



**DUAL
TO
DEGREE
WITH
SVCC**

**PLANNING
HANDBOOK**

A GUIDE TO
STUDENT
SUCCESS
2020-2021

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YOUR STUDENT SUCCESS PLAN STARTS
NOW

DUAL TO DEGREE WITH SVCC PLANNING HANDBOOK

A GUIDE FOR STUDENT SUCCESS

WELCOME - THANK YOU FOR YOUR INTEREST!

Southside Virginia Community College is dedicated to the belief that all citizens should be given an opportunity to acquire an educational foundation that develops and extends their skills and knowledge. The college's goal is to provide diverse instructional programs ranging from developmental studies to Associate Degree curricula in academic, technical/vocational, lifelong education, and workforce development. Through various activities, including distance learning, students will also have the opportunity to develop their roles and responsibilities as participants in a changing society. As a part of this mission, we provide opportunities for students in our service area to participate in the Dual Enrollment Program if eligible.

In this handbook is a series of short documents showing students and parents how to use key policies, programs, and resources to help students achieve their educational goals through dual enrollment at SVCC. This could be a traditional general education Associate Degree, Certificate, or a Career and Technical Education Career Studies Certificate. Discuss these interests with your high school counselors. These decisions are based on the student's interests, capabilities, and ambitions.

DUAL ENROLLMENT PROGRAM

According to the United States Department of Education, college credits earned prior to high school graduation reduce the average time-to-degree and increase the likelihood of graduation. SVCC offers a variety of programs or courses within the dual enrollment program. Some are on campus, such as the Governor's School, while others are taught at their home school or a local center, such as Lake Country Advanced Knowledge Center in South Hill or Southern Virginia Higher Education Center in South Boston.

Other key points to note:

- Students receive a quality, affordable education close to home
- Enriched course opportunities available for outstanding high school students both in academic coursework and in career and technical education
- Students can enter college with credits applicable to their degree program
- Students gain understanding of the rigor of college work, as well as college faculty expectations
- Access to college resources, facilities, and services such as advising and career counseling

DUAL ENROLLMENT PROCESS

STUDENT ELIGIBILITY

Students who are interested in taking dual enrollment classes must apply for admission to Southside Virginia Community College. After applying for admission, students must either register to take the Virginia Placement Test/VPT through their guidance counselor who will coordinate with the dual enrollment office, or they can meet other testing alternatives as outlined by the Virginia Community College System (see tables below).

SVCC APPLICATION & REGISTRATION STEPS

Step 1:

Fill out an online application at southside.edu/registration. Remember to print the application and have your Parent/Guardian sign.

Step 2:

Take the completed application to your school counselor to be submitted to the SVCC Dual Enrollment Office.

Step 3:

Set up a time to take the Virginia Placement Test (VPT). This is done through your high school counselor first, then the Dual Enrollment Office. It is your responsibility to ensure you meet the placement testing criteria in order to enroll into your dual enrollment courses of choice.

*** Please note there are instructions available on how to fill out the SVCC application. Please do not hesitate to request assistance. ***

DUAL ENROLLMENT PLACEMENT TESTING POLICY

Prior to taking dual enrollment classes, students **MUST** meet the testing requirements. Students are allowed to take the VPT twice in a two-year period with at least a year in between testing dates.

Placement tests are used to identify a student's readiness for a specific class level, however, students must also meet all course pre-requisites to enroll.

It is strongly suggested students review the VPT resources the Dual Enrollment office or school provides before testing. Additional resources are available through the SVCC website.

ELIGIBILITY & PLACEMENT TESTING:

THE VIRGINIA PLACEMENT TEST (VPT)

THE ENGLISH PORTION OF THE TEST HAS TWO PARTS:

- a written essay
- a multiple choice reading comprehension section

WRITTEN ESSAY:

Students will be asked to write a well-developed essay response to one of two prompts provided on the test. Computerized help tools such as spell check and autocorrect will not be available.

The essay will be scored based upon a combination of:

- the essay's paragraph and sentence organization and structure
- quality of content
- overall unity
- coherence of ideas
- thesis statement
- topic sentences
- spelling and grammar

READING COMPREHENSION - MULTIPLE CHOICE:

Students will answer 40 multiple-choice questions on a variety of topics including, but not limited to, reading comprehension, grammar, vocabulary and research skills.

