



# Important Dual-Credit Information

**Frank Phillips College Rahl Campus**  
**806.244.7669**  
**2890 FM 281**  
**Dalhart, TX 79022**

# **Academic Calendar For Fall-Spring 2020-2021**

## **Fall Semester**

- Classes Begin: **August 24**
- Final Day to make a payment without a Late Fee: **August 21**
- Final Day to set up a payment plan: **August 21**
- Final Day for 100% Refund on classes: **August 21**
- Final Day for 70% Refund: **September 14**
- Final Day from 25% Refund: **September 24**
- Final Day to Drop without a Penalty: **August 21**
- Final Day to Drop a course before it turns into a withdraw: **September 4**
- Final Day to withdraw: **November 20**
- Fall Break: **November 23**
- Finals Week: **December 9,10,14**

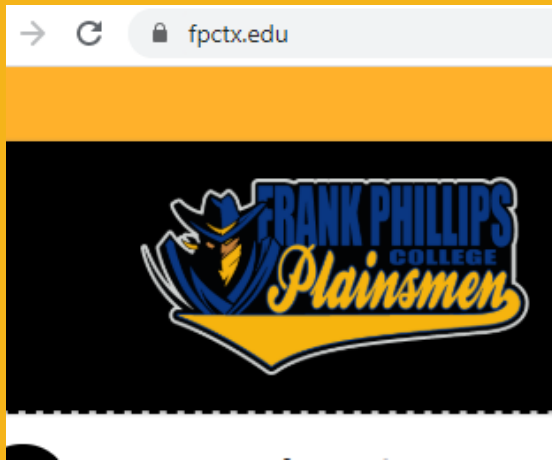
# **Academic Calendar For Fall-Spring 2020-2021**

## **Spring Semester**

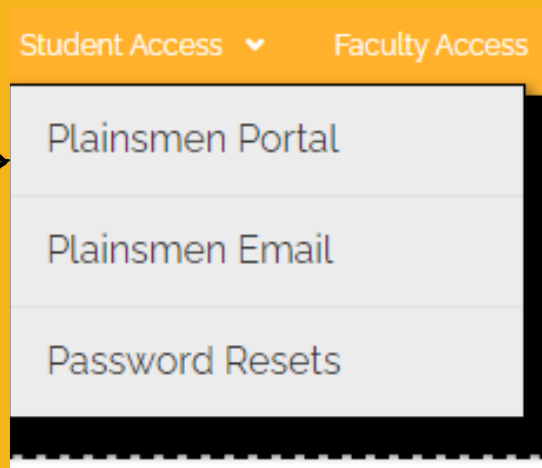
- Classes Begin: **January 19**
- Final Day to make a payment without a Late Fee: **January 15**
- Final Day to set up a payment plan: **January 15**
- Final Day for 100% Refund on classes: **January 15**
- Final Day for 70% Refund: **February 8**
- Final Day from 25% Refund: **February 15**
- Final Day to Drop without a Penalty: **January 15**
- Final Day to Drop a course before it turns into a withdraw: **January 29th**
- Final Day to withdraw: **April 23**
- Spring Break: **March 15-March 19**
- Finals Week: **May 5,6,10,11**

# Student Portal Step-by-Step

## Step 1: Visit our website fpctx.edu



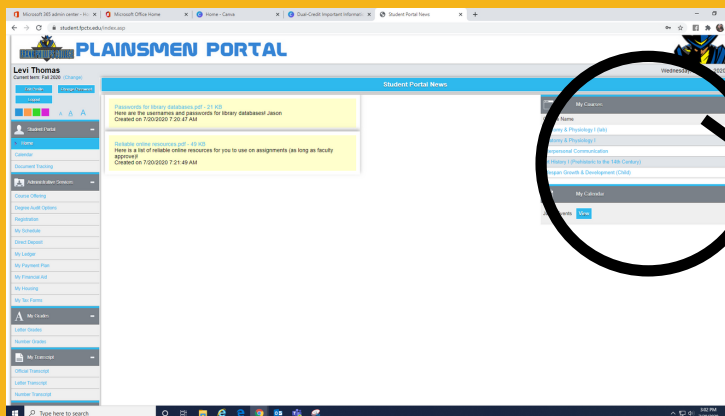
## Step 2: Student Access, Click Plainsmen Portal



**Step 3: Typing in your username/password and making sure your term is Fall 2020. Your Portal password will be your last name and numbers following for example: smith123456 you will keep that as your username and password so that is easy to recover**

A screenshot of the 'Student Portal Login' form. It includes fields for 'Username' (containing 'garza108812'), 'Password' (masked with dots), and 'Term' (set to 'Fall 2020'). There is a 'Login' button and links for 'Forgot Password?' and 'Contact your portal admin if you forgot your Username'. A note at the top states: 'Note: Required fields are marked with an asterisk (\*)'. The footer reads '© 2020 Three Rivers Systems, Inc. All rights reserved.'

