

Iowa Valley Community College District

Dual Credit Student Manual

Policies & Procedure 2017-2018



Introduction

Welcome to Iowa Valley Community College! The purpose of this manual is to familiarize you with the policies and procedures at IVCCD. The idea for this manual came from previous dual credit students and their suggestions to improve the process and our communication with you. We recognize that for some of you this is your first dual credit course, while others may have previous experience. We hope this manual will serve as a reference, providing helpful information to make your experience at IVCCD very positive.

We encourage you to particularly focus on the FAQs and Campus Resources sections. Many of your questions may be answered there but, if not, please be sure to seek out the answers you need. Your success is our goal!

IVCCD Mission Statement

Iowa Valley Community College District is committed to providing quality learning experiences, ensuring student success, responding to diverse community needs, and building community partnerships.

IVCCD Vision

We will serve our communities as the essential catalyst for educational and economic vitality.

IVCCD Dual Credit Staff

Kelly Davis: IVG Academic Advising Specialist, NACEP Coordinator	Ph: 641-269-2239	Kelly.Davis@iavalley.edu
Lynn Duit: ECC Director of Academic Support & TRIO/HR Coordinator	Ph: 641-648-8513	Lynn.Duit@iavalley.edu
Connie Gardalen: MCC Coordinator of High School Relations	Ph: 641-844-5740	Connie.Gardalen@iavalley.edu
Lisa Stock: ECC Dean of Academic Affairs	Ph: 641-648-8633	Lisa.Stock@iavalley.edu
Patrick Kennedy: MCC Dean of Academic Affairs	Ph: 641-844-5716	Patrick.Kennedy@iavalley.edu
Tina Ruch-Wesselmann: ECC Admissions/Registrar Specialist	Ph: 641-648-2524	Tina.Wesselmann@iavalley.edu
MaryAnne Nickle: IVG Dean of Academic Affairs & NACEP Supervisor	Ph: 641-269-2202	MaryAnne.Nickle@iavalley.edu

Dual Credit: Earn College Credit While in High School

Students may earn college credit while in high school, saving the cost of tuition and saving time by getting ahead in college credits. The classes are FREE to students – the high school pays the tuition and fees. Taking college classes while in high school allows students to explore an academic or career field, as well as get an idea of what college coursework entails.

Planning ahead as a high school freshman will allow the optimum scheduling options. In some cases, students can earn up to a full year or more of college credit while in high school, allowing them to enter college as a sophomore!

Generally, if a student has taken all available related coursework, the high school will allow him/her to enroll in a dual credit course. Also a high school will often approve a college course not offered by the high school.

There are three ways students may earn college credit: Concurrent, CLEP (College-Level Examination Program), and AP (Advanced Placement). To earn college credit while still in high school, contact your high school guidance counselor for more information and enrollment forms.

Dual Credit Options

1. Concurrent Courses

Concurrent Enrollment Program (CEP)

Definition – CEP courses are located at the high school and are taught by qualified high school instructors (CEP Adjuncts). Course opportunities are available when enough high school students enroll to constitute a class.

Dual credit – Students earn both college credit and high school credit.

Cost – The high school pays the tuition and fees per course. The textbook policy varies by high school. **Reminder:** *Your effort to withdraw early, if necessary, is greatly appreciated by both your high school and the college.*

Class Schedule – Check with your guidance counselor for a list of classes available at your high school.

Course Enrollment – If interested contact your high school guidance counselor to enroll. You will submit the High School Student Application/Registration Form to the ECC or MCC Admissions Office. Some courses do have a cut score requirement (see Dual Credit Registration Process).

Books – Textbook(s) vary depending on the course.

Online Courses

Definition – Online courses are accessed through the Blackboard online learning system.

Dual credit – Students earn both college credit and high school credit.

Cost – The high school pays the tuition and fees per course. The textbook policy varies by high school. **Reminder:** *Your effort to withdraw early, if necessary, is greatly appreciated by both your high school and the college.*

Class Schedule – Check with your high school guidance counselor to request a list of approved online course options. Common courses include Introduction to Psychology, Personal Wellness, Art Appreciation, and Human Growth & Development.

Course Enrollment – If interested, contact your high school guidance counselor to enroll. You will submit the High School Student Application/Registration Form to the ECC or MCC Admissions Office. Some courses do have a cut score requirement (see Dual Credit Registration Process).

