

WCC Dual Enrollment courses —

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S	T	U	N	G
S	T	U	F	F
S	T	U	D	Y

L	O	F	T	S
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L	A	R	G	E
E	A	R	L	Y



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V	E	N	O	M
V	I	B	E	S
V	O	W	E	L
V	A	G	U	E
V	A	L	U	E

— a winning formula!

2022-23 Wytheville Community College
Dual Enrollment Student Handbook

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

Karen Hodock, Guidance Counselor

(276) 928-1086

khodock@bland.k12.va.us



Carroll County High School

Larissa Brady, Guidance Director

(276) 728-2125

lbbrady@ccpsd.k12.va.us



Galax High School

Emily Guynn, Guidance Counselor

(276) 236-6196

emilyguynn@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

Jared Smith, Guidance Counselor

(276) 637-3437

jsmith@wythek12.org



George Wythe High School

Melissa Dalton, Guidance Counselor

(276) 228-3157

mdalton@wythek12.org



Rural Retreat High School

M.J. Fogelsong, Guidance Counselor

(276) 686-4143

m.j.fogelsong@wythek12.org



Wythe County Technology Center

Summer Stone, Principal

(276) 228-5481

summer.stone@wythek12.org



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 900 students annually from six public school systems and one private school system within our 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

Coordinator of Dual Enrollment

Wytheville Community College

(276) 223-4110 - office

(276) 613-3639 - text/mobile

jffloyd@wcc.vccs.edu - email

@WythevilleCCDualEnrollment - Facebook

@WCC_DualEnroll - Twitter

@WythevilleCCDualEnrollment - Instagram



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.

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.
- Students can achieve dual enrollment readiness with a combination of applicable PSAT, ACT, SAT and/or Alg. I SOL scores. **Since the Spring 2020 semester, students are approved to receive dual enrollment eligibility based on grade-point average and/or highest Math course completion.**
- Students must meet course prerequisites as outlined in the WCC catalog.
- Parents/guardians must provide written consent via permission form.
- 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 Academics and Institutional Advancement.

Dual Enrollment Admission Requirements

At this time, current placement testing for dual enrollment students has been suspended indefinitely. The Chancellor of the Virginia Community College System has approved usage of current policy provided in **VCCS Policy 6.6.3** for dual enrollment admission and placement in the Admission Criteria for both career/technical education and transfer courses, along with the following additional table.

Dual Enrollment COVID-19 Emergency Admission and Placement Measures

Rising Junior or Rising Senior Cumulative High School GPA*	2022-23 Eligible for Placement in:
ENGLISH	
2.00 – 2.99	All CTE courses
3.00 or greater	ENG 111 (All transfer courses except Biology, Chemistry, and Math – see below)
MATH	
2.00 – 2.99	All CTE courses
3.00 or greater without Algebra 2	All DE courses (except for Biology, Chemistry, and Math)
3.00 or greater with Algebra 2	All DE courses
<i>* Cumulative GPA may be weighted or unweighted and may be self-reported.</i>	

As in previous semesters, dual enrollment qualification will initially be awarded based on the following factors. If students new to dual enrollment this fall or next spring do not have any of these areas, the aforementioned table will be utilized.

ACT: E/W and Reading (18 or above); Math (22 or above)
PSAT: ERW (390 or above); Math (500 or above)
SAT: ERW (480 or above); Math (530 or above)
VPT: ENG 111 (transfer); ENF 1 (career/technical)
SOL: Pass score (cannot use for Biology, Chemistry, or Math)

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 Uniform Certificate for General Studies (UCGS) 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 for possible transfer towards institutions of higher education. For students wishing to transfer to Virginia four-year institutions, the new Transfer Virginia initiative (transfervirginia.org) is extremely helpful for planning purposes. As of this publication, 39 Virginia colleges and universities participate within the Transfer Virginia portal.

For students transferring to out-of-state institutions, please consult with the Coordinator of Dual Enrollment regarding transfer eligibility. Additionally, some institutions - be it in-state or out-of-state - may require a 'B' average for certain courses.

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.

Students are responsible for requesting official transcripts when applying to four-year institutions. Students are encouraged to use the Parchment guidelines (more information can be found on page 8). Students should verify the information of the four-year institution (if applicable) when requesting transcripts.



