2019-20 Dual Enrollment Student Handbook

WYTHEVILLE COMMUNITY COLLEGE

Welcome!

On behalf of Wytheville Community College, I would like to take this opportunity and congratulate you for taking the initiative of earning college credits while completing respective high school diploma requirements.

The dual enrollment program at WCC allows students to experience college-level coursework, simultaneously earn college and high school credit, concurrently complete a degree or certificate program, and also gain confidence to continue their education beyond high school.

Currently, the dual enrollment program at WCC has expanded to serve over 1,000 students from eight public high schools, three career and technical centers, and one private school within our service region.

We are thrilled that you are taking the next step within your educational journey. Please do not hesitate to contact me at any time with questions you may have about dual enrollment!

Joshua W. Floyd
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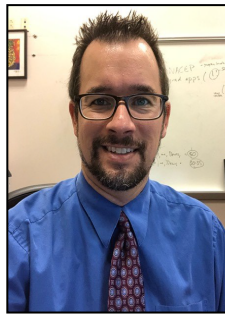
Benefits and Objectives of Dual Enrollment

Dual enrollment offers a multitude of benefits for the system's hard-working students. Specifically, dual enrollment:

- provides college-level instruction to high school students during regular school hours.
- creates a continuum of learning from high school to college.
- accelerates a student's college career and provides quality education close to home.
- lowers the cost of a post-secondary education.
- enriches the course opportunities for outstanding high school students in academic coursework.
- eliminates the duplication of courses taken in high school and college.
- provides a wider range of course options in career and technical education.
- allows students to enter college with credits applicable to their degree programs.
- allows students to gain understanding of the rigor of college work as well as college faculty expectations.
- provides access to college resources, facilities, and services such as advising, career counseling, and mentoring.

Public and Private School Partners Contact Information:

For any dual enrollment questions or concerns, the first step should be to contact your school counselor/administrator.

Bland County High School
TBD
(276) 928-1086

Carroll County High School
Byron Stanbery, Guidance Director
(276) 728-2125/bstanber@ccpsd.k12.va.us

Galax High School
Jill Thompson, Guidance Counselor
(276) 236-6196/jillthompson@galaxschools.us

Grayson County High School
Angel Halsey, Guidance Counselor
(276) 773-2131/angel.halsey@gcpsva.org

Marion Senior High School
Julie Looney, Guidance Counselor
(276) 783-4731/julielooney@scsb.org

Oak Hill Academy
Joy Groves, Counselor
(276) 579-2619/jgroves@oak-hill.net

Wythe County Public Schools
Fort Chiswell High School
Elizabeth Anderson and Martha Luper, Guidance Counselors
(276) 637-3437
elizabeth.anderson@wythek12.org
mluper@wythek12.org

George Wythe High School
Melissa Dalton and Martha Luper, Guidance Counselors
(276) 228-3157
mdalton@wythek12.org
mluper@wythek12.org

Rural Retreat High School
Melissa Reardon, Guidance Counselor
(276) 686-4143/melissa.reardon@wythek12.org

Wythe County Technology Center
Anthony Sykes, Principal
(276) 228-5481/asykes@wythek12.org

Enrollment Eligibility

Dual enrollment courses are college courses. Students should understand that the amount of work necessary to succeed in dual enrollment courses is greater than in high school courses. On average, students need to spend at least three hours on outside work per credit. In addition, dual enrollment courses become part of a student's permanent college transcript. It is important to do well in these courses for dual enrollment benefit maximization.

Students must meet the following criteria to be eligible for the dual enrollment program:

- High school juniors or seniors attending a public or private school are eligible to enroll in dual enrollment courses.
- Exceptional freshmen and sophomores may be eligible with approval by both the high school principal and college president. Because admitting freshmen and sophomores is considered exceptional, the college-ready status of each prospective freshman and sophomore student will be treated on a case-by-case basis.
- All dual enrollment students, both academic and career/technical, must meet college placement test requirements. College placement tests are offered at no cost. Additionally, students can also achieve dual enrollment readiness with a combination of applicable PSAT, ACT, SAT and/or Alg. I SOL scores.
- Students must meet course prerequisites as outlined in the WCC catalog.
- Parents/guardians must provide written consent via permission form. This permission form must be signed by the principal.
- Homeschooled students are also eligible. Homeschooled students must meet the same placement test requirements and prerequisites, along with obtaining written consent from the parent/guardian. Additionally, the parent/guardian must obtain a letter of approval from the school division or local school board showing approval of respective homeschool instruction.

Dual Enrollment Students/Course Load

Dual enrollment students are students who enrolled in both a high school and a post-secondary institution. While earning credits for their high school diploma, dual enrollment students are also earning college credits for courses taken through the community college.

All students admitted under this section must demonstrate readiness for college by meeting criteria as presented in this handbook. Students enrolling in a dual enrollment course must meet all course requirements.

Most dual enrollment courses are three credits. Students must keep in mind that taking 12 or more credits per semester constitutes the same as a full-time college course load.
As with traditional students, dual enrollment students cannot take more than 18 college credits (or 19 credits with SDV 100) without approval by the Vice President of Instruction and Student Development.

Dual Enrollment Admission Requirements

Unless a course has specific prerequisites, the following scores can serve as meeting admission requirements:

(NOTE: Students must meet applicable English and Math placement requirements for every dual enrollment course.)