Books – Textbook(s) vary depending on the course. Some materials that are consumed during the course may need to be purchased by the student or school.

Career Academy

Definition – High school students enroll in college courses within the career and technical field. Career Academies are beneficial to students who are interested in the vocational field and want to begin college coursework while in high school. Courses are offered in one- or two-hour blocks of time. Current fields of study offered include:

Ellsworth – Agriculture/Swine Management, Biotechnology, Business & Information Technology, and Health Occupations.

Grinnell – Agriculture Business, Animal Science, Automotive Repair Technology, Broadcasting/Digital Media, Business Administration, Criminal Justice, Entrepreneurship, and Health Occupations.

Marshalltown – Broadcasting/Digital Media, Business Administration, Computer Network Management, Health Occupations, Industrial Trades, Tool & Die, Utility Technician, and Welding.

Dual Credit – Students earn both college credit and high school credit.

Cost – The high school pays the tuition and fees per course. The textbook policy varies by high school. **Reminder.** *Your effort to withdraw early, if necessary, is greatly appreciated by both your high school and the college.*

Class Schedule – Check with your high school guidance counselor for a brochure with a list of specific classes and a timeline of when they are offered.

Course Enrollment – If interested, contact your high school guidance counselor to enroll. You will submit the High School Student Application/Registration Form to the ECC or MCC Admissions Office. Some courses do have a cut score requirement (see Dual Credit Registration Process).

Books – The required textbook(s) will be available per high school policy. The books for career academy courses are the property of your school district and should be returned at the end of the class. Some materials that are consumed during the course may need to be purchased by the student.

2. CLEP (College-Level Examination Program) Credit

Definition – CLEP tests are designed to provide able students an opportunity to secure college credit through testing. Through this program, students are able to shorten the time required to earn a degree, lighten the academic load, receive credit for previously attained knowledge, and save money.

Credit – IVCCD administers the CLEP exam. Students who receive a qualifying score earn college credit. A student who is proficient within an academic area (Spanish, for example) should consider the CLEP.

For information on CLEP tests contact Daniel Key, MCC Senior Academic Advising Specialist, at 641-844-5710 or Daniel.Key@iavalley.edu.

3. AP (Advanced Placement) Credit

Definition – Designed for high school students who have demonstrated competence by achieving at a high level in college preparatory courses. AP courses provide an in-depth study that is accelerated above and beyond the work typically done in “regular” high school courses.

Credit – *To receive ECC or MCC college credit, students must pass an Advanced Placement test after completing the course.* The tests are administered at the high school, with results forwarded to one or more colleges as selected by the student. Depending on the test score, a student may or may not receive college credit for the AP course.

Cost – The student must pay for the cost of the AP exam, administered at the high school.

AP Classes Schedule – Contact your high school. Course options vary, but typically include AP Psychology and AP Economics.

Course Enrollment – Since the classes are a part of the regular high school curriculum, students must register during their regular high school registration. Contact your high school guidance counselor for more information.

Dual Credit Registration Process

Senior Year Plus: Student Eligibility Criteria

Students planning to enroll in career and technical education (CTE) courses delivered via concurrent enrollment are now exempt from Iowa Code section 261E.3(1)e – the requirement that students demonstrate proficiency on the Iowa Assessments in reading, math, and science. With the passage of the bill, students do not need to demonstrate proficiency in reading, math, and science to concurrently enroll in career and technical courses, but they must continue to demonstrate proficiency to be eligible to enroll in other concurrent enrollment courses. All students must continue to meet any expectations set by the community college (e.g., placement exam cut scores, prerequisites) to be eligible for concurrent enrollment.

Registration Process for IVCCD Courses

Once a student has met the state proficiency requirements, the high school counselor will submit the High School Student Application/Registration Form to the ECC or MCC Admission's Office. Certain courses, such as math and English, have test score requirements/pre-requisites. ACT and ACCUPLACER Next Gen are accepted to meet those requirements.

Prior to the term, dual credit students receive a dual credit letter to confirm their registration and policies/procedures. The high school counselor receives multiple lists to confirm ongoing dual credit registrations.

IVCCD Test Score Requirement Process

Students must submit test scores required for each desired course. For example, a student who wants to register for English Composition 1 needs to achieve a minimum writing score on one of the following assessments: 250 ACCUPLACER, 60 COMPASS, 18 ACT, or 15 PLAN (see chart on p. 6).