Galax High School (above) is one of six public school systems served by WCC's dual enrollment program.

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. For the 2022-23 academic year, the Coordinator is happy to meet with students/families in a variety of ways:

- Individual school (in person)
- WCC, Crossroads, and WCC at the Henderson (in person)
- Zoom

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 — 2022:

DE orientations (via Zoom)	Aug. 9-12 and 19 (6 p.m.) Aug. 13 (10 a.m.)
First day of classes (Grayson and Marion)	Aug. 9
First day of classes (Carroll)	Aug. 10
First day of classes (ALHGS)	Aug. 11
DE orientation (Henderson)	Aug. 15 (6 p.m.)
First day of classes (Wythe)	Aug. 16
DE orientations (WCC)	Aug. 16-17 (6 p.m.)
First day of classes (Galax)	Aug. 17
First day of classes (Bland)	Aug. 18
DE orientation (Crossroads)	Aug. 18 (6 p.m.)
Normal drop deadline (Grayson) ^{1st-8}	Aug. 18
Normal drop deadline (Carroll) ^{1st-8}	Aug. 19
First day of classes (WCC)	Aug. 22
Normal drop deadline (Wythe) ^{1st-8}	Aug. 25
Normal drop deadline (Galax) ^{1st-8}	Aug. 26
Normal drop deadline (Marion) ¹⁶	Aug. 28
First day of classes (OHA)	Aug. 29
Normal drop deadline (Carroll) ¹⁶	Aug. 29
Normal drop deadline (ALHGS and WCC) ¹⁶	Sept. 2
Normal drop deadline (Wythe) ¹⁶	Sept. 3
Normal drop deadline (Bland) ¹⁶	Sept. 5
LABOR DAY - WCC CLOSED	Sept. 5
Normal drop deadline (Galax) ¹⁶	Sept. 8
Normal drop deadline (Grayson) ¹⁶	Sept. 8
Normal drop deadline (OHA) ¹⁶	Sept. 14
‘W’ drop deadline (Grayson) ^{1st-8}	Sept. 17
‘W’ drop deadline (Carroll) ^{1st-8}	Sept. 18
‘W’ drop deadline (ALHGS) ^{1st-8}	Sept. 19
Normal drop deadline (Marion) ^y	Sept. 20
‘W’ drop deadline (Wythe) ^{1st-8}	Sept. 21
‘W’ drop deadline (Galax) ^{1st-8}	Sept. 24
Normal drop deadline (WCC) ^y	Oct. 1
Normal drop deadline (ALHGS) ^{2nd-8}	Oct. 17
Normal drop deadline (Grayson) ^{2nd-8}	Oct. 22
‘W’ drop deadline (Carroll and Marion) ¹⁶	Oct. 26
Normal drop deadline (Carroll and Wythe) ^{2nd-8}	Oct. 26
‘W’ drop deadline (ALHGS and WCC) ¹⁶	Oct. 27
‘W’ drop deadline (Wythe) ¹⁶	Oct. 28
‘W’ drop deadline (Bland) ¹⁶	Oct. 29
‘W’ drop deadline (OHA) ¹⁶	Nov. 3
Normal drop deadline (Galax) ^{2nd-8}	Nov. 6
ELECTION DAY - WCC CLOSED	Nov. 8
‘W’ drop deadline (ALHGS) ^{2nd-8}	Nov. 11
‘W’ drop deadline (Galax) ¹⁶	Nov. 14
‘W’ drop deadline (Grayson) ¹⁶	Nov. 14
‘W’ drop deadline (Grayson) ^{2nd-8}	Nov. 21
‘W’ drop deadline (Carroll and Wythe) ^{2nd-8}	Nov. 22
THANKSGIVING - WCC CLOSED	Nov. 24-25
‘W’ drop deadline (Galax) ^{2nd-8}	Dec. 12
HOLIDAY BREAK - WCC CLOSED	Dec. 26-Jan. 1

1st-8 - First eight-week courses
 2nd-8 - Second eight-week courses
 16 - Semester-long (16-week courses)
 y - Year-long courses

Please refer to your school calendar for any other days in which your school closes or dismisses early. This would be any planned Fall Break days, parent-teacher conferences, and/or early dismissals.

