

DUAL ENROLLMENT REFERENCE MANUAL
Dual Enrollment Faculty, Counselors and Administrators 2015/2016



Greetings from Our President

Welcome to the Dual Enrollment Program at Virginia Highlands Community College where our faculty and staff are dedicated to student success.

The Dual Enrollment Program is designed to give high school students an opportunity to gain experience at college-level work before graduating from high school. We want you to be successful whether you go directly to a four-year college or university or attend Virginia Highlands Community College enrolling in transfer or occupational career courses.

Please review the information in this Handbook carefully and contact us with any questions.

Dr. Gene Couch Jr.

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VHCC's Mission, Vision and Core Values

Mission

Virginia Highlands Community College provides exceptional educational pathways to enrich lives and strengthen our communities.

Vision

Virginia Highlands Community College will be an educational institution of choice, empowering students, employees and community members to reach their fullest potential.

Core Values

At Virginia Highlands Community College, we value excellence, individual worth, a welcoming environment, accountability and achievement.

Educational excellence that furthers intellectual, creative, ethical and social development through a broad range of programs, professionally delivered and continuously evaluated with a focus on improvement.

Individual worth, focusing on the strengths, experiences, and perspectives of all people. We set aside personal preferences and focus on the best interest of our campus and local communities, which are strengthened in an environment of mutual respect and learning.

A safe, secure, and welcoming environment that cultivates a student-centered approach to service.

Accountability, accepting responsibility for our actions and accepting ownership for the results. We uphold the values of honesty, transparency, and integrity while remaining good stewards of the resources entrusted to us.

Achievement, recognizing that life-long learning provides individual empowerment, resulting in success and personal satisfaction. We are proud to be a life-changing institution that encourages a passionate pursuit of excellence.

Understanding Dual Enrollment at VHCC

Purpose of the Dual Enrollment Program

The purpose of the Dual Enrollment Program is to provide an opportunity for qualified high school students to enhance their education by enrolling early in college courses. Students experience college level classwork, explore career options, and shorten the time required to complete an associate or baccalaureate degree. Through coursework that may be reflected on both the high school and college transcripts, students gain valuable insight into the academic experience.

In an effort to ensure the equivalency of the dual enrollment/dual credit courses, Virginia Highlands Community College will adhere to best practices pertaining to:

- Course equivalency,
- Student eligibility,
- Course placement procedures,
- Faculty qualifications,
- Faculty evaluations,
- Faculty orientation and development, and
- Student outcomes assessments

Specifically, our goals are to:

- Ensure that dual enrollment classes are taught at the collegiate level;
- Ensure that only qualified high school students enroll in dual enrollment courses and have the same rights of access privileges and levels of support as VHCC on-campus students;
- Ensure that students in a pre-requisite dual enrollment class are successful in subsequent related dual enrollment courses as students taking both on-campus courses; and high school based courses;
- Ensure that dual enrollment faculty has qualifications that meet both VCCS and SACS requirements, as well as other external accreditation agencies (specialized and professional);

Objectives of Dual Enrollment

- Facilitate a seamless transition from the high school to the college classroom
- Provide an opportunity for students to take core curriculum requirements while still enrolled in high school so that course duplication might be eliminated
- Provide additional opportunities for college bound students to embrace academic challenges
- Provide an opportunity for high school students to start progress on a certificate, associate, or bachelor's degree
- Provide additional opportunities for career technical students to gain college credit

Definition of Dual Enrollment

Dual enrollment describes an enrichment opportunity allowing high school / home schooled students to earn college credits for courses taken through a post- secondary institution while still being enrolled in high school. The Virginia Community College System further organizes dual enrollment students in the following categories:

Dual Enrolled (program/plan code 041)

- This category refers to students who are still in high school who are taking college credit courses for which they are also receiving high school credit. *All VHCC classes will appear on both the VHCC and high school transcripts. (Most students will have this program code)*

Concurrent (program/plan code 042)

- This category refers to students who are still in high school, including those enrolled in nontraditional programs such as home-school, who are taking college credit courses for which they are receiving only college credit and not high school credit. *VHCC classes will appear only on the VHCC transcript.*

Benefits of Dual Enrollment

- Students have the opportunity to earn high school and college credit simultaneously.
- Students gain an early start on achieving an Associate or Baccalaureate degree.
- Students are considered VHCC students; therefore, allowed access to all services provided by the institution.
- Dual Enrollment lowers the cost for postsecondary education.
- Depending on the class and the grade achieved therein, students may transfer courses to four-year institutions.

Risks of Dual Enrollment

It should be noted that there are some risks to taking dual enrollment classes rather than regular high school classes:

- Even good students may get a lower grade in their first college course than they usually earn in a high school course. If they are taking dual enrollment courses that also count toward the requirements for high school graduation, a low grade can negatively affect their high school GPA.
- Some students do not take their dual enrollment class seriously and get a low grade. This grade becomes a part of their permanent high school and college transcript.
- A few colleges and universities will not accept dual enrollment classes for college credit because their view is that the course was used toward high school graduation and should not count twice. Some of these same colleges and universities do accept AP and IB credit.