If the Admissions Office does not have a student's test scores on file, the registration form will not be processed until those scores have been received. The high school guidance office needs to send the scores to ECC or MCC Admissions or, if the student has not tested, schedule the student to take necessary portions of ACCUPLACER at the College.

If the student does not meet the minimum standards for ACT or PLAN scores, he/she can re-test with the ACCUPLACER test or take a challenge test in the area of interest. Challenge test requires a 70% pass rate for enrollment. In rare situations, at the point where the student does not meet the challenge test requirements, the guidance counselor may submit an Acceptance of Responsibility in Regard to Academic Course Placement Form to the ECC or MCC Registrar with reasoning why the student should be able to take the course.

Counselor Information

Please look closely at weekly updates of student enrollment. Remember, if you drop a student in a course that meets on your campus, you must notify ECC or MCC to have the course dropped from the ECC or MCC transcripts as well. In order to be fair when registering students for Career Academy courses, each high school will be allowed one seat per program. Registration for the program will begin on April 1. On April 15, the registration will be open on a "first-come, first-served" basis.

As per the ADA, any student taking courses at ECC or MCC is eligible for reasonable accommodations per an IEP or 504 Plan. For more information contact: Wanda Koehrsen, ECC TRIO Coordinator/Student Success Specialist at Wanda.Koehrsen@iavalley.edu or Martha Schwandt, MCC Learning Services Specialist at Martha.Schwandt@iavalley.edu.

Iowa Valley Community College District Cut-off Scores

WRITING				
COMPASS	ACT (English)	SAT	PLAN	Course Recommendations
0-37	0-13	N/A	N/A	ENG080 College Prep Writing I and SDV113 Strategies for Academic Success or SDV108 The College Experience
38-59	13-17	N/A	N/A	ENG081 College Prep Writing II
60-89	18-27	>=451	>=15	ENG105 Composition I, ENG111 Technical Writing (Voc-Tech), or ADM157 Business English (Office Careers)
90-99	28-36	N/A	N/A	Consider CLEP Testing
READING				
COMPASS	ACT (Reading)			Course Recommendations
0-56	0-18*			RDG038 College Prep Reading I and ENG005 Vocabulary or ENG002 Spelling
57-79	0-18*			RDG039 College Prep Reading II
80-99	19-36			Any Transfer Level Course
* Requires student to take the COMPASS test to determine correct placement.				
MATH				
COMPASS	ACT (Math)	SAT	PLAN	Course Recommendations
Pre-Algebra				
0-39	0-11	N/A	N/A	MAT040 Basic Math, MAT005 Math Refresher, or PNN101 Math for Health Professionals
40-100	12-14	N/A	N/A	MAT052 Pre-Algebra (Consider "Challenge Test" for Elementary Algebra) or MAT074 College Preparatory Math 1
Algebra				
0-40	12-14	N/A	N/A	MAT052 Pre-Algebra (Consider "Challenge Test" for Elementary Algebra) or MAT074 College Preparatory Math 1
41-54	15-19	N/A	N/A	MAT062 Elementary Algebra (Consider "Challenge Test" for Math for Liberal Arts) or MAT074 College Preparatory Math 1
55-100	20-25	>=471	>=19	MAT110 Math for Liberal Arts, MAT121 College Algebra, MAT156 Statistics, MAT140 Finite Math, or MAT781 Applied Math I
College Algebra				
0-50	20-25	>=471	>=19	MAT110 Math for Liberal Arts, MAT121 College Algebra, MAT156 Statistics, MAT140 Finite Math/BUS230 Quant. Methods for Business, or MAT781 Applied Math I
51-100	25-27	>=471	>=19	MAT129 Pre-Calculus or MAT165 Business Calculus
Trigonometry				
0-50	25-27	>=471	>=19	MAT129 Pre-Calculus

IVCCD ACCUPLACER “Cut-off Scores”

ACCUPLACER Test Score	Course Placement
Mathematics	
Arithmetic 200-219	MAT040 – Basic Math
Arithmetic 220-249	MAT074 – College Prep Math I MAT052 – Pre-Algebra
Arithmetic 250-264	MAT077 – College Prep Math II MAT062 – Elementary Algebra
Arithmetic 265 or higher	MAT110 – Math for Liberal Arts MAT156 – Statistics MAT117 – Math for Elementary Teachers
Arithmetic 285 or higher	MAT121 – College Algebra
Writing	
Writing 200-236	ENG060 – College Prep Writing I
Writing 237-249	ENG061 – College Prep Writing II
Writing 250 or higher	ENG105 – Composition I
Reading	
Reading 200-236	RDG038 – College Prep Reading I
Reading 237-249	RDG039 – College Prep Reading II

Frequently Asked Questions

1. What services are available to me?

As a high school student, you have access to all campus resources and student services, including athletics and student activities. See the Resources section for more detailed information.