SPRING SEMESTER — 2023:

First day of classes (Bland, Grayson, Marion, and Wythe)	Jan. 3
First day of classes (Carroll)	Jan. 4
First day of classes (OHA and WCC)	Jan. 9
First day of classes (ALHGS)	Jan. 12
Normal drop deadline (Grayson and Wythe) ^{1st-8}	Jan. 12
Normal drop deadline (Carroll) ^{1st-8}	Jan. 13
MARTIN LUTHER KING, JR. DAY - WCC CLOSED	Jan. 16
First day of classes (Galax)	Jan. 17
Normal drop deadline (ALHGS) ^{1st-8}	Jan. 20
Normal drop deadline	
Normal drop deadline (ALHGS and WCC) ¹⁶	Jan. 23
(Bland, Grayson, Marion and Wythe) ¹⁶	Jan. 24
‘W’ drop deadline (ALHGS) ^y	Jan. 24
Normal drop deadline (Carroll) ¹⁶	Jan. 25
‘W’ drop deadline (Marion) ^y	Jan. 25
Normal drop deadline (OHA) ¹⁶	Jan. 26
Normal drop deadline (Galax) ^{1st-8}	Jan. 27
‘W’ drop deadline (WCC) ^y	Jan. 30
Normal drop deadline (Galax) ¹⁶	Feb. 4
‘W’ drop deadline (Grayson and Wythe) ^{1st-8}	Feb. 10
‘W’ drop deadline (Carroll) ^{1st-8}	Feb. 11
‘W’ drop deadline (ALHGS) ^{1st-8}	Feb. 15
‘W’ drop deadline (Galax) ^{1st-8}	Feb. 27
‘W’ drop deadline (ALHGS and WCC) ¹⁶	Mar. 10
SPRING BREAK - NO WCC CLASSES	Mar. 13-17
Normal drop deadline (Grayson) ^{2nd-8}	Mar. 17
Normal drop deadline (ALHGS) ^{2nd-8}	Mar. 20
WCC SUMMER REGISTRATION BEGINS	Mar. 20
Normal drop deadline (Carroll) ^{2nd-8}	Mar. 24
‘W’ drop deadline (Bland, Marion, and Grayson) ¹⁶	Mar. 27
‘W’ drop deadline (Carroll) ¹⁶	Mar. 28
Normal drop deadline (Wythe) ^{2nd-8}	Mar. 30
WCC FALL REGISTRATION BEGINS	Apr. 3
Normal drop deadline (Galax) ^{2nd-8}	Apr. 6
‘W’ drop deadline (OHA) ¹⁶	Apr. 7
‘W’ drop deadline (Wythe) ¹⁶	Apr. 11
‘W’ drop deadline (Grayson) ^{2nd-8}	Apr. 17
‘W’ drop deadline (Galax) ¹⁶	Apr. 20
‘W’ drop deadline (ALHGS and Carroll) ^{2nd-8}	Apr. 21
‘W’ drop deadline (Wythe) ^{2nd-8}	Apr. 28
‘W’ drop deadline (Galax) ^{2nd-8}	May 5
WCC COMMENCEMENT	May 13

1st-8 - First eight-week courses
 2nd-8 - Second eight-week courses
 16 - Semester-long (16-week courses)
 y - Year-long courses

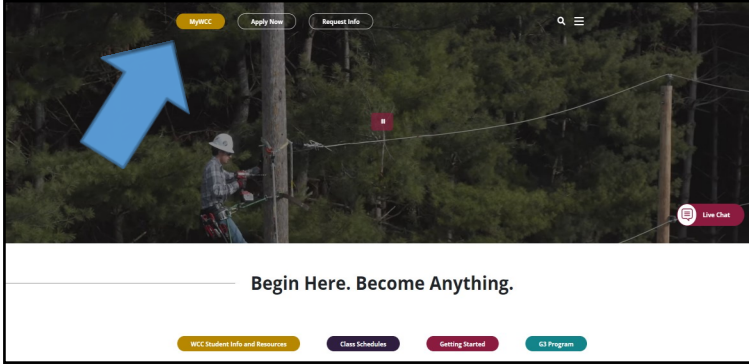
Please note that the Spring 2023 semester dates for secondary schools are subject to change due to weather-related closures. Should closures affect calendars, normal and ‘W’ drop dates will be revised and conveyed to all needed entities (students, school personnel, etc.).

