

# Dual Credit/Dual Enrollment Handbook

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Black Hawk College

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# Dual Enrollment/Dual Credit Handbook

#### Overview of Dual Enrollment/Dual Credit

Black Hawk College provides opportunities for high school students within the district to take college-level courses prior to graduating from high school. These opportunities are widely known and state supported as dual enrollment and dual credit courses. Black Hawk College offers these opportunities in partnership with the school districts in response to the educational needs that school administrators have identified for their students.

**Dual Enrollment** courses are college credit courses taken by high school students who receive college credit for the class upon successful completion of the class but do not receive credit toward high school graduation.

**Dual Credit** courses are college credit courses taken by high school students who receive both college credit and credit toward high school graduation upon successful completion of the class. The determination of whether a college credit course is offered for dual credit is made at the secondary level according to the high school's policies and practices of their district.

The courses taken for dual enrollment or dual credit have the same requirements whether the courses are offered on-campus or at the high school. The courses must contain the content articulated with colleges and universities in the state. Course prerequisites, descriptions, outlines, requirements, learning outcomes, and methods of evaluating students are the same for all students, including high school students taking college courses for dual enrollment or dual credit. If a high school instructor is teaching the college class, he/she must meet the same requirements as regular Black Hawk College adjunct instructors.

# **Benefits of Dual Enrollment/Dual Credit**

Dual enrollment/dual credit:

- provides an opportunity for students to get an advanced start toward earning a college certificate or degree
- saves money for students and parents
- provides students with college credit that is transferable to other colleges and universities
- provides a wider range of course options for students who are ready for more advanced study
- promotes challenging educational opportunities while students are still in high school and encourages lifelong learning

#### Qualifications of Dual Enrollment/Dual Credit Students

Students interested in dual enrollment/dual credit need to be highly motivated and dedicated to learning. The dual enrollment/dual credit program is an opportunity for students to take courses at the college level; therefore, the amount of work necessary to succeed is much greater than in high school classes. Dual enrollment/dual credit courses become part of a permanent college transcript. Therefore, performance in these courses is critical to future college plans and grade point averages.

Enrollment in dual credit college courses is restricted to students who are <u>at least16 years of age AND are high school juniors or seniors</u>. Students must have appropriate academic qualifications, a high level of motivation, and adequate time to devote to studying. All course prerequisites as identified in the Black Hawk College Catalog or Schedule of Classes must be satisfied.

A student's dual enrollment/dual credit course selection must be approved by the student's high school counselor and/or principal. Students under 18 must obtain the approval of their parent/guardian to participate in the dual enrollment/dual credit program.

#### **Location of Dual Enrollment/Dual Credit Classes**

Many high schools offer dual enrollment/dual credit classes in the high school building for groups of high school students interested in the same college credit class. The college instructor may be teaching face-to-face in the building or may be teaching live via the televised distance learning system from one of the Black Hawk College campuses.

Courses offered for dual enrollment or dual credit at the high school must meet college-level content requirements. All policies and procedures that define college level instruction and student prerequisite knowledge, skill, and performance expectations must apply to courses whether the high school student enrolls for dual enrollment or dual credit.

High school students may also enroll in classes on campus where they are integrated with other college students from around the college district. In addition, qualified high school students may enroll in dual enrollment/dual credit courses offered online.

#### Admission & Registration Procedure for Dual Enrollment/Dual Credit

The steps in the dual enrollment/dual credit admission and registration process are:

- 1. Student meets with high school counselor to obtain permission to apply to the dual enrollment/dual credit program.
- 2. Student completes the dual enrollment/dual credit application for admission to Black Hawk College online at:

http://www.bhc.edu/admissions/apply/

Click on the APPLY NOW button and follow the directions.

Two weeks after your application is processed you will receive your Black Hawk College ID number and your "<u>myBlackHawk</u>" username and password information in the mail. Keep this information in a safe place. You will need it for future reference.

3. Student takes Black Hawk College's COMPASS course placement testing in English, Reading, and/or Mathematics. Qualifying ACT scores may be used in lieu of COMPASS. Go to the Black Hawk College Web site <a href="http://www.bhc.edu/admissions/compass/">http://www.bhc.edu/admissions/compass/</a> for COMPASS session schedules, qualifying ACT score information and information on what to study prior to taking COMPASS.

Not all classes require the COMPASS test. Please check with your counselor to verify if a prerequisite COMPASS score is required for the class.