Prepare for the VPT English Test:

RESOURCES:

- Purdue Online Writing Lab: <https://owl.english.purdue.edu/>
 - English Maven: <http://www.englishmaven.org/>
-

THE MATH PORTION OF THE TEST HAS TWO PARTS

PLACEMENT 1 SECTION:

- Unit 1 - Operations with Positive Fractions
- Unit 2 - Operations with Positive Decimals and Percents
- Unit 3 - Algebra Basics
- Unit 4 - First Degree Equations and Inequalities in One Variable
- Unit 5 - Linear Equations, Inequalities and Systems of Equations in Two Variables

PLACEMENT 2 SECTION:

- Unit 6 – Exponents, Factoring and Polynomial Equations
- Unit 7 – Rational Exponents and Equations
- Unit 8 – Rational Exponents and Radicals
- Unit 9 – Functions, Quadratic Equations and Parabolas

Prepare for the VPT Math test:

RESOURCES:

- PurpleMath.com
- MathTV.com
- [Virginia Community College "VPT Math Site"](http://VirginiaCommunityCollege.com/VPTMathSite)
- Additional Information can be found on: <http://southside.edu/placement-testing>

ADMISSIONS CRITERIA FOR ACADEMIC/CTE COURSES CHART

I. Admission Criteria for Academic/Transfer Courses

	VPT	PSAT	SAT	ACT	SOL
English/Writing	ENG 111	N/A	N/A	18	N/A
Reading	ENG 111	N/A	N/A	18	N/A
Mathematics	MTE1	500	530	22	Algebra I - Pass
Writing/Reading	ENG 111	390	480	N/A	N/A

II. Admission Criteria for CTE Courses

	VPT	PSAT	SAT	ACT	SOL
English/Writing	ENF 1	N/A	N/A	18	N/A
Reading	ENF 1	N/A	N/A	18	N/A
Mathematics	MTE1	500	530	22	Algebra I - Pass
Writing/Reading	ENF 1	390	480	N/A	N/A

III. Admission Criteria for MTH 163 and higher

	VPT	PSAT	SAT	ACT
English/Writing	ENG 111	50	N/A	21
Reading	ENG 111	50	N/A	21
Mathematics	MTE 1-9	52	530	22
Writing/Reading	ENF 1	390	480	N/A

COURSES YOU CAN TAKE BASED ON YOUR PLACEMENT SCORES

What does the above chart mean in terms of courses you are allowed to take based on the scores you received?

❖ The first chart: **I. Academic/Transfer Course Section** refers to all Academic Courses except Math Courses.

These courses will fall under the following categories:

- English & Literature Courses
- History Courses
- Social Science Courses
- Science Courses
- Foreign Language Courses
- Humanities Courses

❖ The second chart: **II. Criteria for CTE Courses** refers to all the Career and Technical Courses.

These courses will fall under the following categories:

- College Success Skills
- Introduction to Computer Applications & Concepts
- Health, Physical Education, or Recreation
- Nursing Courses
- Fire Science Technology Courses
- Emergency Medical Services Courses
- Electricity
- Welding Courses
- HVAC Courses

- Precision Machinery Courses
 - Business and Finance Courses
 - Criminal Justice Courses
 - Culinary Arts Courses
- ❖ The third chart: **III. Criteria for MTH 161 and higher** refers only to SVCC Math courses students wish to take through their Dual Enrollment Program of choice.
- These courses will fall under the following categories:**
- College Math I AND College Math II
 - Calculus I and II
 - Any other College Math Course above MTH 161

DEVELOPING AN ACADEMIC GOAL:

STUDENT ACCOUNTABILITY

Role of Students and Parents

- Complete college application, including parent portion with signatures, and schedule to take the placement test at your high school.
- Select course(s) with a high school guidance counselor.
- Sign the registration form for each class and rent/purchase necessary textbooks if not provided by the high school (if your child is taking courses outside their high school's Dual Enrollment Program).
- Visit the local community college to see what campus support services or activities are available.
- Participate in class; ensure your Child is submitting their assignments on time.
- Parents, please BE involved.