## Step 4: Navigating your portal: Home page



**This is where you will find all of the courses that you are registered for**

Where you will find what text book you will need.

student.fctx.edu/cmSPCourseManagementOptions.asp

# PLAINS MEN PORTAL

Levi Thomas  
Current term: Fall 2020 (Change)

At the top right, the course is identified as **Anatomy & Physiology I (lab) [BIOL2401Lab60]**.

On the left is a navigation menu with sections: Student Portal, Administrative Services, My Grades, and My Transcript.

The main content area is titled **COURSE OPTIONS** and includes a note: "Options not enabled are determined by the instructor."

The **Course Information** section lists several disabled features and a link to **Textbooks**. A large black arrow points from this link to the **COURSE TEXTBOOKS** link in the breadcrumb navigation.

Other sections include **Assignments**, **Course Communication**, **Online Testing**, and **Reports**.

Name of the text book as well as the ISBN. (Tip renting from amazon or asking on Dalhart Marketplace will save you money from buying one brand new.)

## PLAINS MEN PORTAL

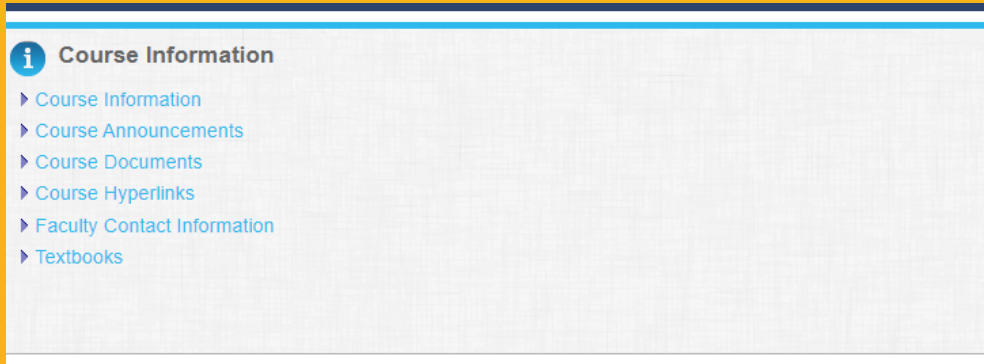
Federal Government [GOVT2305Lec60]

MY COURSES > COURSE OPTIONS > COURSE TEXTBOOKS

Book Listing

	Book Title	Author	Publisher	ISBN
1.	American Government Institutions and Policies Brief version (13th Ed.)	James Q. Wilson (Main Author)	Cengage	9781305956346

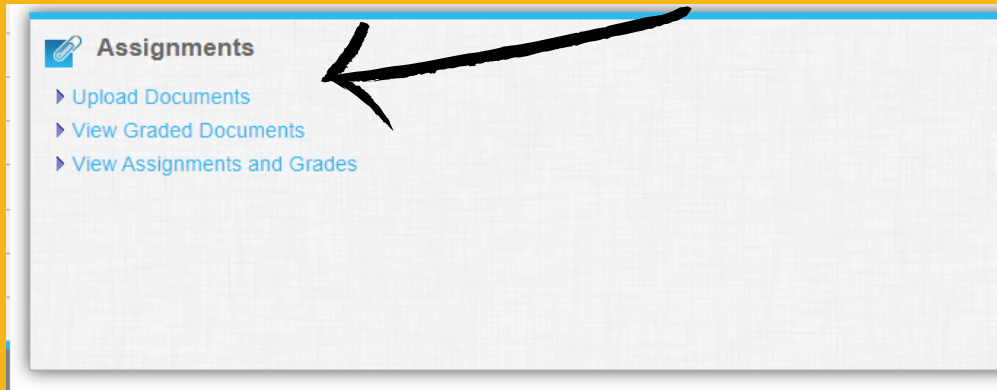
To view course information/ documents that you will need for the class, that will be found under Course Information.



What course documents look like, this is where you will find your assignments as well as instructions for classes.