Also, please be reminded that WCC and individual school closures are separate. We encourage you to sign up for WCC Alert. More information on WCC Alert can be found on the back cover.

My.WCC

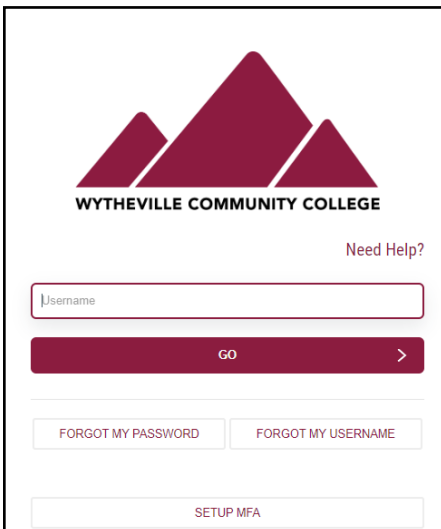
In addition to numerous opportunities through WCC as part of dual enrollment (a list is provided later in this document), students can also use their My.WCC account for Canvas (the College's learning management system), email, software downloads, and other helpful components.

To log into your account, select the My.WCC link in the upper left-hand corner of any WCC webpage. WCC's main website is 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.

Select the 'Go' button.



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.

If you haven't set up your multi-factor authorization (MFA), keep reading!

MFA

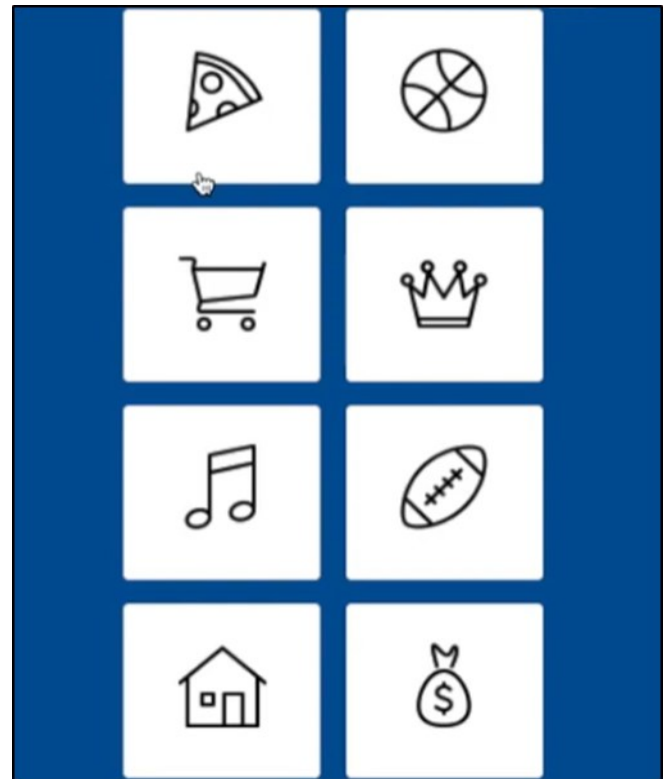
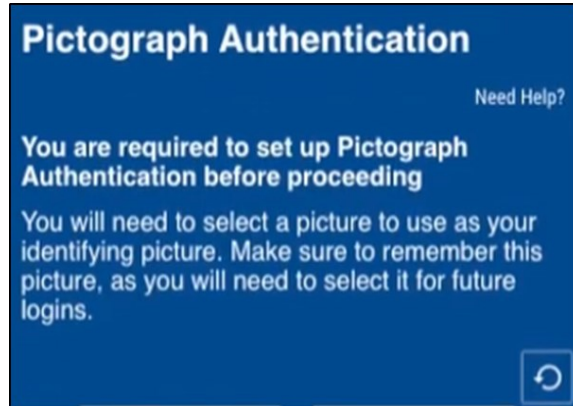
Beginning Mar. 1, all Wytheville Community College students - including dual enrollment students - are required to set up multi-factor authentication (MFA) through their My.WCC accounts.

