



Dual Enrollment Manual

2015-2016

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SECTION 1- GENERAL INFORMATION

1.1 The Purpose of the Dual Enrollment Manual

The purpose of the Dual Enrollment Policies and Procedures Manual/Handbook is to specify the details of the Dual Enrollment (DE) Program as Germanna Community College (GCC) and the Public School Systems operate it.

1.2 The History of Dual Enrollment

The Virginia Plan for Dual Enrollment/Dual Credit was initiated in 1989 by Donald J. Finley as Secretary of Education, S. John Davis as Superintendent of Public Instruction and Jeff Hockaday as Chancellor of the Virginia Community College System. The purpose of this program is to allow high school students to take college-level courses and receive both college credit and high school credit towards graduation. The purpose of the plan is to make available a wide range of course options for high school students to meet requirements for graduation while simultaneously earning college credit. The Virginia Plan for Dual Enrollment 2008 can be found in *Appendix A*.

1.3 Germanna Community College Mission Statement

As a public, comprehensive community college, Germanna provides accessible, quality educational and training opportunities that meet our communities' changing learning needs. This Mission is achieved through:

- courses, programs, and services that enable students to gain access to and succeed in higher education;
- associate degrees and courses that prepare students to advance to and succeed in four year colleges and universities;
- training and services to develop successful employees who meet employers' specific needs;
- training, associate degrees, and certificates for students to enter and succeed in the workplace; and
- services and support for community and economic development.

1.4 Dual Enrollment Program Mission Statement

The Germanna Dual Enrollment program allows high school students to meet the requirements for high school graduation while simultaneously earning college credit.

1.5 Program Goals

1. Introduce students to the experience of college studies in a supportive environment.

2. Encourage high school students to attend college by creating a seamless transition from high school to college.
3. Provide an opportunity for high school students to earn college credits.
4. Help students to complete associate or baccalaureate degree while realizing a saving in both tuition and time
5. Help meet the Commonwealth's goal of satisfying the demand for appropriate educational programs and services to an increasing number of students.

SECTION 1a - GENERAL ISSUES

1.6 Student Eligibility

Dual Enrollment coursework is restricted to high school juniors and seniors. Exceptions may be considered for freshman and sophomore students who are able to demonstrate readiness for college level coursework through the colleges' established institutional policies. These exceptions will be treated on a case-by-case-basis and require recommendation by the Dean of Student Development and formal approval by the College President. Requests by the secondary school for exceptions must be forwarded to the Coordinator of Dual Enrollment, along with relevant academic information regarding the student. The request must demonstrate that the student has met established GCC placement criteria and is ready both academically and emotionally for college-level coursework. Appropriate public school and community college officials should take the necessary steps to assure that every student who is registered under the Dual Enrollment arrangement is amply prepared for the demands of a college-level course and can benefit from the enrichment opportunity. Principal and HS Liaison will provide approval of each student to enroll in Dual Enrollment Classes.

1.7 Admission Requirements

The Virginia Board of Education Regulations Establishing Standards for Accrediting Public Schools in Virginia governs the student's participation in dual enrollment arrangements. First, the public school principal must approve the cross-registration of the high school student to the community college. Second, the community college must accept the high school student for admission to the college-level course. All Virginia Community College System and institutional placement criteria must be met by the student prior to enrolling in a dual enrollment course.

1.8 Course Eligibility

Courses may be drawn from the academic, fine arts, and career technical subject areas. All course prerequisites, including placement testing, must be met. No developmental courses are eligible for DE. All Dual Enrollment courses must be straight Dual Enrollment. All students in the course/class must be taking the course for GCC Dual Enrollment

credit, which mean that all **students must apply to GCC, have the qualifying prerequisites, (Virginia Placement Tests; SAT or ACT scores), register and pay tuition for the course.**

1.9 Credit Awarded

College credit shall be awarded by the community college to the participating high school students upon successful completion of the course. The award shall be in compliance with appropriate accrediting standards for community colleges. The minimum standard is 750 minutes of instruction per academic credit plus 50 minutes of evaluation per academic credit, not to exceed 150 minutes. The total time includes all in-class assessment and evaluation activities and the traditional final examination. Please note lab science courses require 3 hours of lecture and 3 hours of lab weekly, for a total of 4800 minutes per semester. Art courses also have additional lab time, totaling 2.5 hours.

College credit shall be awarded by the community college to the participating high school students upon successful completion of the course. High school credit shall also be awarded to the participating high school students upon successful completion of the course. The award shall be in compliance with state standards.

1.10 Tuition and Fees

According to the Regulations Establishing Standards for Accrediting Public Schools in Virginia, the public school will not be penalized in [its] state appropriation for developing and implementing dual enrollment. Schools and colleges are encouraged to provide high school students the opportunity for dual enrollment at no cost to them or their families. In addition, neither the public school nor the community college shall be penalized in their respective state appropriations for developing and implementing the dual enrollment arrangement. The public school shall receive average daily membership (ADM) credit for its students who participate in the dual enrollment arrangement, and the community college shall receive full-time equivalent (FTE) student credit for the participating high school students.

1.11 Eligibility for In-state Tuition Rates

Dual enrollment students will all be charged in state tuition for DE courses taught at the high school.

1.12 Compliance with Accreditation Standards

The Virginia Plan for Dual Enrollment complies with the criteria of the Southern Association of Colleges and School[s] and with the Regulations Establishing Standards for Accrediting Public Schools in Virginia.

1.13 Program Coordination

General coordination of the program is the responsibility of the Coordinator of Dual Enrollment. A listing of administrators at Germanna Community College and their contact information is presented in Appendix H.

SECTION 1b - ADMISSIONS AND REGISTRATION PROCEDURES

1.14 Scheduling Courses

High Schools will inform Germanna’s Coordinator of Dual Enrollment in writing of TENTATIVE course information for each section scheduled no later than May 15th for fall courses and by November 15th for spring courses. The information is recorded on the Dual Enrollment Request/Information form (see Appendix B). As tentative information is confirmed, it is the responsibility of the school principal or school representative to provide a written update to the Coordinator of Dual Enrollment. Written notification can be provided through an email sent to

1.15 High School DE Liaison

Each high school designates a DE liaison who will serve as the contact between the high school and the GCC Coordinator of Dual Enrollment. It is the responsibility of the high school principal to provide written notification to the Coordinator of Dual Enrollment when a liaison is newly designated, whether as an initial appointment or a replacement.

Each high school must choose the way in which they want their students to apply for admission to GCC. Students will apply on-line accessing the application from GCC’s homepage. Students can also complete a paper application if online access is not available to them. See the link below for all forms, including the application.
<http://www.germannna.edu/admissions/forms.asp?menuchoice=Forms>

Students applying online must complete Step 6 of the GCC Application with a parent or guardian present; there are questions for both student and parent or guardian to determine in state tuition status. Students should print off the last page of the application (Parent Certification Form) and submit to their HS DE Liaison. If student forgets to print off the last page of the online application/Parent Certification Form, they must print off the certification form found at the link below and sign it and have their parent or guardian sign the form. The parent certification form can be found at:
<http://www.germannna.edu/admissions/forms.asp?menuchoice=Forms>

The high school liaison will assist students in completing the application and registration forms. The high school liaison will return the forms to the GCC Admissions and Records Office for processing by the date indicated in the Dual Enrollment Academic Calendar. To serve students best, paperwork should be submitted prior to the first day of the start of the new academic semester. Students who have questions about the applications or

difficulty completing the application should contact GCC's Admissions and Records Office.

