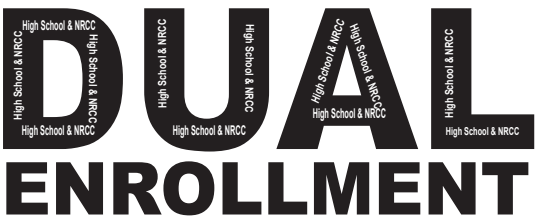
Students ■ Parents ■ Instructors ■ Guidance Offices ■ School Principals
All Service Region Schools

DUAL ENROLLMENT Handbook

2018-2019

NEW RIVER
Community College



Dual enrollment is the opportunity for high school students within New River Community College's (NRCC) service areas (Floyd County, Giles County, Montgomery County, Pulaski County, City of Radford, and the Southwest Virginia Governor's School) to take college classes for which they earn college credits, under the oversight of the Virginia Community College System (VCCS). On the following pages are listed the basic information and answers to commonly asked questions for school personnel, students, and others directly involved with the dual enrollment experience.

Eligibility for Dual Enrollment Program

- Students must be juniors or seniors. Exceptions are occasionally granted for sophomores on a case-by-case basis.
- Students must meet or exceed college placement requirements as listed on page 3.

Courses with Mathematics Prerequisites and/or Limitations (MTH 263/261/240/245, PHY 201)

1. Students desiring to enroll in these courses must complete mathematics placement testing and demonstrate the required level of proficiency in order to enroll.

2. Please note that MTH 263, MTH 261, and PHY 201 carry a prerequisite that includes a college-level mathematics course. There is NO PSAT, SAT or ACT score that will qualify a student for these courses.

3. Students who have completed the college-level mathematics course specified in the pre-requisite do not need to complete testing. Students who have not completed the college-level mathematics course specified in the prerequisite must complete testing and receive a placement recommendation.

4. Students with qualifying PSAT, SAT or ACT scores meet the MTE 1-9 math requirements. To enroll in Calculus (MTH 263), those students need to complete the Calculus portion of the VPT-Math. When administering the assessment for these students, select "VPT Calc Only". Dual enrollment students must notify the testing center staff if they are selecting this option only.

5. PSAT/SAT/ACT scores cannot be used to allow enrollment in MTH 245, MTH 263, MTH 261 or PHY 201. Dual enrollment students must have completed MTH 131, MTH 161, or MTH 167 or received a placement recommendation for MTH 261 to enroll in PHY 201. Dual-enrollment students must have completed MTH 161 or 167 or received a placement recommendation for MTH 261 in order to enroll in MTH 261 or MTH 245.

Curriculum Standards

Dual enrollment courses must be offered for college credit with the same departmental designations, course descriptions, numbers, titles, and credits as those listed in the VCCS Master Course File. All dual enrollment courses must be equivalent to the pedagogical, theoretical, and philosophical orientation of the community college department and contain the same student learning outcomes, components of the NRCC course plan, level and rigor of content, assessment and evaluation of student learning outcomes, and instructional effectiveness.

Student Learning Outcomes

To ensure that dual enrollment courses taught at the high school meet the curricular depth and breadth of courses taught on community college campuses, all dual enrollment courses must have student learning outcomes equivalent to those courses taught on campus. These student learning outcomes are articulated on the NRCC course plans provided to the high school by NRCC. In addition, student learning outcomes in all dual enrollment courses must be assessed using assessment measures identified and approved by the college and used in courses taught on campus. All course learning outcomes shall be communicated to students.