Rigor of Coursework

Regardless of where the course(s) is taught, all dual enrollment students should expect the course(s) to be academically rigorous. Content is not altered to accommodate high school students, so students should expect to participate in college-level coursework appropriate for adult learners.

In accordance with policy from the State Council of Higher Education for Virginia (SCHEV), all courses taken for dual enrollment must be credit bearing. Therefore, dual enrollment students may not take developmental courses nor may they audit courses. Furthermore, because high school juniors and seniors will already have completed their physical education requirements, dual enrollment students cannot take PED courses for both high school and college credit.

Student Eligibility

According to the *Virginia Plan for Dual Enrollment*, signed June 2008, “Dual enrollment coursework is limited to high school juniors and seniors. Exceptions may be considered for freshman and sophomore students who are able to demonstrate readiness for college level coursework through the college’s established institutional policies.”

Freshmen and sophomore students must meet with the Dual Enrollment Specialist who will consult with the appropriate Dean to review placement test scores and determine student eligibility.

In order to be eligible for dual enrollment courses, students must meet the appropriate prerequisite and placement testing requirements. All required prerequisites and placement tests must be completed before the student can be enrolled in the desired class. ([VHCC 2015-16 Catalog -Dual Enrollment Student Admissions](#))

Admissions Criteria

Dual enrollment is restricted to high school juniors, seniors, and home school students studying at the high school junior or senior levels. All students admitted under this section must demonstrate readiness for college, meet the applicable college placement requirements, and address all other college admission criteria. Home school students must provide a copy of a home school agreement approved by the school district, or a letter from the local school board, or a copy of the letter filed by the parent/legal guardian declaring home school for religious exemption.

Documentation of parental permission is required for all dual enrollment students. Because enrolling high school freshman and sophomore students is considered exceptional, the college ready status of each freshman and sophomore student will be treated on a case-by-case basis. Formal approval by the College president is required.

- High school students who want to attend VHCC under the Principal's Permission Provision must indicate high school status on the college application and submit a transcript of grades and "Principal's Permission to Enroll" form to the Director of Admissions.
- Federal regulations do not permit financial aid to be awarded to college students who are simultaneously enrolled in public or private secondary educational programs.

Abingdon High School uses certain criteria to identify students for dual enrollment courses. These criteria may include teacher recommendations, participation in an accelerated program, minimum grade point average, self-selection, etc. ([Refer to www.wcs.k12/concurrentdual-enrollment](http://www.wcs.k12/concurrentdual-enrollment) for specific course information).

Our goal is that selected students be successful in the classes. It is strongly recommended that students show strong academic progress in certain core courses including mathematics and English.

Students must understand that their performance in dual enrollment courses can and will affect their future collegiate experiences. For example, if a student does poorly in an ENG 111 class, then the student will not be allowed to take the ENG 112 course since ENG 111 is a course prerequisite.

The College assumes no responsibility for the impact of failure on a dual enrolled student in college level courses; nor, does the College assume any responsibility for the impact of failure upon the student's high school academic progress.

Course Selection

With the approval of the high school principal, students may enroll in any credit course offered by VHCC. However, they may not take developmental and certain physical education courses for dual credit. For dual enrolled students, courses fall into one of two categories: transfer or occupational/technical.

Transfer courses include those courses that may be used toward the completion of a Baccalaureate degree at four-year colleges and universities for transfer credit evaluation (e.g., English, biology, mathematics, psychology, history, etc.). These general education courses usually transfer to most colleges and universities, both public and private. However, VHCC cannot guarantee that all colleges and universities will accept all credits. It is strongly recommend that students contact the Admissions Office at the institution of choice regarding questions about course/credit transfer.

Occupational and technical courses include those courses that will be used toward a career preparation program. Students are permitted to take courses for employment and future industry certification. They may

enroll at the College to complete the corresponding technical certificate or degree program. Examples of these courses include: drafting, administration of justice, and information systems technology.

The determination of course offerings is based upon several factors, including the current courses offered, the number of students enrolled in the class, the interest of students in a desired course, the availability of qualified faculty to teach the course, space availability, etc.

NOTE: Students interested in taking English at VHCC must have successfully completed three (3) years of high school English through the second semester of the 11th grade. Students interested in taking mathematics must have successfully completed the course prerequisites for college level mathematics.

Enrollment and Registration Processes

A clear understanding of the enrollment and registration processes is important to the successful execution of the dual enrollment program. Following is a step-by-step description of the process.

1. Meet with the high school counselor and parent(s)/guardian(s). All students interested in participating in dual enrollment classes offered by VHCC must complete the application process. It is required that students discuss this interest with her/his parent(s)/guardian(s) and school counselor.

2. Complete the application. Upon approval of the school counselor, the student should make application to the College which may be found at www.vhcc.edu/application. Students who have applied to other Virginia community colleges must still apply to VHCC. Upon completion of this online application they will receive an EMPLID number, which serves as their student ID number. Also, students will receive a default password to be used in gaining access to MyVHCC. As part of the application process, students must also complete the in-state section of the application. This is a requirement for enrollment in credit courses.

3. Take the VPT Math and English placement test or submit appropriate SAT or ACT scores. Placement scores are required for enrollment in any English, biology, and/or math course.