- 4. Student completes High School Student Registration Form (obtained from high school counselor) to register for courses. This form requires signatures of student, parent/guardian, and high school official. Students complete this form each semester they wish to take additional dual enrollment/dual credit courses.
- 5. Student returns completed, signed registration form to high school counselor, who approves it and forwards it to Black Hawk College.
- 6. Student or his/her parent/guardian pays tuition and/or fees, if required. Students should contact high school counselors about costs and possible tuition assistance.
- 7. If the student wishes to receive high school credit in addition to college credit for the course, it is his/her responsibility to contact the high school.
- 8. Dual enrollment/dual credit students taking classes are responsible to make sure they are registered for the college portion of the class. After registration forms have been processed by Black Hawk College, students should do the following:
  - a. Log in to <u>myBlackHawk</u> by entering username and password. If you do not know your username or if you need assistance, click on **Problems Logging In** on the login page of <u>myBlackHawk</u> or call the ITS Helpdesk at 309-796-5555 or 1-800-334-1311, ext. 5555.
  - b. Once you're logged in, click on the Academics tab
  - c. Under Academic Services, you will see:

# "Students click here to:"

When you click on this link, you will be able to make payments, view grades and transcripts, and update personal information.

d. Under My Courses, you will see:

#### "Click here to:"

When you click on this link, you will see your Black Hawk College classes.

If your class does not appear on the "My Courses" section, you ARE NOT registered for college credit. Contact your high school counselor.

9. Home school students follow the same process except the parent/guardian functions as the high school counselor/principal.

# **Payment of Tuition and Fees**

Tuition, fees, and books are usually paid for by the student or parent. Some high schools offer assistance with the cost of tuition, fees, and books. Tuition and fee refunds for withdrawing from class must be made according to the refund and withdrawal schedule established by Black Hawk College.

#### **Financial Aid**

Financial aid is not available to dual students; however, dual enrollment/dual credit classes count as credits attempted/completed and are included when determining a student's academic progress and eligibility for future financial aid. Students are considered to be meeting the Financial Aid Academic Progress standards if the following three requirements are met:

**GPA Requirement** -- A student must earn and maintain a 2.0 cumulative grade point average.

Completion Rate Requirement -- A student's total number of earned (completed) hours must be equal to or greater than 67% of the cumulative total of their attempted credit hours for *all periods of enrollment* at Black Hawk College. Hours attempted are the credit hours a student is enrolled in at the end of the 100% tuition refund period. Grades of A, B, C, D, or P are considered earned hours. *Grades of F, I, W, or X are not considered earned hours*.

**Maximum Time Frame Requirement --** A student is eligible to receive financial aid for a maximum of 96 attempted credit hours at Black Hawk College. For a certificate program, the maximum attempted credit hours are 48.

#### **Textbooks**

Students are responsible for obtaining their own textbooks. Some high schools purchase books for dual enrollment/credit classes. Students should contact high school counselors for details. Students may purchase textbooks as follows:

- Visit the Quad Cities or East Campus bookstore to purchase the books and other course materials in person.
- Call the Quad Cities (309-796-5500) or East Campus (309-854-1716) bookstore to order your books and course materials.
- Order your books online at the Black Hawk College bookstore Web site. They will be shipped to you.

# Class Time/Attendance

Courses taken at the college campus will meet according to the college class schedule. Class attendance is solely the student's responsibility. **Students may be required to attend dual** 

credit classes on campus during high school breaks. Whenever the college is in session, students are expected to attend classes; however, students have a responsibility to consider their own personal safety when traveling to and from campus.

For a 3 credit hour class, this means the student will be in the classroom for 150 minutes per week over a 16-week semester. The classes generally meet 3 days per week for 50-minute periods, 2 days per week for 75-minute periods, or 1 day per week for a 150-minute period.

Courses taken at the high school may meet according to the college times or may meet in a more traditional high school schedule of one period per day for all 5 school days of the week.

# **Study Time**

Students should plan to devote at least 3 hours per week per college credit hour for each class to read, study and do assignments outside of class time.

# Differences Between High School-Level Classes and College-Level Classes

It is important that students realize the differences between high school-level classes and college-level classes. Some of the differences are listed below:

High School Classes	College Classes
Teachers record and report attendance.	Students are responsible for attending class and
	attendance is not reported.
Teachers tell students frequently when assignments are	Students are responsible for completing assignments &
due and tests are scheduled.	taking tests on time as outlined in the syllabus.
Teachers tell students what they need to study.	Students determine what they need to learn.
Teachers provide outlines, notes, & study guides.	Students take notes and prepare their own outlines &
	study guides.
Teachers provide progress/grade reports frequently.	Students monitor their own progress and calculate their
	own grades.
Teachers discipline inappropriate behavior in class.	Students who display inappropriate behavior are not
	allowed in class.
Teachers provide the information needed for successful	Students must have prerequisite knowledge and skills
completion of the class.	before starting the class.
Teachers ask questions and lead discussions.	Students are expected to generate questions and initiate
	discussion.
Teachers cover all course content during class time.	Students are responsible for learning all material
	whether or not it is presented in class.
Teachers give tests over the material and provide	Students take fewer tests over larger amounts of
make-up tests and retakes.	material and are not necessarily allowed to make-up or
	retake tests.
Grades are based on many assignments: class	Student grades are based on a small number of
participation, extra-credit opportunities, and many quiz	assessments.
and test grades.	

