than 12,000 U. S. towns and cities throughout the past one hundred years. Once displayed, the maps can be manipulated, expanded, printed, and downloaded.

**Twentieth Century American Poetry** accesses 52,000 poems drawn from 750 volumes of 20th century American poetry.

**Twentieth Century British Poetry** accesses 594 volumes of 20th century English poetry, including poetry in English by poets from outside the British Isles, as well as significant translations of non-English poetry. Many contemporary writers of America’s 80s and 90s are represented.

**Grolier:**

**Encyclopedia Americana** is an in-depth and accurate encyclopedia on all topics relating to the United States of America. Included is the Americana Journal, a searchable database of newsworthy and current events compiled weekly by the Americana staff.

**Grolier Multimedia Encyclopedia** is an encyclopedia for ages 12 to adult, containing more than 16,000 articles, more than 16 hours of sound, and more than 50,000 web links, and more than 15,000 images and much more.

**New Book of Knowledge** is an online version of the first modern encyclopedia written especially for children, including a section titled New Book of Knowledge News, which is updated weekly with current events articles and a teaching plan to help teachers incorporate the articles into the classroom.
**Nueva Enciclopedia Cumbre en Linea** --is the only full-length online encyclopedia designed with the Spanish-speaking peoples of the Americas as its focus. Thousands of articles and photographs relate to Latin Culture.

**NetLibrary:**

**Net Library E-books** --offers thousands of books on-line that can be downloaded and read on a computer. (18,000 titles will be available by the beginning of 2002.)

**OVID:**

**CINAHL** provides resources for nursing, allied health professionals, students, educators, and researchers, covering nursing, biomedicine, health sciences librarianship, consumer health, and 17 allied health disciplines, indexing and abstracting books, dissertations, journals, conferences, pamphlets and much more.

**Bigchalk.com -elibrary Classic (Electric Library):**

**Electric Library** --provides a wealth of information from such diverse areas as books, television shows, newspapers, maps, and photograph collections, including full-text from popular reference books, newspapers, and magazines from the United States, Africa, Asia, and Europe. Researchers can type a question, phrase, or keyword using either natural language or Boolean search strategy. Results can be displayed in various ways.

**R. R. Bowker:**

**Books in print.com** --locates publisher information for over 3.4 million books, along with 600,000 full-text reviews of many of these books. Information can then be given to a librarian for easy ordering for their collection or through interlibrary loan.

**Ulrichsweb.com** --provides a valuable source for tracking items that are published on a regular basis, such as consumer and trade magazines, scholarly journals, newsletters, newspapers and monographic series and electronic publication. Records are highly detailed with full descriptions of each periodical.

**Services:** The Lynn Library Staff will be glad to accommodate dual-credit faculty and students. Library tours and research seminars may be arranged on the Washington Street Campus. To arrange a tour or other service, contact Kaki Hoover (371-5582).
Advising and Counseling Center

Advising and Counseling services are available for all students and prospective students. Professional counselors are available to help individuals evaluate academic, personal, and career options. The Advising and Counseling Center has offices at the following locations:

- Student Service Center on the Washington Street Campus - 371-5440
- Student Activities Center on the East Campus – 335-4216
- Lecture Hall on the West Campus – 354-3646
- Moore County Campus – 934-7224

General services of the Center include:

- Education and Career planning and academic course advisement for prospective students interested in college
- Academic advising for those majoring in General studies, Elementary Education and persons who are undecided about a major
- Comprehensive services for students planning to transfer to universities or entrance into professional schools
- Counseling to assist those who are having personal or life adjustment difficulties.

The Washington Street Center is open from 8:00 a.m. until 7:30 p.m., Monday through Thursday, and from 8:00 a.m. until 5:00 p.m. on Friday. Summer hours vary.

Testing Services

Testing Services, a unit of the Amarillo College Advising and Counseling Center, supports instruction and academic planning by providing various assessment services for students and prospective students. The Testing Center is located in the Student Service Center on the Washington Street Campus. The phone number is 371-5445.

Any student who needs accommodations because of a disabling condition may request special arrangements for testing, classes, and accessibility by contacting Accessibility Services, AC Student Service Center, Room 125, (806) 371-5436

Amarillo College’s academic honesty policy, published in the Student Rights and Responsibilities bulletin states: “students are expected to maintain a high standard of individual honor in their scholastic work.” Students who are guilty of cheating, plagiarism, or dishonesty may be excluded from classes with a grade of F, or in flagrant cases, may be suspended from the College.

In addition, students who are guilty of academic dishonesty while testing will be asked to leave the testing area, and his/her scores may be cancelled. If scores are cancelled due to academic dishonesty, the student will not be entitled to a refund of the test fee.