Effective July 1, 2018

Dual Enrollment Student Admissions

Eligibility Requirements for Transferable Courses

	English				Math				
NRCC Courses	Virginia Placement Test (English)	PSAT (RW)	SAT (RW)	ACT (Reading/Writing)	Virginia Placement Test (Math)	PSAT (Math)	SAT (Math)	ACT (Math)	Algebra 1 SOL
Biology	ENG 111	390	480	18/18	MTE 1-3	500	530	22	--
Calculus	ENG 111	390	480	18/18	MTH 263	--	--	--	--
Education	ENG 111	390	480	18/18	MTE 1 or higher	500	530	22	400+
Medical Terminology	ENG 111	390	480	18/18	MTE 1 or higher	500	530	22	400+
PreCalculus	ENG 111	390	480	18/18	MTE 1-9 (all units)	500	530	22	--
All other Transfer Courses	ENG 111	390	480	18/18	MTE 1 or higher	500	530	22	400+

Eligibility Requirements for CTE Courses

CTE/Technical Education Courses	ENF 1 or higher	390	480	18/18	MTE 1 or higher	500	530	22	400+

Note: "--"Score cannot be used

******Both*** *an English and Math requirement must be met to qualify for enrollment.*

Dual Enrollment Check-off Lists

Students

The steps below need to be completed **before** enrolling in a Dual Enrollment course.

- ❑ Complete and submit an application to New River Community College (NRCC).
- ❑ Take the appropriate Virginia Placement Test(s) (VPT) as necessary to place into dual enrollment courses, using criteria in the charts on page 3 to determine exempt status allowed, if any. Take the test at the time(s) scheduled at the individual high schools or at the NRCC counseling center in Dublin or the testing center at the NRV Mall site, making sure to identify oneself as a prospective dual enrollment student and allowing **at least 2+ hours** for testing.
- ❑ Based upon placement results, consult with school counselors to arrange schedule of courses.
- ❑ Provide New River Community College with a legibly-signed parent signature form, making sure the student's name is also visible on the form.
- ❑ Should a student take the VPT at a time other than when it is offered by that student's school or testing is a retake, the student must keep in mind that August 1 is the deadline by which testing must take place. The exception to the August 1 deadline occurs if a student is new to the area or the school and enrolls past August 1.
- ❑ VPT placement for dual enrollment is based solely upon results. No decision zone exists, meaning that placement is set at the level results reveal. The retest (one time only) is the only opportunity to place higher should a higher placement be the result.
- ❑ Based on testing results, proceed to the next step or schedule a retake of the VPT (testing is allowed twice per 12-month period only: one initial test and one retest).
- ❑ Meet with a high school counselor to schedule dual enrollment courses.

Parents

- ❑ Attend school meetings about dual enrollment for information.
- ❑ Sign parent signature form, making sure both the student name and parent signatures are legible.
- ❑ VPT results are not subject to appeal other than through one available retaking of the test within a 12-month period.

Students and Parents, please read the following information carefully.

Important Note to Students and Parents: The NRCC financial aid office sends letters to students when the office is unable to load data regarding their Free Application For Federal Student Aid (FAFSA). This situation typically affects dual enrollment students in the spring term because they may not have reported their Social Security Number (SSN) when they first started taking dual enrollment classes. If the NRCC computer system cannot match the SSN reported on the FAFSA with a student in the Student Information System (SIS), which NRCC uses, the data goes into "suspense" until such time as students update their SSN with the NRCC Admissions Office.

This letter serves as a reminder to students that the NRCC financial aid office cannot determine their eligibility for aid until this has been corrected. Although a missing SSN is not the only reason the financial aid office may not be able to load the FAFSA data, it is certainly one of the more prevalent reasons. The letter simply notifies students that they must contact the NRCC Admissions Office to update their SSN.

Many students or parents or both often neglect to read the entire letter and think that the student is not enrolled at NRCC, which can be upsetting and confusing. For those who encounter this issue, the best advice is for students to contact the financial aid office so that personnel can assist them with the next step.

Dual Enrollment Check-off Lists

Instructors

- ❑ Submit state application for employment at New River Community College as well as credentialing information:
  --completed Master's Degree in subject area or
  --completed Master's Degree with at least 18 graduate hours in content area
  --include all college transcripts (will need official transcripts for files)
- ❑ Complete a new user account form.
- ❑ Submit all forms required by NRCC, the Virginia Community College System, and the Commonwealth of Virginia. Check with NRCC Human Resources Office for exact requirements (540-674-3600, ext. 3635 or 4313).
- ❑ Follow the NRCC Course Plan, with special attention to the prescribed Student Outcomes. Course plans will be supplied electronically to individual dual enrollment instructors at the start of each semester.
- ❑ Distribute to each student a copy of the NRCC Course Plan and go over in class, preferably at the first meeting.
- ❑ **Verify rosters on first day of class.** Contact the Arts and Sciences office if you have a question.
  * Rosters need to include full names and birthdates. Michelle Melton, dual enrollment coordinator, will enter the data.