In mid-June the Admissions Office will request a final high school roster, to aid in enrolling students in the correct section of DE. The high school principal will also be asked to attach a signed letter giving the students permission to take Dual Enrollment.

The Admission and Records Office will process the applications, establish a file for each student, and process the registration forms. Class rosters will be prepared for the high school DE Liaison to distribute to the instructors for verification of enrollment. The instructor and the DE Liaison must ensure that the rosters are accurate. The DE Liaison signs the roster confirming the accuracy and returns to the Enrollment Specialist for Dual Enrollment in GCC Admissions and Records Office. Final signed rosters will be sent to the high school principal for approval.

The DE liaison at the high school is responsible for forwarding any changes in the class enrollment to the Enrollment Specialist in GCC Admissions and Records Office by the established deadlines for adding, dropping, or withdrawing from a class. The Enrollment Specialist in GCC Admissions and Records Office must receive all Student Registration/Drop Add Forms prior to the last day to add, drop, or withdraw from a class. These changes must be submitted on the appropriate form and must include the student's signature and the approval of the high school dual enrollment liaison. As of Fall 2015, no students can be added after the Last Day to Add date.

1.16 Placement Testing

All students admitted under Dual Enrollment must demonstrate readiness for college by meeting Admissions specific criteria and all course pre-requisites. (See Admissions and Prerequisite Sheet in appendix. Prerequisites may be accomplished by taking Germanna's placement tests or by submitting qualifying SAT or ACT scores. (There is no SAT Math score to qualify for Calculus; it requires a Virginia Placement Test). Dual enrollment students must complete an application (online or paper) prior to taking the placement test; the response to their application will contain the student's ID number. The Germanna ID number MUST be used when students take the placement tests, and in all their communication with GCC. Students should be advised to take a practice placement test, prior to testing. Practice tests can be found on Germanna's website http://www.germannna.edu/Students/Are_You_College_Ready/index.asp

The VPT trained hs test proctor, (typically the DE Liaison or HS Testing Coordinator), can administer the computerized Virginia Placement Test at the high school. Appendix C lists the GCC Placement Test Cut-off Scores and pre-requisites. **The high school DE liaison will forward SAT or ACT, and SOL scores along with student's registration forms** to the Admissions & Records Office DE Specialist, Jen Elks, by the deadline date. A dual enrollment student may take one initial Virginia Placement Test and a retest, if necessary,

and then there will be a 365 day waiting period after the second test before a student can test again. All students should be encourage to prepare for the placement test at the link: http://www.germannna.edu/Students/Are_You_College_Ready/index.asp Students who do not have the appropriate qualifying Admissions and Prerequisite scores on file cannot be registered for dual enrollment courses

1.17 Verification of Enrollment

Verification of enrollment is crucial and must occur at least two weeks **prior** to the last day to add a class, which is stated in the academic calendar. The Dual Enrollment high school liaison will receive the GCC dual enrollment class rosters two weeks prior to the first week of school and two weeks prior to the first week of Spring semester from the GCC Admissions and Records office. These rosters should be compared to the high school's rosters to identify discrepancies. Any discrepancies must be reported to GCC at the time the high school liaison reviews, signs and submits the GCC rosters back to GCC. This process facilitates accurate final grade rolls and accurate billing.

SECTION 2 - INSTRUCTORS

2.1 Selection of Instructors and Instructors Credentials

The school system proposes a candidate to teach dual enrollment courses. GCC must review and approve the candidate's educational preparation prior to the course being designated as a dual enrollment course. The candidate must meet the minimum requirements listed on Form VCCS-29, as well as the requirements of the Southern Association of Colleges and Schools.

To teach courses that are usually applicable to Associate in Arts and Associate in Science degrees, a person must possess a master's degree from a regionally accredited institution, and within or in addition to that degree a minimum of 18 semester hours of graduate work in the field of specialization for which courses are taught. Additionally, the academic preparation must be appropriate to the course to be taught. Instructors teaching courses in more than one field of specialization would be expected to possess a minimum of 18 graduate semester hours in each field of specialization in which courses are taught.

To teach courses that are usually applicable to Associate in Applied Science Degrees, a person is usually expected to possess a master's degree, including a minimum of 18 semester hours of graduate work in each field of specialization for which courses are taught, or possess a baccalaureate degree and professional competency in the area of specialization in lieu of the master's degree. Professional competency may include certificates, licenses, apprenticeships, and training in trade schools or special schools. **Some DE Instructors, (in exceptional circumstances), may be qualified by alternative credentialing, if appropriate. This requires a great deal of commitment by the instructor**

to provide documentation of his/her credentials for considerations. The credentials would need to demonstrate expertise in the learning objectives of the course. The credentials would be submitted for review and approval by the Vice President for Academic and Student Affairs.

Dual Enrollment Instructors are typically employed by the high school, although occasionally some adjunct or full time GCC instructors do teach Dual Enrollment Courses. NO COURSE CAN BE DESIGNATED AS A DUAL ENROLLMENT COURSE UNTIL THE CANDIDATE'S CREDENTIALS ARE OFFICIALLY APPROVED BY GERMANNIA COMMUNITY COLLEGE AND ALL PAPERWORK COMPLETED BY THE INSTRUCTOR. Unofficial transcripts can be reviewed at the school's request for informational purposes; however, until the official transcripts are reviewed by the Coordinator of Dual Enrollment and approved by the Dean of Instruction, the instructor remains in candidate status. All HR paperwork must be completed before the instructor is officially approved as well.

2.2 Approval for Dual Enrollment Instructors

In order to complete the approval/credentialing process, must submit the following to the Coordinator of Dual Enrollment.

1. DE Instructor Information Form
2. Official copies of all college transcripts. Copies of specialized licenses, degrees, etc., for occupational-technical courses only
3. Completion of GCC training:
 - a. VCCS Computer Ethics Agreement
 - b. Completion of SANS Security Awareness Training

After a final review of the completed credentials file the DE instructor will be approved to teach the GCC DE Course. In case of teacher replacement, the above information should be sent to the Coordinator of Dual Enrollment at the earliest convenience. The Coordinator will forward all credentials to the Dean of Instruction & Department Chair for final approval. Credentials must include both official graduate and undergraduate transcripts, provided directly by the granting institution.

2.3 Course Preparation; Course Requirements; and Course Outlines

The purpose of course outlines is to provide students with an explanation of the objectives of their dual enrollment course and how they must participate in the learning process with the instructor in order to meet the objectives. The outline serves as a written contract between the instructor and the student and documents what students are expected to achieve in order to receive credit for their efforts.