Amarillo College administers a variety of different tests. Tests given are:

**ACT (American College Testing)** - ACT is a standardized test, which measures skills in English, Mathematics, Social Studies, and Science reasoning. The ACT test is often used as a criterion for college admission. Although neither the ACT nor SAT (Scholastic Assessment Test) is required for admission to Amarillo College, academic credit may be awarded based upon scores achieved. [http://www.actx.edu/catalog/testing/act.htm](http://www.actx.edu/catalog/testing/act.htm)
**SAT (Scholastic Assessment Test)** - The SAT program has two components: SAT I Reasoning Test and SAT II - Subject Tests. Both measure skills important for academic success, and are often used to grant admission, credit, and/or placement in college.

http://www.actx.edu/catalog/testing/sat.htm

**CLEP (College Level Examination Program)** – The CLEP provides an opportunity for students to earn college credit through examination. CLEP subject exams measure college-level achievement in specific course areas. There are 37 different subject exams available.

http://www.actx.edu/catalog/testing/clep.htm

**TEXAS SUCCESS INITIATIVE** - The Texas Success Initiative (TSI) (http://www.actx.edu/catalog/testing/sat.htm) was established in 2003 by TEC code 51.307. TSI is designed to ensure that students have the academic skills necessary for effective performance in college-level course work. Assessments used at Amarillo College for TSI purposes are THEA (Texas Higher Education Assessment) and ACCUPLACER. Results of these assessments are used by advisors to place students into appropriate course work and to help students achieve academic success at Amarillo College. Assessments are administered by Testing Services located in Room 101 in the Student Service Center. Testing schedules may be obtained in Testing Services or by accessing the Testing Schedule.

Legislative and policy changes may affect information on testing services.

Dates and times of tests vary. Check with the high school counselor for information (registration forms, dates, guidelines, etc.) about each test. To schedule a test call the Amarillo College Testing Center (371-5445).

**ACcess Division**

Any student who needs assistance in a course may request a tutor through Peer Tutoring. Peer tutors are available at no cost in almost every subject. Tutoring can help students understand course material better while gaining confidence in their own abilities. All tutoring is done on the AC Campus. Students may make arrangements by calling the Peer Tutoring Coordinator at 371-5432.

In addition, Lunch and Learn Seminars are offered. These seminars are held on the Washington Street Campus at noon on selected Thursdays. Each seminar is recorded and tapes may be checked out at the Reserve Desk of the Lynn Library. A handout accompanies each tape and the handout may be duplicated. For more information about these seminars, contact Ann Britt at 371-5464. Topics for the Lunch And Learn Seminars include:

- 20 Ways to Succeed in College
- Taming Time and Building a Study System
- Tackling the Textbook and Getting Control
- Taking Note of Lectures
- Analyzing Your Learning Style
- Memory Techniques - Remembering and Recall
- Stressing the Point
- De-Traumatizing Test Taking
- Math! A Four Letter Word
- Test Review: The Light at the End of the Tunnel
Professional and Organizational Development

Amarillo College has a comprehensive development program designed to promote quality performance and to improve skills of all employees in tasks related to organizational, program, and staff development. Under the plan, faculty, classified employees, and administrators each have committees representing their particular concerns that prioritize and plan activities. Each representative committee sends its ideas to a central clearinghouse committee for further refinement, elimination of duplication, and prioritization for budget purposes.

As Amarillo College employees, dual-credit instructors are encouraged to participate in Professional Development activities. If you would like to receive information about upcoming activities or to become involved in the program, please contact Patsy Lemaster, Director of Professional and Organizational Development, at 371-5254 or by e-mail at lemaster-pc@actx.edu.

The Professional Development Web site also has information concerning development activities. The address is http://www.actx.edu/~pdevelopment/.

First Center
Faculty Innovation & Resource Services for Technology

The FIRST Center facilitates and promotes the use of technology in the academic setting. It assists faculty with incorporating the use of technology in instructional design and in the development of online courses, and works with departments in designing and maintaining web pages. The Center will complete projects for individuals or provide one-on-one assistance.

Services provided:
- Development of online courses
- Training in the use of technology
- Web page design
- Presentations
- Graphic Design
- Digitization and editing of images and text
- Conversion of image formats
- Conversion of word-processing formats to Adobe Acrobat (pdf)

The FIRST Center is located in the Lynn Library in room 113. It is open from 8:00 a.m. until 5:00 p.m. For further assistance contact Sarah Mooring (806) 371-5118 or email her at mooring-sa@actx.edu.