	VPT	Compass	Asset	PSAT	SAT	ACT	SOL
English/ Writing	ENG 111	76	43	N/A	N/A	18	N/A
Reading	ENG 111	81	42	N/A	N/A	18	N/A
Writing/ Reading	ENG 111	N/A	N/A	390	480	N/A	N/A
Math	MTE 1	25	33	500	530	22	Algebra I - Pass

Students looking to test into **Biology, Pre-Calculus, or MTH 154/155** will also need the following Math placement scores:

- Biology (MTE 1-3 on VPT or above SAT/ACT scores)
- Pre-Calculus (MTH 161 on VPT or above SAT/ACT scores)
- MTH 154/155 (MTE 1-5 on VPT or above SAT/ACT scores)

For **career and technical education coursework**, the following scores can serve as admission requirements.

	VPT	Compass	Asset	PSAT	SAT	ACT	SOL
English/ Writing	ENF 1	32	35	N/A	N/A	18	N/A
Reading	ENF 1	62	35	N/A	N/A	18	N/A
Writing/ Reading	ENF 1	N/A	N/A	390	480	N/A	N/A
Math	MTE 1	25	33	500	530	22	Algebra I - Pass

Course Rigor

Regardless of the delivery method, students should expect that all courses will be academically rigorous. Content is not altered to accommodate high school students, so students should expect to participate in college-level content and discussions appropriate for adult learners.

In accordance with the Virginia Department of Education's Standards of Quality, all courses taken for dual enrollment credit must be credit bearing. Therefore, developmental courses may not be taken for dual credit.

Course Selection

Dual enrollment students may enroll in any credit course offered by WCC with approval from their parent/guardian and high school principal, along with meeting administrative and placement criteria, respectively. Satisfactory completion of all dual enrollment courses conveys college credit with WCC.

Students who desire to earn high school and college credit should work with their high school counselor to carefully select courses that will meet high school graduation requirements. Generally, course selection falls into two categories — transfer (general education) courses and non-transfer (career/technical) courses.

The transfer courses include English, history, mathematics, psychology, etc., and are commonly used toward the completion of a baccalaureate degree at four-year colleges and universities.

Transferring Credits - WCC ... and Beyond

One of the major advantages surrounding dual enrollment courses involves students earning college credits towards an individual pathway. Since dual enrollment courses are equal in all facets as those of traditional WCC courses, courses completed will transfer into WCC pathways leading to either a certificate, diploma, and/or associate degree. These courses will be included as part of the student's transcript, and will transition into an approved course of study at WCC following graduation.

In addition to transition, students can now declare for either the General Education Certificate and/or one of several approved associate degree programs within their city/county as part of Virginia House Bill 1184 (passed in 2012). Interested students should contact their guidance counselor during their sophomore year about this opportunity.

Additionally, academic courses intended for transfer with a grade of 'C' or above will be eligible to transfer towards institutions of higher education. However, no guarantee can be made to students regarding transferability to all colleges/universities (e.g. some schools require a 'B' average or above in ENG 111-112).

Community college occupational/technical course credits are applicable to specific curricula and are intended to prepare students for employment in those areas. While some of these courses may be accepted for transfer, no unified policy on the transfer of VCCS courses exists.

The high school should advise students to consult with transfer institutions in order to determine if their courses will be accepted for transfer. Additionally, the Coordinator of Dual Enrollment is available to meet with students/families on a continual advising basis regarding these possibilities.

Students are responsible for contacting the Admissions Office at WCC to request official transcripts when applying to four-year institutions. Additionally, students can also request transcripts by logging into their My.WCC account. Note that high-school transcripts do not convey college credit earned.

Students should verify the exact mailing address of the four-year institution (if applicable) when requesting transcripts. This may involve an Admissions Office or a Registrar's/Bursar's Office.

Academic Advising

While the high school/college counselor is the designated advisor, students/families are highly encouraged to meet with the Coordinator of Dual Enrollment when making plans to pursue a college degree — whether it is with WCC and/or a four-year institution.

The Coordinator of Dual Enrollment is at the ready to meet with students/families for advising needs in a variety of ways. In addition to meeting on an individual basis in-person at all three locations (including evening hours), standing monthly walk-in meetings have been established at our two off-site locations. These meetings do not require appointments (although appointments are encouraged) and meet from 5-8 p.m. so as to allow for greater participation.
A list of monthly off-site meetings can be found in the WCC calendar at the bottom of our main page - https://www.wcc.vccs.edu/.
Virtual sessions via Zoom and Skype are also available. Advising appointments can consist of (but not limited to) course scheduling, degree attainment, pathway/program overview, credit transferability, tutoring, testing needs, and much, much more. The goal of advising is to reassure and engage students/families towards a greater knowledge of educational options. Without question, a successful advising meeting should end with the students/families garnering a greater educational focus towards individual pathways and goals.

DATES TO REMEMBER — SECONDARY/WCC CALENDARS

FALL SEMESTER - 2019:

