900+	**10**	**100+**
students	schools	classes

2024-25 WCC Dual Enrollment Handbook

All the important items students will need to be successful during the 2024-25 academic year!

🖇 **www.wcc.vccs.edu/dual-enrollment**

Followed by **BCPS, CCPS, GPS, GCA, GCPS, OHA, SCPS, WCPS** and **100 others**

Canvas	**My.WCC**	**SIS**	⛰

#NACEP   **#Canvas**   **#Transfer**   **#BrainFuse**

Public/Private School Contacts:

For any questions or concerns, the first step would be to contact your counselor/administrator.

Bland County High School — (276) 928-1086
Rachel Gray, Counselor, rgray@bland.k12.va.us

Carroll County High School — (276) 728-2125
Larissa Brady, Director, lbbrady@ccpsd.k12.va.us
Donna DeHaven, Counselor, dcdehave@ccpsd.k12.va.us

Galax High School — (276) 236-6196
Emily Guynn, Counselor, emilyguynn@galaxschools.us

Grace Christian Academy — (276) 247-0384
Lesia Harris, Principal, lesiaharris@gracechristianacademy.net

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

Marion Senior High School — (276) 783-4731
Julie Looney, Counselor, julielooney@scsb.org
Kelly Schwartz, Counselor, kellyschwartz@scsb.org

Oak Hill Academy — (276) 579-2619
Counselor TBD

Wythe County Public Schools
Fort Chiswell High School — (276) 637-3437
Carey Rocha, Counselor, carey.rocha@wythek12.org

George Wythe High School — (276) 228-3157
Melissa Dalton, Counselor, mdalton@wythek12.org
Gregory Taylor, Counselor, gregory.taylor@wythek12.org

Rural Retreat High School — (276) 686-4143
M.J. Fogelsong, Counselor, m.j.fogelsong@wythek12.org

Wythe County Technology Center — (276) 228-5481
Summer Stone, Principal, 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 and/or certificate program, and also gain confidence to continue their education beyond high school.

Currently, the dual enrollment program at WCC has expanded regionally to serve over 900 students annually from six public school systems and two private school systems.

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
- (276) 613-3639
- jfloyd@wcc.vccs.edu
- @WythevilleCCDualEnrollment
- @WCC_DualEnroll
- @WythevilleCCDualEnrollment

Course Selection

Dual enrollment students may enroll in any credit course offered by WCC with approval from their parent/guardian and 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 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/terminal (occupational/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.

Enrollment Eligibility/Criteria

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 a week on outside work per credit. In addition, dual enrollment courses become part of a student's permanent college transcript.

Students must meet the following criteria below for eligibility:

- High school juniors or seniors attending a public or private school (exceptional freshmen and sophomores may be eligible with approval from both high school principal and college president)
- Meet or exceeds college placement requirements (see below) and course prerequisites
- Receive a recommendation from a high school official
- Parents/guardians must provide written consent prior to student enrollment via permission form
- Homeschooled students are also eligible
- Homeschooled students must meet the same requirements and written consent from a parent/guardian
- Additionally, the parent/guardian of a homeschooled student must obtain a letter of approval from the school division or local school board showing approval of respective homeschool instruction

Course Load/Rigor

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

All students admitted under this section must demonstrate college readiness by meeting criteria below. 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 concurrent college credits (or 19 concurrent credits with SDV 100) without approval by the Vice President of Academics and Institutional Advancement.

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. All objectives will be the same as in traditional college credit courses.

