



Dual Credit/Dual Enrollment Handbook for Students and Parents

2016-2017

*Mission Statement: Black Hawk College provides the environment and resources for individuals to become lifelong learners.
<http://www.bhc.edu>*

Welcome to Black Hawk College

Vision

Total accessibility, quality instructional programs, student-centered services, and strategic alliances position Black Hawk College as the preferred choice for education and training.

Mission

Black Hawk College enriches the community by providing the environment and educational resources for individuals to become lifelong learners.

Core Values

Appreciation of Diversity, Caring and Compassion, Fairness, Honesty, Integrity, Respect, and Responsibility.

Goals

We carry out our mission by:

- Providing the best atmosphere for successful Academic Student Outcomes. Our students rank academically as well or better than native students at Illinois four-year universities.
- Providing the best atmosphere for continued Career Learning. Our students will be the most sought after by business and industry.
- Providing the local and global community with Continuing Education and Personal and Professional Development. Our students will set the standard for personal enrichment.
- Operating within the framework of our identified institutional Core Values. Our administration, faculty and staff will model these values in our interactions with students, each other, and all those with whom we come into contact.
- Providing leadership in Community and Economic Development through training, partnerships and services. Our students and staff will set the standard for contributing to the growth and development of our communities.

Black Hawk College Accreditation

Black Hawk College is accredited or approved by:

- Higher Learning Commission of the North Central Association of Colleges and Schools, 30 N. LaSalle St., Suite 24000, Chicago, Illinois 60602-2504, (312)-263-0456, www.ncahigherlearningcommission.org
- Illinois Board of Higher Education
- Illinois Community College Board
- Illinois State Board of Education

Black Hawk College will make all educational and personnel decisions without regard to race, color, religion, gender, sexual orientation, marital status, national origin or ancestry, age, physical or mental disability unrelated to ability, or status as a disabled veteran or Vietnam era veteran, except as specifically exempted by law.

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Welcome to Black Hawk College!

Dual Credit Students and Parents,

Black Hawk College takes pride in the opportunities we make available for our dual credit students. The transition from high school to college is exciting, but can also be overwhelming. We hope that this handbook provides you with the resources to answer any questions you may have about our dual credit program. If you need additional information, we have dual credit coordinators at both campuses who would be happy to help you in any way they can. Black Hawk College looks forward to working with you!

Dual Credit Checklist

- 🍏 **STEP 1:** Apply online to Black Hawk College at www.bhc.edu
- 🍏 **STEP 2:** Complete the Dual Credit Orientation online @ www.bhc.edu/dualorientation
Two weeks after your application is processed you will receive your Black Hawk College ID number and your “myBlackHawk” username and password information in the mail. Keep this information in a safe place. You will need it for future reference.
- 🍏 **STEP 3:** Obtain a dual credit registration form from your high school counselor.
- 🍏 **STEP 4:** ACT or Compass placement test scores may be required for some classes. Check with your high school counselor for further information.
- 🍏 **STEP 5:** Return the completed registration form with required signatures to your high school counselor.
- 🍏 **STEP 6:** Confirm Dual Credit enrollment by checking your myBlackHawk account.
- 🍏 **STEP 7:** Purchase the required books and materials.
- 🍏 **STEP 8:** Pay for your classes. All students will receive bills electronically through their myBlackHawk account. Dual Credit/Dual Enrollment students will also receive a paper copy by mail.
 - Payment can be made by cash or check on the Black Hawk College campus.
 - Payment may be mailed to:

Black Hawk College East Campus	Black Hawk College QC Campus
Enrollment Services	Bursar’s Office
26230 Black Hawk Road	6600 34 th Avenue
Galva, IL 61434	Moline, IL 61265
 - Payments can also be made online through your myBlackHawk account.
- 🍏 **STEP 9: Check your myBlackHawk email FREQUENTLY!** MyBlackHawk is the communication portal for Black Hawk College. Important information will be emailed and shared with you through this site. Again, check it often!