It is important that your course outline be as detailed as possible. Any policies or procedures you plan to enforce should be included in the course outline. If a student

questions or complaints about class policies or procedures, the Dean of Instruction will refer to the course outline for clarification. The course outline delineates the course description, (as established by the VCCS Master Course File), an introductory course overview, the learning objectives, course textbooks and/or materials (both required and supplemental), the explanation of course content, academic evaluation, attendance standards, and how students may contact the instructor during the semester (See Appendix D, Required Elements for DE Course Outline).

The Coordinator of Dual Enrollment will provide DE Instructors with the information needed to prepare the DE course outline, at least three weeks prior to the semester start, typically at the July DE Faculty Orientations. A portion of information contained in the course outline is standard information, and will be included in the required course elements for outlines that will be sent to Dual Enrollment instructors prior to the new semester. Course Content summaries and sample course outlines for each discipline will also be made available to Dual Enrollment instructors. These outlines will provide instructors with the course description, objectives and other content information. Important Dates, such as last day to add, drop or withdraw, (that are developed by GCC's Admissions and Records Office, based on the high school's calendar), will be sent to the instructors to be include in the course syllabus.

Other parts of the course outline are developed by the individual instructors and are tailored to fit the particular instructor and course. Individual instructors may also include extra explanatory information that they feel is needed by students to clarify course objectives and procedures.

All dual enrollment courses must meet course objectives and requirements set forth in course outlines. Additional requirements may be added to meet high school requirements. Dual enrollment instructors must complete course outlines for specific courses for their students before classes begin and forward a copy to the Coordinator of Dual Enrollment. Outlines MUST conform to the Required Elements for Course Outlines, (see Appendix D).

The Coordinator of Dual Enrollment will review all course outlines for the required elements and GCC's Department Chairs will review for course content. If information included in the course outline is incomplete, the instructor will be asked to make the necessary corrections. Course outlines should be submitted to the DE Coordinator two weeks prior to the first day of class so that the outline can be approved prior to the first day of class. Approved outlines should be distributed to students on the first day of class. No course can be considered an official Germanna course until the outlines are approved, which is why it must be received by the Coordinator two weeks prior to the first day of class. The dual enrollment course outlines will remain on file in the Office of Instruction for future reference or review.

2.4 Final Examinations

Teachers are encouraged to use final examinations similar to those used for the same course on campus. Some final exams use imbedded General Education Assessment materials. Questions should be directed to the appropriate GCC Department Chair. DE Instructors will retain copies of mid-term and final exams for one year. DE students are not exempt from exams regardless of their class status or grade point average.

2.5 Assessment and Evaluation

Assessment has long been recognized in Virginia as an important aspect of an effective instructional program. In this spirit, all dual enrollment arrangements developed and implemented under the auspices of the Virginia Plan for Dual Enrollment shall include a formal mechanism to assess DE Instructors effectiveness and student success. The community college has the responsibility to ensure that all dual enrollment courses taught are equivalent to other instruction offered by the college, specifically in terms of course objectives, components of the syllabi, level and rigor of content, evaluation of students, textbooks, student outcomes and assessment and DE Instructors evaluation.

(1) DE Instructors Evaluation-- The community college will conduct DE Instructors **evaluations** for dual enrollment instructors using the college guidelines adopted for adjunct faculty. **A copy of the evaluation results will be submitted to the designated school division representative.**

(2) Student evaluations on all dual enrollment instructors will be conducted each semester for each course offered through the dual enrollment program. Results of the student evaluations will be compiled and shared with the Dean, DE instructor and designated school division representative.

2.6 Additional Information-Student Evaluations

Toward the end of the semester, dual enrollment instructors will receive instructions regarding the online evaluations. This evaluation tool is used both to assist dual enrollment instructors in improving teaching and to help the appropriate Dean of Instruction evaluate the classroom teaching methods and strategies.

2.7 Additional Information-Classroom Observations

Classroom observations may occur by the Department Chair or a Germanna Community College full-time faculty member during any given semester. DE Instructors and School Administrators are informed in advance when an observation will occur.

2.8 Continuous Improvement

The appropriate Dean of Instruction prepares a summary and analysis of student evaluations and observations and sends an annual evaluation, with recommendations for improving instruction if necessary, to dual enrollment instructors.

Dual enrollment instructors whose teaching performance fails to earn positive evaluations are subject to requests for remediation.

All instructors teaching dual enrollment courses will be required to attend instructors' orientation and other in-service programs as agreed upon by both parties. The orientation covers expectations, policies and procedures. It also provides dual enrollment instructors the opportunity to meet GCC's instructional deans, Department Chairs, and share ideas with other dual enrollment instructors.

2.9 Instructors and Instructional Responsibilities and Procedures

A. Classroom Management: The high school officials understand and agree that they are responsible for supervising and maintaining order in the classroom, and the instructors, as agents of the high school, enforce the Standard Disciplinary Code of the high school during DE classes taught under this agreement.

B. Textbook Policy: All DE instructors will use equivalent textbooks as used in courses on the campus. The Dean of Instruction or Department Chair must approve any textbook substitutions prior to their use in the classroom. Provision of textbooks and payment of their cost will be decided by the public school officials. We ask that you notify the Coordinator of Dual Enrollment when you are considering a new textbook adoption so that the textbook can be reviewed, to insure that the proposed textbook is equivalent to the on campus textbook.

C. Duties and Responsibilities of Dual Enrollment Instructors: As a DE instructors it is your responsibility to provide excellence and quality in teaching and to uphold the standards established by the College. Specifically, your duties are to teach courses as assigned, to meet with students as necessary during office hours, and to follow Dual Enrollment policies and procedures.

The major responsibilities inherent in meeting teaching objectives include:

1. Distribute approved course outlines at the first class—with objectives, requirements, a calendar of topics and activities, grading policy, absence and other class rules, and your office hours clearly articulated—and discuss it with the students. A more detailed description of the required elements for course outlines is provided in Appendix D. Establish at the first class unmistakable standards and expectations, and stick to them. Submit outlines by email for all your classes to the Coordinator of Dual Enrollment two weeks prior to your first class meeting. The

course outlines must include the required elements and be approved by the GCC Department Chair.

2. To post and maintain one office hour per week for each section taught, scheduled at times accessible to students;
3. To explain clearly the grading procedures and standards and to apply them fairly;
4. To present course material in a clear and coherent manner using various methods of presentation according to content and student needs;
5. To design tests and assignments that are related to the material covered in the class and the textbook, and to provide each student with periodic evaluations of his/her progress;
6. To give a final exam during the published exam period, or at a minimum a major graded activity. No DE students are exempt from DE exams.
7. To submit final grades electronically in PeopleSoft Student Information System by the date listed in the DE Calendar of Important Dates, for your course.
8. To present problems, recommendations, and reports related to courses and instruction to the Coordinator of Dual Enrollment. For course content issues, the appropriate individual is the Department Chair.

2.10 Attendance Procedures

DE students are subject to all state and public school rules and regulations regarding attendance.

Germanna Community College believes that ongoing participation is essential to the successful completion of any college course. Participation includes not only coming to class prepared but also engaging in class discussions and other activities. Appropriate participation cannot occur in an environment of excessive absence.