Course Documents		
Document Type	Document Name	Description
_Unassigned	Syllabus EDUC-PSYC 1100 Learning Framework Master rev 03-2019.docx	Official Syllabus
_Unassigned	Portfolio Rubric F19.docx	Rubric with point values and expectations for midterm and final portfolio projects.
_Unassigned	Course Calendar LF F19 7-25.doc	Course Calendar LF F19 7-25.doc
_Unassigned	Handout_Developing a Professional Portfolio.pdf	Developing a Professional Portfolio
_Unassigned	ExplorerStudent Office download.pdf	Free Office for your home computer. Must use Explorer to download.
_Unassigned	Screenshot Instructions.docx	
_Unassigned	Google Sites instructions7-19.docx	Instructions for creating your E-Portfolio.
_Unassigned	Template-Business Card.docx	Template
_Unassigned	Template-Business Envelope.docx	Template
_Unassigned	Template-Cover Letter.docx	Template
_Unassigned	Template-Cover Page.docx	Template
_Unassigned	Template-Resume with Reference.docx	Template
_Unassigned	Template-Follow-up Letter.docx	Template
_Unassigned	Attendance Assignment (2).docx	
_Unassigned	University and Career Exploration.docx	
_Unassigned	My Plan Worksheet LF with essay.docx	Career Testing Worksheet
_Unassigned	MyPlan Results - FYIS.docx	For students who did not have MyPlan testing in FYIS.
_Unassigned	Biography Rubric.docx	
_Unassigned	Professional Bio. Instructions.docx	
_Unassigned	Employment Application Part 1 2019.pdf	Employment Application Part 1
_Unassigned	Job Posting Instructions and Worksheet.docx	
_Unassigned	fed app2.pdf	Employment Application Part 2
_Unassigned	Service Learning Proposal F19.docx	Service Learning Project ProposalAll team members upload individually
_Unassigned	Cover Letter Rubric.docx	
_Unassigned	Networking.docx	
_Unassigned	Word Business Card Instructions.docx	
_Unassigned	Online Employment Application instructions.docx	
_Unassigned	Learning Framework Interview Question handout.docx	
Resources	LF To-Do List (1).docx	Get started early for Learning Framework Class!
Resources	Eportfolioexamples.docx	E-Portfolio Examples
Resources	Dave video links.docx	Dave Ramsey Videos

## Uploading Assignments Step:1 Click Upload Documents



There will be an "upload" option that is highlighted in blue, from there it will open up your files, once you select open, then press submit.

Microsoft 365 admin center - Home | Microsoft Office Home | Home - Canva | Dual-Credit Important Information | Upload Documents

student.fpctx.edu/cmSPUUploadDocuments.asp

# PLAINSMEN PORTAL

Thomas  
Term: Spring 2020 (Change)

Profile | Change Password

Logout

Student Portal

Administrative Services

Offering

Audit Options

Enrollment

Schedule

Deposit

Financial Aid

Forms

Grades

Transcript

## Introduction to Speech Communication [SPCH1311Lec60]

MY COURSES | COURSE OPTIONS | **UPLOAD DOCUMENTS**

Allow popups in your browser in order to view documents. Right click and select save target as from view link to save documents to your device.

Due Date	Assignment Description	Total Points	Category	
7/7/2020	Group Speech	100	Assignments	Due Date has passed
7/7/2020	Impromptu Speech	100	Assignments	Due Date has passed
7/7/2020	Informative Speech	100	Assignments	Due Date has passed
7/7/2020	Personal Experience Speech	100	Assignments	Due Date has passed
7/7/2020	Persuasive Speech	100	Assignments	Due Date has passed
Documents for Persuasive Speech		Size (KB)	Insert date	Update date
Persuasive speech (2).docx		17.06	5/6/2020 2:10:10 PM	
7/7/2020	Special Occasion Speech	100	Assignments	Due Date has passed
Documents for Special Occasion Speech		Size (KB)	Insert date	Update date
Special Occasion Speech.docx		12	4/9/2020 12:35:44 PM	
7/7/2020	Attendance	100	Attendance	Due Date has passed
7/7/2020	Final	100	Exams	Due Date has passed
7/7/2020	Mid-Term	100	Exams	Due Date has passed
7/7/2020	Participation	100	Participation	Due Date has passed

## To view your grades go to View Assignments and Grades

**PLAINSMEN PORTAL**

Lexi Thomas  
Current term: Spring 2020

MY COURSES > COURSE OPTIONS > STUDENT ASSIGNMENT GRADE DETAILS

Introduction to Speech Communication [SPCH1311Lec60]

Assignment details for Introduction to Speech Communication [SPCH1311Lec60] as of 7/30/2020 8:15:00 AM