Dual Credit Contacts:

*Quad Cities Dual Credit
Career & Technical Information
Christine Adell*

*Quad Cities Dual Credit
Transfer Information
Erica Ewert*

*East Campus Dual Credit
Transfer/Career & Technical
Jeanine Peterson*

DUAL CREDIT/ DUAL ENROLLMENT PROGRAM BASICS

Overview of Dual Credit/ Dual Enrollment

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 credit and dual enrollment 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 Credit courses are college credit courses taken by high school students who receive both college credit and high school credit 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 each high school district's policies and practice.

Dual Enrollment courses are college credit courses taken by high school students who will receive college credit for the class upon successful completion.

The courses taken for dual credit/dual enrollment 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 evaluation are the same for all students. 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 Credit/Dual Enrollment

- Speeds up the time it takes to complete a college certificate or degree.
- Reduces overall college costs.
- Provides students with college credit that is transferable to other colleges and universities.
- Allows for 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 Credit/ Dual Enrollment Students

Students interested in dual credit/dual enrollment need to be highly motivated and dedicated to learning. The dual credit/dual enrollment 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 credit/dual enrollment 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 high school juniors or seniors. 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 credit/dual enrollment 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 credit/dual enrollment program.

Location of Dual Credit/ Dual Enrollment Classes

Many high schools offer dual credit classes on their high school campus. Courses offered for dual credit/dual enrollment 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 all dual credit courses.

High school students may also enroll in classes on the Black Hawk campus where they are integrated with other college students. Additionally, qualified high school students may enroll in dual credit/dual enrollment courses offered online.

Online Courses

Students registering for online classes should check with their high school counselor for priority registration dates at BHC to help ensure their form is received in time to get a seat. Students should also check their myBlackHawk email account daily for communication from their instructor.

Participating High Schools

Alleman High School	Geneseo High School	Rockridge High School
AlWood High School	Kewanee High School	Sherrard High School
Annawan High School	Mercer County High School	Stark County High School
Area Career Center	Moline High School	United Township High School
Cambridge High School	Orion High School	Wethersfield High School
Erie High School	Riverdale High School	
Galva High School	Rock Island High School	

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 due and tests are scheduled.	Students are responsible for completing assignments & taking tests on time as outlined in the syllabus.
Teachers allow students to make-up work.	Students must turn in assignments by deadlines.
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 help students locate information.	Students must use their own library and research skills.
Teachers provide all information required for the class.	Students must locate supplementary materials.
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 all the information needed for successful completion of the class.	Students must have prerequisite knowledge and skills 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 make-up tests and retakes.	Students take fewer tests over larger amounts of material and are not necessarily allowed to make-up or retake tests.
Grades are based on many assignments: class participation, extra-credit opportunities, and many quiz and test grades.	Student grades are based on a small number of assessments.

myBlackHawk

This is the college online portal through which important college information is provided to you. Log in and check often!

To locate myBlackHawk, go to the Black Hawk College website (www.bhc.edu) and click on the link to myBlackHawk, or go to myblackhawk.bhc.edu. Students will need their username and password to access the system and will receive a letter containing that information after completion and processing of their Application for Admission. If you have problems logging into myBlackHawk, please click on the link under “Having problems logging in?” or call the ITS Help Desk at (309)-796-5555.

By logging into myBlackHawk, you will be able to:

- View overall schedule of courses.
- Pay for classes, check registration status, view your class schedule, view your account balance, and make credit card payments.
- Access information about your courses.
- View student records (academic holds, past grades, unofficial academic transcript).
- View your student ID number.
- Receive college and personal announcements about events, dates, activities and course cancellations.
- Send/receive e-mail from your BHC e-mail address.

Student E-mail

All students are assigned an e-mail account at mymail.bhc.edu. Communication from various departments at the college will be sent to this e-mail account. The e-mail account is accessed through myBlackHawk. Be sure to check your mymail.bhc.edu mailbox frequently for important information about your classes and the College.

Emergency Notification

To be notified by text/email if BHC closes due to weather and to receive emergency alerts students should sign up for the emergency notification located in their myBlackHawk account on the home page.