Students you will receive a syllabus upon entering each dual enrollment course. This will outline what is expected of you during that course. You should hold yourself accountable for all of your coursework and ensure you meet your coursework deadlines, and notify your instructors in a timely manner should anything prohibit you from adhering to their guidelines for that course. Dual enrollment sets the framework to prepare you, so let your success begin here. Being a dual enrollment student puts you in a college level course, and whether you participate in dual enrollment at your high school, online through SVCC, or at one of our SVCC campus locations, these college level courses are more challenging than those you are used to in your regular high school classes. Be sure to attend class, pay attention, take notes, and adhere to your instructor's and SVCC's policies.

YOUR HIGH SCHOOL

Role of the High School

- Support the offering of dual enrollment courses with the high school staff, students, and parents
- Identify high school contacts to work with the college coordinator for Dual Enrollment
- Recommend potential courses and students
- Assist all students in completing the admissions and registration processes and in obtaining necessary instructional materials
- Identify students that will need to take the placement test
- Identify students who have indicated pursuit of specific certificates or degrees

It is vital that you contact your school counselors should you need any scheduling assistance within your high school's Dual Enrollment Program. For any courses you choose to take outside of your high school (summer,

online, etc.), you should contact your Dual Enrollment Office you are assigned to depending on your high school's service area (Christanna Campus or John H. Daniel Campus).

DUAL ENROLLMENT & ADVISEMENT

Role of Southside Virginia Community College

- Work with school administration to determine which dual enrollment courses will be taught at the high school
- Hire or evaluate adjunct faculty that meet community college credentialing requirements
- Ensure that course content and textbooks are similar to those used in the course offered on the community college campus
- Identify coordinators of Dual Enrollment to work with the high schools
- Facilitate meetings between college and high school stakeholders to discuss logistics
- Administer the placement test
- Assist the high school in getting the students registered

The first place to stop for questions and advice is your base school's counseling department. They have direct access to all records, and can best answer immediate questions. If clarification is necessary, it is at that point that the dual enrollment office at Southside Virginia Community College should be contacted. Someone is usually available 8:30am-4:30pm Monday through Friday except for recognized holidays.



SVCC POLICIES:

SVCC GRADING SCALE

Students are graded on a 10-point scale unless otherwise noted in the course syllabus.*

A	90-100
B	80-89
C	70-79
D	60-69
F	Below 59

* Please refer to your schools grading policies for official high school grades and any unsatisfactory grades you may receive from the college.

ATTENDANCE POLICY

According to the attendance policy of the Virginia Community College System, Section 5.88 of the State Policy Manual, absences in excess of 20% of the scheduled class meetings will result in dismissal from the course. In the high school setting, this usually equates to 9 days, per 9 weeks. Students who miss more than the allotted days will not receive dual enrollment credit.

* Please note your high school and instructor's syllabi attendance policies as well ***

FERPA

It is the policy of the Commonwealth of Virginia that personal information about citizens will be collected only to the extent necessary to provide the service or benefit desired; that only appropriate information will be collected; that the citizen shall understand the reason the information is collected and be able to examine their personal record which is maintained by a public body.

In order for anyone, **including parents**, to have access to any of your student records aside from the student a FERPA form must be completed by the student and turned into the Dual Enrollment Office. This form may be obtained from the Dual Enrollment Office or the Admissions Office at SVCC.

* For more on your FERPA rights please visit: <http://southside.edu/privacy#ferpa>.

SVCC DISABILITY POLICY

Southside Virginia Community College complies with the provisions set forth in the Americans with Disabilities Act (ADA) of 1990 and in Section 504 of the Rehabilitation Act of 1973. The College's commitment to equal educational opportunities for students with disabilities includes providing reasonable accommodations to qualified students with documented disabilities. Additional information may be found at: <http://www.southside.edu/disability-services>.

Students who may need accommodations based on the potential impact of a disability should contact their Counselor for Special Populations at:

Christanna Campus: Dr. John Hicks

434-949-1070

john.hicks@southside.edu

SVCC PLAGIARISM/CHEATING POLICY

According to page 181 of the SVCC Student Handbook, cheating is defined as:

- A. The intentional giving or receiving of help on any written assignments or examinations without the permission of the instructor.
- B. Looking at another's test paper or other material (notes, paper, text) with the intent to gain or give unfair academic advantage without the permission of the instructor.
- C. Talking or signaling to another while taking a quiz or exam with the intent to gain or give unfair academic advantage.
- D. Collaborating with another in preparing written assignments without the permission of the instructor.