2. How do I obtain my course textbook(s)?

Course textbooks will be available to the student per individual high school policy and are the property of your school district. *See your high school counselor for information.*

3. How do I contact my instructor?

Each instructor is available to answer student questions. Instructors will often provide office hours in a course syllabus or post them on their office door. Email is also an effective communication method.

4. What about transportation to the college?

Students are responsible, unless the high school has other arrangements.

5. How do I check my grades?

To access grades; go to the college website for [ECC](#) or [MCC](#) and click on “PawPass.” Click on the “Student Information System” link. Enter your ID number (ID number is located on student photo ID) and the Password is your date of birth (8-digit format without spaces or dashes). Click “login” and then select the “Student” tab; be sure to “logout” when finished. More information about your Iowa Valley Online account is available in the resources section.

6. Is my grade permanent?

Yes! It is important to remember that these classes are dual credit: students receive high school and college credit. You are starting/adding to a college transcript. *Take each class seriously, remembering that your grade(s) will be permanently recorded on an official college transcript that follows throughout your college endeavors.*

7. Do you offer Internet classes?

Internet classes are available as a course option for concurrent enrollment students.

8. May high school freshmen and sophomores take college credit classes?

Yes, in some cases, but permission is needed from the high school. All dual credit registrations must be processed through the high school guidance counselor.

9. Is there a limit to the number of credits I may earn in one year?

Yes. According to Senior Year Plus legislation, a school district cannot pay for a high school student to be enrolled in college credits on a full-time basis. Full-time status is defined as a student who completes 24 credits or more between fall and spring semesters (combination of Concurrent and PSEO courses). The college will work with students, however, to bill them for additional courses that put them beyond 23 credits.

10. What about summer classes?

Summer classes are available to high school students. Students are responsible for all costs during the summer terms. Submit the High School Student Application/Registration Form and indicate “Self-Pay” as the *Type of Class*.

11. What if I need to withdraw from a course?

To make changes to the class schedule, students must submit an Add/Drop Form to the ECC/MCC Registrar’s Office. The Registrar’s Office will also accept a drop request email from the guidance counselor. Students who simply stop attending classes and do not officially withdraw are still enrolled for the course. If withdrawal is necessary, try to do so early in the semester so that your school may be eligible for a partial tuition refund. You will follow your school procedures and may need to reimburse your high school for the remaining amount of tuition not refunded by IVCCD.

12. What if a student drops or fails a class?

Each student must follow the individual procedures of his/her school.

13. How do I transfer credits to colleges other than ECC, MCC or Iowa Valley Grinnell?

Students must complete a transcript request form and submit it to the ECC or MCC Registrar's Office. There is a \$5 minimal processing fee for transcripts. The high school does not pay this fee. Transcript request forms are located on the ECC and MCC websites ... go to the "Resources for Students" tab and select "Registrar." Access the [TransferInIowa](#) website to learn how IVCCD credit will apply toward a degree at Iowa State University, the University of Iowa, or the University of Northern Iowa they should check the university's website for information on transferring credit. For vocational credits, such as those awarded for participating in the Career Academies, a total of 16 credits can be transferred as electives to Iowa State University, the University of Iowa, or the University of Northern Iowa.

14. What if I want to continue full-time after graduation as an ECC or MCC/IVG student?

We hope you'll choose to continue your education with us! Each student must complete the college admissions process in order to be accepted after high school. The three requirements include: Complete an Application for Admission, send official high school transcripts and submit ACT or ACCUPLACER test scores.

15. Where do I access the Catalog or Student Handbook?

Both resources are available on the [ECC website](#) and the [MCC website](#). Click on the "Admissions" tab and look on the "High School Counselors" page. They're also available under the "Resources for Students" tab on each website.

Campus Resources

As a dual credit high school student, you have access to all campus resources and student services. Dual credit students receive the same services as all other college students.