First day of classes (Carroll, Grayson)	Wednesday, Aug. 7
First day of classes (Marion)	Thursday, Aug. 8
First day of classes (ALHGS)	Monday, Aug. 12
DE Orientation (Summit)	Monday, Aug. 12 (6 - 8 p.m.)
First day of classes (Wythe)	Wednesday, Aug. 14
DE Orientation (main campus)	Wednesday, Aug. 14 (5 - 6:30 p.m./7-8:30 p.m.)
First day of classes (Bland, Galax, SVETN)	Thursday, Aug. 15
DE Orientation (Crossroads)	Thursday, Aug. 15 (6 - 8 p.m.)
First day of WCC classes	Wednesday, Aug. 21
First day of classes (Oak Hill)	Monday, Aug. 26
Normal drop deadline (Marion)	Monday, Aug. 26
Normal drop deadline (ALHGS, Carroll, Grayson)	Tuesday, Aug. 27
Normal drop deadline (SVETN)	Friday, Aug. 30
Labor Day Holiday (WCC closed)	Monday, Sept. 2
Normal drop deadline (Bland and Wythe)	Monday, Sept. 2
Normal drop deadline (Galax)	Tuesday, Sept. 3
Normal drop deadline (WCC courses)	Friday, Sept. 6
Normal drop deadline (Oak Hill)	Thursday, Sept. 12
College-wide In-Service (WCC closed)	Friday, Oct. 11
'W' drop deadline (ALHGS, Carroll, WCC courses)	Thursday, Oct. 24
'W' drop deadline (Marion and SVETN)	Saturday, Oct. 26
'W' drop deadline (Grayson)	Sunday, Oct. 27
'W' drop deadline (Bland and Wythe)	Wednesday, Oct. 30
'W' drop deadline (Galax)	Thursday, Oct. 31
'W' drop deadline (Oak Hill)	Sunday, Nov. 3
In-Service Days (No classes)	Monday, Nov. 25 - Wednesday, Nov. 27
Thanksgiving Holiday (WCC closed)	Thursday, Nov. 28 - Friday, Nov. 29
Last day of WCC classes	Wednesday, Dec. 11
WCC exams	Thursday, Dec. 12 - Wednesday, Dec. 18
Holiday Break (WCC closed)	Monday, Dec. 23 (noon) - Monday, Dec. 31

## SPRING SEMESTER - 2020:

Holiday Break (WCC closed)	Wednesday, Jan. 1
First day of classes (Bland)	Friday, Jan. 3
First day of classes (Carroll, Galax, Marion, WCC courses)	Monday, Jan. 6
First day of classes (Grayson, Oak Hill, Wythe)	Tuesday, Jan. 7
First day of classes (ALHGS and SVETN)	Monday, Jan. 13
Martin Luther King, Jr. Holiday (WCC closed)	Monday, Jan. 20
Normal drop deadline (Bland)	Wednesday, Jan. 22
Normal drop deadline (Galax and Marion)	Thursday, Jan. 23
Normal drop deadline (Grayson, Oak Hill, SVETN, WCC courses, Wythe)	Friday, Jan. 24
Deadline to Apply for Selective Admission Programs	Friday, Feb. 15
College-wide In-Service (WCC closed)	Friday, Mar. 6
Faculty/Student Spring Break (No WCC classes)	Monday, Mar. 9 - Friday, Mar. 13
'W' drop deadline (Bland)	Tuesday, Mar. 10
'W' drop deadline (SVETN)	Monday, Mar. 16
'W' drop deadline (Marion)	Thursday, Mar. 19
'W' drop deadline (ALHGS and WCC courses)	Friday, Mar. 20
'W' drop deadline (Grayson and Wythe)	Monday, Mar. 23
Summer registration begins	Monday, Mar. 23
'W' drop deadline (Oak Hill)	Tuesday, Mar. 31
'W' drop deadline (Galax)	Friday, Apr. 3
Fall registration begins	Friday, Apr. 3
Last day of WCC classes	Monday, Apr. 27
WCC exams	Tuesday, Apr. 28 - Monday, May 4
In-Service Days	Wednesday, May 6- Friday, May 8
Commencement	Saturday, May 9
In-Service Days	Monday, May 11 - Friday, May 15

Please note that the spring 2020 dates for secondary schools are subject to change due to weather-related closures. Should weather-related closures affect calendars, normal and 'W' drop dates will be revised and conveyed to all needed entities (students, school personnel, etc.).
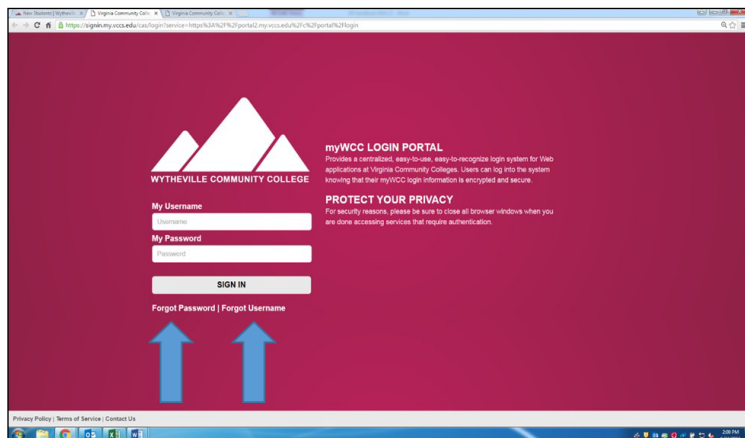
My.WCC

In addition to numerous opportunities through WCC as part of dual enrollment (a list is provided later in this document), students can also use their My.WCC account for Canvas (the College's learning management system), email, software downloads, and other helpful components.

To log into your account, click the My.WCC link in the upper right-hand corner of any WCC webpage. WCC's main website is www.wcc.vccs.edu.
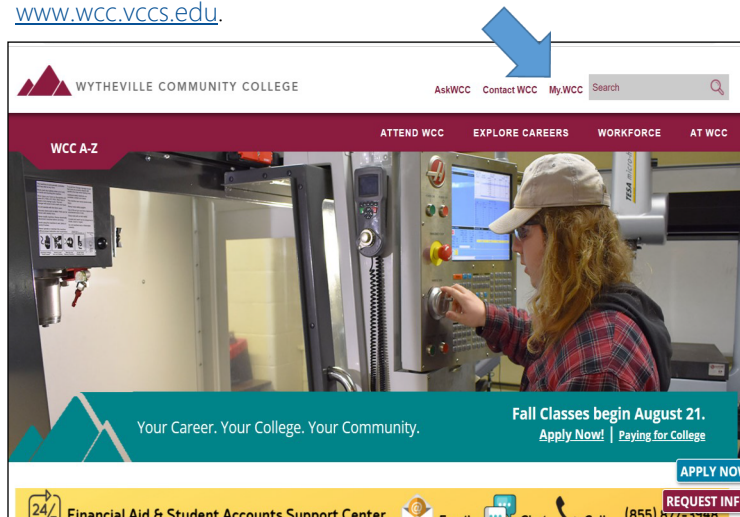
From there, enter your username and password provided to you at the time of application completion. Your username should be your initials, followed by a random number. Your password should be one in which you set up following your temporary password.