*If you use a paper more than once, it is considered cheating.

According to page 181 of the SVCC Student Handbook, plagiarism is defined as:

- A. Copying another's paper and handing it in as one's own.
- B. Intentionally footnoting an incorrect source.
- C. Using passages or ideas of another as one's own work without giving proper credit.
- D. Cutting and pasting information from a website onto your paper.

TURNITIN: Turnitin is an educational tool, embedded in Canvas, available through Southside Virginia Community College, which detects plagiarized content in student papers. After a paper has been submitted, a report is processed, which shows the percentage of the paper that matches existing sources. If a paper shows plagiarism, the Dual Enrollment Cheating/Plagiarism Policy will be enforced.

DUAL ENROLLMENT PLAGIARISM

When courses are taught at the home schools, their policies will be in effect. Most use the following scale for students who cheat or plagiarize:

1st offense: Office referral, teacher/parent conference, 1 day of OSS, zero on the assignment

2nd offense: Removal from the dual enrollment course

3rd offense: Removal from the Dual Enrollment program

STUDENT CONDUCT

All students are expected to be responsible, trustworthy, and of good character. Students in the Dual Enrollment Program are expected to meet the highest academic standards by being a model of success. Students who continue to violate school policies including the use of profanity, continually disrupting class, and engaging in inappropriate behavior will be punished per the policies of their home school. Most use the following model:

1st offense: Office referral, Phone call to parent/guardian, Possible ISS/OSS (Depending on the violation; follow Student Handbook)

2nd offense: Conference with the Principal, Parent/Guardian, and Teacher, ISS/OSS (Depending on the violation)

3rd offense: Removal from the dual enrollment course

4th offense: Removal from the Dual Enrollment Program

*** Please refer to your home school's student handbook for additional discipline policies. ***

IMPORTANT INFORMATION, CONTACT NUMBERS & RESOURCES:

DUAL ENROLLMENT OFFICE CONTACT INFORMATION

OUR DUAL ENROLLMENT SERVICE AREAS

CHRISTANNA CAMPUS:

Amelia/Nottoway Vo-Tech Center
Bluestone Senior High School
Brunswick Academy
Brunswick Senior High School
Estes Center
Greensville County High School
Kenston Forest School
Lake Country Advanced Knowledge Center
Nottoway High School
Park View Senior High School
Pickett

JOHN H DANIEL CAMPUS:

Amelia County High School
Buckingham County High School
Central Senior High School
Cumberland High School
Halifax County High School
Prince Edward County High School
Randolph-Henry High School
Southern Virginia Higher Education Center

Christanna Campus Contact Information:

Wendy Ezell

Dual Enrollment Coordinator

Office: (434) 949-1080

Fax: (434) 949-6619

wendy.ezell@southside.edu

Daniel Campus Contact Information:

Laurie Michaelson

Dual Enrollment Coordinator

Office: (434) 736-2080

Fax: (434) 736-2082

laurie.michaelson@southside.edu

Bridget Powell

Education Support Specialist

Office: (434) 949-1077

Fax: (434) 949-6619

bridget.powell@southside.edu

Annette Wallace

Assistant Coordinator - Keysville

Office: (434) 736-2098

Fax: (434) 736-2082

annette.wallace@southside.edu

TECHNOLOGY

Many of the components of DE courses are posted and conducted on Canvas. Some school systems use My Big Campus, or a similar system. It is imperative that you check your SVCC email account regularly and participate in the activities in the system as required. If you run into difficulty, there is a live chat option on the homepage of the SVCC website. You may also go to <http://www.southside.edu/technology-current-students> for training, options, and technical assistance.