4. Complete and submit the Parent Permission Form. This form is a requirement for enrollment in any dual enrollment course. This form will be distributed at the beginning of each semester by the Dual Enrollment Specialist, Instructor, or Guidance Counselor to any student who has not previously completed the form. Completed forms must be submitted to the Dual Enrollment Specialist to complete the enrollment. International students (non-U.S. citizens and residents) may be required to provide additional paperwork and documentation to the VHCC Admissions and Records Office.

5. Verify applications and course requests. The Dual Enrollment Specialist will then review course requests, placement scores (if required), and Parent Permission Forms to verify that students have met all prerequisites as established by the VCCS and VHCC. Only after all prerequisites and placement testing have been completed will a student be enrolled in a course.

6. Enroll students in requested (approved) courses. At the designated time, the Dual Enrollment Specialist will place students in the requested courses.

7. Submit preliminary rosters to counselors for review. At the beginning of each semester, the Dual Enrollment Specialist will submit a preliminary roster to the high school instructor for review. Together, they will rectify any outstanding issues related to student registration.

8. Identify any changes prior to the Add/Drop deadline. After the semester begins, students will have the opportunity to add or drop classes in much the same manner as on-campus students. All changes must be completed by the add/drop (census) deadline. Faculty will be asked to submit signed rosters to the Dual

Enrollment Specialist at this time. All student add/drop transactions will be completed by the Dual Enrollment Specialist and not the student.

Taking Classes on Campus

Students who are still attending a local high school and who wish to take a college class on the VHCC campus need to have permission from their parents and their school principal or counselor. High school juniors and seniors who wish to take college classes on campus are considered dual enrolled students. However, any classes they take on campus will carry the full cost of the class at the current rate of tuition, and the student is responsible for the cost of the class/classes and not the local school system.

Usually, classes taken on the VHCC campus can be transferred back to the high school in order to complete certain graduation requirements. In any event, students must have permission of their school principal before they will be allowed to register for on-campus classes.

International/Non-U.S Citizen Students

Students with a non-U.S citizen status may be required to submit passports and immigration documents to the VHCC Admissions & Records Office. For additional information, please contact the Admissions and Records Office at 276-739-2508. Non-native English speaking students may be required to take the English Language Proficiency Exam prior to taking a course at the College.

Students may be eligible to a waiver of this exam if they:

- Hold a college degree from another U.S. college or university.
- have successfully completed a college-level composition course (ENG 111) from another U.S. College or university.
- have a current (within the last 2 years) TOEFL score of 80 (IBT), 213 (computer), or 550 (Paper). (A score of “5” on the writing portion of the TOEFL is required to exit from ESL Writing.)

Placement Testing

Virginia Highlands Community College requires dual enrollment students to show that they are college ready by meeting required scores on the Virginia Placement Test (VPT), PSAT, SAT, or ACT exams.

The VPT helps place students into appropriate courses and maximizes the information post-secondary schools need to ensure student success. Any student (including dual enrollment students) enrolling in math, biology, or English courses must take the VPT, or meet the criteria posted for alternative assessment.

Dual enrollment students in occupational/technical courses that do not carry an English and/or mathematics prerequisite must also complete all portions of the VPT, or meet the criteria posted for alternative assessment (students may combine assessments).

In order to waive any portion of the placement exam, students must be able to show evidence of proficiency or have previously completed applicable credit courses satisfactorily at another college or university. Waivers may also be granted based upon the following SAT, PSAT, or ACT scores:

English Composition: A minimum SAT score of 500 on both the critical reading and writing sections, a minimum PSAT score of 28 on the writing section and a score of 27 on the critical reading section, or a minimum ACT combined score of 21 on English and writing exempts a student from the VPT-English test and all developmental English Courses.

Mathematics: An SAT math score of 520 or higher, a PSAT of 27 or higher, or an ACT math score of 22 or higher exempts a student from the VPT math test and all developmental math courses and allows a student to enroll in MTH 158, MTH 163, or MTH 241. Placement testing is required prior to enrolling in all other math courses.

For dual enrolled students, placement testing occurs at the high school and is scheduled through the Dual Enrollment Specialist and the appropriate high school personnel unless other arrangements are made.

Add/Drop & Withdrawal Policies

We understand that students may not be prepared for the commitment and discipline required to be successful in a college course. Students have the opportunity, in consultation with the counselor and instructor, to request a withdrawal from the selected class. It is the student's responsibility to contact their school counselor immediately if they are considering not completing a dual enrollment class. Therefore, it is imperative that students be aware of two key dates during the course of the semester: the Add/Drop deadline and the withdrawal deadlines. Counselors and instructors will be informed of these deadlines at the beginning of each semester. Counselors must contact the Dual Enrollment Specialist by the appropriate deadline.

The *Add/Drop* deadline reflects the point in the semester when 15% of the class has been completed. Classes dropped by this date will not be reflected on the student's VHCC transcript. Additionally, the school system and/or student will not be financially responsible for these courses.

Faculty and/or counselors will be asked to verify class rosters at this point.

The withdrawal deadline reflects that date when 60% of the class has been completed. In order to withdraw from a course, students must have the written approval of their counselor. A "W" will be posted on the student's transcript to reflect the withdrawal. Students (and school systems) will be financially responsible for these courses. Except in documented unusual circumstances, students will not be allowed to withdraw from a course after this deadline.