MFA provides an additional layer of security to all respective accounts in that individuals will need to provide a second proving item (in this case, a "factor") for access to My.WCC accounts.

Dual enrollment students will default to the usage of a pictograph.

MFA Steps - Choosing the Pictograph

After logging into your My.WCC account, you will be presented with this message.



You will need to select one of the pictures to use as your MFA choice. Please remember your choice!

If you do not like any of the pictographs on the first screen, you can select the reload button (indicated by the green arrow above) to scroll through more options.

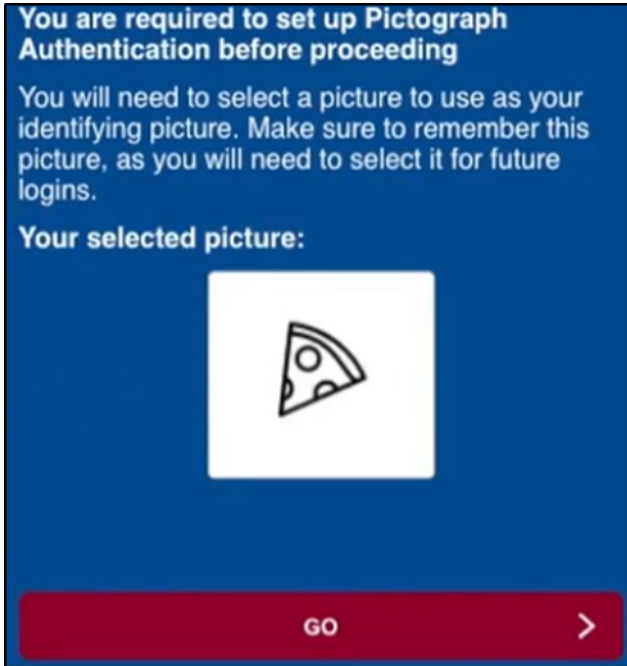
For this example, we will choose the pizza slice.

MFA Steps - Choosing the Pictograph

Once you have selected your image, you will be reminded of your selection. This will be what you will use for your multi-factor logins going forward.

If correct, select **Go**.

The system should allow you access to your respective account as normal.



MFA Steps - Verification of Correct Pictograph

After logging back into your My.WCC account going forward, you will see the following statement.

For this example, I would need to choose the pizza pictograph. If I do not, then the system would say **Authentication Failed**.

You would then need to choose the pictograph you set from earlier in order to avoid being locked out of your account.



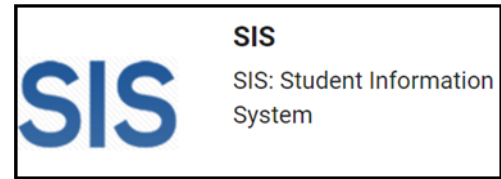
A helpful video outlining the process can be found here:

https://youtu.be/rjseCvETO_4

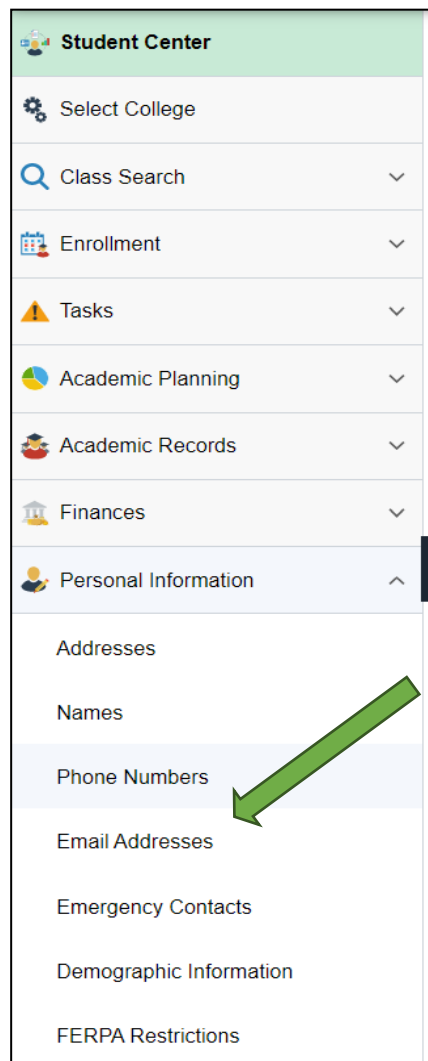
MFA Steps - Verification of Current Info

To check your current contact information, please log back into your My.WCC account.