The following downloads are recommended for Canvas use:

- Adobe Acrobat Reader - <http://get.adobe.com/reader/>
- Microsoft Word Viewer (needed only if you do not own MS-Word or compatible word Processing Software)- <http://office.microsoft.com/en-us/downloads/office-online-file-converters-and-viewers-HA001044981.aspx>
- Microsoft PowerPoint Viewer (needed only if you do not own MS-PowerPoint)- <http://office.microsoft.com/en-us/downloads/HA010449811033.aspx>
- Google Chrome (recommended browser) <https://www.google.com/chrome/>
- Mozilla Firefox (recommended backup browser) - <http://www.mozilla.com/en-US/>

Here are additional helpful adjustments for your settings:

- Download signed ActiveX controls - “enabled”
- Download unsigned Active X controls - “disabled”
- Run ActiveX controls and plug-ins - “enabled”
- Allow Cookies - “enabled”
- Allow per-session Cookies - “enabled”
- Active scripting - “enabled”
- JavaScript & Cookies must be enabled
- Scripting of Java applets - “enabled”
- Disable pop-up blockers

STUDENT ACCOUNT ASSISTANCE

Contact Number: (434) 949-1010

CANVAS ASSISTANCE

Faculty Assistance 24/7 877-875-8425

Student Assistance 24/7 877-875-8359

SVCC Canvas Assistance 8am-4pm M-F 434-949-1010

***PLEASE NOTE THAT SEVERAL RESOURCES ARE AVAILABLE TO SVCC dual enrollment students through Canvas, such as Brainfuse online tutoring (FREE) and free download of Microsoft Office 365.

REMEDIATION

THE LEARNING COMMONS

The Learning Commons (TLC) offers remediation to current dual enrollment students who have met all the dual enrollment required criteria for free. Simply call the Dual Enrollment Office in your service area and someone in our office will get you set up depending on your academic needs. If you need someone to help you solve math problems, write an essay, or prepare for a test, the TLC is the place to go. Tutors are available by semester in most subjects taught at SVCC, including English, math, science, business, nursing, social studies, humanities, and developmental courses. The TLC services are provided at no cost to students and no appointments are necessary. A student I.D. and your time are the only things needed for students to take advantage of the TLC services.

There are two Learning Commons locations. All SVCC students in the ten-county area have access to The Learning Commons. A trained Learning Skills Specialist is located in each center.

Alberta The Learning Commons

Christanna Campus, Room B-11
109 Campus Drive
Alberta, VA 23821
(434) 949-6608

Keysville The Learning Commons

John H. Daniel Campus, Room 52
200 Daniel Road
Keysville, VA 23947
(434) 736-2042

The Comprehensive Learning Center will be open to help students from 8:30a.m. – 8:00p.m. Monday through Thursday, and 8:30a.m. – 4:30p.m. on Friday. For more on the CLC please visit: [The Learning Commons](#)

APPENDICES

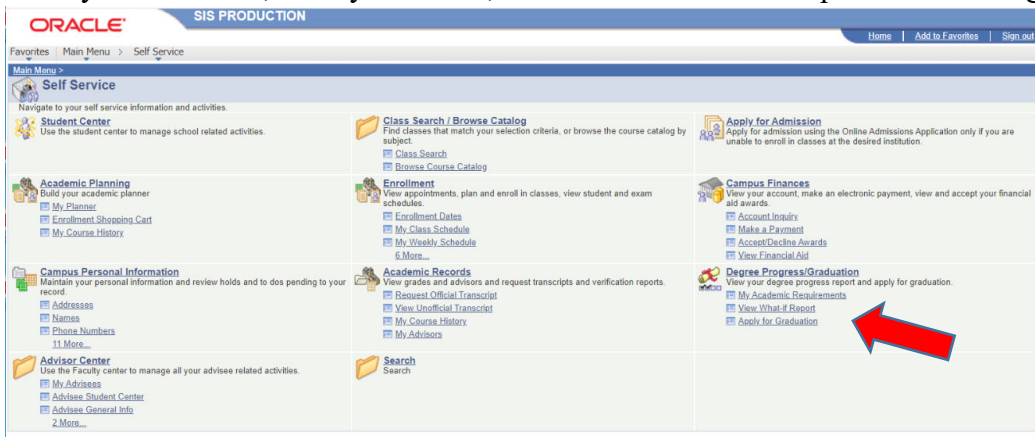
APPENDIX I:

ACCESSING ACADEMIC AND CTE PROGRAM PLANS

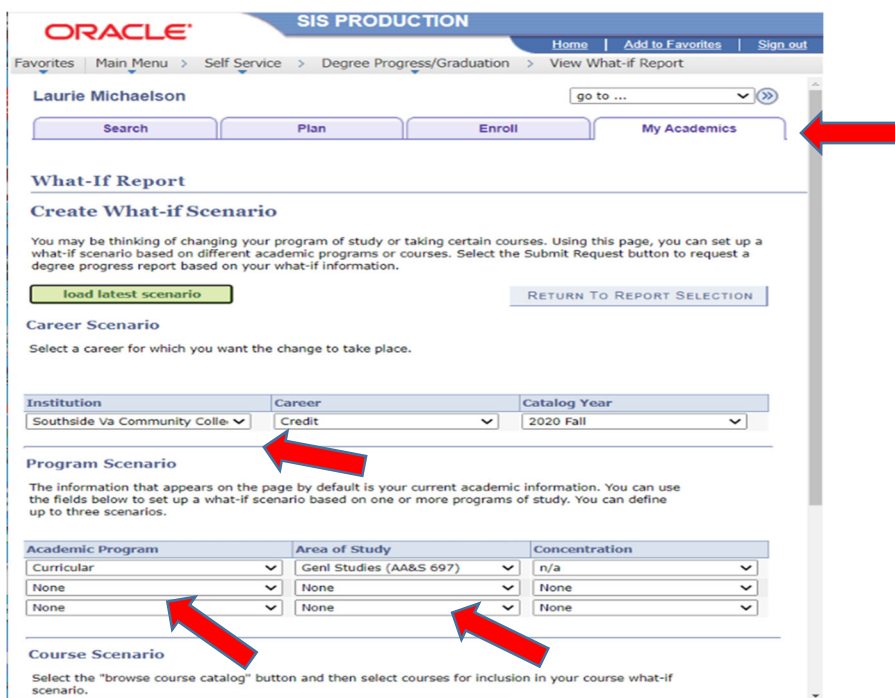
You may access your academic information through SVCC's Student Information System (SIS). Visit www.southside.edu and log into My SVCC. If you need assistance with a username or password, contact our Help Desk at 434.949.1010. Once you are logged into My SVCC, choose the SIS icon.



Once you are in SIS, from your menu, select "View What-If Report" under "Degree Progress/Graduation" tab.



From this screen, select "My Academics" on the top tab. Make sure Southside Virginia Community College is your institution and you have chosen "curricular" under "Academic Program" and choose the appropriate "Program of Study" for your area of study. If you are a high school student seeking an Associate Degree, many are General Studies (697) other than Governor's School of Southside Virginia STEM students seeking a Science (881) degree. Students in the Career/Technical areas may choose the certificate or career studies certificate which they are seeking. "Submit request" at the bottom of the screen.



Select “view report as pdf” to view and print your academic report.

The screenshot shows the Oracle SIS PRODUCTION interface for a 'What-If Report'. At the top, there is a navigation bar with 'ORACLE' and 'SIS PRODUCTION'. Below it, a breadcrumb trail reads: 'Favorites > Main Menu > Self Service > Degree Progress/Graduation > View What-if Report > My Academic Requirements'. The main heading is 'What-If Report'. Below this, it says 'Southside Va Community College | Credit' and 'This report last generated on 06/03/2020 2:25PM'. There are three buttons: 'collapse all', 'expand all', and 'view report as pdf'. A red arrow points to the 'view report as pdf' button. Below the buttons are icons for 'Taken', 'In Progress', 'Planned', and 'What-if'. The main content area is titled 'Associate of Arts and Sciences Degree - General Studies 437 (5/1/2020)'. It contains several sections: 'Not Satisfied: In order to graduate in this plan, you must complete the required units below, have a 2.00 GPA in your plan of study and meet our residency requirement of 25% completed coursework through BVCC.' with sub-points 'Units: 61.00 required, 28.00 taken, 33.00 needed' and 'GPA: 2.000 required, 3.222 actual'. 'WHAT IS THE PURPOSE OF THIS PLAN?' section explains the degree requirements. 'NOTICE REGARDING IN-PROGRESS AND REPEATED COURSES' section provides information on course status. 'IN-PROGRESS COURSES' section notes that classes currently in progress and those with future semester registrations will not have a grade but will show on the report as meeting requirements. 'REPEATED COURSES' section states that only the last grade earned is counted in the cumulative GPA and for satisfying curricular requirements unless the course is designated repeatable for credit. 'COURSE REQUIREMENTS (05/01/2020)' section lists requirements: 'Units: 61.00 required, 28.00 taken, 33.00 needed'. Below this are three course entries: 'SDV 100: College Success SKILLS (1st)', 'ENG 111: College Composition I (1st)', and 'Social Science Elective (1st)'.