Dual Enrollment Instructional Guidelines

Determination of Classes Offered

Dual Enrollment course schedules are set each semester by the joint decision of the high school and VHCC. School system representatives request classes during the spring semester prior to the fall. The dual enrollment course schedule is then established. The College reserves the right to cancel a dual enrollment class due to low enrollment. The final determination of course offerings is based on the number of students planning to enroll in the class, as well as the availability of faculty to teach the course.

Expectations for Student Readiness and Behaviors

Students participating in Dual Enrollment courses will be expected to follow all of the guidelines and procedures as our regular college-aged students. A complete description of all of these policies can be found in the Student Handbook online at www.vhcc.edu/studenthandbook. Instructors are encouraged to review and enforce as appropriate.

Your Supervisor at VHCC

Academic Deans for each division at the College act as your supervisor in your adjunct teaching position as a dual enrollment instructor:

Barbara Manual, Dean

Arts and Sciences

bmanual@vhcc.edu

276-739-2432

Dr. Stacy Thomas, Dean

Professional and Technical Studies

stthomas@vhcc.edu

276-739-2401

Ms. Kathy Mitchell, Dean

Nursing & Allied Health

kmitchell@vhcc.edu

276-739-2439

Karen Cheers, Dean

Student Services and Enrollment Management

kcheers@vhcc.edu

276-739-2490

Ms. Melinda Leland, Dean

Workforce Training & Continuing Education

mleland@vhcc.edu 276-739-2548

Please direct all inquiries regarding academic standards, course content, grading, student evaluations, or academic questions to the appropriate Dean.

Please direct all inquiries regarding class scheduling, student registration for dual enrollment classes, students who wish to drop/add or withdraw from a class, or questions related to your class enrollment to Debbie Puckett, Dual Enrollment Specialist at dpuckett@vhcc.edu or 276-739-2480.

Academically qualified full-time faculty serve as program coordinators and discipline leads for each academic program. Contact information for Program Coordinators is included in the [VHCC College Catalog - Curriculum/Program Requirements](#). Contact information for discipline leads is available at <http://www.vhcc.edu/index.aspx?page=1270>.

Course Syllabus

The course outline is required for each course offered by the college. Course outlines are required for accreditation; they are also used to assist instructors in their course preparation, to determine that courses are parallel to ones offered in four-year colleges or universities, and for curriculum development. Each Academic Dean keeps an electronic file of course outlines for courses offered in the division and is responsible for approving course outlines for new courses proposed.

Every course outline should list the course prefix and number, course title, credit hours, prerequisites, course description, course content, and course objectives. Adjunct faculty can obtain copies of course outlines from the appropriate Academic Dean. **A copy of the syllabus and course outline should be given to each student during the first class meeting.** In certain extenuating circumstances, it may be necessary to distribute the course syllabus after the first class meeting, but in no case should it be given to students later than the add/drop date for that class (last day to drop with a refund).

VHCC requires all adjunct faculty to submit course folders electronically. Faculty will be provided with a flash drive at the beginning of each semester. Faculty must submit the required materials by the deadline to the Coordinator of Dual Enrollment. A separate course folder is required for each class and/or section taught.

DUAL ENROLLMENT ELECTRONIC COURSE FOLDER INSTRUCTIONS

A course record folder for dual enrollment classes must be submitted in electronic format for each class taught during a given academic semester. The folder includes the documentation itemized below. The electronic course folder must be filed in Z drive but **dual enrollment faculty may submit their documents in a flash drive** by giving it to the Dual Enrollment Specialist, Debbie Puckett. Dual enrollment faculty will be provided a COVA (property of the commonwealth) flash drive at the beginning of teach term. Faculty can access the Z drive on the VHCC campus.

1. Student Records of

- a. The grade book for each class.
- b. Attendance w/dates that clearly show the student's last day of attendance.

2. Course of Study Information

- a. Course number, title and course description (see college catalog or VCCS Master Course File at <http://courses.vccs.edu/> for the description).
- b. Broad goals & specific measurable objectives.
- c. Topics that will be covered in the course (chapters/topics/units).
(Areas covered during the course can have a schedule added to complete the syllabus).
- d. Syllabus (schedule of topics covered during the course).
- e. Instructional materials (name of textbook and/or other requirements).
- f. Teaching methods.
- g. Criteria for student grading. This refers to the value assigned to tasks/functions required in the course. (Rubrics if available).
- h. Emergency statement. This refers to how faculty would continue to provide instruction in the case of a long term school closing due to an emergency or weather.
- i. Faculty "classroom rules" and student expectations.

3. Copies of each quiz/test/and/or examination/and/or assignments. Other student handouts are optional.

Note that faculty should not submit the course folder by email attachment due to security issues with sensitive data in the grade book. If faculty have a question about this process, they may contact their respective academic division or Debbie Puckett, Dual Enrollment Specialist at 276-739-2480 or email dpuckett@vhcc.edu

Dual Enrollment Instructional Guidelines

Determination of Classes Offered

Dual Enrollment course schedules are set each semester by the joint decision of the high school and VHCC. School system representatives request classes during the spring semester prior to the fall. The dual enrollment course schedule is then established. The College reserves the right to cancel a dual enrollment class due to low enrollment. The final determination of course offerings is based on the number of students planning to enroll in the class, as well as the availability of faculty to teach the course.