From the main menu, select the Student Information System (SIS) link.



From there, select the My Student Information link.



You are now in the Student Center. To check and/or make changes, select the Personal Information block drop down arrow.

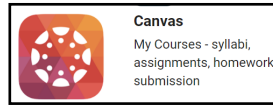
You will then be able to see your information by selecting on each area.

For MFA purposes, make sure to check the **Email Addresses** section and verify (and change, if needed) the information listed.

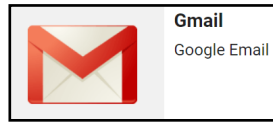
Should you have challenges setting up your pictograph authentication or have any other challenges, please contact Josh Floyd (Coordinator of Dual Enrollment) at 276-613-3639 (text) or jfloyd@wcc.vccs.edu (email). Please provide your name and school as part of the request. Thank you!

Main Menu

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



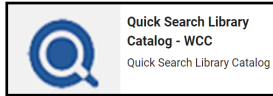
Gmail: Selecting this link takes you into your WCC/VCCS issued school email. This email should be used at all times when contacting your WCC professors.



Your email address is your username@wcc.vccs.edu. You cannot go to gmail.com and log into this account. You must go through the My.WCC link first.

QuickSearch and WCC Libraries:

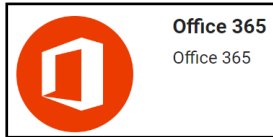
Students can use this link to conduct library research online for respective classes. Additional information on library databases can be found at wcc.vccs.edu/library-databases.



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).

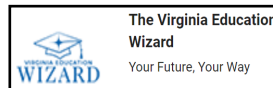


Office 365: As a dual enrollment student, you are eligible to use Microsoft Office on up to five devices. Instructions on Office 365 downloads are listed upon accessing the link. Students can also go directly to the main screen by accessing office.vccs.edu. From there, students will need to enter their full email as their username, along with their password.

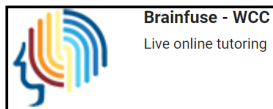


NOTE: If it does not work, students may need to reset their password, wait 20 minutes and then try again.

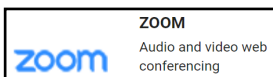
Virginia Education Wizard: This module allows students to explore career options, transfer agreements, course planning, programs of study, and much more.



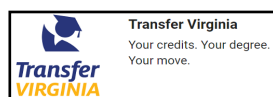
Brainfuse: Students can use this 24-hour/7-day a week option for live tutoring or tutoring questions. Each student has 10 hours per semester of free online tutoring. Please contact the Coordinator of Dual Enrollment for more information about Brainfuse options.



Zoom: Zoom allows students to talk with the Coordinator of Dual Enrollment and any WCC faculty/staff member via video communication. WCC greatly encourages this usage of free resources.



Transfer Virginia: This link will take you to the new Transfer Virginia initiative, where students and families can see how dual enrollment credits transfer to four-year institutions. You can also go to transfervirginia.org.



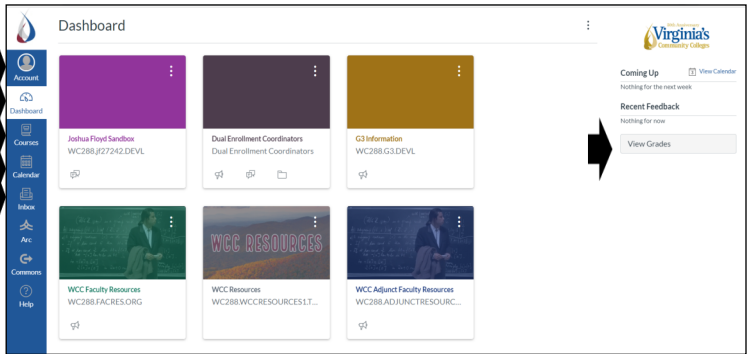
Requesting WCC Transcripts - Parchment

When you apply to a four-year college or university, you must request that the Wytheville Community College's Office of Admissions and Records send an official transcript. Four-year institutions will not award college credit based on a high school transcript.



