



# **Preparing for Black Hawk College Dual Credit/ Dual Enrollment**

**[www.bhc.edu](http://www.bhc.edu)**

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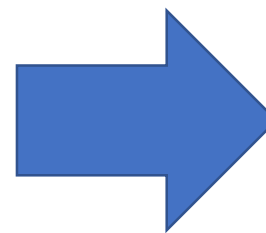
## Consider Before You Apply:



- Are you a student who is highly motivated, self-disciplined, and able to complete academic work at a collegiate level?
- The grades earned for dual credit are part of a student's permanent college transcript. Will you be able to manage your time and stress if you take on an increased workload?
- In addition to online classes, the classes on BHC campuses usually have some online components as well. In order to be successful, students should have a scheduled time, every day, to work on assignments.

# Getting Started - Black Hawk College Dual Credit Program Application:

If you want to enroll in classes offered by Black Hawk College, you will need to complete an application for dual credit. Go to [www.bhc.edu/apply](http://www.bhc.edu/apply). The link below provides step-by-step directions for completing the application.



[Step-by-Step Dual Credit Application Tutorial](#)

## Checklist to stay on track!



Click this link to open



[Dual Credit Checklist](#)

# IMPORTANT!

## Guide to myBlackHawk for Dual Students:

A Guide to myBlackHawk for Dual Students: This guide is sent in your “Welcome to BHC” email. It is very helpful explaining how and where to access important information! It can be found at the following link:

[myBlackHawk Guide](https://myBlackHawk.bhc.edu)



# **Save Time and Money by Planning Wisely!**


- If you have chosen a transfer institution, contact an advisor. They can suggest the BHC classes that will best fit your intended degree plan.
- If you have successfully completed nine credit hours, or more, at Black Hawk College, schedule a meeting with your dual coordinator before enrolling in additional classes. We want to ensure you are taking classes that best fit your degree path and/or transfer to your preferred four-year institution.

# Registration:

Registration forms for classes must be submitted to the college NO LATER THAN the 10<sup>th</sup> day of the Black Hawk College term.

## Fall classes begin in August; Spring classes begin in January

Keep in mind that your counselor will need to approve the registration if the class is being taken for dual credit. Don't wait until the last minute!

- Registration forms may be picked up from your high school counselor's office or request one from your dual coordinator.
- Additional classes, not included on your school district's dual registration form, can be found here: [Schedule of Classes](#) > Then click on yellow tab in the middle of the page: 

**\*Note:** "Register Online" tab will **NOT** work for dual students.



# Completing Your Registration:

- Use **blue** or **black** ink (do NOT use pencil)
- Clearly mark class choices.
- Student and Parent/Guardian Signatures are required.
- Incomplete forms may not be processed, so be sure you have entered information **legibly** in **ALL** required fields.
- Some courses require **placement scores** prior to registration - check with counselor or dual coordinator.
- Check to ensure the classes are added to your course schedule in myBlackHawk. The classes should be added within 24-48 hours after submitting form to high school counselor. ***If you do not see the classes, contact your dual coordinator as soon as possible.***

# Oops, I changed my mind...



If you decide to add or drop a class after you have already submitted your registration, an add/drop form, like the one shown, will be required for schedule changes.



**ADD/DROP FORM**  
DUAL CREDIT/DUAL ENROLLMENT  
HIGH SCHOOL STUDENT

Name: \_\_\_\_\_ BHC ID# \_\_\_\_\_  
 Address: \_\_\_\_\_ Birth date: \_\_\_\_\_  
 High School: \_\_\_\_\_ Grade Level: \_\_\_\_\_  
 Course Semester and Year: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**Add Classes**

Course Name & Number	CRN	Section	Instructor	H5 Credit?	Prerequisites Met (Y/N) (Business & School)
				Y/N	
				Y/N	

**Drop Classes**

Course Name & Number	CRN	Section	Instructor	H5 Credit?	Select List Drop Code
				Y/N	
				Y/N	