Each dual enrollment instructor must define his/her attendance policy in the course outline, including whether the instructor will distinguish between excused and unexcused absences. The Dual Enrollment instructor's attendance policy should be consistent with their high school's attendance policy. Each instructor should consider the level of consistent and repetitive participation necessary to master course content and to contribute to class activities. Such consideration could be different from discipline to discipline and affected by the type of course schedule followed (traditional high school schedule, block schedule, etc).

The course outline must provide clear and enforceable policies regarding attendance. When a DE instructor determines that a student has not met the class attendance requirements in the course outline, the DE instructor should notify the student and the high school counselor and high school DE liaison.

A grade of "W" is recorded for all withdrawals through the published "Last Day to Withdraw without Academic Penalty." Students who withdraw or who are withdrawn

after the withdrawal deadline receive a grade of "F" except under mitigating circumstances. If a student indicates they plan to transfer to another school, that student must complete a Drop/Withdrawal Form prior to transferring schools. Mitigating circumstances are defined in the GCC College Catalog and must be documented by the student and approved by the appropriate Dean of Instruction. Please see "Withdrawing from a Course" under "Registration Information" in the Academic Information section of the Catalog for additional policy information.

2.11 Class Rosters

Class Rosters are the official listing of student enrollment in a course. Rosters reflect the changing enrollment status of students. Verification of the accuracy of class rosters is an important instructor task. The ultimate outcome of incorrect rosters is loss of revenue for the College and/or dissatisfied students. The following guidelines should be followed to ensure accuracy of class rosters:

1. All instructors have access to GCC's student information system*, where they can view their class rosters and check the rosters against actual class attendance.
2. If instructors notice an error they should notify the HS DE liaison.
3. The high school DE liaison will report any errors to the appropriate GCC Admissions and Records staff, forwarding each teacher's rosters, the verification form, and drop or add forms, if needed. All Dual Enrollment courses must be straight Dual Enrollment.
4. All students in the course/class **must be taking the course for GCC Dual Enrollment credit**, which mean that all **students must apply to GCC, have the qualifying prerequisites, (Virginia Placement Tests; SAT or ACT scores), register and pay tuition for the course.** If a student has been placed in your DE course who has not applied, registered and qualified with appropriate prerequisites or placement tests please notify the liaison at your high school that the student must be removed. Please notify the Coordinator of Dual Enrollment early in the semester if the student has not been moved out.

*Using GCC *PeopleSoft* Student Information System, instructors should preview and print a class roster prior to the last day to add, drop, or withdraw from a DE class; see the instructions in Appendix E for assistance.

Dual Enrollment instructors and liaisons should review rosters each term on the following schedule.

1. PRELIMINARY ROSTER – If the high school has submitted all paperwork by the required date the rosters will be available prior to the first class meeting. The high school dual enrollment liaison will review and forward the preliminary roster, with appropriate registration or change forms, to the Germanna Community College Admissions and Records office.

2. DROP/ADD ROSTER - Printed at the end of the drop/add period. ALL registration, drop/add, and withdrawal activity should be reflected on this roster. In effect, this is the "final" roster of enrollment for the class. THE HIGH SCHOOL WILL REPORT ANY ERRORS TO THE GCC REGISTRAR.
3. "W" ROSTER - Printed by the last day to withdraw. Students officially withdrawing are indicated on this roster with a "W" beside their names.
4. GRADE ROSTER – Available through the PeopleSoft Student Information System (SIS). See Appendix G for instructions to enter course grades.

2.12 Grading and Testing

Grading standards must be equivalent to those used by full-time faculty at Germanna. Each DE Instructor is responsible for determining a grading scale to be used for each class being taught. The College does not have an official grading scale but expects its instructors to formulate reasonable grading standards and policies, and to clearly communicate them in the course outline to their students.

Many college instructors use a 10-point scale, as seen below:

90-100 = A

80-89 = B

70-79 = C

60-69 = D

0-59 = F

Whatever grading scale used, the instructors member's grading criteria must be clearly defined in the course outline. Each instructor is responsible for determining and recording final grades at the end of each semester. Germanna does not recognize the plus or minus (i.e., A+ or A-) in reporting grades.

Dual enrollment teachers are responsible for including minimum attendance standards in their course outlines and for following these standards in their grading policies. High school counselors are responsible for working with teachers to see that appropriate withdrawal forms are submitted to the College if students are no longer attending a dual enrollment class.

In the event of a change of teacher, the Coordinator of Dual Enrollment should be notified immediately and the credentials for the new candidate for this teaching position (listed under Instructors Credentials) must be forwarded to the Coordinator of Dual Enrollment.

2.13 Final Grades, Grade Reports, and Transcripts

Instructors must assign a grade for each student; enter the grade electronically in GCC's PeopleSoft Student Information System by the date given for grades due listed on the GCC Dual Enrollment Calendar. Instructors instructions for entering grades online are included in Appendix E.

After entering grades dual enrollment instructors must print and sign a hard copy of the grade roster and scan and email to Lindsay Fare at lfare@germanna.edu

Students who have withdrawn should have a grade of "W" already by their name.

A dual enrollment instructor has the option of recording two different course grades for a single student. In this situation, one grade reflects the work completed in the high school course and the other reflects the college-level learning the student gained in the dual-enrollment course. The grade to be recorded on the college transcript must reflect college-level learning. If different grades will be awarded for the high school and college courses should be explained to students in the course syllabus.

Grading errors or questions about final grades should be brought to the attention of the college's Admissions and Records Office. Once verified by the Admissions and Records Office, grades become part of the student's permanent record at the college.

2.14 Student's Grade Report

Students can obtain their final course grade through the web interface using their GCC student ID numbers only if the instructor submits them properly. Students can obtain their student ID numbers following the same instructions printed in Appendix F. that instructors follows to obtain their EMPLID number. Please make this information available to your students. Student instructions on how to obtain grades online are included in Appendix F.

It is important that all instructors submit their grades on time to assure student access to GCC official transcripts if the students wish to have their college courses transferred to another institution prior to the beginning of the summer term. Students' acceptance into a college or university can depend upon the timely review by that institution of the student's GCC transcript. At some institutions, scholarships are awarded until the funds are depleted and the review of a transcript can be an important part of that review. For these and other reasons, dual enrollment instructors are encouraged to post their grades in a timely way. GCC will contact the high school principal if grades are not posted, regardless of the reason.

2.15 Drop and Withdrawal Procedures

Students may drop a course through the last day to drop a course with a refund by completing the GCC Dual Enrollment Add Drop Form. No grade will then be recorded for the class, and a refund will be issued to the appropriate party. After the last day to

drop a course with a refund, students may withdraw from a course through the last day to withdraw without penalty, and a grade of "W" will be assigned. After the last day to withdraw, no withdrawals will be processed by the Admissions and Records Office except under mitigating circumstances approved by the high school DE liaison and by the appropriate Dean of Instruction. Mitigating circumstances must be documented by the student in a formal written petition according to the Catalog policy and submitted to the appropriate Dean of Instruction for review and consideration.

SECTION 3 – Student Information

3.0 What is Dual Enrollment?

Dual Enrollment is a unique enrichment program in which high school students are given the opportunity to take college courses in their own school through Germanna Community College's program. Students complete their high school requirements for graduation, while also earning college credits.