WCC has partnered with Parchment to provide online ordering and electronic delivery of official student transcripts. All online requests will need to be made through Parchment.

Dual enrollment students can access the Parchment link by visiting wcc.vccs.edu/transcript-request or with the logo above from the My.WCC main menu. Parchment offers students a faster, electronic delivery of a transcript with online tracking. Digital delivery fees are \$3.95.



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.

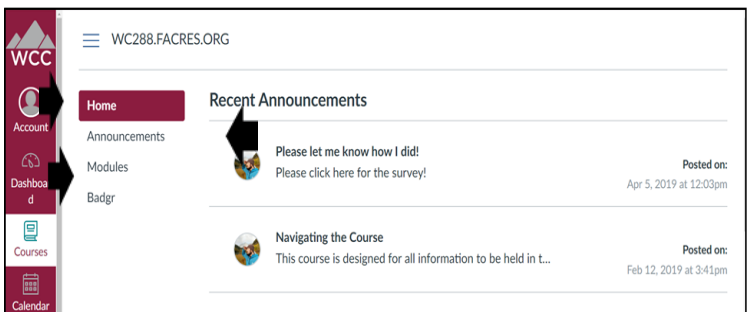
Courses: This link allows you to see a list of active course links.

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 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.

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 the age of 18 is reached or the student 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 **cannot** 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. **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.**

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 (or do so via Zoom). 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. Please refer to page 5 for more information.

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 wcc.vccs.edu/dual-enrollment.

Students needing to drop a dual enrollment course should either notify the counseling 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 as soon as they wish to do so.

Only notifications by the student or counselors will be accepted as formal requests. Parents/families cannot request this action!

WCC Student Resources and Services

Proctoring/Testing: The One-Stop Center in Bland Hall, along with Crossroads (Galax) and Henderson (Marion) is open for dual enrollment students to take any needed proctored tests. Dual enrollment students will need to bring their student ID number and a photo ID when visiting WCC.

The following are hours in which Student Services advisors and counselors can be reached in person, phone, chat, and/or email at our main campus, along with the two off-site locations.

Monday – Friday - 8 a.m. - 5 p.m.

NOTE: These hours are subject to change at any time. Please note Holiday closing dates on Page 5.

Computer Labs: Computer labs are available for use at our main campus (Kegley Library/Learning Resource Center), as well as our two off-site locations.

Tutoring: In addition to Brainfuse, students can also sign up for individual tutoring sessions in specific course areas. A Math Lab is also available. WCC will conduct tutoring free of charge in certain general education courses. More information on tutoring and the Math Lab can be found at wcc.vccs.edu/remote-tutoring.

Student IDs: WCC student IDs can be made at our One-Stop Center on the main campus and at Crossroads. Students will need to fill out a brief form and bring a form of ID as part of the process. Students can save money locally when using this ID!

Library/LRC: The Kegley Library/Learning Resource Center in Smyth Hall is open Monday through Friday for both computer usage and library research.

Nautilus/Workout Facility: The Nautilus/workout facility in Carroll Hall is open five days a week during the semester (Monday - Friday, 7 a.m. - 7 p.m.) and some Saturdays. Students must complete the sign-in sheet at the door.

One-Stop Center: In addition to services already mentioned, the One-Stop Center also can help with financial aid and Foundation questions (especially if students transfer 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.

Appointments/Advising: As mentioned earlier, the Coordinator of DE is available to meet in a wide variety of areas to help with any student/family needs, concerns, or questions.

Standing advising appointment times at our off-site locations are as follows:

Fall semester (5 - 7 p.m.):

Crossroads - Sept. 22 (Thur.), Oct. 18 (Tues.)

Henderson - Sept. 7 (Wed.), Oct. 12 (Wed.)