The student may contact the Dual Enrollment Office for assistance with processing and interpreting the report.

APPENDIX II: DUAL ENROLLMENT FAQs

What if my goal is to get a bachelor's degree at a four-year college or university?

SVCC offers dual enrollment credit for college general education courses, which are required for most two-year and four-year degrees. These dual enrollment courses begin your Associate of Arts and Sciences degree at SVCC or you can transfer directly to a four-year college or university. More information on individual school agreements can be found on the VCCS website's Transfer tab.

What if my goal is to get a one-year certificate or two-year degree in a career technical field and then get a job?

SVCC offers dual enrollment credit for career technical courses as well as transfer courses. These dual enrollment courses begin your Certificate or Associate of Applied Sciences degree at SVCC.

What if I just want to take a course offered by SVCC for personal interest or to acquire a skill?

Some of SVCC's courses are not part of the Dual Enrollment program, but may be taken by high school students to gain a skill or for their personal interest. These courses do not count towards high school course requirements unless specifically approved by the high school principal. Students interested in these courses should contact their high school guidance office.

Who may enroll in dual enrollment courses, and is there a minimum age to participate in the program?

Dual enrollment students are admitted according to the provisions in the current Virginia Plan for Dual Enrollment. Generally, any high school students may enroll in a class if (1) they obtain their principal's permission and (2) their college placement scores and high school grades indicate they have satisfied academic prerequisites. Individuals below the age of 14 or below high school freshman level may apply to the college for special consideration for admittance which requires an interview with the parent and the student.

What is the cost of dual enrollment classes?

Each school division or private school makes its own policy regarding how much of the dual enrollment tuition it pays on behalf of the students. Please consult with your school counseling department to determine the cost for your school.

Is financial aid available for dual enrollment students?

Federal financial aid regulations prohibit a student from receiving federal financial assistance while still enrolled in secondary school. However, because of special agreements between the College and the secondary school divisions, the student generally pays a much-reduced amount of the tuition cost for overall dual enrollment courses. Usually, this is a greater savings of the tuition cost than the student would normally have received from regular financial aid programs. In addition, students and parents should also consider the low cost of community college classes as compared to 4-year schools.

Are students required to take the VPT Placement Test that SVCC requires in order to enroll in dual enrollment courses?

Dual enrollment students must take the placement test before the SVCC can enroll them in courses. If a student has already taken the SAT, PSAT or ACT, SVCC will consider those scores in place of the placement test.

When do students take the placement test in order to enroll in dual enrollment courses?

SVCC gives the placement test at the high schools to all students interested in dual enrollment courses. The high school counselors will know the date when it will be offered. Students who do not take the placement test at their high school may take the placement test at Southside Virginia Community College during regular testing hours in Student Services. According to the VCCS policy, a student may only take the test twice in a two-year period, with at least a year between testing dates. Additionally, remediation is required if the student does not meet the requirements on the first attempt in order to take it a second time. Prospective dual enrollment students who need to take the test at SVCC should contact the dual enrollment offices at 434.736.2000 on the John H. Daniel Campus and 434.949.1000 on the Christanna Campus. Coordinators or assistants will set up the testing session with Student Services and this must be done PRIOR to coming to the college to take the test.

How do we know which courses are approved for dual credit?

The high school counseling office can help the student select the courses approved by the individual school district for dual enrollment.

Are there prerequisite courses which must be taken by students before enrolling in SVCC dual enrollment courses?

Dual enrollment courses have the same prerequisites as their non-dual enrollment counterparts. Specific course prerequisites are stated for individual courses in the SVCC catalog, accessible online or in print.

What is the enrollment process for dual enrollment courses which transfer to colleges and universities? For the student, the process begins at the high school by talking with the counselor to determine which dual enrollment courses are offered at the high school or on the SVCC campus.

How do students get their grade report at the end of the semester?

Shortly after the exam period each semester the final grade for the course is posted to the College's Student Information System - My SVCC Online. To view or print a copy of the grades, students login to My SVCC Online using their user ID and password. Paper grade reports are not mailed to the home address.

How do students get a grade transcript sent to the high school or another college?