3.1 What are the advantages to taking dual enrollment courses?

- Credits earned are based on academic performance throughout the semester.
- May shorten the time to college degree completion.
- Gives students early exposure to the academic rigors of a college level course at their own high school.
- Student is both a high school student and enrolled in college as well (dual enrolled).
- College credit is earned at the same time as high school credit.
- Instructors for dual enrollment have the credentials to teach at the college level.
- Credit earned for many dual enrolled courses may be applied toward a degree or certificate once the student is enrolled in college.
- Transfer applicable college credit to all Virginia community colleges and most 4-year colleges and universities. Four year colleges and universities make ultimate determination regarding transfer of DE credits; students should consult the institution they plan to attend to ensure transferability.

3.2 Dual Enrollment Steps for Admission

See Appendix G.

3.3 Academic Policies, Grade Review Procedure, and Student Rights

Refer to the GCC College Catalog:

http://www.germannna.edu/Publications/Catalog_Student_Handbook_2013-2014/Student_Handbook/index.asp

3.4 Transferability

Normally, academic courses intended for transfer with a grade of "C" transfer to most colleges and universities. Community college career/technical course credits are applicable to specific curricula and are intended to prepare students for employment in those areas. Students and parents should check with the institution they are transferring to determine whether the course they are taking will transfer into the program they intend to enroll.

3.5 Dual Enrollment Course Syllabus

Dual Enrollment instructors will provide Dual Enrollment students with a course syllabus. It is important for students to read and refer to the syllabus carefully as it will provide important information and is a contract between the instructor and the student. The Dual Enrollment syllabus will include:

- Instructors name, contact information, and office hours
- The course description, learning outcome, objectives and requirements
- Grading and evaluation information
- Tentative schedule of assignments
- Important Dates

It is the student's responsibility to follow the important dates and submit assignments when they are due. This is a college level course if students find themselves struggling or confused they should discuss their concerns with the instructor. All DE Instructors are required to offer one hour a week of office hours to meet with students.

3.6 Dropping from Class

Students can drop with a refund from the course by the last day to drop with a refund, which will be listed in the Important Dates section in the course syllabus. Students must complete the GCC drop form and submit to their high school DE Liaison by the last day to drop with a refund. If a situation arises where a student must transfer to another school mid-semester, that student must complete a Drop/Withdrawal Form and submit to their high school counselor and DE liaison prior to transferring schools.

3.7 Withdrawal from Class

Students have the ability to withdraw from dual enrollment if they are struggling. All students are encouraged to speak with their high school counselor before withdrawing from any course. The last day to withdraw without academic penalty can be found in

the course syllabus under Important Dates. Students must complete the GCC withdrawal form and submit to their high school DE Liaison prior to the date for withdrawal.

3.8 Attendance

DE students are subject to all state and public school rules and regulations regarding attendance.

Germanna Community College believes that ongoing participation is essential to the successful completion of any college course. Participation includes not only coming to class prepared but also engaging in class discussions and other activities. Appropriate participation cannot occur in an environment of excessive absence.

3.9 Sequence Courses

Students must earn a C or better in the first course of a two-semester sequential course to continue in the second course in the sequence. For example, a student must earn a C or better in English Composition I/ENG 111 to continue in English Composition II/ENG 112. Students should also be advised that grades lower than C may negatively affect the transferability of those credits to other colleges and universities.

Important: When students take a dual enrollment course they are establishing a permanent college transcript which could impact their high school GPA, as well as impact their acceptance at a four year college or university.

3.10 Final Transcripts

Students must submit a Transcript Request form to GCC's Admissions and Records office to request that a copy of their GCC college transcript be sent to other colleges and universities from the GCC Office of Admissions and records once coursework is complete. Students can also view unofficial transcripts through the GCC college website at <http://www.germanna.edu/myGCC/>.

Students should first view instructions myGCC. Additional myGCC instructions, which are specific to Dual Enrollment students, can be found on the link on GCC Dual Enrollment Website: <http://www.germanna.edu/de/?menuchoice=DL%20Home>

The Admissions and Records Office can produce official transcripts after grades have been verified. This process normally takes at least 10 working days from the end of the semester, once grades are entered by the instructor. In order to have an official transcript mailed to another college or agency, students must submit a completed Transcript Request Form (online or paper form) to the Admissions and Records Office of Germanna Community College.

3.11 Student Resources

As enrolled Germanna Community College students, Dual Enrollment students have access to many Student Resources which can facilitate their success in Dual Enrollment courses. While students are able to come on-campus for academic services, many of these learning resources are accessible online.

3.11a MyGCC

Germanna Community College's Student Information System (SIS), called MyGCC, is the Dual Enrollment student's portal to Germanna's online Student Resources. By logging onto MyGCC, DE students have access to the following resources:

GCC Email and Blackboard Learning Tool—All Dual Enrollment students are given a Germanna Community College email address, and a Blackboard account, providing them opportunities to become familiar with technology-based learning tools which are widely used in higher education.

Tutoring Services—Germanna's Tutoring Services offers a variety of instructional support services, including online tutoring through Smarthinking.com, online and on-campus workshops, and supplementary academic handouts.

Library Services—a resource designed to facilitate college-level research and information literacy. Many Library resources can be accessed remotely, including online databases for journal article research, interlibrary loan, and online and in-person research assistance.

Technical Support—Dual Enrollment students have access to the Student Technical Help Desk, which provides tech support regarding the MyGCC student information system and classroom technologies, as well as online tutorials to assist students who experience technical difficulties.

3.12 Additional Opportunities for High School Students

High school students can take advantage of the services Germanna Community College offers by taking courses on campus. The following guidelines apply:

1. The applicant must be currently attending high school (summer semester excluded).
2. The applicant must have successfully completed all requirements for the sophomore year at the high school level.
3. The applicant must furnish a High School Permission Form from the high school principal or counselor outlining course(s) for which approval is granted and attesting to the student's good academic and behavioral standing at the high school. The GCC Office of Admissions & Records should receive this letter prior to registration.

4. The applicant must submit a GCC Application for Admission to the Admissions & Records Office prior to registration.
5. The applicant must take appropriate placement tests or submit qualifying SAT or ACT score reports.
6. The applicant must schedule an appointment with a GCC counselor through the Counseling Center.

3.13 Categories of High School Students Taking GCC Courses

Peoplesoft Student Info Systems Code Definitions:

Jointly enrolled (High School Non-Dual Enrollment): High school students enrolled in a community college course and not receiving high school credit, Includes home schooled students. (Some high schools might award credit for work completed at the community college toward meeting high school requirements.)

Dual Enrollment: Dual Enrollment contract exists. High school students enrolled in public, private or Governor's school and receiving both high school and community college credit-a contract exists between the high school and the college outlining the dual enrollment agreement..

Combination/Dual Enrollment and Jointly Enrolled: High school students who are enrolled in dual enrollment course offered as part of high school/college contract, receiving high school and college credit AND also enrolled in college course approved by the students' high school principal.

Early College Students: High school students who intend to complete a degree or certificate through GCC while they are in high school.