Reason for requested change: \_\_\_\_\_ Date: \_\_\_\_\_

High School Counselor Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Faculty Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
\*Required after 30 days of term in progress

OC Campus Transfer Course Information, please contact: Erica Sweet, 208-796-5444 or esweet@bhcc.edu  
 OC Campus CTE Course Information, please contact: Christine Adair, 208-796-5163 or adairc@bhcc.edu  
 East Campus Dual Credit/Dual Enrollment, please contact: Jennifer Peterson, 208-854-1713 or petersonj@bhcc.edu

BHC Office Use: \_\_\_\_\_

## Dual Credit Add/Drop Form

# Important Info about Add/Drops:

## Adding a class

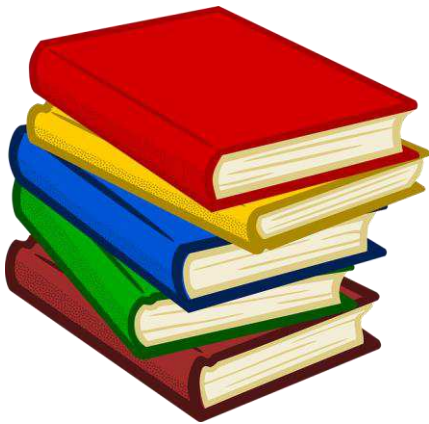
- Add/Drop Forms require counselor, parent/guardian, and student signatures.
- If the term has started, you will need the instructor's permission to enroll.

## Dropping a class

- **Classes dropped after the first day of term will not be fully refunded.** The BHC refund policy can be found at this link: [Refund Policy](#)
- Dropping classes after the start of term may impact future financial aid eligibility. Discuss with your HS Counselor before you drop.
- Instructor signature is required after completing  $\frac{3}{4}$  of term.

# Textbooks and Materials:

Students are expected to be prepared with the required books and materials for their courses on the first day of class. The process for finding required course materials and ordering them from the BHC Bookstore is provided for you at the link below.



[Ordering Books Tutorial](#)

# Types of Textbooks/Materials:

- **TEXTBOOKS:** We carry textbooks, lab manuals, access cards, supplemental materials and supplies, all to the exact specifications your instructor wants for your course.
- **DIGITAL DIRECT ACCESS (DDA):** Some courses require digital course content. If your class requires DDA, go to this link for information about how to access and how you will be billed: [Digital Direct Access](#)
- **TEXTBOOK RENTAL:** We partner with MBS books to offer as many titles as we can for rent each semester.

# Online Class Technical Requirements:

- Reliable WiFi connection
- Personal computer or laptop that can be used at your home (Will you be prepared if your district shifts to 100% remote learning?)
- Microphone and Camera for Respondus Lockdown, Zoom, or other applications
- In general, Chromebooks are not recommended for BHC courses taught by BHC faculty.
- A BACK-UP PLAN!!! Be prepared for connection issues/equipment failure. Most libraries have internet, or maybe you have a friend you can call if you have technical issues. Don't wait until the last minute to submit work!

# Using Canvas

- Canvas is the Learning Management System (LMS) used by Black Hawk College.
- Be sure you are familiar with this LMS prior to taking any online classes.
- The following link will take you to a video that will be of great help in learning to navigate Canvas! [Navigating Canvas Video](#)



# Syllabus

- A syllabus is your guide to a course.
- Generally, syllabi include course policies, rules and regulations, required texts, and a schedule of assignments. A syllabus can tell you nearly everything you need to know about how a course will be run and what will be expected of you.
- Check out the video below for important “Syllabus Situations”

[Syllabus Situations](#)