If you cannot remember your username and/or respective password, your My.WCC account gives you options in which to locate your username and/or reset your password. Click either the 'Forgot Password' or the 'Forgot Username' links and then follow the instructions to reset your password.

NOTE: You may be asked to set up security questions if you have not already done so or if you log in with a reset password.

If you still have trouble logging in and need to reset your password, please contact the Coordinator of Dual Enrollment for assistance.

NOTE: The best browser for My.WCC — or any other applications — is Chrome.

Main Menu

Canvas: Selecting this link takes you to the main online learning site. Students who are taking dual enrollment classes (especially those with a WCC instructor) will likely have online classes.

Gmail: Selecting this link takes you into your WCC/VCCS issued school email. This email should be used at all times when contacting your WCC professors, along with respective faculty and staff.

Your email address is your username@wcc.vccs.edu.

You cannot go to www.gmail.com and log into this account. You must go through the My.WCC link first.

Library Services: Students can use this link to conduct library research online for respective classes. Additional information on library databases can be found at https://www.wcc.vccs.edu/library-databases. Students who wish to speak with someone in person about utilizing research avenues with library services are encouraged to visit the Kegley Library in Smyth Hall Monday through Friday. Library hours are Monday through Thursday (8 a.m. - 7 p.m.) and Friday (8 a.m. - 5 p.m.).

SIS: Selecting this link will take you into the Student Information System. From there, students can change demographic information (address, phone, etc.), make official transcript requests, view unofficial transcripts and pay for classes (if applicable).

Office 365: As a dual enrollment student, you are eligible to use Microsoft Office on up to five devices.

Instructions on Office 365 downloads are listed upon accessing the link. Students can also go directly to the main screen by accessing http://office.vccs.edu. From there, students will need to enter their full email as their username, along with their password.

NOTE: If it does not work, students may need to reset their password, wait 20 minutes and then try again.

Other items (such as Navigate) will be identified as main menu options. For dual enrollment students, only the five listed above will be used.

My.WCC (Canvas)

Dashboard: If you are taking any WCC online courses, they will be listed here once activated (some of your in-class dual enrollment courses will also have links here). For all students, there will be a 'WCC Resources' link that will provide contact information involving all student services and respective offices.

Courses: This link allows you to see a list of courses with active links.

Account: Allows you to change your profile settings.

Calendar: Displays assignment, test due dates, and other course deadline information.

Inbox: This link allows you to email your instructor (will automatically show in your Gmail account as well).

View Grades: A link to review current grades in your online courses.
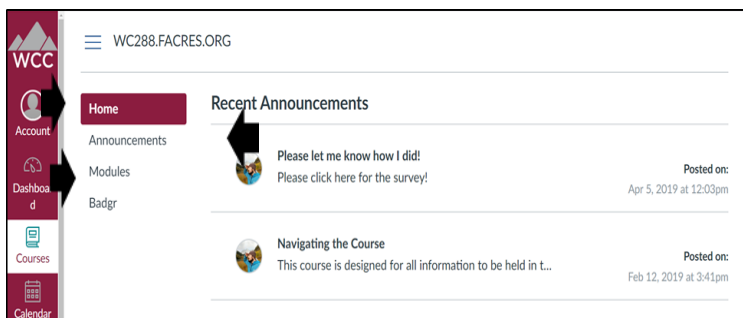
Home: This is the main landing page for each course.

Announcements: This link will also take you to announcements (current and past).

Modules: This link will take you to the course modules/ assignments.

Additional Canvas resources:

Appointment requests:
https://www.wcc.vccs.edu/elearning-appointment-request

Help with Canvas:
https://www.wcc.vccs.edu/TELL

Helpful Links:
https://www.wcc.vccs.edu/elearning-helpful-links

Contact information:
elearning@wcc.vccs.edu or call 276-223-4816

WCC Student Resources and Services

Proctoring/Testing: While many in dual enrollment will take Virginia Placement Tests in English and Math at their individual schools with career coaches, you also have the opportunity to take these assessments at our three locations (main campus, Crossroads Institute/Galax, and Summit/Marion). Please bring your student ID number and a photo ID with you when visiting these locations.

Hours for the testing facilities are as follows:

WCC main campus (One-Stop Center/Bland Hall):
Monday – Thursday – 8 a.m. – 6 p.m.
Friday – 8 a.m. – 5 p.m.
Crossroads Institute (Galax):
Monday – Thursday – 8 a.m. – 6 p.m.
Friday – 8 a.m. – 5 p.m.
Summit (Marion):
Monday – Thursday – 8 a.m. – 9 p.m.
Friday – 8 a.m. – 5 p.m.

If you are taking a WCC course which requires a proctored examination, these three facilities can help with your needs.

NOTE: You must arrive within three hours of closing times for placement tests, along with a minimum of two hours (earlier, if your test requires longer time) for any proctored examination. The proctoring centers will close promptly at the times above.

Computer Labs: The computer labs located at all three locations are open for you to use as a WCC student.