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	HS Transcript*		SAT		PSAT		ACT		VPT
Transfer** (except Math)	3.0 GPA or higher	OR	Minimum 480 (ERW)	OR	Minimum 390 (ERW)	OR	Minimum 18 (E&W)	OR	ENG 111 placement
Career/ Technical*** (except Math)	2.0 GPA or higher	OR	Minimum 480 (ERW)	OR	Minimum 390 (ERW)	OR	Minimum 18 (E&W)	OR	ENF 1 placement or higher
MTH 101-133	3.0 GPA or higher and C grade or higher in HS	OR	Min. 480 (E)/ 530 (M)	OR	Min. 390 (E)/500 (M)	OR	Minimum 22 (Math)	OR	MTH 111 placement or higher
MTH 154, 155	3.0 GPA or higher and C grade or higher in HS	OR	Min. 480 (E)/530 (M)	OR	Min. 390 (E)/ 500 (M)	OR	Minimum 22 (Math)	OR	MTH 154 placement or higher
MTH 161, 167	3.0 GPA or higher and C grade or higher in Alg. 2 or higher level	OR	Min. 480 (E)/530 (M)	OR	N/A	OR	Minimum 22 (Math)	OR	MTH 161 placement (MTE 1-9)

* Cumulative GPA may be weighted or unweighted and may be self-reported.

** A transfer course is any course that a college offers and will transcript in fulfillment of the requirements for a Degree or Certificate that is designed to transfer (e.g., AA, AS, AA&S, AFA, Uniform Certificate of General Studies).

*** A career and technical course is any course that the college offers and will transcript in fulfillment of the requirements for degrees and certificates that are not designed for transfer (e.g. AAS, Certificate, Career Studies Certificates).

WCC is one of only two Virginia institutions, along with 132 others across the country, to earn National Alliance of Concurrent Enrollment Partnership (NACEP) accreditation — meeting 16 rigorous standards within six programmatic categories as part of its dual enrollment program.

Benefits/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 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.

Transferring Credits/Course Selection

One of the advantages surrounding dual enrollment courses involves students earning college credits towards an individual pathway. Since DE 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 declare for either the Uniform Certificate of 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 school counselor during their sophomore year about this opportunity.

Academic courses with a grade of 'C' or above will be eligible for possible transfer. For students wishing to transfer to Virginia four-year institutions, the Transfer Virginia initiative (transfervirginia.org) is helpful for planning purposes.

For students transferring out of state, 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.

Occupational/technical course DE credits are applicable to specific curricula and are intended to prepare students for employment. While some of these courses are eligible for transfer, no unified policy on transfer of these VCCS courses exists.

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

Dual enrollment students may enroll in any credit course offered by WCC with approval from their parent/guardian and 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 secondary and college credit should work with their counselor to carefully select courses that will meet graduation requirements. Generally, course selection falls into two categories — transfer (general education) courses and non-transfer (career/technical) courses.

DATES TO REMEMBER — SECONDARY/WCC CALENDARS

FALL SEMESTER — 2024:

- First day of fall classes (Carroll, Grayson, and Smyth) — Aug. 8
- First day of fall classes (ALHGS, Bland, and Wythe) — Aug. 14
- First day of fall classes (Galax) — Aug. 15
- Normal drop (1st 9-week, Carroll and Grayson) — Aug. 16
- First day of fall classes (WCC) — Aug. 21
- Normal drop (1st 9-week, ALHGS, and Bland) — Aug. 22
- Normal drop (1st 9-week, Wythe) — Aug. 23
- Normal drop (1st 9-week, Galax) — Aug. 24
- Normal drop (1st 9-week, WCC) (semester, Carroll, Grayson, and Smyth) — Aug. 28
- First day of fall classes (OHA) — Sept. 2
- **LABOR DAY — WCC CLOSED** — **Sept. 2**
- First day of fall classes (GCA) — Sept. 3
- Normal drop (semester, Bland, Galax, and Wythe) — Sept. 3
- Normal drop (semester, ALHGS and WCC) — Sept. 6
- 'W' drop (1st 9-week, Grayson) — Sept. 14
- 'W' drop (1st 9-week, Carroll) — Sept. 17
- Normal drop (semester, OHA) — Sept. 18
- 'W' drop (1st 9-week, ALHGS) — Sept. 18
- Normal drop (semester, GCA) — Sept. 20
- 'W' drop (1st 9-week, Bland and Wythe) — Sept. 20
- 'W' drop (1st 9-week, Galax) — Sept. 21
- 'W' drop (1st 9-week, WCC) — Sept. 24
- Normal drop (2nd 9-week, Bland) — Oct. 22
- Normal drop (2nd 9-week, Carroll) — Oct. 23
- Normal drop (2nd 9-week, Grayson) — Oct. 24
- Normal drop (2nd 9-week, Galax and Wythe) — Oct. 25
- 'W' drop (semester, ALHGS and WCC) — Oct. 25
- 'W' drop (semester, Smyth) — Oct. 27
- Normal drop (2nd 9-week, ALHGS and WCC) — Oct. 28
- 'W' drop (semester, Grayson) — Oct. 28
- 'W' drop (semester, Carroll, Galax, and Wythe) — Oct. 30
- 'W' drop (semester, Bland) — Oct. 31
- 'W' drop (semester, OHA) — Nov. 7
- 'W' drop (semester, GCA) (2nd 9-week, ALHGS, Galax, and WCC) — Nov. 19
- 'W' drop (2nd 9-week, Bland and Carroll) — Nov. 20
- 'W' drop (2nd 9-week, Grayson) — Nov. 23
- 'W' drop (2nd 9-week, Wythe) — Nov. 24
- **THANKSGIVING BREAK — WCC CLOSED** — **Nov. 27-29**
- **HOLIDAY BREAK — WCC CLOSED** — **Dec. 24-31**