Michelle Melton, Dual Enrollment Coordinator
Arts and Sciences
mlmelton@nr.edu; 540-674-3600, ext. 4281
fax # 540-674-3699

- ❑ **Frequently** check throughout the semester NRCC rosters in SIS to match the NRCC roster with the high school roster, especially at the beginning of each semester. The regular roster check will keep rosters at NRCC current and correct.
- ❑ **Immediately** contact the high school guidance office to verify additions or withdrawals. **Waiting until the end of the semester creates difficulty in keeping information current and correct.** The high school guidance office is responsible for contacting the NRCC Arts and Sciences office as soon as a student adds or withdraws from a dual enrollment course.
- ❑ Submit to NRCC a **course syllabus** for each subject area for dual enrollment files, by the end of the first week of class. Be sure the syllabus reflects all contact information, instructor name, and specific assignments that validate alignment with the NRCC Course Plan.
- ❑ Those who use Blackboard need to remember that they cannot use Blackboard for class until students in the class are registered.
- ❑ Distribute course evaluations in a timely fashion, adhering to the printed directions, returning the evaluation packet intact and allowing appropriate time for return to NRCC by the printed deadline. Instructors at schools that are on a block schedule or in some fashion teach both courses in a sequenced course (eg. English Composition, ENG 111 and ENG 112) must administer evaluations for both parts by the deadline for return even though students may not have been in the second course for very long.
  NRCC is held accountable to have an evaluation for every section of every course taught, including lab courses.
- ❑ Submit grades to NRCC as soon **as the course is complete** [generally midpoint in the semester **and at the end of the semester** for schools on a block schedule in which sequenced courses (eg. English 111 and English 112)] and grades are submitted at the individual schools. (A copy of the grade submission process follows.)
- ❑ Once grades are submitted online in PeopleSoft (follow through each step of saving, reviewing, and finalizing), notify NRCC Admissions, specifically Tammy Smith, tsmith@nr.edu, that grades are entered and finalized. Should the process not be complete, NRCC will notify instructors so the process can be completed.
- ❑ Keep in mind that *F* grades require the last date of attendance for the student.
- ❑ Dual enrollment instructors will no longer receive an NRCC email address. NRCC will use instructors' high school email for communication.

NOTE: Security Awareness Training is no longer required.

Dual Enrollment
Steps to Enter Grades

1. Go to www.nr.edu/myaccounts/. Log in using your username and password.

2. Click on VCCS SIS: Student Information System

3. From Self Service click on Faculty Center then Grade Roster

4. Make sure you have the right term

5. Click on the grade roster icon beside each class. Enter grades and click Save when all grades have been entered. W and F grades already on the roster cannot be changed. W grades cannot be entered by faculty.

   ****IMPORTANT STEP****
   If you enter an ***F*** or ***U*** grade (or if an ***F*** or ***U*** grade is already on your roster) you must also enter a last date of attendance before you can SAVE your grades.

6. At the top of the page, change the drop down Approval Status to Ready For Review and Save.

7. After all grades are entered and accurate, use the drop down Approval Status again and change to Approve and Save.

8. If you need to change a grade, select the "Not Reviewed" status, change grade, and Save. Then repeat Steps 8 and 9. Grade changes after the deadline must be submitted to the A&R Office.