To request that an official grade transcript be mailed to your high school or another college, the student may logon to My SVCC and request the transcript or submit the request in writing by completing a Transcript Request Form and sending it to the Registrar's Office on either campus. The request should include the name and address of the specific office where the transcript should be mailed as well as the student's name and either social security number or student user id. Written requests must be signed by the student. Transcripts are generally mailed within three days after the request is received. Bear in mind that for a student over the age of eighteen, a parent or guardian cannot conduct any business for the student without the student's approval. Filling out a FERPA form in the admissions office will address this.

A NOTE ON GRADUATION:

When requirements are fulfilled for a certificate or degree, the SVCC Dual Enrollment Office will contact the respective schools to ensure graduation applications are completed in a timely manner. If you have any questions about whether the requirements have been reached, please contact your school counselor first. Once you have been identified as a prospective graduate, personnel will work with you to fill out necessary paperwork. The Admissions Department at SVCC will contact you to arrange Graduate Assessment and other logistics of graduation. Around the beginning of March, a graduation link will be posted on SVCC's website providing more detailed information, including the purchase of a cap and gown.

APPENDIX III:

SCHOOL DISTRICT DISCIPLINARY AGREEMENT PLAN

SAMPLE SCHOOL DISTRICT DISCIPLINARY AGREEMENT/PLAN

All students are expected to be responsible, trustworthy, and of good character. Students in the Dual Enrollment Program are expected to meet the highest academic standards by being a model of success. Students who continue to violate school policies including the use of profanity, continually disrupting class, and engaging in inappropriate behavior will be sanctioned per the policies of their home school. Most use the following model:

- 1st offense:** Office referral, phone call to parent/guardian, possible ISS/OSS
(Depending on the violation; follow Student Handbook)
- 2nd offense:** Conference with the principal, parent/guardian, and teacher, ISS/OSS
(depending on the violation)
- 3rd offense:** Removal from the dual enrollment course
- 4th offense:** Removal from the Dual Enrollment Program

*Please refer to your home school's student handbook for additional discipline policies.

APPENDIX IV:

HANDBOOK AGREEMENT

DUAL TO DEGREE WITH SVCC POLICY HANDBOOK

I certify I have reviewed and understand the policies put forth in the Southside Virginia Community College Dual Enrollment Handbook and agree to follow these policies.

My name below certifies that I agree to abide by the Honor Code stated.

STUDENT NAME: _____

SVCC ID NUMBER: _____

PROJECTED GRADUATION YEAR: _____

SIGNATURE: _____

I have reviewed and understand the policies put forth in the Southside Virginia Community College Dual Enrollment Handbook with my child.

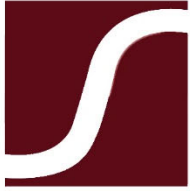
PARENT NAME: _____

SIGNATURE: _____

DATE: _____

APPENDIX V:

COVID-19 REOPENING EXPECTATIONS AND PLAN



SOUTHSIDE VIRGINIA COMMUNITY COLLEGE

Dear Dual Enrollment Student,

Congratulations! We are pleased you will be attending a dual enrollment Career and Technical Education Program on one of our Southside Virginia Community College campuses. While we are excited to welcome you to the start of a new school year, there are several guidelines that require your compliance in order to begin in-person instruction.

SVCC is committed to supporting the health and safety of our campus community. A COVID-19 Reopening Plan (<https://southside.edu/covid-19>) has been developed and approved, which can be found on our website. Please review this plan carefully prior to attending an SVCC class. Included in this document are conditions that must be fulfilled. Several of those are:

1. Complete and sign the SVCC COVID-19 Student Agreement (included) which contains information about face coverings, social distancing and expectations for compliance.
2. Complete and sign the SVCC Acknowledgement of Risk form (included).
3. Complete a self-monitoring health checklist which shall be delivered through Canvas, smartphone application such as LiveSafe, or paper.

Please bring these documents to your DE class on the first day of instruction. Students who are unable to wear a face covering due to medical conditions, please contact the Dual Enrollment Office prior to August 24th.

We are committed to making this school year an educationally enriching experience, while following appropriate safety measures to minimize risk. Please contact the dual enrollment office or your instructor if you have any questions or concerns during the year.

Sincerely,

Your Southside Virginia Community College Dual Enrollment Office