SPRING SEMESTER — 2025:

- **HOLIDAY BREAK — WCC CLOSED** — **Jan. 1**
- First day of spring classes (Galax, GCA, Smyth, and Wythe) — Jan. 6
- First day of spring classes (Carroll and Grayson) — Jan. 7
- First day of spring classes (Bland and WCC) — Jan. 8
- First day of spring classes (OHA) — Jan. 14
- Normal drop (1st 9-week, Galax, Smyth, and Wythe) — Jan. 14
- Normal drop (1st 9-week, Carroll and Grayson) — Jan. 15
- Normal drop (1st 9-week, Bland) — Jan. 16
- **MLK, JR. DAY — WCC CLOSED** — **Jan. 20**
- Normal drop (1st 9-week, ALHGS) — Jan. 22
- Normal drop (semester, ALHGS, GCA, Smyth, and WCC) — Jan. 23
- Normal drop (semester, Galax and Wythe) — Jan. 24
- Normal drop (semester, Carroll and Grayson) — Jan. 27
- Normal drop (semester, Bland) — Jan. 28
- Normal drop (semester, OHA) — Jan. 30
- 'W' drop (1st 9-week, ALHGS) — Feb. 10
- 'W' drop (1st 9-week, Smyth and Wythe) — Feb. 12
- 'W' drop (1st 9-week, Carroll, Galax and Grayson) — Feb. 13
- 'W' drop (1st 9-week, Bland) — Feb. 18
- **SPRING BREAK — NO WCC CLASSES** — **Mar. 10-14**
- Normal drop (2nd 9-week, Grayson and Wythe) — Mar. 19
- 'W' drop (semester, ALHGS, GCA, WCC, and Wythe) — Mar. 21
- Normal drop (2nd 9-week, ALHGS) — Mar. 24
- 'W' drop (semester, Grayson and Smyth) — Mar. 24
- Normal drop (2nd 9-week, Carroll and Galax) — Mar. 25
- Normal drop (2nd 9-week, Smyth) — Mar. 26
- 'W' drop (semester, Carroll) — Mar. 26
- Normal drop (semester, Bland) — Mar. 31
- Normal drop (2nd 9-week, Bland) — Apr. 2
- 'W' drop (2nd 9-week, Galax) — Apr. 2
- 'W' drop (semester, OHA) (2nd 9-week, ALHGS) — Apr. 11
- 'W' drop (2nd 9-week, Grayson) — Apr. 16
- 'W' drop (semester, Galax) (2nd 9-week, Carroll and Wythe) — Apr. 25
- 'W' drop (2nd 9-week, Smyth) — Apr. 29
- 'W' drop (2nd 9-week, Bland) — May 2
- **WCC COMMENCEMENT** — **May 10**

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 elements.