Student ID

All students taking college-credit classes are eligible to obtain a Black Hawk College ID. For more information, contact the Bursar's Office on your campus.

Quad Cities Campus: Building 1, Welcome Desk; Phone (309)-796-5200.

East Campus: Building A, Room 100; Phone (309)-854-1706.

Withdrawing from Courses

Students must see their high school counselor prior to withdrawing from dual credit classes and complete the dual credit drop form that includes the high school counselor's signature. The counselor will submit this form to the dual credit coordinator. It is important to officially drop the class to avoid an “F” on the student's transcript. The student is financially responsible for tuition and fees for all classes not officially dropped by the appropriate refund date.

Things to Consider When Dropping a Course – Before dropping a course, the student should consider the impact dropping the course has on financial aid, grades or educational goals. The following items should also be considered before dropping a course:

1. Refund policy – Course withdrawal prior to the starting date of the semester is entitled to a 100% refund.
2. Impact on grades – If a student does not officially withdraw from a course, the student may receive an F for the course.
3. Transcript notation – After the 100% refund period of the course, any dropped course will show up on the student’s permanent academic record and will be recorded as a W (withdrawal).
4. Financial aid – Withdrawing from a course may impact future financial aid eligibility.

Financial Aid

Financial aid is not available to dual credit/dual enrollment students; however, dual credit/dual enrollment classes count as credits attempted/completed and are included when determining a student’s academic progress and eligibility for **future** financial aid.

Students’ future financial aid eligibility will be based on the following requirements:

- **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.

Tuition & Fees for Dual Courses

Dual credit courses taught by high school instructors are \$15.00 per credit hour. Courses taught by Black Hawk College faculty will be charged at the current Black Hawk College tuition rate, which can be viewed at www.bhc.edu/admissions/tuition-fees. Some high schools offer assistance with the cost of tuition, fees, and books. Contact your high school counselor for details.

Students will only receive bills electronically through their myBlackHawk account. Students will NOT receive a bill by mail. To check the balance, please follow the steps below.

1. Login [myBlackHawk](#)
2. Click the ‘Student/Academics’ tab
3. Click ‘Students click here to:’
4. Click ‘Student Records’
5. Click ‘Account Detail for Term’
6. Select Term and Submit

Paying for Dual Credit Courses

- Payment can be made by cash or check on the Black Hawk College campus.
Please include the student's BHC ID number on the check!
- Payment may be mailed to:

Black Hawk College East Campus	Black Hawk College QC Campus
Enrollment Services	Bursar's Office
26230 Black Hawk Road	6600 34 th Avenue
Galva, IL 61434	Moline, IL 61265
- Payments can also be made online through your myBlackHawk account.
How to Make Online Payments - Credit/Debit/E-Check:
 1. Login myBlackHawk
 2. Click the 'Student/Academics' tab
 3. Click 'Students click here to:'
 4. Acknowledge you have read the BHC Alcohol and Drug Policy
(If you have done this before, proceed to next step.)
 5. Click 'Student Records'
 6. Select 'Make a Payment' (*link is in red*)
 7. Select the term that you are making a payment
 8. In the box provided, enter the amount you are paying and click 'Submit'
 9. Select method of payment, enter payment information and Click 'Submit'

Financial Holds

If a student has an unpaid bill to the college, a hold will be placed on their account. Students with a hold on their account will not be permitted to register for any courses or obtain a transcript from Black Hawk College until the bill is paid.

Textbooks

Students may be responsible for obtaining their own textbooks and should contact high school counselors for details. Textbooks may be purchased 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.