**VIRGINIA PLAN FOR DUAL ENROLLMENT
BETWEEN
VIRGINIA PUBLIC SCHOOLS AND COMMUNITY COLLEGES
MARCH 2008**

Broadly speaking, dual enrollment allows high school students to meet the requirements for high school graduation while simultaneously earning college credit. National research has demonstrated that dual enrollment is a vehicle for increasing post-secondary participation rates. The Virginia Plan for Dual Enrollment gives a state-wide framework for dual enrollment arrangements between the public schools and community colleges. These arrangements may be made at the local level, i.e., between the representatives of boards of the participating public school and the participating community college authorized to contract such agreements. These arrangements may be formed in three distinct ways. First, high school students may be enrolled in the regularly scheduled college credit courses with the other students taught at the community college. Second, high school students may be enrolled in specially scheduled college credit courses conducted exclusively for high school students taught at the high school. Third, high school students may be enrolled in specially scheduled college credit courses conducted exclusively for high school students taught at the community college. In the latter two cases where the college credit courses are specially scheduled for the high school students, these courses shall have the same academic rigor as the regularly scheduled college credit courses and meet all of the college accreditation standards. In all cases, the particular courses to be offered shall be determined through the mutual agreement of the participating public school and community college. Some colleges and school divisions may choose to also enter into partnerships whereby validated course credits are awarded to high school students. These validated credit arrangements must follow accepted VCCS guidelines and be agreed upon by both the college and the school division.

Purpose

The purpose of the Virginia Plan for Dual Enrollment is to provide a wider range of course options for high school students in academic, career/occupational-technical subject areas where appropriate. As such, the plan promotes rigorous educational pursuits and encourages learning as a lifelong process. It recognizes that high school students who accrue college credit are more likely to continue with their education beyond high school than those who do not. The plan also offers a direct cost benefit to the Commonwealth of Virginia, especially as it avoids the unnecessary duplication of facilities and equipment when students receive credit towards a post-secondary credential while enrolled in high school.

Collaboration Between Community Colleges and Public School Divisions

Dual enrollment agreements are partnerships between secondary and postsecondary entities, both of whom play essential roles in the educational pipeline. As such, the community college and public school division will collaborate to identify

need and select dual enrollment course offerings available to students. Further, the community college will identify a coordinator of dual enrollment to serve as a liaison to the high school, whose responsibilities shall include offering informational sessions to high school students and their parents and facilitating meetings between college and high school stakeholders to discuss logistics.

Student Eligibility

Dual enrollment coursework is restricted to high school juniors and seniors. Exceptions may be considered for freshman and sophomore students who are able to demonstrate readiness for college level coursework through the colleges' established institutional policies. It is required that all freshman and sophomore students meet established institutional placement criteria prior to enrolling in dual enrollment coursework. Appropriate public school and community college officials should take the necessary steps to assure that every student who is registered under the dual enrollment arrangement is amply prepared for the demands of a college-level course and can benefit from the enrichment opportunity.

Admissions Requirements

The Virginia Board of Education *Regulations Establishing Standards for Accrediting Public Schools in Virginia* govern the student's participation in dual enrollment arrangements. First, the public school principal must approve the cross-registration of the high school student to the community college. Second, the community college must accept the high school student for admission to the college-level course. All Virginia Community College System and institutional placement criteria must be met by the student prior to enrolling in a dual enrollment course. The community college will assume responsibility for administering the placement test to students recommended for dual enrollment courses, and for registering students in the courses.

Course Eligibility

Courses may be drawn from all the college subject areas. The courses must be offered for college credit and must meet course enrollment requirements at the community college. The community college has the responsibility to ensure that all dual enrollment courses taught are equivalent to other instruction offered by the college, specifically in terms of course objectives, components of the syllabi, level and rigor of content, evaluation of students, textbooks, student outcomes and assessment and faculty evaluation.

Compliance with Accreditation Standards

The Virginia Plan for Dual Enrollment complies with the all criteria of the Southern Association of Colleges and Schools and with the *Regulations Establishing Standards for Accrediting Public Schools in Virginia*.

Credit Awarded

College credit shall be awarded by the community college to the participating high school students upon successful completion of the course. The award shall be in compliance with appropriate accrediting standards for community colleges.

High school credit also shall be awarded to the participating high school students upon successful completion of the course. The award shall be in compliance with state standards.

Selection of Faculty

The faculty shall be selected and employed by the participating community college and shall meet the faculty hiring criteria established by SACS and the State Board for Community Colleges. For credentialing guidelines, the SACS criteria state, "Faculty teaching associate degree courses designed for transfer to a baccalaureate degree: doctor's or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline)."

If a part-time faculty member of the community college is employed simultaneously full-time by the public school, the college may reimburse the public school board for the services of its faculty member in lieu of direct compensation to the faculty member. Alternate faculty compensation plans may be negotiated by the participating community college and public school.

Tuition and Fees

According to the *Regulations Establishing Standards for Accrediting Public Schools in Virginia*, the public school will not be penalized in its state appropriation for developing and implementing dual enrollment. Schools and colleges are encouraged to provide high school students the opportunity for dual enrollment at no tuition cost to them or their families. In addition, neither the public school nor the community college shall be penalized in state appropriations it receives for developing and implementing the dual enrollment arrangement. The public school shall receive average daily membership (ADM) credit for its students who participate in the dual enrollment arrangement, and the community college shall receive full-time equivalent (FTE) student credit for the participating high school students.

Assessment and Evaluation

Assessment has long been recognized in Virginia as an important aspect of an effective instructional program. In this spirit, all dual enrollment arrangements developed and implemented under the auspices of the Virginia Plan for Dual Enrollment shall include a formal mechanism to assess faculty effectiveness and student success. The community college has the responsibility to ensure that all dual enrollment courses taught are equivalent to other instruction offered by the college, specifically in terms of course objectives, components of the syllabi, level and rigor of content, evaluation of students, textbooks, student outcomes and assessment and faculty evaluation.

Student and faculty evaluations are an integral component of the assessment process for a college course. The Commission on Colleges Southern Association of Colleges and Schools (SACS) states, within its document *Principles of Accreditation*, that an institution should regularly evaluate the effectiveness of each faculty member in accord with published criteria, regardless of contractual or tenured status. Part of the faculty evaluation process should include student evaluation of faculty effectiveness.

- (1) Faculty Evaluation-- The community college will conduct faculty evaluations for dual enrollment instructors using the college guidelines adopted for all adjunct faculty. A copy of the evaluation results will be submitted to the designated school division representative.

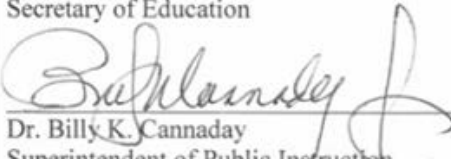
- (2) Student evaluations on all dual enrollment adjunct instructors will be conducted each semester for each course offered through the dual enrollment program. Results of the student evaluations will be compiled and shared with the Dean, Program Lead, faculty member, and designated school division representative.



