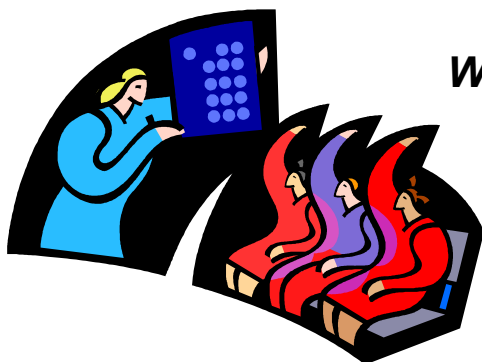


Integrated Courses & Converting Credit

ACC CONTINUING EDUCATION



What is an “integrated” course?

Both Continuing Education (CE) students and college credit students sit in the same classroom, and are held to the same academic standards and expectations. “Integrated” courses offer continuing education credit that can be converted to college credit within a two (2) year period after completing the course. When CE credit is converted to college credit, only the course hours are transferred (not the grade).

Why take an “integrated” course?

Students may want to take a college level course, but don’t need the college credit. They might want to: “try out” a college course for the first time, before they decide to pursue a college degree; they might only need a few specific courses out of a larger college credit certificate or degree; or they might want to complete training for a job that doesn’t require college credit. Whatever the reason, registering for a CE course does not require completion of the college credit application and admissions process.

How do I know if it’s an “integrated” course?

The current CE Course Schedule course description will identify those courses that are integrated (i.e. “this course integrated with HPRS 1206”). CE Registration staff or the Coordinator of that course can also identify a course as “integrated.” CE Registration can be contacted at (512) 223-7542.

How do I convert my CE credit to college credit?

1. Students must have successfully completed at least one (1) college credit hour at ACC in an ACC college credit course.
2. Student must request an official CE transcript from CE Registration at Highland Campus - Bldg 2000 / Office 2.2230. 6101 Highland Campus Dr. Austin, TX 78752. (There is no charge for this transfer transcript.)
3. Student needs to complete the “Student Request for Conversion of Alternative Credit to College Credit” form. (Form is available at any ACC Admissions & Records office or from CE Registration.)
4. Student turns in the completed “Conversion” form and attached CE transcript to CE Registration. (CE Registration will verify the minimum required 1 college credit hour at that time.)
5. CE Registration will then forward the student’s paperwork to the Admissions & Records office located at HBC.
6. It takes approximately 7-10 working days for the converted credit to be applied to the student’s record.
7. Students may inquire as to the status of the credit conversion by contacting the HBC Admissions & Records Assistant at registrars-office-group@austincc.edu or (512) 223-7207 after 14 days following their submission of paperwork to CE Registration.

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Student Request for Conversion of Continuing Education (CE) Contact Hours to College Credit Hours

Student Name: _____ ACC EID: _____

Address: _____

Home Phone: _____ Other Phone: _____

Continuing Education Course			College Credit Course	
Name	Number	Date(s) Taken	Name	Number

Student must attach proof of successful Continuing Education course taken. Submit form to any Admissions and Records Office for processing.

Student Signature