9. If you have more than one class go to the bottom of screen and Select Return to go back to your class listing.

10. Continue until all grades have been entered.

11. Send an email to Tammy Smith (tsmith@nr.edu) stating you have APPROVED your grades and list the classes.

12. TO PRINT: Right click, Print

13. A process will be run by Admissions and Records Office that will post ALL grades.

Dual Enrollment

Steps for Accessing Class Roster

1. From NRCC Home Page, click on My Accounts. Once on the My Accounts page, scroll down to "How Do I Use It?" Click on **https://nr.my.vccs.edu** and log in using your username and password. **If you have trouble with your username or password, please contact the Help Desk at 540-674-3600, ext. 4400.**

2. Click on **VCCS SIS: Student Information System**

3. Click on **Self Service** and then **Faculty Center**

4. Select Term (should be **"Current Semester"**)

5. Under **"My Teaching Schedule"** click on the **"Class Roster Icon"** at the end of the row for each class you teach. If you do not see a **"Class Roster Icon"** contact Tammy Smith at 540-674-3600, ext. 4203.

6. If for any reason the roster is not correct, please communicate this with the Guidance Counselor as soon as possible so the roster can be updated.

7. TO PRINT: Right click, Print

Dual Enrollment Check-off Lists

Guidance Office

- ❑ Submit to NRCC a list of all dual enrollment courses to be taught the upcoming semester, both fall and spring, **no later** than **July 1** (can be finalized by August 1) for fall semester and **December 1** for spring semester.
  Include the following:
  --beginning date
  --ending date
  --days and times classes meet
  --instructor name
- ❑ Students cannot be enrolled in a Dual Enrollment class until the following steps are met:
  • Complete an application to NRCC
  • Take the appropriate VPT or be found exempt based on PSAT, SAT scores (ALG 1 SOL, where appropriate)
  • Provide NRCC with a legibly-signed parent signature form
- ❑ Counselors are to submit rosters by email or fax to the Arts and Sciences office for both transfer courses and CTE courses, **by July 1, making additions and deletions as they occur.** NRCC's dual enrollment coordinator will enter the data.
  * Rosters need to include full names and birthdates.
  * Counselors must immediately submit by email to the Arts & Sciences office any changes to class rosters.

Michelle Melton, Dual Enrollment Coordinator
Arts and Sciences
mlmelton@nr.edu; 540-674-3600, ext. 4281
fax # 540-674-3699

School Principals

- ❑ **Once dual enrollment rosters are finalized by division deadline (see following page) and students are enrolled, write a letter of confirmation to NRCC, including the information below.**
  --written on school letterhead
  --giving permission for students to take NRCC dual enrollment classes
  --identifying semester and year
  --naming each individual course and instructor and listing student names for each course
- ❑ **Send the letter to the Division of Arts and Sciences to be placed in the school file.**

All Service Region Schools

- ❑ Submit to NRCC no later than July 1 a list of **all dual enrollment instructors** for the upcoming semester and year, **including, please, the courses they will teach**. August 1 is the date agreed upon in the contract between your school/school district and NRCC, but instructor information is vital to have as soon as possible.

- ❑ NRCC asks that each school designate one individual to be the dual enrollment contact. For example, for the 2018-2019 school year, Montgomery County Schools has designated Ms. Melissa Hipple at the Central Office to be the contact person. Other systems have designated a counselor. NRCC requests that this person be the one to facilitate communications and perhaps other activities related to dual enrollment, such as evaluation distribution and collection, coordinating VPT sessions, and others that may arise. The particulars of this designation can be a discussion between the individual and the Interim Dean of Arts and Sciences for NRCC, Sarah Tolbert-Hurysz, 540-674-3600, ext. 4355, stolbert-hurysz@nr.edu.

2018 - 2019 Dual Enrollment Class List Deadlines

First Semester & Year-Long Courses				
School Division	*Semester Start Date*	*Semester End Date*	***School Division Deadline to NRCC*	*NRCC deadline to VCCS*
Floyd	8/9/2018	12/18/2018	8/21/2018	8/28/2018
Giles	8/27/2018	12/20/2018	9/6/2018	9/13/2018
Montgomery	8/15/2018	12/21/2018	8/24/2018	8/31/2018
Pulaski	8/16/2018	12/20/2018	8/24/2018	8/31/2018
Radford	8/15/2018	12/21/2018	8/24/2018	8/31/2018
SWVGS	8/8/2018	12/19/2018	8/22/2018	8/29/2018