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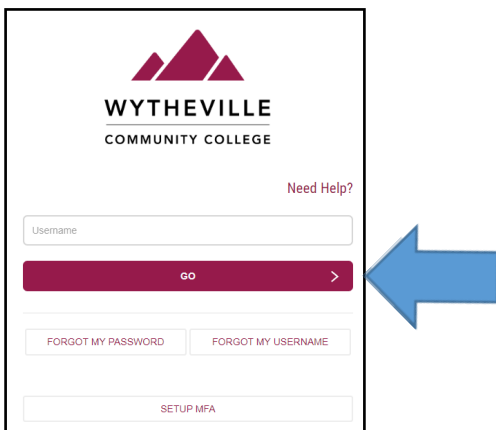
If you cannot remember your username and/or respective password, your My.WCC account gives you options in which to locate your username and/or reset your password. Click either the 'Forgot Password' or the 'Forgot Username' links and then follow the instructions to reset your password.

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

All WCC students - including DE 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 use a pictograph.

MFA Steps - Choosing the Pictograph

After logging into your My.WCC account, you will be presented with this message.
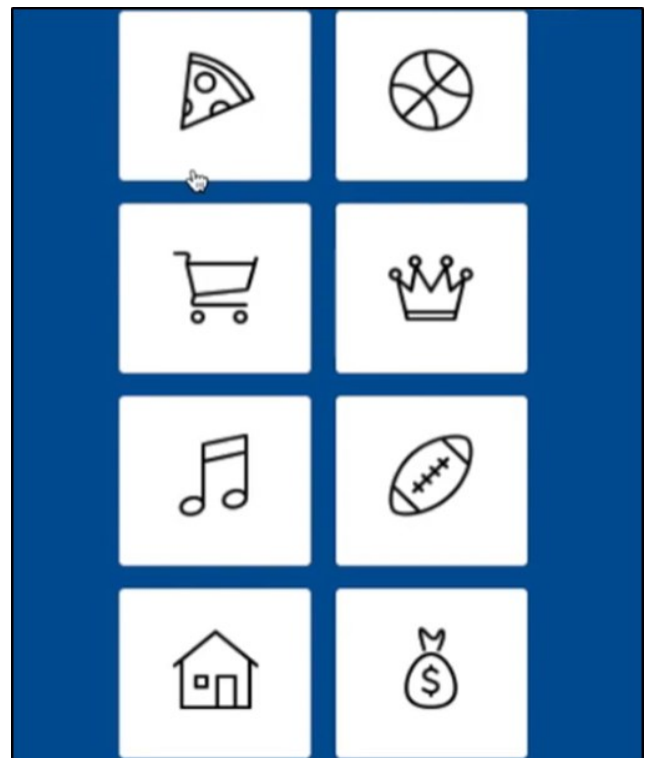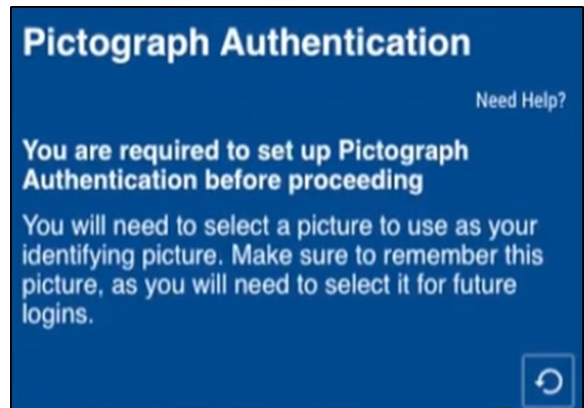
You will need to select one of the pictures to use as your MFA choice. Please remember your choice!
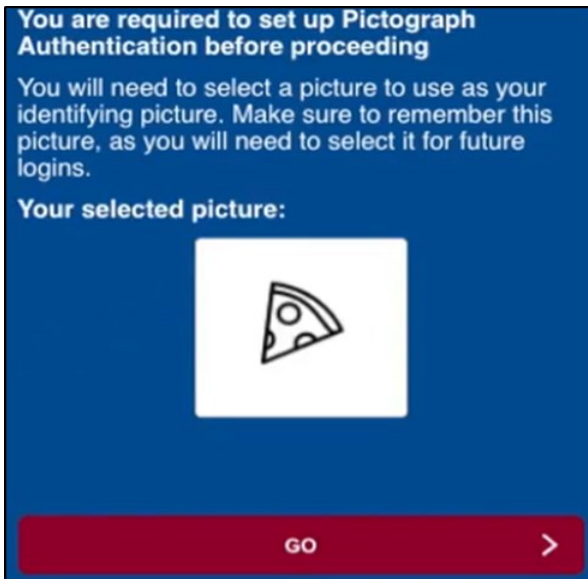
If you do not like any of the pictographs on the first screen, you can select the reload button (indicated by the arrow above) to review more options.