Due Date	Description	Original Score	Adj. Score %	Letter Grade	Status	Comment
7/7/2020	Attendance	96.000	96.000	A	Completed	
Category: Attendance (Weight in total Grade: 10.0%) (Unweighted %: 0)						
Due Date	Description	Original Score	Adj. Score %	Letter Grade	Status	Comment
7/7/2020	Participation	96.000	96.000	A	Completed	
Category: Participation (Weight in total Grade: 10.0%) (Unweighted %: 0)						
Due Date	Description	Original Score	Adj. Score %	Letter Grade	Status	Comment
7/7/2020	Persuasive Speech	95.000	95.000	A	Completed	
7/7/2020	Group Speech	95.000	95.000	A	Completed	
7/7/2020	Special Occasion Speech	95.000	95.000	A	Completed	
7/7/2020	Impromptu Speech	98.000	98.000	A	Completed	
7/7/2020	Informative Speech	97.000	97.000	A	Completed	
7/7/2020	Personal Experience Speech	100.000	100.000	A	Completed	
Category: Speech (Weight in total Grade: 40.0%) (Unweighted %: 0)						
Due Date	Description	Original Score	Adj. Score %	Letter Grade	Status	Comment
7/7/2020	Final	95.000	95.000	A	Completed	
7/7/2020	Mid-Term	96.000	96.000	A	Completed	
Grade calculation as of 7/30/2020 8:15:00 AM						
All graded assignments are considered						

Administrative Services

- Course Offering
- Degree Audit Options
- Registration
- My Schedule
- Direct Deposit
- My Ledger
- My Payment Plan
- My Financial Aid
- My Housing
- My Tax Forms

In order to make a payment plan, or pay in full you will go to the left hand side where it says "Administrative Services"

Where you go to pay the bill in full

Where you go to create a payment plan (**Payment plans will close August 21st, and you will not be able to set one up**)



# What the page will look like when setting up a payment plan

College Green Payment Plan Frank Phillips College Help & Support

1 About You 2 Choose Plan 3 Agreements 4 Enroll 5 Payment

Your Information

Name Lexi Thomas

College Frank Phillips College

Student Id 00000121858

Term Fall 2019

Email Garza108812@student.fpcbx.edu

Confirm Email:

Social Security Number

Date of Birth MM/DD/YYYY

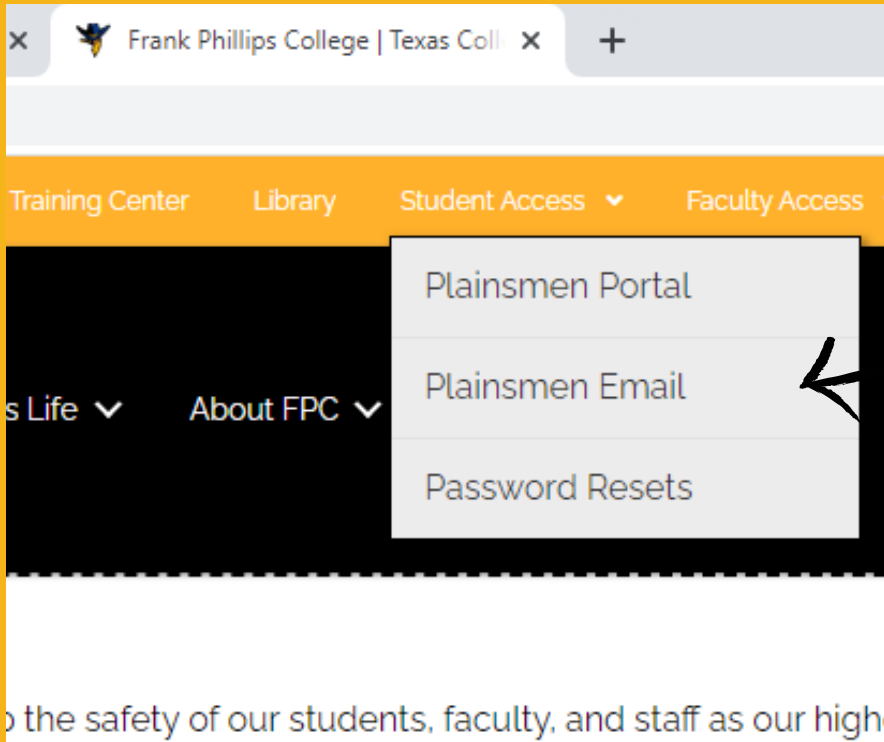
Are you active military or the dependent of active military? ☐ Yes ☒ No

← Prev Next →

Your Payment plan will use a separate password, make it something memorable, because we do not have access to resetting it. You will have to call a 1-800 number to log in.