Second Semester Courses ONLY				
School Division	*Semester Start Date*	*Semester End Date*	***School Division Deadline to NRCC*	*NRCC deadline to VCCS*
Floyd	1/3/2019	5/19/2019	1/16/2019	1/23/2019
Giles	1/3/2019	6/4/2019	1/18/2019	1/25/2019
Montgomery	1/7/2019	5/31/2019	1/22/2019	1/28/2019
Pulaski	1/7/2019	5/24/2019	1/18/2019	1/25/2019
Radford	1/10/2019	5/31/2019	1/24/2019	1/31/2019
SWVGS	1/3/2019	5/16/2019	1/11/2019	1/18/2019

***** School Division Deadline Includes:***

NRCC Completed Application
Parent Signature Completed Form
Eligibility: VPT, etc.
Roster Verifcation by Faculty

INSTRUCTOR-COURSE EVALUATION

Instructor: **Course:** 151-03 **ID #:** **Forms**:

Part 1. INSTRUCTOR/COURSE: Darken your responses on this sheet for each item below according to the appropriate scale.

		Never	Sometimes	Usually	Always	Does not apply
1.	Are class presentations informative?	①	②	③	④	⓪
2.	Is class time used effectively?	①	②	③	④	⓪
3.	Is your instructor knowledgeable about the subject?	①	②	③	④	⓪
4.	Is your instructor able to communicate this knowledge (explanations and comments understandable)?	①	②	③	④	⓪
5.	Is your instructor enthusiastic about the subject?	①	②	③	④	⓪
6.	Does your instructor challenge you to think?	①	②	③	④	⓪
7.	Does your instructor direct class activities effectively?	①	②	③	④	⓪
8.	Is your instructor available for appointments during scheduled office hours?	①	②	③	④	⓪
9.	Are you tested on the material you were asked to study?	①	②	③	④	⓪
10.	Is your instructor prepared for class?	①	②	③	④	⓪
11.	Are the handouts and/or PowerPoint presentations for the course helpful?	①	②	③	④	⓪
12.	Do the tests cover a reasonable amount of material?	①	②	③	④	⓪
13.	Are the tests returned within a reasonable amount of time?	①	②	③	④	⓪
14.	Do the tests accurately measure your knowledge of this subject?	①	②	③	④	⓪
15.	Does the instructor demonstrate a responsible attitude toward the development of safety procedures and the care and use of laboratory equipment?	①	②	③	④	⓪
16.	Does the instructor deal with you fairly?	①	②	③	④	⓪
17.	Does the instructor allow you to express and explain differing opinions?	①	②	③	④	⓪
18.	Does the instructor answer questions that you ask?	①	②	③	④	⓪
19.	Does the instructor listen to you?	①	②	③	④	⓪
20.	Is the instructor sensitive to students who fail to understand?	①	②	③	④	⓪
21.	Does the course fulfill the objectives as stated on the course plan?	①	②	③	④	⓪
22.	Does the instructor keep an accurate record of your progress (tests and assignments)?	①	②	③	④	⓪

		Poor	Fair	Good	Excellent
23.	What is your overall evaluation of the faculty member?	①	②	③	④

		Yes	No
24.	Did your instructor explain the course objectives?	①	②

Part 2. STUDENT

Directions: Please provide responses to the following questions:

25.	What grade do you expect in this course?	

		Yes	No
26.	Is this a required course for you?	①	②

27.	How many hours per week are you employed?	

28.	How many credit hours are you taking this semester?	

29. What do you **like BEST** about this course?

30. What do you **dislike MOST** about this course?

31. What changes do you think would make this course better?

32. How would you describe your class attendance?

33. How well do you prepare yourself for the class meetings and assignments?

34. Are you able to give your best effort in this course? If not, why?

New River Community College

Office of the Interim Dean of Arts and Sciences
Sarah Tolbert-Hurysz
540-674-3600, ext. 4355
stolbert-hurysz@nr.edu