Textbook Return Policy - ALL RETURNS ARE SUBJECT TO MANAGEMENT APPROVAL

- **You MUST have a receipt for all returns/exchanges.**
- Books must be unmarked, unopened, with seals intact, and in resalable condition for returns/exchanges.
- Type of refund will be based on the original method of payment.
- Check purchases require a **5 BUSINESS DAY** waiting period for a cash refund.
- Photo **ID REQUIRED** for all check, financial aid, and credit card transactions.
- **NO RETURNS** on access codes, software, tablets, computers, electronics, and consumables (flash drives, batteries, etc.), and special orders of any kind.
- **NO REFUNDS** on shipping/handling fees or lost receipt fees.
- **FALL/SPRING- 5 BUSINESS DAYS** from the first day of the semester, 10 days from the first day of the semester with a drop slip.
- **NO RETURN/EXCHANGE** for books purchased after the 10TH day from the first day of the semester.
- **ONLINE ORDERS** - the bookstore is not responsible for return shipping of product. It is the customer's responsibility to return all merchandise **BEFORE** the

above time limits. Refunds will not be given until product is received via mail or in-person or without the appropriate receipt.

THINGS YOU SHOULD KNOW

Course Selection

Students are encouraged to take courses with their intended program of study in mind. If you are uncertain of your career plans, there are many classes that will benefit you. For more information about programs of study, or course transferability, contact an advisor at your campus.

QC Advising (309)-796-5100

East Campus Advising (309)-854-1709

Student Attendance

Regular class attendance is an essential component of academic success. Regular classroom attendance is required for students to be able to participate fully in discussion and laboratory sessions and to seek clarification concerning newly presented materials.

The attendance policy of each instructor is included in the course syllabus distributed by the instructor on the first day of class. Compliance with each instructor's attendance policy is the student's responsibility. An instructor's attendance policy may go into effect with the first meeting of the class.

Courses taken at the college campus will meet according to the college class schedule. Class attendance is 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 during inclement weather when traveling to and from campus.**

Excessive absences may prevent a student from successfully completing a course. Students should seek advice from the instructor or advisor to determine if withdrawal from the course is required. It is the responsibility of the student to officially withdraw from a course.

Students who must be absent due to prolonged illness or extended emergency should notify their instructor(s) immediately to determine a plan of action appropriate to the situation.

Syllabus

The syllabus lists a course's objectives and requirements and is distributed at the beginning of the semester. It includes information about the course, course policies and procedures, textbook information, grading rubrics, assignments, schedules, and study aids. The syllabus is a contract between you and your instructor. Make sure you check it regularly. The syllabus is subject to change with adequate notice.

Grades

The college grade for dual credit/dual enrollment 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 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.

Calculating Grade Point Average (GPA)

Your academic standing at the College is determined by your grade point average (GPA). Students can calculate their GPA by dividing the total number of grade points earned by the total number of semester hours attempted. The semester grade point average represents the average of class grades for one semester. A cumulative grade point average represents the average of the grades of all courses you have taken at BHC.

Example

The table below indicates how many grade points each letter grade is worth. These points add up to for your grade point average (GPA).	Standing	Grade Points Per Hour
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Passing-less than satisfactory	1
F	Failing	0
W	Withdrawal	No hours earned-no grade points assigned
I	Incomplete	No grade points until work is completed

Transfer of Class Grades and Credits to Other Colleges

College credits and grades are “transferred” to other colleges via official transcripts which are sent directly 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/>.

Transferability of Black Hawk College Courses

Black Hawk College is part of the Illinois Articulation Initiative, a statewide transfer agreement with more than 100 participating colleges and universities in Illinois. Most dual credit classes will transfer. Students should contact the college or university they are considering attending to verify transferability.

Attending Black Hawk College after High School Graduation

During their last semester of high school, students MUST submit a new application at <http://www.bhc.edu/admissions/apply/>. The student must choose the application type of College Credit (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.

Students with Disabilities

As required by the Americans with Disabilities Act (ADA), accommodations are provided to ensure equal opportunity for students with documented disabilities.

If you have a disability and require accommodations it is your responsibility to contact Disability Services Quad Cities Campus (Susan Sacco, saccos@bhc.edu, (309)-796-5900 or (309)-796-5903; East Campus (Rachael Weeks, weeksr@bhc.edu, (309)-854-1713).

Student Appeal Procedure

The relationship between a student and instructor is the most important relationship within the College structure. If this relationship is jeopardized, students and instructors are encouraged to resolve the differences on an informal basis. If this does not prove successful, the student or instructor may appeal to the department chair. Consult the Black Hawk College Student Handbook for the complete student appeal process.