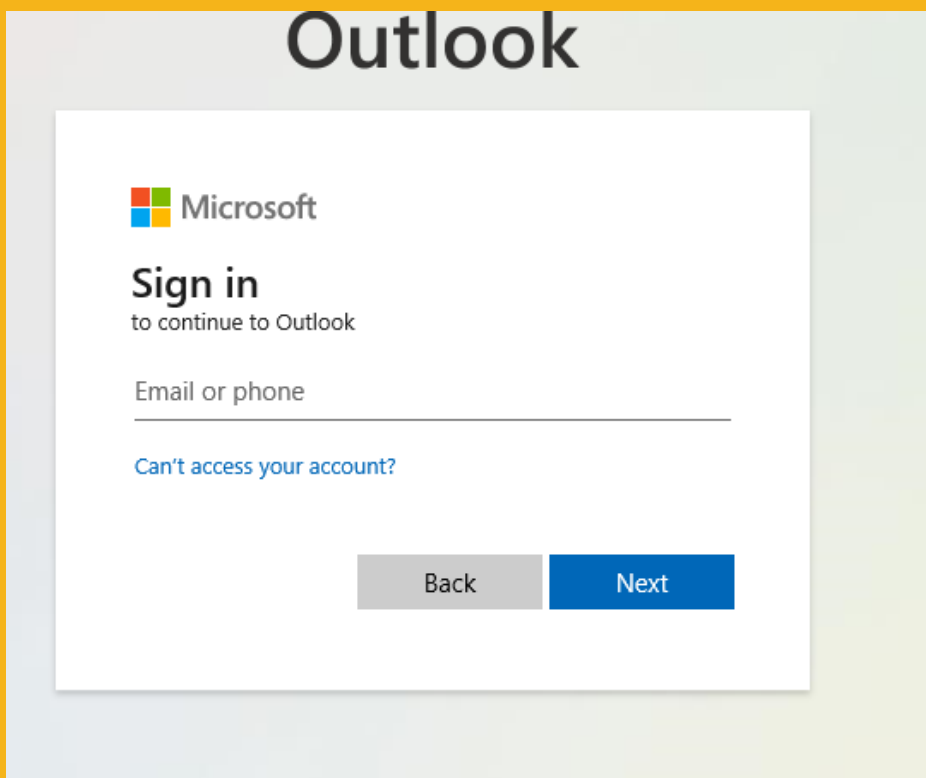
# Email Info

Step 1: Visit our website [fpctx.edu](http://fpctx.edu)



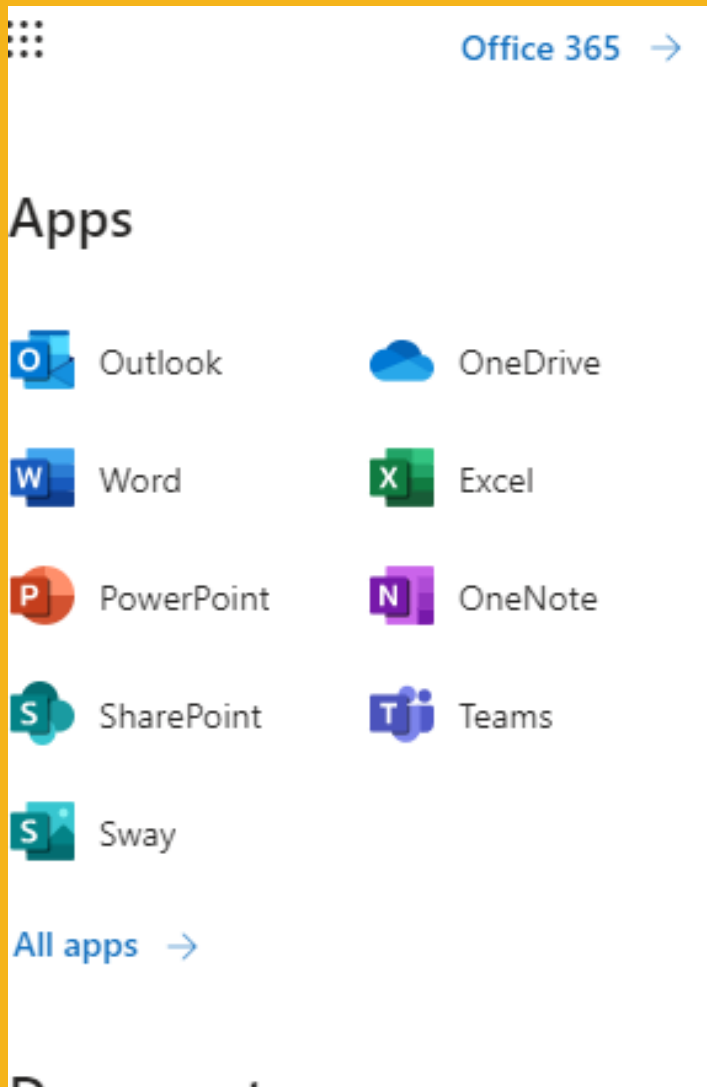
Step 2: Go to student access and click on "Plainsmen Email"