Student ID card

Obtain your Student ID at the ECC or MCC Registrar's Office or at the front desk at Iowa Valley Grinnell. The ID card has your student ID number and allows access to many resources, including library check-out, athletic and students' events, etc.

Blackboard

All online and some on-campus courses utilize this system, found within PawPass.

PawPass

The PawPass web portal contains a list of frequently used links. To access go to the ECC or MCC website and click on PawPass in the upper right navigation bar. As a dual credit student, you'll find the following four PawPass links to be most relevant:

1. **Student Information System**

Your Iowa Valley online student account provides important information. To log in, enter your ID number (located on your student photo ID card) and password (your date of birth, 8-digit format without spaces or dashes). Click "log in." From this page you are able to access your class schedule, grades, faculty schedules, course schedules, and much more. Be sure to log out when finished.

2. **Blackboard Online Learning System**

All online classes are housed within this system. Some instructors also utilize Blackboard for their on-campus courses. To access your course content, log in using your ID number as the username; password is your date of birth. Be sure to log out when finished.

3. **Password Reset**

Access this resource if you're having trouble logging in or would like to reset your password.

4. **Helpdesk**

Need assistance? Contact the college Helpdesk: P: 641-844-5555, E: helpdesk@iavalley.edu.

Support Services: Your success is our goal!

The key to meeting college demands is being knowledgeable about and using the resources available to you. Both ECC and MCC have a caring and helpful staff available to help you. Be sure to access assistance with these important services: Academic Advising, Career & Employment Services, Library Services, Disability Services/Accommodations, and Success Center/The Hub (**free** tutoring).

Athletics

Athletics are a vital and exciting part of the ECC and MCC campuses. ECC intercollegiate programs include baseball, men's and women's basketball, cheerleading, football, softball, men's and women's sports shooting, volleyball, and wrestling. MCC intercollegiate programs include baseball, men's and women's basketball, cheer/dance, men's soccer, softball, and volleyball. Using your Student ID card, you are admitted **free** to athletic events.

Course Type	2017-18 IVCCD Drop & Billing Policies for Dual Credit Students
Online courses and courses located at the college	Course deleted from transcript with no charge to the high school for notifications received by: August 23/28 – September 1 (fall) January 8 – January 12 (spring) “W” for withdrawal recorded on the transcript with a charge to the high school for notifications received by: September 4 – <u>November 17</u> (fall) January 16 – <u>April 13</u> (spring)
Courses located at the high school	Course deleted from transcript with no charge to the high school for notifications received by: August 23/28 – September 1 (fall or yearlong courses) January 8 – January 12 (spring) “W” for withdrawal recorded on the transcript with a charge to the high school for notifications received by: September 4 – <u>November 17</u> (fall or yearlong courses) January 16 – <u>April 13</u> (spring)
*Quarter Only Courses located at the high school	Course deleted from transcript with no charge to the high school for notifications received by: August 23 – August 31 (quarter 1) October 26 – November 3 (quarter 2) January 12 – January 22 (quarter 3) March 19 – March 27 (quarter 4) “W” for withdrawal recorded on transcripts with a charge to the high school for notifications received by: September 1 – <u>October 13</u> (quarter 1) November 4 – <u>December 22</u> (quarter 2) January 23 – <u>March 2</u> (quarter 3) March 28 – <u>April 27</u> (quarter 4)
**Trimester Only Courses located at the high school	Course deleted from transcript with no charge to the high school for notifications received by: August 24 – September 1 (trimester 1 or yearlong courses) November 21 – December 1 (trimester 2) March 7 – March 21 (trimester 3) “W” for withdrawal recorded on the transcript with a charge to the high school for notifications received by: October 5 – <u>November 1</u> (trimester 1 or yearlong courses) December 23 – <u>February 1</u> (trimester 2) April 18 – <u>May 12</u> (trimester 3)

Students cannot be withdrawn after the underlined dates listed above for each specific term. Extenuating circumstances require a Student Petition for Waiver of Drop Policy Form completed by the student and counselor. A committee will review to determine approval or denial of request. For any questions, at MCC or Iowa Valley Grinnell contact Dr. Patrick Kennedy, MCC Dean of Academic Affairs at Patrick.Kennedy@iavalley.edu or 641-844-5716. At ECC contact Dr. Lisa Stock, ECC Dean of Academic Affairs, at Lisa.Stock@iavalley.edu or 641-648-8633.