Expectations for Student Readiness and Behaviors

Students participating in Dual Enrollment courses will be expected to follow all of the guidelines and procedures as our regular college-aged students. A complete description of all of these policies can be found in the Student Handbook online at www.vhcc.edu/studenthandbook. Instructors are encouraged to review and enforce as appropriate.

Dual Enrollment Course of Study

On the first day of class, instructors will provide each dual enrollment student with a copy of the course of study. It is important to read and refer to the course of study carefully as it will provide information vital to success in the course. The course of study is a contract between the instructor and the student.

Grading Policies

The assignment of grades is the sole responsibility of the instructor. The quality of a student's performance in any academic course is reported by the instructor as a letter grade. These grades denote the character of work and are assigned grade points as follows:

- A** – Excellent 4 grade points per credit
- B** – Good 3 grade points per credit
- C** – Average 2 grade points per credit
- D** – Poor 1 grade point per credit
- F** – Failure 0 grade point per credit
- P** – Pass No grade points.

W – Withdrawal: No credit. Withdrawal from courses without academic penalty may be made within the first 60% of the course. The student will receive a grade of "W" for withdrawal. See section on Withdrawal from Courses for late withdrawals.

I – Incomplete: No credit awarded. The instructor may award an "I" for documented, unavoidable reasons, only when the student was passing the course and has completed most of the course requirements. Since the "Incomplete" extends enrollment in the course, requirements for satisfactory completion will be established through student/faculty consultation. Courses for which the grade of "I" (Incomplete) has been awarded must be completed by the end of the subsequent semester. Another grade (A, B, C, D, F, P, R, W) must be awarded by the instructor based upon coursework which has been completed or the "I" will convert automatically to a grade of "F." (If an "I" grade is awarded at the end of the spring semester, the student will have until the end of the subsequent fall semester to complete the requirements.) A grade change of "I" to "W" or an extension of the "I" is awarded only under mitigating circumstances and must be approved by the Vice President of Instruction and Student Services

Final grades for each semester and summer term will be available using MyVHCC. Students must have their VHCC EMPLID and password to obtain their grades.

Textbooks

VHCC recommends that the dual enrollment class use the same textbook as the one used by the College. However, recognizing the expense for the public school, the College permits schools to use a textbook approved by the Academic Dean. If you are a faculty member and need an instructor's edition textbook, please contact your Academic Dean's office. They will be able to furnish you with the necessary materials.

Class Rosters

Class rosters can be accessed using the PeopleSoft system. Instructors are expected to verify their rosters during the first week of class. Questions should be addressed to Debbie Puckett, Dual Enrollment Specialist at 276-739-2480 or at dpuckett@vhcc.edu. To access the PeopleSoft system, go to www.vhcc.edu and select "My VHCC".

Dual Enrollment Faculty

All persons teaching dual enrollment courses in the high schools are considered shared faculty. Thus, in some situations, they dually report to Virginia Highlands Community College as well as the local school system.

VCCS-29: Faculty Selection and Qualifications

The minimum qualifications for part-time teaching faculty are identical for full-time appointments as listed in form VCCS-29. (A PDF copy of the VCCS-29 may be found at

www.vhcc2.vhcc.edu/manual/files/vccs29.pdf. Most dual enrollment instructors teach college-level freshmen and sophomore courses. Instructors must possess a master's degree with 18 graduate semester hours in the teaching field. For career and technical courses, instructors typically have a bachelor's degree, associate degree, and/or work experience as the minimum credential.

The Academic Dean must certify that the instructor meets the qualifications necessary to teach college courses. Personnel files should be updated annually as returning adjunct faculty complete additional course work. New official transcripts should be forwarded to the appropriate Academic Dean.

Each dual enrollment instructor must complete the [Commonwealth of Virginia Employment](#) application. Please complete the application on line, print it, sign and date it, and return to:

Debbie Puckett
Dual Enrollment Specialist
Virginia Highlands Community College
P.O. Box 828
Abingdon, VA 24211

You must submit all official transcripts of all college work - graduate and undergraduate – to Debbie Puckett for review. Unofficial transcripts or copies of transcripts cannot be accepted.

Orientation

The college offers an orientation session for all adjunct faculty. Each faculty member is expected to attend at least one orientation session each year. These meetings provide information on the college, updated expectations and procedures, and a chance to meet with the Program Heads and other faculty members. In addition, attendees are given the opportunity to participate in one or more training opportunities including Blackboard and PeopleSoft.

Technology in the Classroom/Course Maintenance

PeopleSoft (SIS – Student Information System)

The Virginia Community College Systems uses PeopleSoft as its web-based student and class record management system. Through this system, students can access their unofficial transcript information, class schedules, register for classes, check on their financial aid, and look at available courses for future terms. Faculty members can access their class rosters, class schedules, and submit final grades. To access this system go to www.vhcc.edu and select “My VHCC”.