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.

You are required to set up Pictograph Authentication before proceeding

You will need to select a picture to use as your identifying picture. Make sure to remember this picture, as you will need to select it for future logins.

Your selected picture:

GO >

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.
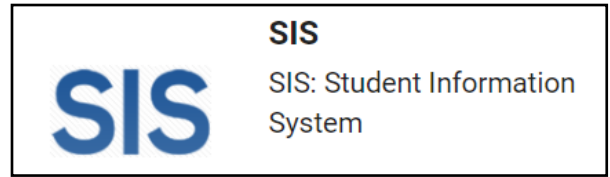
Select your image out of those displayed below.

A helpful video outlining the process can be found here:
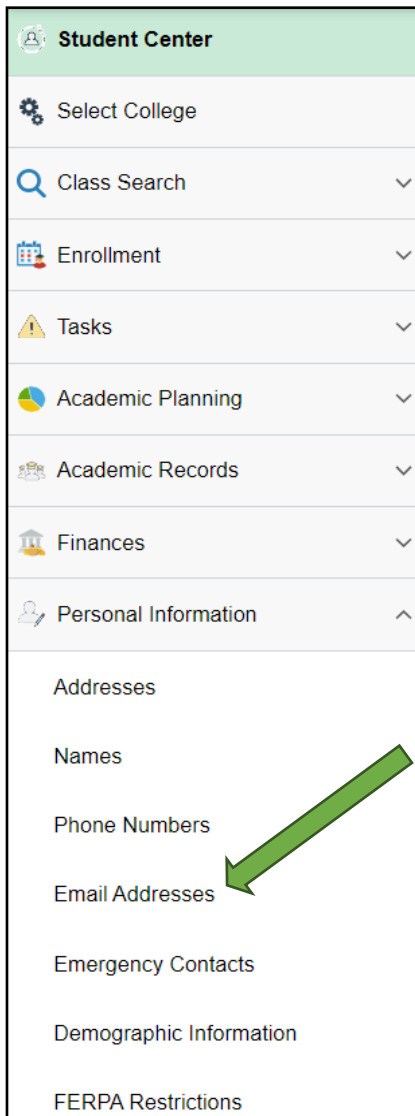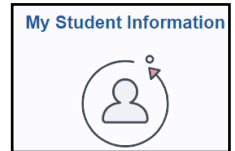
https://youtu.be/rjseCvET0_4

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.

SIS
SIS: Student Information System

From there, select the My Student Information link.

My Student Information

Student Center

- Select College
- Class Search ⌄
- Enrollment ⌄
- Tasks ⌄
- Academic Planning ⌄
- Academic Records ⌄
- Finances ⌄
- Personal Information ⌃
  - Addresses
  - Names
  - Phone Numbers
  - Email Addresses
  - Emergency Contacts
  - Demographic Information
  - FERPA Restrictions

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 the 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!

My.WCC Main Menu

Canvas: Selecting this link takes you to the main online learning site. Students who are taking online DE classes will 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.