## Outlook



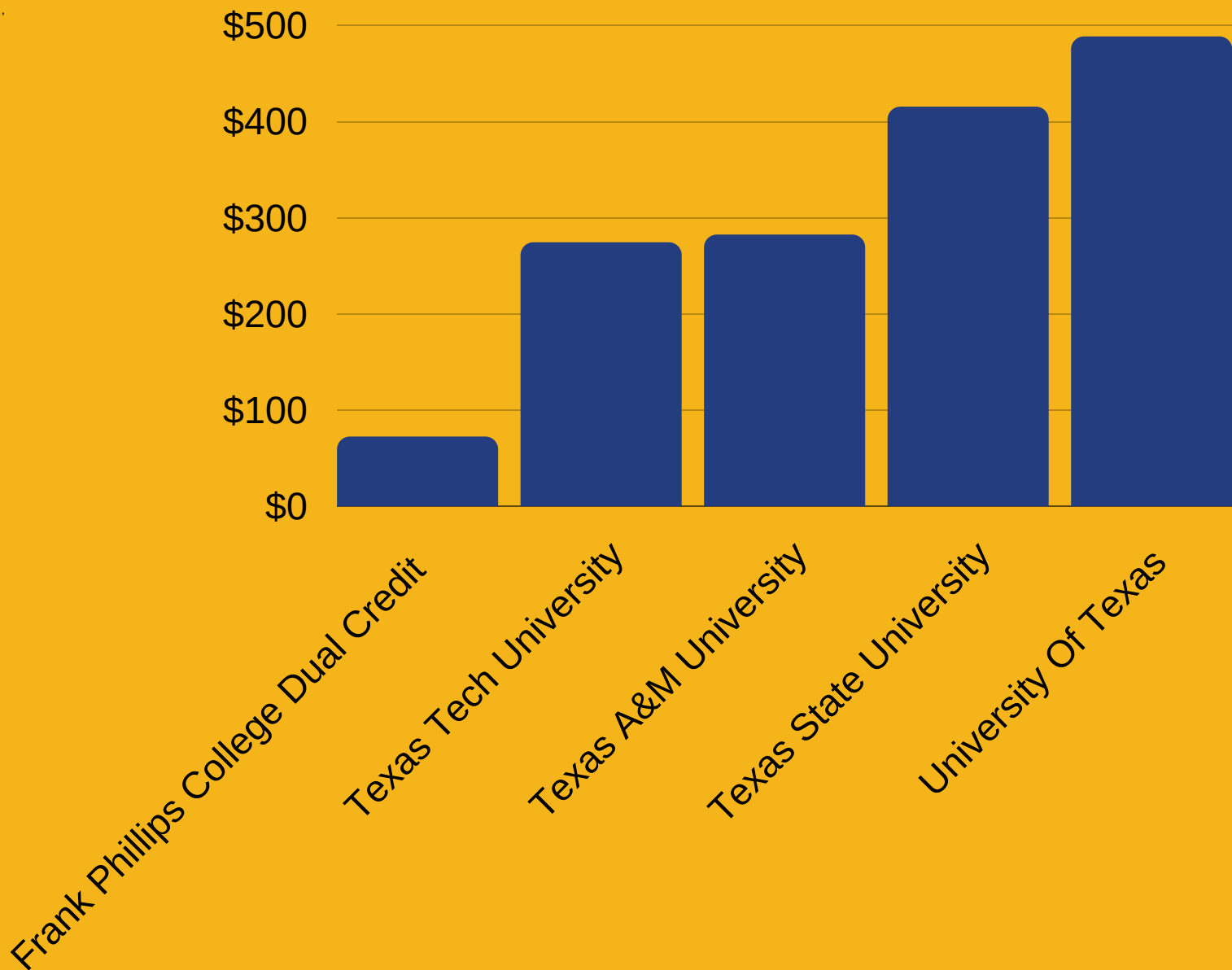
Step 3: Your email format will be `Smith123456@student.fpctx.edu` and your password is whatever you come up with.

Tip: If you forget your password, you will call the office at 806.244.7669 for us to reset it