Tutoring: In addition to the Smarthinking online feature, students can also sign up for individual tutoring sessions in specific course areas. WCC also staffs a Math Lab four days a week (Monday – Thursday) in Carroll Hall. A tutoring form can be found and completed at https://www.wcc.vccs.edu/wcc-tutoring-services.
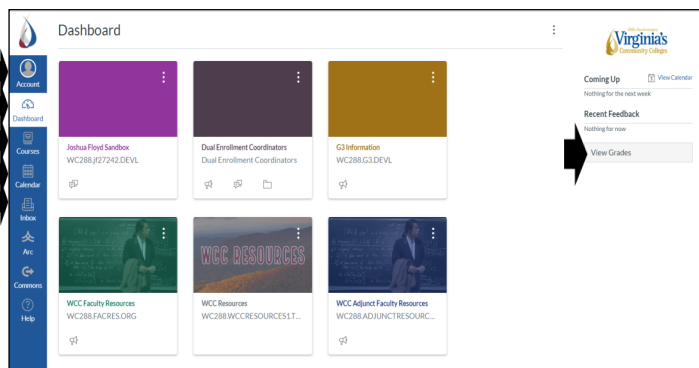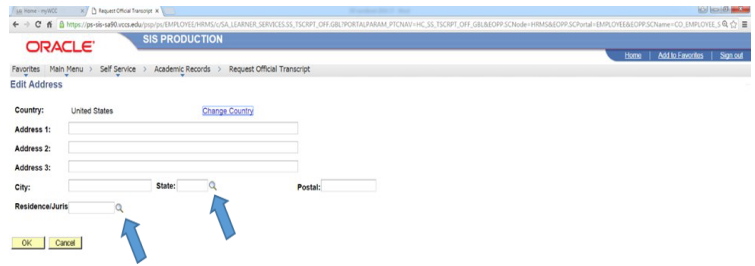
Student IDs: WCC IDs can be made at any time by visiting the One-Stop Center (main campus) or Galax (Crossroads). Make sure to bring your student ID number and a photo ID.

Library: The library in Smyth Hall is open for all students Monday through Thursday (8 a.m. - 7 p.m.) and Friday (8 a.m. - 5 p.m.).

Nautilus/Workout Facility: Dual Enrollment students can also utilize the Nautilus/workout facility in the lower level of Carroll Hall. The facility is open six days a week, including Saturdays (unless WCC is closed due to weather or a normal holiday).

Student Activities/Clubs: Students are highly encouraged to attend all student activities and campus events. Also, students should contact the One-Stop Center about club participation.

One-Stop Center: In addition to services already mentioned, the One-Stop Center also can help with career and disability services, along with financial aid and Foundation questions (especially if students are transferring to WCC following graduation). The Coordinator of Dual Enrollment's office is also inside the One-Stop Center, and can be found in Room 102A.

Requesting WCC Transcripts

When you apply to a four-year college or university, you must request that the WCC's Office of Admissions/Records send an official transcript. Four-year institutions will not award college credit based on the high school transcript.
After logging into your My.WCC account, click/tap the SIS: Student Information System button.
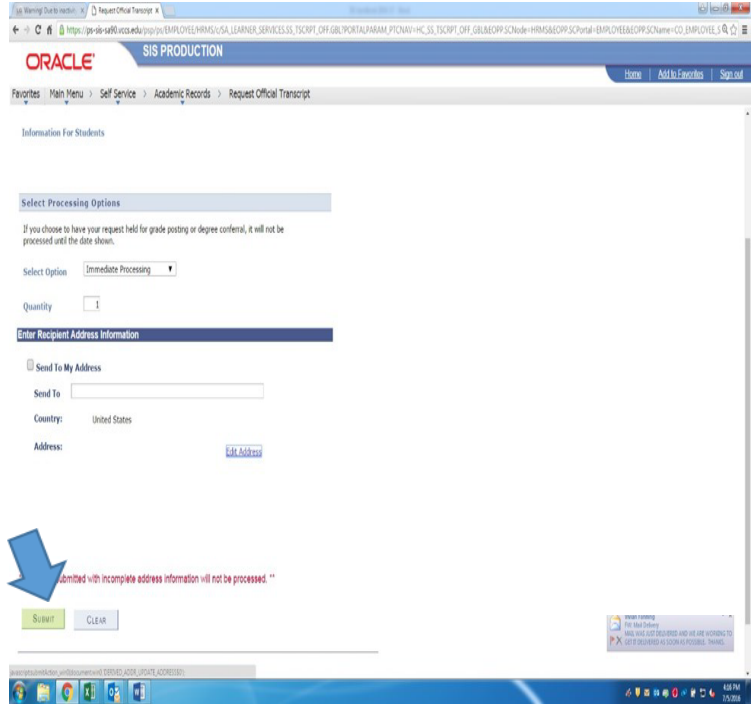
NOTE: Dual enrollment students may not have access to requesting online transcripts until the latter part of their senior year. If the online process does not work, you can either download the form at http://www.wcc.vccs.edu/transcript-request and fax the form to 276-223-4860, email to admissions@wcc.vccs.edu, or complete the form in the Admissions Office.

Upon accessing the SIS: Student Information System button on the main menu, find the 'Academic Records' section in the middle of the page. Click/tap the 'Request Official Transcript' link.

Make sure that Wytheville Community College shows in the 'Select Institution' blank. NOTE: If you have dual enrollment credit from other institutions, you will need to return to this webpage and change the institution before requesting a transcript.