QuickSearch and WCC Library: 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.), view unofficial transcripts, and pay for classes (if applicable).

Office 365: As a DE 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.

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.

Transfer Virginia: This link will take you to the Transfer Virginia site, where students/families can see how DE credits transfer to four-year institutions. You can also visit transfervirginia.org.

TimelyCare: As a dual enrollment student, you have the opportunity to use TimelyCare at no cost for on-demand mental support, appointment-based mental health counseling, psychiatric support, and health coaching.

Anthology: Prior to courses completing for the semester, dual enrollment students will be able to anonymously rate their class experience. Students are greatly encouraged to do so.

Requesting WCC Transcripts - Parchment

When you apply to a four-year college/university, you must request 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.

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.
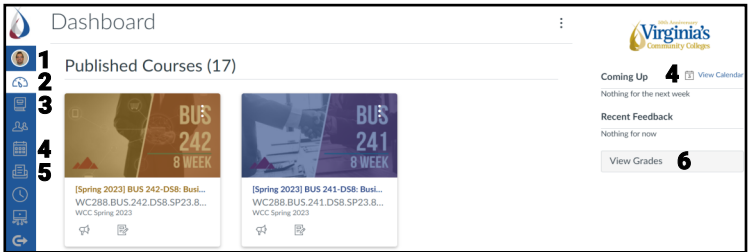
**Account (1):** Allows you to change profile settings.

Dashboard (2): If you are taking any WCC online courses, they will be listed here once activated. For all students, a 'WCC Resources' link will provide valuable contact information.

Courses (3): Options to view online course links.

Calendar (4): Displays assignment deadline info.

Inbox (5): Allows you to email your instructor.

View Grades (6): A link to review current grades.
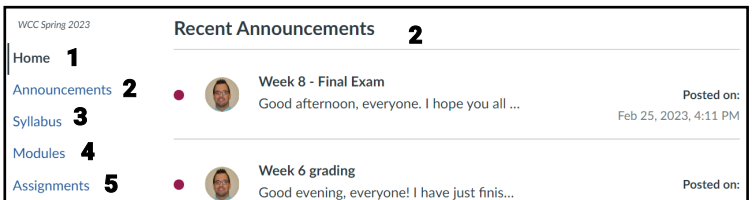
Home (1): This is the main landing page.

Announcements (2): This link will also take you to announcements (current and past).

Syllabus (3): The main document for each course. Your syllabus should be your go-to document for every question you have about the course. If it's somehow not there, then ask your instructor!

Modules (4): This link will take you to the course modules, which include both learning resources and learning activities.

Assignments (5): This link will take you to the specific learning activities for each course.

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 could either be eight weeks or 16 weeks (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.

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 graduation may impact the student's high school/private 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 DE courses taught in the high school. Students who elect to take independent courses (not a part of the school's DE 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 or the student will be dropped from the course.

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.

WCC Student Resources and Services

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

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 (Learning Resource Center), as well as our two off-site locations.

Tutoring: In addition to Brainfuse, students can also sign up for individual free tutoring sessions in specific course areas. A Math Lab is also available. More information on tutoring can be found at wcc.vccs.edu/tutoring. Please contact the Coordinator of DE for more information as well.

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!

LRC: The Learning Resource Center in Smyth Hall is open Monday - Saturday (including two evenings) for both computer usage and library research.

Workout Facility: The workout facility in Carroll Hall is open five days a week during the semester (Monday - Friday, 7 a.m. - 6 p.m.).

One-Stop Center: In addition to services already mentioned, the 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 (Room 102A).

Appointments/Advising: The Coordinator of DE is available to meet and help with any student/family needs, concerns, or questions.

In addition to the standing advising days/times found on page 12, the Coordinator of DE is happy to meet with students/families during individual appointment requests. This can be in person at WCC, off-site locations, at the school, via Zoom, or another suitable location such as a workplace or community center. Evening appointments are also welcomed.

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/legal guardians 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. Also, the Coordinator of DE **cannot** talk with parents/guardians about educational records unless a FERPA form has been signed/recorded. This is standard policy within all higher educational avenues.