Cheating and Plagiarism Policy

Typically, each instructor will inform students about the Black Hawk College (BHC) policy on cheating and plagiarism. However, each student is responsible for being aware of BHC policy, regardless of whether or not the faculty member has provided this information. Since it is the faculty member's responsibility to assign grades, it is also his/her prerogative to determine what constitutes cheating or plagiarism in his/her classes. The faculty member determines the consequences for cheating or plagiarism. Unless that judgment can be shown to be either capricious, arbitrary, or in bad faith, the faculty member's judgment will stand. For example, if a student cheats or plagiarizes on a "minor" assignment or test, a faculty member could assign a grade "F" for that paper or test. If the student cheats again, he/she could receive an "F" or "X" for the course. If a student cheats or plagiarizes on a "major" assignment or test, a faculty member will often assign an "F" or "X" for the course and the case may be reported to the Student Disciplinary Committee.

DEFINITION OF PLAGIARISM

Plagiarism may take any one of three forms:

1. Passing off words and/or images of another as one's own.
2. Passing off the ideas of another as one's own.
3. Using the original organizational scheme or plot of another as one's own.

QC Campus Career Services Center

The purpose of the Career Services Center is to enhance student learning in pursuit of career goals and to assist students, alumni, employers, and the community in developing a qualified, competitive workforce.

Students searching for jobs or careers are often under-prepared to access today's technology and recruitment methods. The Career Services Center can assist them with preparing a résumé and cover letter, taking career assessments to help determine college majors, completing job applications, practicing interviewing skills, understanding how to prepare and dress for the interview, and much more.

The Career Services Center assists individuals who are uncertain about career goals, want to become more employable, are seeking entry-level positions and are in career transition.

Appointments are not needed. Students may stop by the QC Campus Career Services Center from 8:00 am to 5:30 pm Monday, Tuesday and 8:00 am to 5:00 pm Wednesday through Friday.

For more information, contact:

Dr. Bruce Storey
Director of Educational Services
(309)-796-5129
storeyb@bhc.edu

Marceia Duhm
Coordinator of Career and Veterans Services
(309)-796-5191
duhmm@bhc.edu

Counseling

Counseling is a confidential, individual growth process assisted by a professional counselor to help define goals, assist in making decisions, and solve issues related to educational, career, personal, and social concerns.

The Counseling Department is a partner in the educational process that strives to integrate the intellectual, psychological, cultural, and social development of students in the context of the Black Hawk College vision, mission, and core values. The Counseling Department is committed to minimizing educational barriers, enhancing learning activities, and assisting students in exploring and identifying goals in order to achieve success.

To schedule an appointment call (309)-796-5199 or email counseling@bhc.edu.

Independent Learning Center (Quad Cities and East Campuses)

The Quad Cities Campus Independent Learning Center (ILC) is located in the lower level of Building 1, below the Library. The East Campus ILC Testing Center is located in the upper level A-wing of the Main Building, directly across from the Advising and Financial Aid Department. At the Quad Cities Campus ILC, computer labs are accessible with available software to support various curricula. Both ILCs offer test proctoring services at specific times for students and by special arrangement. Schedules of the current hours can be obtained at <http://www.bhc.edu/on-campus/ilc/>. Summer semester hours differ.

Library (Learning Resource Center)

The Black Hawk College libraries are full-service facilities staffed by personnel who are committed to serving students. Librarians are available to consult with students on an individual basis as well as in a small group.

Students need a barcoded library card to borrow and place holds on library materials. The card application process begins at the circulation desk at each campus library.

Black Hawk College library resources include print and online books, databases for magazines, journal and newspaper articles, and research tools to prepare information-based assignments. Access to these resources is provided 24/7 through the websites below and does require authentication from off-campus locations. Students need their myBlackHawk username and password to log in:

- East Campus – <http://bhc.libguides.com/eastLRC>
- QC – www.bhc.edu/on-campus/library/qc/

Other library resources and services:

- Study tables, carrels, and rooms
- Scanning/printing equipment
- Local newspapers
- Reserve materials
- Interlibrary loan

Read & Write Gold

Read & Write Gold is a free tool that helps students increase their reading speed and comprehension, as well as improving research, writing, studying, and test-taking skills. It can be permanently downloaded onto a laptop, home computer, MP3 player, or tablet by logging into myBlackHawk and clicking on the Student/Academics tab.