Using the 'Select Option' drop down button, choose the one which best pertains to your individual transcript request:

- **Immediate Processing (default)** – transcript will be sent in 3-5 business days

- **Degree Confer Date –** transcript will be sent once degree has been confirmed by WCC (only applies to dual enrollment students taking concurrent degree programs)

- **Grade Posting –** transcript will be sent once current semester grades have been posted (usually 8-10 days following the last day of class)

Choose the quantity of transcripts (default is one). Click 'Send to My Address' or 'Edit Address' (the latter is for colleges/universities/employers).
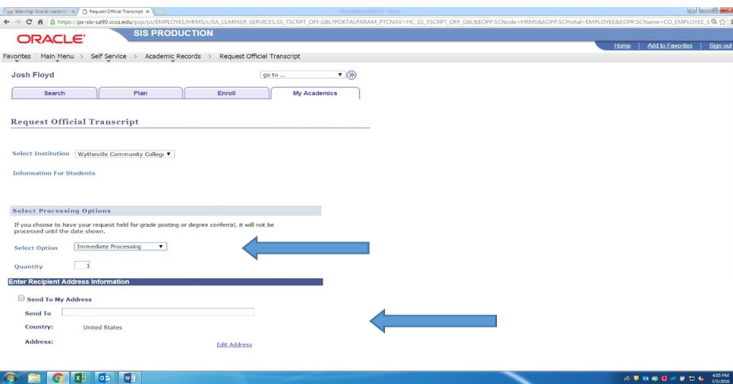

If 'Edit Address' is selected, type in the full address of the college/university or employer. After doing so, click/tap the magnifying glass for state (postal abbreviation) and residence/location of college/university/employer. Once done, click/tap 'OK'.

If ready, click/tap the 'Submit' button.
For additional questions on transcripts or to check and see when transcripts were mailed, please contact the Admissions Office at (276) 223-4760 or (276) 223-4701.

Student ID

Although Wytheville Community College does not require dual enrollment students to possess a student ID, it is strongly recommended that they get one. Student IDs can be made by visiting the One-Stop Center on the lower half of Bland Hall or Galax's Crossroads Institute. Dual enrollment students will need to bring their seven-digit ID number and a photo ID.

Student IDs can serve as appropriate identification for any proctored tests on our main campus or at either of our offsite locations. Additionally, possession of a student ID will allow dual enrollment students to receive discounts (and sometimes free) admission to numerous on-campus events.

Also, dual enrollment students can utilize their WCC IDs for possible discounts at movie theaters, restaurants, and other local activities.

FERPA

The Family Educational Rights and Privacy Act (FERPA) is a federal law which 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:

- 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;

- Accrediting organizations;

- To comply with a judicial order or lawfully issued subpoena;

- Appropriate officials in cases of health or safety emergencies; and

- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools must notify parents and eligible students annually of their rights under FERPA. The Coordinator of Dual Enrollment <u>cannot</u> talk with parents/guardians about educational records unless a formal FERPA form has been signed and recorded. A FERPA form can be provided by the Coordinator of Dual Enrollment or it can be downloaded from the WCC website.

A FERPA form is available for the student to sign as part of release of respective educational records to a third party. <u>NOTE: Students must sign it in person at WCC's Admissions Office in order to establish validity. If this is not possible, students must complete/sign this form with an official notary before submission.</u>

Attendance

Good attendance is critical to dual enrollment success.
If the dual enrollment course is taught at the public or private school, students should talk with their counselor (or administrator) regarding the school division's policy.

If the course is taught through WCC, the Virginia Community College System attendance policy applies — including online courses. Failure to complete assignments and work in a timely fashion could result in an instructor withdrawal. Please consult your syllabus regarding course attendance and requirements.

Registration and Dropping Classes

Formal registration for fall and spring courses taken at the secondary school will be done during the first 1-2 weeks of each semester. The Coordinator of Dual Enrollment will visit each class. Students will complete registration papers and be advised of all facets surrounding dual enrollment coursework.

Permission forms are also due back to the school at this time.

Enrollment in WCC taught courses takes place upon conferment with both the Coordinator of Dual Enrollment and the individual counselor. An approval letter must be submitted by the school for any independent WCC courses. These letters are then subject to final review and approval by WCC's President. The decision is final.

Since dual enrollment courses are part of the student's permanent college transcript, it is imperative that students know about respective drop policies.

Each semester, the Coordinator of Dual Enrollment provides drop dates to each student regarding all coursework. This formal notification is done during fall and spring registration at the secondary schools. It is the responsibility of the student to notify the correct personnel regarding their intent to withdraw from a course.

Normal drop and withdrawal ('W') dates are provided to students each semester. During the normal drop session (which is usually the first 2-3 weeks of each semester), students can drop a course without any penalty. The course will not appear on the student's transcript, plus the student is eligible for any refunds they may have paid for the course. This option applies primarily to WCC taught courses.

After the final normal date to drop, students can still withdraw from a dual enrollment course through the 60% completion mark. During this session, however, students will receive a 'W' for the course. The 'W' will be placed on a student's permanent college transcript. Students, though, should use this 'W' opportunity if it turns out they will not earn a 'C' or better in the course so as to avoid a lower grade on their individual transcript.

While a 'W' does keep a failing grade off the transcript, students should not incur too many of these results as they can cause challenges down the road in terms of completion and financial aid consideration. Repayment to school systems may also apply.

Normal and withdrawal dates are given for every dual enrollment course, including WCC courses. A list of WCC and secondary drop dates can be found on page 5 of this handbook, along with our website at https://www.wcc.vccs.edu/dual-enrollment.