Students can now complete a FERPA form by selecting the SIS link from their My.WCC account and choosing the **Student Records eForms** link.
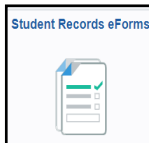
A physical FERPA form is still available for the student to complete as well. **NOTE: Students must sign it in person at WCC's Admissions Office in order to establish validity. If this is not possible, students must complete/sign this form with an official notary before submission.**

Registration and Dropping Classes

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 DE 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 DE 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 DE provides drop dates to each student. This formal notification is done during fall and spring registration at the secondary schools. It is the responsibility of the student to notify the counselor or the Coordinator of DE 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 (the first 2-3 weeks of each semester), students can drop a course without any penalty. Counselor notifications will also suffice. 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 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 as they can cause challenges down the road with completion and financial aid challenges. Repayment to schools may also apply.

Normal/withdrawal dates are given for every DE course. 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.

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 and printers
- Tutoring
- Use of Learning Resource Center (LRC) (Smyth Hall)
- 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 credentials can be earned in a much shorter timeframe — and at a much lower cost.

Late withdrawals and/or failure of classes, however, not only delay those awards, 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 credential must be earned within 150 percent of that award's timeframe. For example, an associate degree requiring 60 credit hours must be earned before 90 attempted hours. Failure to do so will result in financial aid cancellation and a required appeal.

It is imperative that students not only complete DE courses to avoid this possibility, but also ones pertaining to individual pathways/educational goals. Please consult the Coordinator of Dual Enrollment for more information regarding the 150 percent rule.

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 Wytheville Community College, 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.

Academic Integrity

WCC 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 method.

All DE 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/.

Individual instructors should have specific policies as part of their course syllabi. Disciplinary policy will be outlined on each individual syllabus.

For all DE courses, an initial academic integrity violation results either in at least an automatic failure of the individual assignment. Instructors have the right for more severe penalties, such as 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.

Students with Disabilities and/or Special Needs/ADA

If the DE 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 DE 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/families. Students/families should visit wcc.vccs.edu/disability-services regarding further information. Additionally, students are urged to contact Tim West, Disabilities Coordinator/Academic Counselor, at 276-223-4102/twest@wcc.vccs.edu regarding on-campus appointments.

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MAIN CAMPUS — WYTHEVILLE
1000 East Main Street, Wytheville, VA 24382
Main: (276) 223-4700/(800) 468-1195
Admissions: (276) 223-4701
Office of Dual Enrollment: (276) 223-4110

OFF-SITE LOCATION — CROSSROADS (GALAX)
1117 East Stuart Drive, Galax, VA 24333
Main: (276) 744-4974

OFF-SITE LOCATION — THE HENDERSON (MARION)
203 North Church Street, Marion, VA 24354
Main: (276) 783-1777

ACADEMIC ADVISING

The Coordinator of DE is at the ready to meet with students/families for advising needs. For the 2024-25 academic year, advising sessions will run on the following dates from 5 — 8 p.m.

- WCC: Sept. 23, Nov. 21, Feb. 20, and Apr. 15

- Crossroads: Oct. 15, Nov. 12, Feb. 12, and Mar. 31

- Henderson: Oct. 1 and Mar. 4

Students and families can use the QR code here or visit wcc.vccs.edu/dual-enrollment for registration.

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.

WCC ALERT/SCHEDULE CHANGES

Make sure to sign up for **WCC Alert! WCC Alert** delivers important emergency alerts, notifications, and updates to you through email and/or all your devices.

NOTE: **WCC Alert** is a free service offered by WCC. Your wireless carrier may charge a fee to receive messages on your wireless device. Please also remember to remove yourself from **WCC Alert** when you are no longer affiliated with WCC.

You can register with the QR code (right) or at wcc.vccs.edu/wcc-alert.

DE courses taught at the school are subject to the school division's normal weather-related closing policies. 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/ Spring Break days, parent-teacher conferences, and/or early dismissals.