Tutoring

The Quad Cities Campus, tutoring labs are in the Student Success Center in Building 1, Room 100 (below the library). Tutoring for science classes is in Building 2, Room 210. Tutors are always available in math, writing, and CS 100, with other classes available by request. Schedules for the tutoring center can be downloaded at <http://www.bhc.edu/student-resources/student-success-center/tutoring>. Schedules for the science lab are available outside of Room 210 or in the Student Success Center. Students can make appointments by calling (309)-796-5138 or stopping in the Student Success Center.

At the East Campus, tutoring for reading, comprehension and basic computer skills are always available, with other classes available by request. For additional tutoring information, call the Academic Support Services Advisor, Rachael Weeks at (309)-854-1713.

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 (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.

With regard to high school students who are concurrently enrolled in postsecondary institutions, FERPA permits high schools and postsecondary institutions that have dual enrolled students to share information. When 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.

Student Code of Conduct and Disciplinary Procedures

The Student Code of Conduct has been established to maintain order on campus and to guarantee the broadest range of freedom for all who come to learn at Black Hawk College. All students and individuals on campus or at college-sponsored functions are expected to conduct themselves in accordance with the regulations of the college and such laws of the city, state, and federal governments as they apply to matters of conduct.

Each student is responsible for knowledge of and compliance with this Student Code of Conduct. The college further recognizes each student's right to procedural due process including notice, an opportunity to respond to the allegations, and an appeal process. Any student cited for violation of the Student Code of Conduct will:

1. Receive notice of the alleged violation. Including:
 - a. The specific code violations
 - b. Reference to the process and rights of students as indicated in the Student Code of Conduct
2. Be provided an opportunity to respond to the charges
3. Be able to appeal the decision, if necessary
4. Not be permitted to withdraw from the college with a clear record until such charges have been resolved.

Students wishing to discuss the alleged violation before the hearing occurs should contact Luis Moreno, Dean of Student Services Quad Cities Campus – (309)-796-5041
BJ McCullum, Assistant Dean of East Campus – (309)-854-1723

Students who do not follow and abide by the following policies, guidelines and regulations as stated in these documents are subject to disciplinary procedures by the college. See the Disciplinary Procedures section of the Student Handbook for details:
<http://www.bhc.edu/student-resources/student-handbook/>. Criminal activity will be referred to the BHC Police Department.

Computer and Technology Usage

Students who use or access technology provided by Black Hawk College are responsible for reading, understanding, and following college policies and guidelines. Examples of technology include: PCs and other computers, telephone systems, e-mail, myBlackHawk, online coursework, networks, wireless access, etc. Links to both the Computer Security and Responsible Use and the Responsible Use Guidelines and Procedures are available online at www.bhc.edu/files/Computer+Security+and+Responsible+Use. Paper copies are available in the Enrollment Services Office at both campuses.

Security, legal and behavior standards are covered in the above documents and include such issues as harassment, plagiarism, conflict of interest, unethical conduct, theft, copyright infringements and others.

Drug-Free College Policy

Black Hawk College maintains a commitment to provide a safe and healthful work and educational environment in accordance with the Drug-Free Workplace Act of 1988, the Drug-Free Schools and Communities Act of 1989, and the Illinois Drug-Free Workplace Act of 1986. The Student Code of Conduct and Black Hawk College Board Policy prohibit the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance on College-owned or controlled property or at college-sponsored functions. The Student Code of Conduct and Board Policy also prohibit the unlawful possession, use, or distribution of alcohol on College premises or as a part of College-sponsored functions.

Students found in violation of the Student Code of Conduct will be subject to the sanctions outlined in Disciplinary Procedures in this student handbook.