Dr. Thomas Morris
Secretary of Education



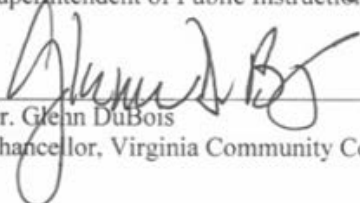
Date



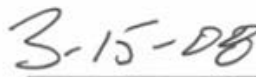
Dr. Billy K. Cannaday
Superintendent of Public Instruction



Date



Dr. Glenn DuBois
Chancellor, Virginia Community College System



Date

Appendix B: Dual Enrollment Request/Information Form

Appendix C: Placement Test Cutoff Information- See Last Page

Appendix D: Required Elements for DE Course Outlines

Fall 2013 Required Elements for GCC's Dual Enrollment Course Syllabus:

It is recommended that new Dual Enrollment instructors please submit outlines to the Coordinator of DE by two weeks prior to the first day of class, so that we can work through the outlines before school begins. Continuing DE instructors send outlines in at least one week before your first day of Fall 2013 classes begin. Send them by email cgraziano@germanna.edu This will help to quickly get them to GCC Department Chair for approval, and inform DE instructors of any needed revisions, before classes begin.

No course is an official DE course until the outlines are officially approved by the GCC Department Chair.

The development of your course syllabus is a serious responsibility as the course syllabus is a contract between you and your students. Specific policies and procedures should be clearly stated in the syllabus.

__Course Number, Title, and Section Number (HIS 121: United States History I, Section U-A1).(The U designates DE & the second letter designates your high school)

__College Name (Germanna Community College and HS name)

__Semester (Fall 2013)

__Instructor Information: Name, title you prefer, telephone number and times students can reach you at that number, e-mail address and in person (office hours). One hour per week is required for each course section that you are teaching.

__Days and Time (begin and end time) class meets. Please provide the days the class meets and begin and end times of the class. If it is an alternating block schedule say so.

__Required Texts: List text, Author, edition etc that you are currently using

__VCCS Course Description: The description is included in the sample I will send you-just cut and paste. Or see <http://courses.vccs.edu/courses> for the VCCS course descriptions. Click on the first letter of your discipline, and then on the course title. **Course descriptions must be included verbatim from this site. Cut and paste into your outline.**

__Course Objectives (Cut and paste from the sample course syllabus) – GCC Full-time instructors determine the college course objectives.

__Important Dates (Cut and paste from the calendar I send you): First and last days of class, last day to add a class, last day to drop with refund, last day to withdraw without academic penalty, any holidays on which there are no classes, exam date and time. These dates are different for dual enrollment courses than for on-campus classes at GCC. A calendar is developed by A&R for each school based on the particular county's academic calendar. If our dates are off please notify the Coordinator of DE as soon as you receive the dates. **It is very important that students adhere to the DE Calendar dates determined by the College. Any such changes must be made through the College's Office of Admissions within the deadlines set by the College. Please do not wait until you are turning in grades to inform the College that a student wishes to change his/her status in the course. Students should be reminded that any change to their enrollment status is their responsibility. They should see the DE Liaison at their hs, (not just their HS counselor), for dropping & withdrawing a GCC course.**

__ Course Withdrawal Policy (Cut and paste into your outline):

*Withdrawal from a course without academic penalty may be made within the first 60% of the course. The student will receive a grade of "W" for withdrawal. After that time, the student will receive a grade of "F". Exceptions to this policy may be considered under mitigating circumstances which must be documented and submitted to the appropriate Dean of Instruction for review and consideration. **Appropriate***

paperwork must be received and processed by the Admissions and Records Office at GCC on or before the last day to withdraw. See "Calendar of Important Dates."

Attendance Policy- While the College's policy on pg. 35 of the current Catalog may not be appropriate for your school schedule, the GCC Attendance Standard can provide a useful model for a policy that you construct. Include your high school's policies for number of absences allowed, whether and how you differentiate between excused and unexcused absences, and your policy for making up work missed during an absence. Also, whatever attendance policy you set must be enforceable, so please allow for student emergencies.

Grading Policy- The quality of performance is reported by a letter grade, the assignment of which is the responsibility of the instructor. GCC allows grades of A, B, C, D, and F. for courses numbered 100-200. GCC does not give plus and minus grades. Be specific and clear!!! Include the types of evaluation activities you will use (tests, quizzes, papers, projects, homework, class participation, laboratory exercises, presentations, etc.), as well as the points or percentage of the final grade each activity is worth. Please also describe your grading scale.

STUDENTS SHOULD BE ABLE TO CALCULATE THEIR GRADE. There is no official college grading scale, but many instructors at GCC use a 10 point scale, and you are urged to use a grading scale at least close to the 10 point scale (i.e., please don't make an 80% a "D"). Students can receive one grade for the high school course and a different grade for the college course, but explain that in your syllabus.

(Cut and paste into your outline) **Attention-**Students must earn a C or better in the first course of a two-semester sequential course to continue in the second course in the sequence. For example, a student must earn a C or better in English Composition I/ENG 111 to continue in English Composition II/ENG 112. Students should also be advised that grades lower than C may negatively affect the transferability of those credits to other colleges and universities.

__ (cut and paste into your outline) **Academic Honesty:**

The faculty of Germanna Community College recognizes that academic honesty is an integral factor in developing and sharing knowledge. We support the concept of academic honesty, practice academic honesty in our classes, and require academic honesty from our students. GCC students are expected to maintain complete honesty and integrity in the completion and presentation of all academic assignments and examinations. Any student found guilty of cheating, plagiarism, or other dishonorable acts in academic work is subject to disciplinary action.. (Many DE Instructors also refer to the HS Policy on Academic Dishonesty)

Academic dishonesty is cheating and stealing. Academic dishonesty includes, but is not limited to:

- *Intentionally using material verbatim from a source without giving credit.*
- *Rewriting material from a source without giving credit.*
- *Using information from an Internet source without giving credit.*
- *Submitting the work of another person as your own work.*
- *Using/copying another student's computer disk.*
- *Copying from another person's paper/test/homework.*
- *Allowing someone else to copy/use your work (paper, homework, quiz, and test).*
- *Violating VCCS Computer Ethics Guidelines in the pursuit of academic studies.*

When a student has been found to have been academically dishonest, penalties are outlined in the Germanna Community College Catalog.

<http://www.germanna.edu/catalog/student-handbook/academic-honesty.asp>

Many DE instructors also include the high school penalty for academic dishonest.

Students with Disabilities: Please include the following statement: Students with disabilities will receive accommodations in dual enrollment courses as prescribed in their IEP or 504 plans. Copies of the IEP or 504 plan will be distributed to the teacher by the special education case manager or 504 case manager assigned to supervise the student's education plan.

Tentative Course Schedule: Approximate dates when topics/chapters will be covered Test/Quiz Dates Due dates for Projects/papers & Date of Final Exam. Please note-no DE student is exempt from final exam.

Student Resources: DE Students have a number of GCC resources available to assist them in achieving the learning in a particular course. Some of our resources are listed below. GCC's Tutoring Centers provide free tutoring assistance in many disciplines, including online tutoring through *Smarthinking* which is available 24-7. GCC's Libraries at the LGC & FAC, as well as the DTC Culpeper provide print & media resources to encourage student learning.



Part A of the Syllabus

(Course Name and number here)
(Semester)

(Instructor)

Class Location

Office Location: Click here to enter text.