# FERPA (Federal Family Educational Records Privacy Act) Confidentiality of Student Records

Black Hawk College's faculty and staff use records to meet the needs of individual students and help develop ways to improve programs, services, and academic success. Student records are regarded as confidential. Black Hawk College will not provide names and addresses to outside agencies for commercial use or any information about academic records without the student's written consent or under specific guidelines set out in the Family Educational Rights and Privacy Act of 1974.

Certain items are considered public or directory information and can be released without the student's written consent: name, address, telephone listing, e-mail address, date of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, academic honor rolls, degrees and awards received, full-time/part-time status and most recent previous school or institution attended.

If you do not want this information released, please file a written objection with the Office of the Registrar (Quad-Cities Campus) or the Assistant Dean of Student Services (East Campus) within 30 calendar days of the beginning of the term in which you are enrolling. Please specify the information you do not want released, and it will be kept confidential.

# Student's Right to Review Educational Record/Disclosure of Student Information

Students attending postsecondary institutions have the right to inspect and review their educational records. Parents and spouses have no inherent right to inspect students' records. This right is limited solely to the student. Faculty members may not disclose information about students without the student's written consent. This applies to the educational records of students who are currently in attendance, to those who have graduated, and to those students who have ceased attendance. Parents and spouses have no inherent right to receive information about students. Only if the student has signed a release form can specified information be given to the identified party. The dual credit registration form includes signature lines for this purpose.

With regard to high school students who are concurrently enrolled in postsecondary institutions, FERPA permits high schools and postsecondary institutions that have dually enrolled students to share information. Where a student is enrolled in both a high school and a postsecondary institution, the two schools may share education records without the consent of either the parents or the student.

#### Grades

The college grade for dual enrollment and dual credit classes will appear on the student's Black Hawk College transcript. This will follow the student for the remainder of his/her college career. There is no way to remove classes from the student's college transcript.

Black Hawk College does not mail out midterm or final grades. Students receive a class syllabus at the start of each course that explains the instructor's grading system and point values for each assignment. Students should save every assignment and keep track of the grade he/she is earning in the class. It is the student's responsibility to know the grade he/she is earning so there are no surprises at the end of the semester.

Students may view and print their college grades online via their myBlackHawk account at https://myblackhawk.bhc.edu. Grades are usually posted within a week of the end of the class.

- a. Log in to <a href="myBlackHawk">myBlackHawk</a> by entering your username and password. If you do not know your username or if you need assistance, click on **Problems Logging In** on the login page of <a href="myBlackHawk">myBlackHawk</a> or call the ITS Helpdesk at 309-796-5555 or 1-800-334-1311, ext. 5555.
- b. Once you're logged in, click on the **Student** tab.
- c. Next, click on the <u>Students click here to:</u> link in the **Academic Services** box in the middle of the screen.
- d. Select Student & Financial Aid.
- e. Select Student Records, and then select Final Grades.
- f. Select the term you would like to view.

#### Withdrawal from Class

Students must check with their high school prior to withdrawing from dual credit classes, as this will affect the student's high school credit. Students must submit a drop form (available from high school counselors) to Black Hawk College that includes the high school counselor's signature.

Students may withdraw from classes according to the currently applicable Black Hawk College policy. Students who have paid tuition will be eligible for a refund according to the currently applicable college refund policy. The current policy may be viewed at <a href="http://www.bhc.edu/admissions/register-for-classes/refund-policy/">http://www.bhc.edu/admissions/register-for-classes/refund-policy/</a>. Students withdrawing from the college class after the class has started will receive a "W" (withdraw) grade on their college transcript.

# **Transfer of Class Grades and Credits to Other Colleges**

College credits and grades are "transferred" to other colleges via official transcripts. Official transcripts are sent from college to college. Unofficial transcripts are hand carried by students or are copies of official transcripts. It is a good idea for students to take an unofficial Black Hawk College transcript with them when they go on college visits. These are available to you through your myBlackHawk login. To request an official transcript from Black Hawk College, go to http://www.bhc.edu/student-resources/transcripts/.

# Attending Black Hawk College after High School Graduation

During their last semester of high school, students should submit a new application at <a href="http://www.bhc.edu/admissions/apply/">http://www.bhc.edu/admissions/apply/</a>. The student should choose the application type of <a href="College Credit">College Credit</a> (Quad Cities Campus or East Campus). This will update the student's Black Hawk College record to show he/she has graduated from high school and allow the student to choose a program of study that is eligible for financial aid.

**Contact Information: QC Dual Credit:** Christine Adell, Dual Credit Coordinator - CTE: (309) 796-5160, e-mail: adellc@bhc.edu

**QC Dual Credit:** Erica Murphy, Dual Credit Coordinator - Transfer: (309)796-5464, e-mail: murphye@bhc.edu

East Campus Dual Credit: Jeanine Peterson, Coordinator of Dual Enrollment: (309) 854-1712, e-mail: petersonj@bhc.edu