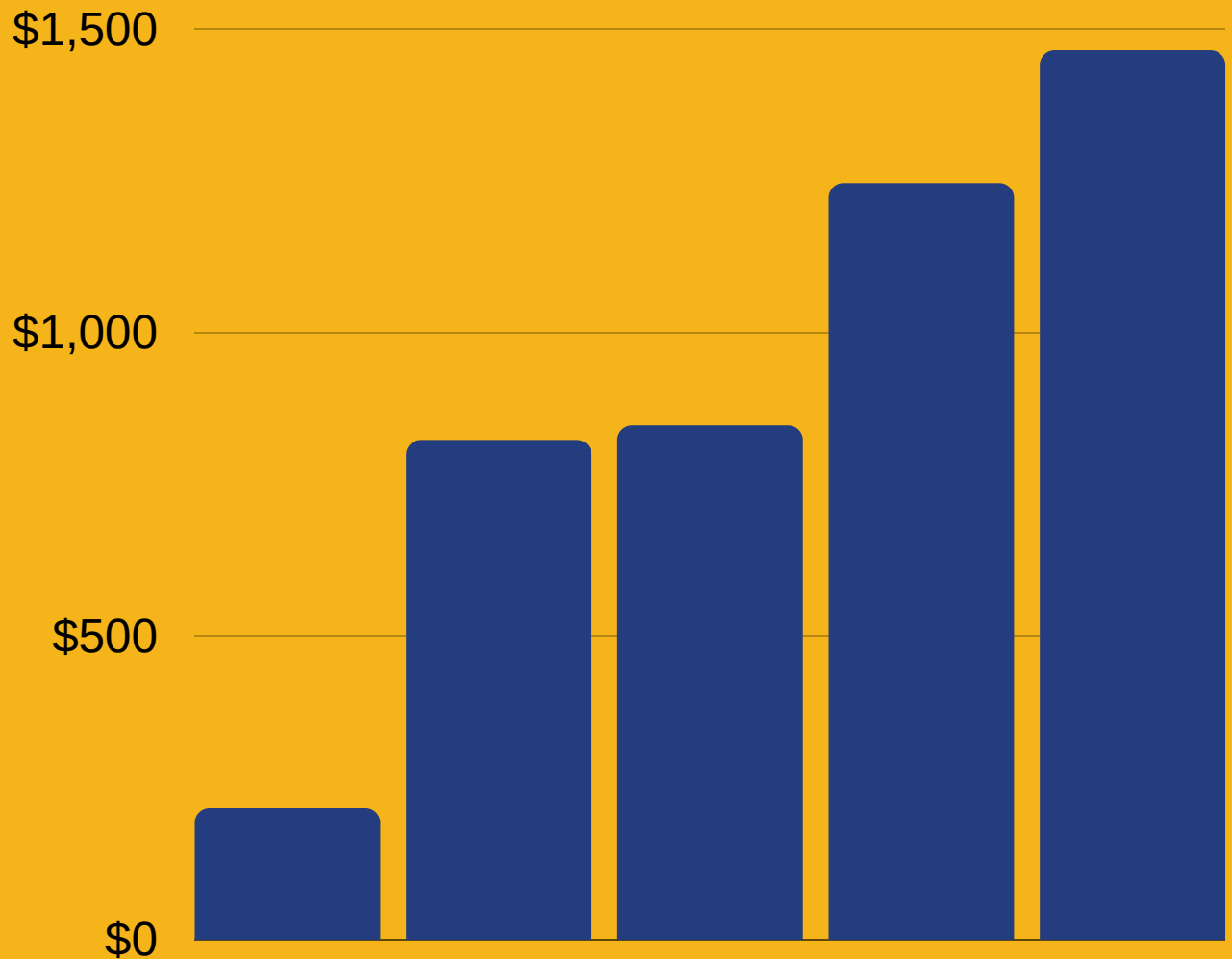
**All Students have access to free Microsoft word, it is downloadable on your computer.**

# Frank Phillips Cost Comparison per credit hour



\*Dual-Credit classes do not require fees\*  
Unlike attending a College or University that  
requires fees.