Students needing to drop a dual enrollment course should either notify the guidance office for any courses taught at their school (including Elite Learning and Governor's School options) or the Coordinator of Dual Enrollment regarding WCC courses. Only notifications by the student or counselors will be accepted as formal requests. Parents/families cannot request this action!
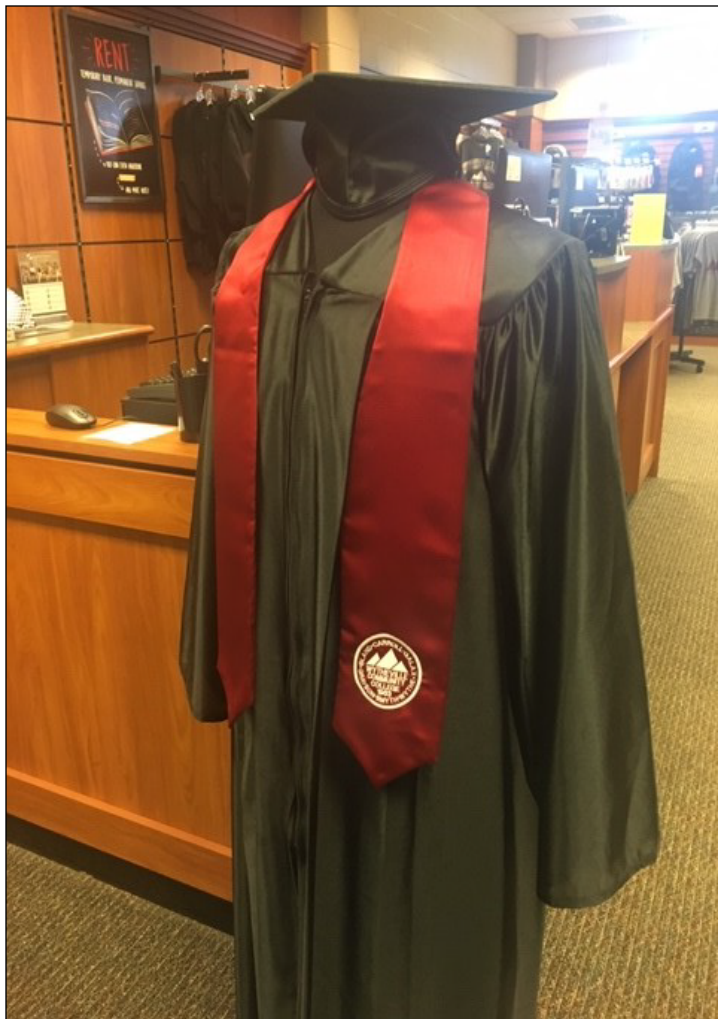
College Credit and Grading System

A credit is equivalent to one collegiate semester hour credit. Each semester hour of credit given for a course is based on approximately one academic hour (50 minutes) of formal structured instructional time for 16 weeks (or equivalent).

College courses are based on semesters. Students will receive a final grade each semester for the coursework taken during the semester.

The grading scale for a college course is determined by each instructor. Students should consult with the instructor, seek a tutor or consider withdrawing before 60% of the class is completed if they experience difficulty. Withdrawal deadlines will be determined by the college.

A grade of 'C' or higher is required in order for a course to transfer to a four-year college or university. Some selective four-year institutions may require higher grades.

Grades of 'A', 'B', 'C' and 'D' are passing grades. A grade of 'F' is a failing grade. 'I' is an incomplete grade. 'W' indicates withdrawal from a course; it is a final grade and carries no credit.

Quality points are assigned 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 points
I	Incomplete – No grade point credit
W	Withdrawal – No grade point credit

When students take a dual enrollment class, they are establishing a permanent college transcript. This information must be submitted to colleges or universities students wish to attend in the future.

In addition, grades received that also count toward the requirements of high school graduation may impact the student's high school grade-point average.

Tuition

Students enrolled in dual enrollment courses are charged tuition and fees at the in-state rates.

School divisions are billed for dual enrollment courses taught in the high school. Students who elect to take an independent dual enrollment course (not a part of the high school's dual enrollment offering), either on campus or online, are responsible for paying tuition and fees unless the school division has established a prior agreement with the student.

Payment for independent courses must be made by the last day to pay tuition date as noted on WCC's academic calendar (Aug. 1 – Fall, Dec. 1 – Spring, May 1 – Summer) or the student will be dropped from the course. Automated phone calls and emails will be sent to the student's contact information when deadlines are approaching.

Dual enrollment students are not eligible for financial aid regardless of the number of credits the student is taking during a semester. Eligibility is obtained once a student earns the diploma.

Weather Closures/WCC Alert

Weather-related closures depend greatly on the location of the dual enrollment courses.

If the dual enrollment course is taught at the public or private school, the school division's normal weather-related closing policies apply.

If the dual enrollment course is taught through WCC (on-campus, hybrid or online), WCC's weather-related decision applies — regardless of the school division's decision.

Once an official decision has been made on WCC taught courses, information will be distributed to local radio and television stations — along with immediate posting to our website and social media outlets. Additionally, information will be relayed to our main campus number at (276) 223-4700.

Please refer to http://www.wcc.vccs.edu/inclement-weather-delayed-schedule for additional information on two-hour delay and afternoon start schedules.

Dual enrollment students are encouraged to sign up for WCC Alert. By registering a phone number and/or email to receive notifications, students will be able to learn about weather-related closings immediately.

WCC Alert is a free service. Wireless carriers may charge a fee to receive text messages on individual wireless devices.

To sign up, please visit http://www.wcc.vccs.edu/alert.