Every dual enrollment faculty member must complete MOAT security awareness training. An email with access instructions will be sent to the faculty member when the email account is created. It is strongly encouraged that all first-time faculty (and persons desiring a refresher course) participate in a PeopleSoft training session.

Blackboard

Virginia Highlands Community College uses Blackboard (Bb) as its web-based course management system both for distance learning and traditional on-campus classes. Once you and your courses are active in the PeopleSoft system, a Blackboard account, username and default password are created automatically. In addition, a course shell is created for each of your courses. To learn about the college's Blackboard system, or to sign up for training on using Blackboard, go to www.vhcc.edu/elearning or see your Division Dean.

Faculty persons in the high schools who utilize a different technological support system should notify their respective Academic Dean and/or Program Head.

Professional Development

Throughout the year, the college offers technology training in the form of Professional Development Opportunities (PDOs). Training classes are offered on-site at the campus. Faculty members are also encouraged to participate in regular departmental meetings. For more information, contact the Academic Dean or Program Head.

Email Access

All adjunct faculty are assigned a college email account to communicate with students. In general, email addresses are your first initial + your last name + @vhcc.edu (for example, John Smith's email address would be jsmith@vhcc.edu). The initial password will be provided to the faculty supervisor when the account is created. If you are a new dual enrollment faculty member, your academic dean must request the account for you. To read your email via the web, browse to www.vhcc.edu select Faculty and Staff, Webmail and log into [VHCC Outlook Web Access](#). Please check your email frequently, as emails with information about college events, policies and other important issues are commonly sent via distribution list emails to all faculty and staff.

@Home Software

All college employees may install a free licensed copy of several major software titles on their home computer. Available software includes Microsoft Windows XP/Windows 7 Professional, Microsoft Office 2007/2010 Professional Suite (Word, Excel, Outlook, PowerPoint, Access, Publisher, OneNote), Microsoft FrontPage, and Symantec Antivirus (Available as a download on the BlackBoard home screen). To request one or more of these titles, contact the Library Circulation Manager at 276-739-2542 or email cdesk@vhcc.edu. The library is located in the Learning Resources Center (LRC) building on campus.

Help Desk Support

For technical assistance please email the VHCC Help Desk at helpdesk@vhcc.edu, visit the [VHCC Help Desk website](#) or call (276)739-2550.

Evaluations

Student evaluation forms are administered to all Dual Enrollment classes. These evaluations are reviewed by the appropriate Academic Dean, and conferences between the faculty member and Academic Dean are held as necessary. All Dual Enrollment faculty are evaluated on a regular basis by using the plan for adjunct faculty. New dual enrollment faculty are observed by the appropriate Academic Dean.

Emergency Situations

Occasionally, emergencies do arise and faculty members may be unable to complete the instruction for the course. It is important that any changes in instructor due to personal or family illness, resignation, etc. be communicated to the Coordinator of Dual Enrollment as soon as possible so that an appropriately qualified replacement can be found.

Students with Disabilities and/or Special Needs

When taking a college course, the rules change for students with special needs or disabilities. Colleges operate under Section 504 of the Rehabilitation Act and the Americans with Disabilities Act which guarantees that "no qualified individual with a disability may be excluded from participation in, denied benefits of, or otherwise be subjected to discrimination if otherwise qualified."

What that means to high school students with IEPs is that there is no IEP in college, just equal access. The college will not waive or eliminate any requirements essential to the program or college; you must meet the age qualification and receive qualifying scores on the placement tests; and you must be able to participate and achieve in class without modification of coursework.

If you choose to disclose your disability you must be able to provide current documentation of the disability and complete an intake appointment with an EXCEL Center counselor in compliance with College procedures. Accommodations will be made if appropriate.

For more information regarding students with disabilities visit www.vhcc.edu/disabilityservices.

Academic Advising

The high school counselor is the designated advisor. However, as VHCC students, all dual enrollment students have access to VHCC counselors to provide guidance to help explore and plan career and educational goals. Dual enrollment students also have access to VHCC Career Coaches at each public secondary school.

Student Conduct – Discipline and Academic Honesty

The policies and procedures of the school division apply to dual enrollment classes taught in public schools.

Attendance

The policies and procedures of the school division apply to dual enrollment classes taught in public schools.

Inclement Weather

The policies and procedures of the school division apply to dual enrollment classes taught in public schools.

Tutoring

The Virginia Highlands Community College Tutoring Center is made possible by a collaborative effort between the Project EXCEL Program, the academic divisions, and Perkins grant funds.

The Tutoring Center's mission is to increase students' academic achievement. Our goal is to enhance students' ability to learn, apply knowledge, and to think critically. Students will become more self-confident and self-directed learners as a result of their tutorial relationship.

Free online tutoring is available through the VHCC Tutoring Center. For more information contact Miranda Herbert, VHCC Tutor Coordinator, at 276-739-2583, or the Career Coach at your school to coordinate services.

Textbooks

VHCC recommends that the dual enrollment class use the same textbook as the one used by the College. However, recognizing the expense for the public school, the College permits schools to use a textbook approved by the Academic Dean.

Career Planning

The Office of Career Planning & Placement offers a range of career counseling, workshops, online career assessments, and activities to develop life-long career planning and job search skills.