# Frank Phillips Cost Comparison per 3 credit hour course



Frank Phillips College Dual Credit

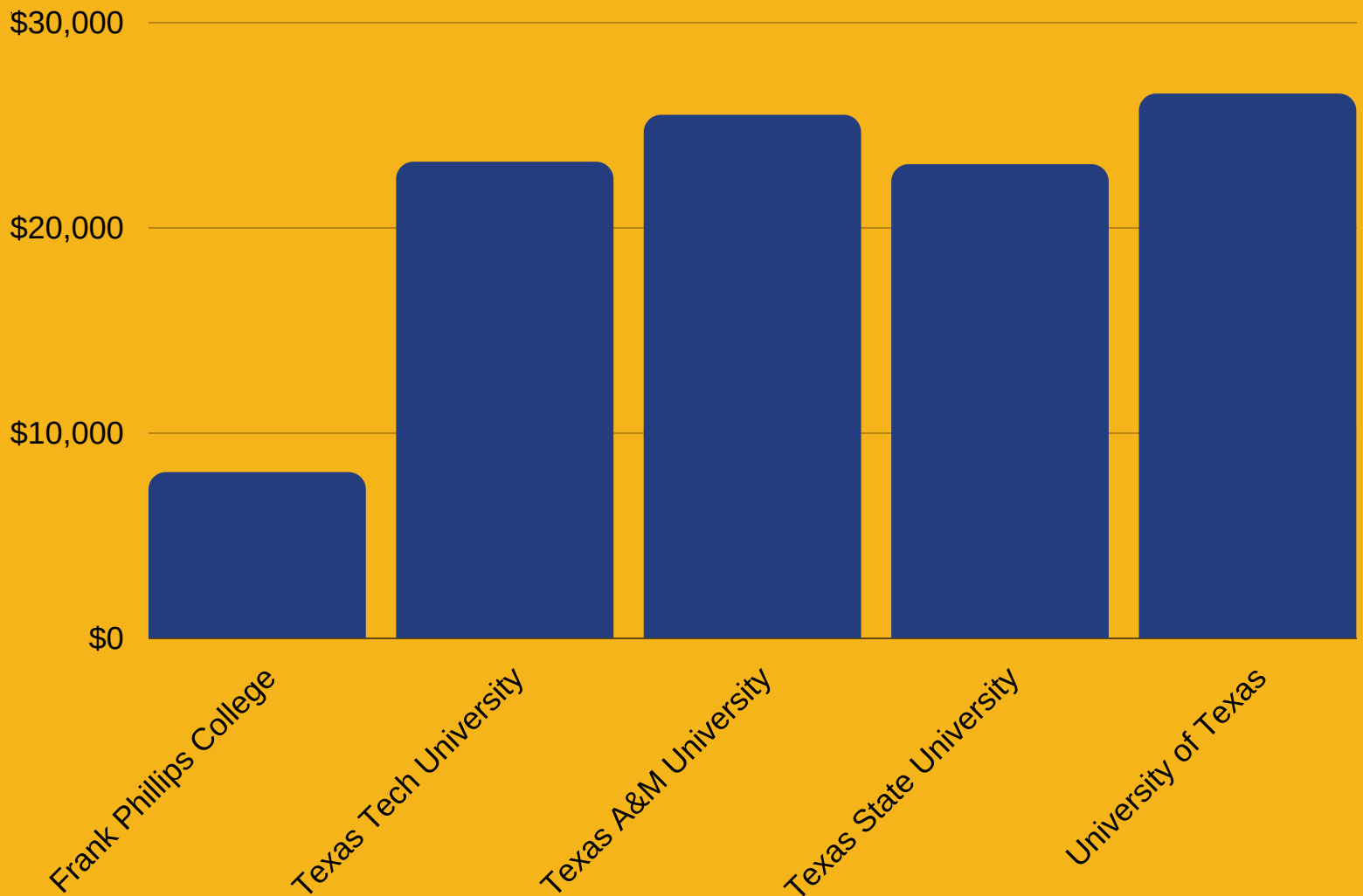
Texas Tech University

Texas A&M University

Texas State University

University of Texas

# Frank Phillips Cost Comparison for all 60 hour completion through Dual Credit



\*Totals include fees, but do not include room, board, or meal plans\*

# FAQS

Who do I call if my passwords do not work?

***You would call our office 806.244.7669***

What happens if the payment is not paid on time?

***You will be dropped from the course***

What happens if I am locked out of my Payment Plan?

***You will call Herring Bank and they will unlock?***

What happens if I want to drop a class after the withdraw date?

***You will have to permission from your instructor as well as your school counselor. the cost to withdraw from a course is \$12.***

Who do I speak to about going over a degree plan that will help me get closer to reaching my future goals?

***Ilene Walton, Dean of Frank Phillips Rahll Campus or Lexi Thomas Academic Coordinator***

How do I apply for Scholarships?

***You can visit [fpctx.edu](http://fpctx.edu) and apply under student resources.***

What happens if a student is caught plagiarizing?

***Frank Phillips College has a zero tolerance for plagiarism and student will be removed from the class and potentially receive an F.***

How do I order my official Transcript?

***Frank Phillips College Rahll Campus does not have access to unofficial or official transcripts. You will have to go onto your portal and fill out the information, so if you need one for a scholarship deadline you will need to plan ahead.***

If I am failing a course can my parent contact the professor and ask what I can do to bring my grade up?

***As a Dual-Credit Student you are held to a higher standard and viewed as a college student, so you are the ones who will be in contact with your professors.***

How do I graduate high school with my associates degree?

***You will need to take additional classes. You can also speak to Ilene Walton or Lexi Thomas for more information.***

# Contact List

Ilene Walton, Frank Phillips College Rahll Campus Dean  
iwalton@fpctx.edu  
806.244.7669

Lexi Thomas, Academic Coordinator Rahll Campus local  
Dual Credit contact  
lthomas@fpctx.edu  
806.244.7669

Kamron Nonhof, Head of Dual Credit Borger Campus  
knonhof@fpctx.edu  
806.457.4200