WCC Learning Resources/Services

Dual enrollment students have the same privileges and opportunities as that of traditional students. Some of these offerings include:

- Student IDs (obtained in Bland Hall's One-Stop Center and Galax's Crossroads Institute)
- Use of computer labs
- On-campus and online tutoring (Smarthinking)
- Use of Kegley Library
- Use of workout facility (Carroll Hall)
- All student-related activities, clubs, and organizations
- Proctored testing at main campus, Crossroads, and Summit
- Disability services

Impact on Future Financial Aid

Dual enrollment courses can be a student's best friend, or their worst enemy. With course completion, attainment of a degree/certificate/diploma can be earned in a much shorter timeframe — and at a much lower cost.

Late withdrawals and/or failure of classes, however, can not only delay that very award, but future financial aid is at risk. Courses attempted, completed or not, all adds up towards total attempted hours.

Federal law and college policy states that a degree/certificate/diploma must be earned within 150 percent of that award's timeframe. For example, an associate degree requiring 61 credit hours must be earned before 91.5 attempted hours. Failure to do so will result in financial aid cancellation and a required appeal. It is imperative that students not only complete dual enrollment courses to avoid this possibility, but also ones pertaining to the individual degree/certificate pathway.

Please consult the Coordinator of Dual Enrollment for more information regarding the 150 percent rule.

Students with Disabilities and/or Special Needs/ADA

If the dual enrollment course is taught at the public or private school, students should talk with their counselor (or administrator) regarding the school division's policy.

If the dual enrollment course is taught by a WCC instructor, WCC operates under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 which guarantee that "no qualified individual shall by reason of disability be denied access to, participation in, or the benefits of the college. Each qualified person shall receive appropriate, reasonable accommodations upon request to insure full and equal access to educational opportunities, programs, and activities."

In order to provide appropriate, reasonable accommodations to students with disabilities, WCC has provided additional information for interested students and families. Students and families are encouraged to visit http://www.wcc.vccs.edu/disability-services regarding further information and next steps. Additionally, students are urged to contact Barbara Mills (Disability Assistant) at 276-223-4754/bmills@wcc.vccs.edu regarding on-campus appointments.

Academic Integrity

Wytheville Community College will not tolerate any form of dishonesty, including cheating, plagiarism, knowingly furnishing false information to the college, forgery, or alteration of documents or instruments of identification with intent to defraud. These rules apply to any dual enrollment course.

Regardless of where the dual enrollment course takes place, the syllabi will reflect the Virginia Community College System's guidelines involving academic integrity. Specific information on academic integrity can be found at https://catalog.wcc.vccs.edu/.

If the dual enrollment course is taught at the public or private school, disciplinary action outlined in the school division's policy will take precedence. Individual instructors should have specific policies as part of their course syllabi.

If the dual enrollment course is through WCC, disciplinary policy will be outlined on the individual syllabi.

For the overwhelming majority of dual enrollment courses, an initial academic integrity violation results either in an automatic failure of the individual assignment or automatic failure of the respective course.

Should any violation take place, a required meeting with the student, parents/guardians, school administrators, and the Coordinator of Dual Enrollment will be conducted immediately.

These meetings are meant for educational purposes and to make sure students understand the importance of doing one's own work within the collegiate setting.

LOCATIONS

Wytheville Community College—Main Campus

1000 East Main Street
Wytheville, VA 24382
Phone: 276-223-4700/800-468-1195
Fax: 276-223-4861 (Student Services)
Admissions/Applications: 276-223-4702/276-223-4701
Bookstore: 276-223-9841/276-223-9848
Dual Enrollment Office: 276-223-4110
Library: 276-223-4743   Testing: 276-223-4758

Driving Directions

From the East (Roanoke):
Take Interstate 81 South to Exit 73 (Wytheville). Follow Main Street approximately one mile. The WCC campus is on the right.

From the West (Abingdon):
Take Interstate 81 North to Exit 73 (Wytheville). Follow Main Street approximately one mile. The WCC campus is on the right.

From the North (Bland):
Take Interstate 77 South to Interstate 81 North. Take Exit 73 (Wytheville). Follow Main Street approximately one mile. The WCC campus is on the right.

From the South (Galax):
Take Interstate 77 North to Interstate 81 South. Follow I-81 for approximately 9 miles to Exit 73 (Wytheville). Follow Main Street approximately one mile. The WCC campus is on the right.

Crossroads Institute of WCC — Off-Site (Galax)

1117 East Stuart Drive
Galax, VA 24333
Phone: 276-744-4974
Testing: 276-744-4974

(To contact the admissions office, bookstore, dual enrollment office, and library, please call the main numbers above.)

Driving Directions

From Wytheville, take I-81 to Interstate 77 South towards Charlotte, N.C. From I-77 South, take Exit 14 (Galax/Hillsville) and follow Highway 58 West 12 miles. The Crossroads Institute is located on your left across from the Cherry Hill/Wal-Mart Shopping Center upon entering the City of Galax. From North Carolina, take Interstate 77 North to Exit 14 (Galax/Hillsville) and follow Highway 58 West 12 miles. The Crossroads Institute is located on your left across from the Cherry Hill/Wal-Mart Shopping Center upon entering the City of Galax.

WCC at the Summit Center for Higher Education — Off-Site (Marion)

203 North Church Street
Marion, VA 24354
Phone: 276-783-1777
Testing: 276-783-1777

(To contact the admissions office, bookstore, dual enrollment office, and library, please call the main numbers above.)

Driving Directions

From Interstate 81, take Exit 45 and turn towards Marion on Rt. 16. Follow Rt. 16 for approximately one mile and turn left on Main Street. Follow Main Street and turn right on Church Street (adjacent to courthouse). Follow Church Street and take the second right onto East Strother Street. The Summit will be on your left and parking deck will be on your right.