Resources and Appendices

Resource	Description	Location & Phone Numbers
VHCC Main Number & Addresses	General Information, school closings, registration information, and college events	(276)739.2400 Physical Address 100 VHCC Drive Abingdon, VA 24210 Mailing Address P.O. Box 828 Abingdon, VA. 24212
Dual Enrollment	Main contact number for Dual Enrollment	(276) 739.2480 LRC 218
PeopleSoft	Automated enrollment, schedules, grades, & unofficial transcripts for current students	Go to www.vhcc.edu and select the “MyVHCC” navigation tab (requires a username & password)
Blackboard	Online course content and class announcements	Go to www.vhcc.edu and select the “MyVHCC” navigation tab (requires a username & password)
Admissions, Records, and Financial Aid	Web application, domicile-residency form , & official transcript information, financial aid	ICS 128 (276) 739.2438
Student Success Center	Registration, schedule, advising, transfer advising	ISC 128 (276) 739.2438
Academic Support Centers	Tutoring	LRC 133 (276) 739.2583
Bookstore	Textbooks and supplies	(276) 739.2504 www.vhccbookstore.com
Business Office	Pay for classes and placement tests	(276) 739.2501 ADM 121
Career Services	Information on career planning, job seeking	(276)739.2579 ISC 101
Computer Labs	Open computer labs for use by all students	(276) 739.2554 LRC 121
Financial Aid	Career planning and job seeking information	(276) 739.2555 ICS 133
Learning and Resource Center (LRC)	Library and other resources	(276) 739.2542 LRC 121
Police & Security	Safety & security	(276) 739.2448 ISC 130A
Student Accommodations	Services for students with learning, psychological, or physical disabilities	(276) 739.2561 ISC 120
Student Life	Information about student events	(276) 739.2438 ISC 128
Testing Center	Placement, Ability to Benefit, and Make-up testing	(276) 739.2476 LRC 121
Tutoring	Coordinate tutoring services	(276) 739.2583 LRC 133

The Dual Enrollment Process and Responsible Parties

July – August

VHCC:

- DE Coordinator updates and mails next year's dual enrollment contracts to each participating school division to be signed by the appropriate administrators and returned to VHCC
- DE Coordinator begins entering fall semester class information into PeopleSoft.

Faculty:

- Attend DE Faculty Orientation before start of semester.

September – December

VHCC:

- DE Coordinator enrolls students in approved classes.
- DE Coordinator submits class rosters to the Business Office for tuition deferment.
- Business Office sends tuition invoices to each participating school division.
- DE Coordinator completes purchase orders for payment to each division for use of facilities and cost of Instruction.

Faculty:

- Review rosters and submit changes to DE Coordinator by add/drop deadline.
- Submit necessary withdrawal request by the census date.
- Submit grades for classes that end in December.

School System:

- Submit complete VHCC Application and Parent Permission Form to VHCC.
- Pay tuition for all students enrolled from their respective school division.

Sept. 10

- DE Coordinator obtains syllabi of all courses being taught in the current semester
- DE Coordinator ensures that files for all adjuncts are complete for the current semester
- DE Coordinator meets with deans and assistant deans to share
- Master list of DE courses being offered at the high schools, including instructor names, and texts (if possible)
- Course syllabi (could also be transmitted electronically or be previously uploaded)
- Adjunct Files

Sept. 30

- Deans or designees schedule observations of appropriate courses.

Nov. 1

- All observations complete.

Dec. 1

- DE Coordinator or designee administers end-of-course evaluations.
- DE Coordinator collects remaining material for the Course Folder.

Dec. 15

- End of course evaluations and course folders are made available to deans or designee.

January – February**VHCC:**

- DE Coordinator enrolls students in approved spring courses.
- Grades from fall semester are finalized.
- DE Coordinator submits class rosters to the Business Office for tuition deferment.
- Business Office sends tuition invoices to each participating school division.
- DE Coordinator completes purchase orders for payment to each school division for use of facilities and cost of instruction.
- Deans and Program Heads approve school's requests for courses.
- Deans and Program Heads verify credentials of high school teacher for the dual enrollment course.
- DE Coordinator notifies school systems of approved course offerings.

Faculty:

- Review spring rosters and submit changes to DE Coordinator by add/drop deadline.

School System:

- Submit request for new dual enrollment course offerings.
- Pay tuition for all students enrolled from their respective school division.
- Publicize DE offerings to eligible students and parents.
- Students complete the Placement Test.
- School counselors ensure students meet school system dual enrollment admission requirements as applicable.

Jan. 5

- Deans or designee ensure that evaluation feedback is sent to the DE faculty member.
- DE Coordinator communicates with faculty regarding grade submission.
- March – June

Feb. 1

- DE Coordinator obtains syllabi of all courses being taught in the current semester
- DE Coordinator ensures that files for all adjuncts are complete for the current semester
- DE Coordinator meets with deans and assistant deans to share
- Master list of DE courses being offered at the high schools, including instructor names, and texts (if possible)
- Course syllabi (could also be transmitted electronically or be previously uploaded)
- Adjunct Files

Feb 25

- Deans or designees schedule observations of appropriate courses.