Phone: Click here to enter text.

Email: Click here to enter text.

Class days/times:

(class days/times here)

(class days/times here)

Office hours:

(office hours here)

(office hours here)

(office hours here)

I. Introduction

Course description:

(copy and paste from the VCCS Master file)

Additional course description:

(optional, if needed)

Required textbooks and materials:

(specify required and recommended)

Learning outcomes:

(from course content summaries located on website)

II. Communicating with the instructor

III. College information and class policies (Note: see part B of this document for college-wide policies. Any class policies do not contradict the college policies but are in addition to the college policies.)

Important dates:

Course specific attendance policies:

Academic dishonesty:

Course plan for high school closing:

(optional, but recommended)

Electronics (i.e. cell phones)/Food classroom policy:

(optional)

Grading policy and grading scale:

Other course/instructor policies and information

IV. Tentative course activities and assignments

Syllabus Subject to Change

Appendix E: Instructors Submission of Grades

Entering Grades:

1. On the Germanna home page, click the link "My GCC" to login, and select the VCCS SIS 8.9 (Student Information System).
2. View roster:
 - a. Click Self Service, then Faculty Center.
 - b. Select appropriate term for course.
 - c. Click the roster icon to the left of the course(s) listed.
 - d. Click Printer Friendly Version, and print roster as needed.
3. To enter grades:
 - a. Select a class to enter grades
 - b. Select the grade roster icon. *NOTE: This icon only appears near the end of the course semester.
 - c. Print off grade roster (right click the roster & left click print) to use as a worksheet.
 - d. Approval status must be set at: NOT REVIEWED while you are entering grades.
 - e. Once grades have been entered, click the Approval Status List and choose: READY FOR REVIEW in the dropdown menu.
4. To review grades:
 - a. Click: SAVE located at the bottom of the roster. If you enter an invalid grade the system will generate an error message when you click SAVE then hit OK. You are returning to this panel to correct the grade in error and SAVE in READY FOR REVIEW status again.
 - b. Once entered and saved, verify that the grades are correct.
 - c. Change the approval status to: APPROVED once all grades have been entered and verified. Click: Save.
5. Print your grade roster-Right click the Roster and Left Click Print. Please save a copy for yourself. Sign and date each page of roster and FAX to :
 - a. Jennifer Elks, Dual Enrollment Administrative Assistant at the Fredericksburg Area Campus 540-423-9176 or lfare@germanna.edu

Password Help: Clicking on that screen will bring up a menu, in the middle of which is the selection "Find EmplID." Click on that line and a box will appear asking you for your first and last names, and your PIN number. Your PIN number is your birth date in mmddyy format (no / or - should be entered to separate the month, day, and year).

For more detailed instructions, see also:

http://www.germanna.edu/Academics_And_Student_Services/Student_Services/myGCC/SIS/docs/faculty-user-guide-2012.pdf

Appendix F: Students Accessing Grades

Student instructions for accessing grades can be found at:

http://www.germannna.edu/Academics_And_Student_Services/Student_Services/myGCC/sis/Grades.asp

1. Login to myGCC.
2. Click VCCS: Student Information System under My Tools.
3. Select View My Grades under Academic Records.
4. Select the correct term in the Term drop-down menu and click Change.



Appendix G: **Steps for Dual Enrollment**

2015-2016

Enrolling in Dual Enrollment coursework offered at your high school is a five-step process. All prospective DE students must receive qualifying placement test scores in order to enroll in a DE course. If you have questions about the process, your first point of contact is your high school guidance counselor.

Please note, high school students taking college courses on a Germanna campus follow a slightly different registration process. For more information on that process, please visit the High School/Home School Admissions page on the Germanna website:
http://www.germanna.edu/students/home_school/

Step One:

Discuss your school's Dual Enrollment offerings with your high school guidance counselor as you are considering your junior or senior year courses. Obtain permission from your high school to enroll in Dual Enrollment courses.

Step Two:

Complete the application for admissions by your high school's deadline. **Students who are under 18 must have their parent or guardian sign the Parent Certification Form in order to enroll in courses. This form must be submitted to the DE Liaison at the HS, who will forward the form to GCC.**

Students who have been enrolled in Dual Enrollment courses through Germanna in the last year (Fall 2014-Spring 2015) may need to update their GCC application for admission but do not need a new application. Students who have dual enrolled in another VCCS college, or plan to dual enroll in two colleges, will need to complete a separate application for each college.

Please visit the Dual Enrollment page on the Germanna website for step-by-step instructions on how to apply as a high school Dual Enrollment student:
<http://www.germanna.edu/de>

Apply online at Germanna's homepage: <http://www.germanna.edu>

If you have application questions or need assistance completing your application, please contact Jennifer Elks, Dual Enrollment Specialist, in GCC's Admissions & Records Office:

(540) 891-3078

Email: jelks@germanna.edu

Step Three:

Sign up to take the college placement test administered at your high school, or submit qualifying SAT or ACT scores to your DE Liaison. **You are required to have your 7-digit Germanna Student ID Number to take a placement test. Please write that number down after completing the application for admission.**

Students are strongly advised to practice prior to taking the placement test. Practice tests are accessible online:

http://www.germanna.edu/students/are_you_college_ready/placement-ready.asp

Step Four:

Register for classes at your high school by the deadline. You must complete and submit a GCC Registration Form each semester, available in your high school guidance office or on the Dual Enrollment website. **Meeting all deadlines is the student's responsibility.**

Step Five:

Submit tuition payment to your high school by the deadline. Your high school will collect DE tuition at the beginning of each semester. Check with your high school for Dual Enrollment tuition rate and due date. **Students who do not submit tuition by the deadline may be dropped from their Dual Enrollment class.**

For more information on Germanna's Dual Enrollment Program, please visit the Germanna Community College website: www.germannna.edu/de

Appendix H: Contact Information for Germanna Administration

To access other GCC resources available for instructors and students, please visit our website at <http://www.germannna.edu/>.

To access GCC's Dual Enrollment Information Page:

<http://www.germannna.edu/de/?menuchoice=DE%20Home>

Or visit the Dual Enrollment Blog:

www.dualenrollmentblog.blogspot.com

President	Dr. David Sam	423-9087
Vice President, Academic Affairs and Student Services	Dr. Ann Woolford	891-3051
Vice President, Administrative Services	Mr. Rick Brehm	423-9042
Business Manager		423-9037
Dean of Arts and Sciences	Ms. Shashauna Gray	891-3046
Dean of Professional and Technical Studies	Ms. Denise Guest	891-3040
Dean of Nursing and Health Technologies	Dr. Patti Lisk	423-9820
Dean of Student Services	Ms. Pamela Frederick	423-9125
Dean of Enrollment/Registrar	Ms. Ali Gauch Heiber	891-3016
Coordinator of Dual Enrollment		423-9126
Dual Enrollment Administrative Assistant	Mr. Steven Christian	P: 423-9128 F: 423-9176
Assistant Dean of Student Development LGC	Dr. Sarah Somerville	423-9139
Assistant Dean of Student Development FAC	Mr. Mark Haines	891-3026