WCC - Sept. 26 (Mon.), Oct. 24 (Mon.)

Spring semester (5 - 7 p.m.):

Crossroads - Feb. 9 (Thurs.), Apr. 13 (Thurs.)

Henderson - Feb. 1 (Wed.), Apr. 5 (Wed.)

WCC - Feb. 13 (Mon.), Apr. 24 (Mon.)

For Zoom availability, please contact the Coordinator of DE.

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.



Wythe County Technology Center (above) is one of several options dual enrollment students have regarding occupational, technical, and health-related options within our region. These areas and programs are in high demand. If you have an interest in these particular fields and programs, please contact your school counselor and the Coordinator of Dual Enrollment.

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, no matter the delivery.

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 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 all dual enrollment courses, an initial academic integrity violation results either in an automatic failure of the individual assignment or automatic failure for 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.

WCC Learning Resources/Services

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

- Student IDs (Main campus and Crossroads only)
- Use of computer labs
- Tutoring
- Use of Kegley Library/Learning Resource Center (LRC)
- Use of workout facility (Carroll Hall)
- All student-related activities, clubs, and organizations
- Proctored testing
- 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, add 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 and reasonable accommodations to students with disabilities, WCC has provided additional information for interested students and families. Students and families are encouraged to visit wcc.vccs.edu/disability-services regarding further information and next steps. Additionally, students are urged to contact Tim West, Disabilities Coordinator/Academic Counselor, at 276-223-4102/twest@wcc.vccs.edu regarding on-campus appointments.

A Main
♠ Campus



**1000
East Main Street**

Wytheville, VA



Admissions: 276-223-4700/800-468-1195
admissions@wcc.vccs.edu
Bookstore: 276-223-9841/276-223-9848
DE Office: 276-223-4110
Kegley Library/LRC: 276-223-4743
kegleylibrary@wcc.vccs.edu
Testing: 276-223-4758/testing@wcc.vccs.edu

A Crossroads
♦ Institute



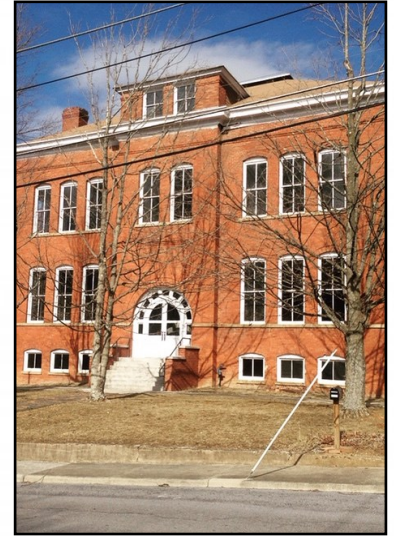
**1117 East Stuart
Drive**

Galax, VA



Main: 276-744-4974
From Wytheville, take I-81 to I-77 South towards Charlotte, N.C. From I-77 South, take Exit 14 (Galax/Hillsville) and follow Hwy 58 West 12 miles. Crossroads is located on your left.
From North Carolina, take I-77 North to Exit 14 (Galax/Hillsville) and follow Hwy 58 West 12 miles. Crossroads is located on your left.

A WCC at the
♣ Henderson



**203 North Church
Street**

Marion, VA



Main: 276-783-1777
From I-81, take Exit 45 and turn towards Marion on Rt. 16. Follow Rt. 16 for 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 building will be on your left and parking deck will be on your right.

Sign up for WCC Alert!

For dual enrollment courses taught by WCC faculty, make sure to sign up for WCC Alert — Wytheville Community College's emergency alerting system for crisis and weather-related notifications! WCC uses WCC Alert to immediately contact you during a major crisis or emergency. WCC Alert delivers important emergency alerts, notifications, and updates to you on all devices.

Register today!

wcc.vccs.edu/alert

NOTE: WCC Alert is a free service offered by Wytheville Community College.

Your wireless carrier may charge you a fee to receive messages on your wireless device.

Dual enrollment courses at the public school or private school are subject to the school division's normal weather-related closing policies.

Please refer to wcc.vccs.edu/inclement-weather-delayed-schedule for two-hour delay and afternoon schedules.