# **Reminder: You are a College Student!**

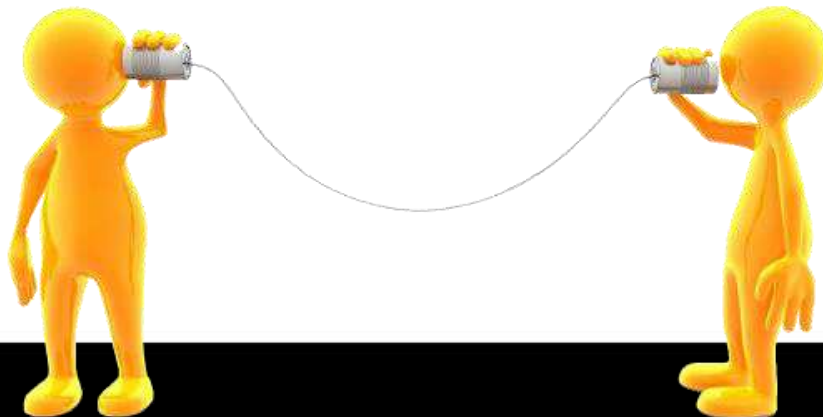
## **You are responsible for:**

- Placement testing at your high school or BHC. Link for information about placement scores and BHC testing schedule: [Placement Testing](#)
- Submitting a registration form in a timely manner.
- Ensuring your schedule is correct.
- Having the required books and materials when the class starts.
- Communicating with instructors when you need guidance.
- Paying your bill on time.
- Contacting your Dual Coordinator **ANY TIME YOU HAVE A QUESTION!**
  - **See the last slide of this presentation for the appropriate contact.**

# Communication:

**Check your myBlackHawk Email at least once each week.**

- Your Email communication with faculty or other college officials must be through your Black Hawk College Email account. Also, important Emails from the college will be sent to this account. CHECK IT WEEKLY!
- **NOTE:** Most instructors use Canvas to communicate, but Canvas is not your college email account. Canvas communication is course specific, so be sure to check both if your instructor uses Canvas.



Click link for a brief video introduction on using myBlackHawk:

[myBlackHawk Video](#)

# Dual Credit/Enrollment Student Handbook:

Click on this link to access the 2020-2021 BHC Dual Credit/Enrollment Student Handbook. This is an excellent resource for students and parents!

[Dual Credit/Enrollment Student Handbook](#)

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# Dual Credit/Enrollment FAQs:

## Tuition Due Date & Deferred Payment Plan Information

- Contact Dani Vaughn at 309.796.5336 or [vaughnd@bhc.edu](mailto:vaughnd@bhc.edu)
- Dual Students' Tuition Due Dates: Fall Tuition – September/Spring Tuition – February

## Honors (Dean's) List & Phi Theta Kappa Honor Society

- Honors: [Honors](#) PTK: [Phi Theta Kappa Honor Society](#)

**Google Conversions** (Not recommended, but for those who are tech savvy, and feel confident with this path...)

- [Online Learning Orientation Tutorials](#) (this link requires login to your myBlackHawk account)

# **Recommendations for Dual Students who may need accommodations:**

**Students with an IEP or 504 Plan- YOU** are responsible for disclosing that information in order to be eligible for accommodations. Contact the BHC Disabilities Coordinator at 309.796.5168. It is best to make this connection BEFORE the term begins. Don't wait until there is a problem!

**Student success is very important to us! Please don't hesitate to reach out with any questions.**

Dual Coordinators serving BHC QC Campus:

- Sara Dye [dyes@bhc.edu](mailto:dyes@bhc.edu) Transfer Courses
- Chris Adell [adellc@bhc.edu](mailto:adellc@bhc.edu) Career & Tech Ed Courses

Alleman High School  
Erie High School  
Geneseo High School  
Mercer County High School  
Moline High School  
Riverdale High School  
Rock Island High School  
Rockridge High School  
Sherrard High School  
United Township High School

Dual Coordinator serving BHC East Campus:

- Jeanine Peterson [petersonj@bhc.edu](mailto:petersonj@bhc.edu)

AlWood High School  
Annawan High School  
Cambridge High School  
Galva High School  
Kewanee High School  
Stark County High School  
Wethersfield High School