March – June**VHCC:**

- DE Coordinator submits class rosters to the Business Office for tuition deferment.
- Business Office sends tuition invoices to each participating school division.

- DE Coordinator completes purchase orders for payment to each school division for use of facilities and cost of instruction.
- Deans and Program Heads approve school's requests for courses.
- Deans and Program Heads verify credentials of high school teacher for the dual enrollment course.
- DE Coordinator notifies school systems of approved course offerings.

Faculty:

- Submit final grades for spring and year-long courses to VHCC.

School System:

- Pay tuition for all students enrolled from their respective school division.
- Publicize DE offerings to eligible students and parents.
- Students complete the Placement Test.
- School counselors ensure students meet school system dual enrollment admission requirements as applicable.

March 1

- All observations complete.

April 17

- DE Coordinator or designee administers end-of-course evaluation.
- DE Coordinator collects remaining material for the course folder.

May 15

- End of course evaluations and course folders are made available to deans or designee.

FERPA - Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students".

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For more information or to learn more about this Act, please visit the FERPA Web site at: www.ed.gov

Checklist for Dual Enrollment Students Transitioning to Virginia Highlands Community College

With just a few simple steps, a dual enrolled student is able to enroll as a student at Virginia Highlands Community College upon graduation from high school. The following steps need to be completed to change the status from dual enrollment to curricular student:

- ✓ **Complete the AIMS & Foundation Scholarship Applications (check with your Career Coach/Guidance Counselor for the exact deadline date).**
Visit <http://www.vhcc.edu/scholarships> for eligibility requirements.
- ✓ **Apply for Financial Aid (if needed).**
The earlier you apply, the better chance that eligible students will receive funding for the fall semester in a timely manner. Information workshops will be offered to assist families in applying. Student workshops will be available in the high schools in January and Parent/Student workshops at VHCC later in the semester (dates to be announced).
- ✓ **Complete the Transition from Dual Enrollment to VHCC Curricular Student form.**

This form (available from your Career Coach) will change your student status from dual enrollment to a curricular program.

- ✓ **Notify your Career Coach or Guidance Counselor that you plan to attend VHCC. They will forward to VHCC an *official* high school transcript after graduation.**
- ✓ **Take the Placement Exam (if not previously done).** If completed SAT or ACT, ensure that those scores have been forwarded to the VHCC Admissions Office. Scores of 520 SAT or 22 ACT on math and 500 SAT or 21 ACT on reading or writing exempts a student from needing to take that portion of the placement test (students planning to pursue an engineering degree still need to take a math placement exam).

Helps determine level of course placement. Students are strongly encouraged to review math and English skills prior to testing, especially if they did not complete a math class their senior year.

Test review materials are available at www.vhcc.edu/placementtesting.
- ✓ **Make an appointment for a Transition Session with a Student Success Center counselor to complete the enrollment process.**

During this session placement tests will be interpreted, education and career goals will be explored, and first semester classes will be scheduled. Contact the Student Success Center to schedule your appointment (after your placement tests are completed), 276-739-2438.
- ✓ **Attend STEP (Success. Transition. Education. Progression).**

STEP is a program designed to help incoming students get started on the right path. STEP is intended to foster student success by introducing students to their faculty advisor, providing a campus tour, and visiting information tables by many departments designed to answer all questions. This one-day event is held the week before classes begin (fall and spring semesters). For more information, visit www.vhcc.edu/step.
- ✓ **Complete an Orientation class.**

Enroll in an Orientation (Student Development, SDV) class. Each student is required to take this course during the first semester. Your counselor will assist you in enrolling during your Transition Session.
- ✓ **Meet with your Faculty Advisor.**

Every semester until students complete 25 college credits, students are required to meet with their faculty advisor to ensure accurate class choices, establish clear academic goals, and develop plans to work towards employment or transfer.

This manual is designed to provide specific details regarding the policies and procedures of the Virginia Highlands Community College (VHCC) Dual Enrollment Program. For information or concerns not addressed in this manual, please contact the Dual Enrollment Specialist, Debbie Puckett. Debbie can be reached via e-mail at dpuckett@vhcc.edu or by phone at 276.739.2480. The Office for Dual Enrollment is located in LRC 218.

Administrative Contacts

Gene C. Couch, Jr., President	(276)739-2421
Hara Charlier, Vice President, Instruction & Student Services	(276)739-2429
Joey Gilbert, Vice President, Institutional Advancement	(276)739-2473
Christine Fields, Vice President, Financial & Administrative Services	(276)739-2426
Stacy Thomas, Dean, Professional and Technical Studies	(276)739-2401
Kathy Mitchell, Dean, Nursing & Allied Health	(276)739-2440
Mary Snead, Finance Manager	(276)739-2403
Karen Cheers, Dean, Academic Counseling	(276)739-2490
Debbie Puckett, Dual Enrollment Specialist	(276)739-2480

Mailing Address:
Virginia Highlands Community College
P.O. Box 828
Abingdon, VA 24211

We would also like to thank the following resources for their use in this manual:

Student Handbook

www.vhcc.edu/studenthandbook

College Catalog

www.vhcc.edu/catalog

College Website

www.vhcc.edu

U.S. Department of Education

www.ed.gov