

# Dual Enrollment

## STUDENT HANDBOOK



## Welcome!

Welcome to Patrick Henry Community College! We are excited to welcome you to our Patriot Family and the dual enrollment program. Dual enrollment provides an opportunity for qualified high school students to enroll in courses that fulfill both high school and college requirements, thereby enhancing your educational experience. Through dual enrollment, PHCC is able to provide a wide range of transfer and career and technical options for students in our service region.

This handbook provides you with information that will assist you in being a successful dual enrollment student. Our dual enrollment team is dedicated to working with your high school staff to ensure that you have a positive experience while you are a dual enrolled student. We look forward to working with you and to assisting you in meeting your educational goals!

Sincerely,

*Meghan E. Eggleston*

Meghan Eggleston, M.S. Ed.  
Coordinator, Dual Enrollment and Off-Campus Sites

## General Information

The purpose of dual enrollment is to provide an opportunity for qualified high school students to enhance their education by enrolling in courses that allow the students to earn college credit while simultaneously enrolled in high school. It allows them to progress toward their academic goal without having to wait until their high school graduation. Studies show that students who earn college credits while still enrolled in high school out-perform their peers and are more likely to complete a post-secondary credential. Dual enrollment students are able to experience college-level coursework, explore career options, shorten the time required to complete a college degree, and lower the cost of their post-secondary education.

As a PHCC student, dual enrolled students will have full access to the resources and services provided on campus, including:

- Math Lab
- Writing Center
- Tutoring
- Lester Library
- Fitness Facilities
- Online tutoring



## Eligibility

Dual enrollment coursework is restricted to high school juniors and seniors. Exceptions may be considered for outstanding freshman and sophomore students who are able to demonstrate readiness for college coursework. To begin the enrollment process, eligible students should meet with their guidance counselors to discuss their interest in courses identified as part of the dual enrollment contract.

To determine eligibility, students must submit an Application for Admission to Patrick Henry Community College. Once the application is submitted, the students will complete the Virginia Placement Test (VPT) for English and Math. Students must meet college readiness requirements before they can enroll in any dual enrollment course. In addition to placement tests, college readiness can also be met through PSATs, SATs, and Algebra I scores listed in the chart below.

### Admission Criteria for Transfer Courses

	Virginia Placement Test (VPT)	Compass	PSAT	SAT	ACT	SOL
English/Writing	ENG 111	76	N/A	N/A	18	N/A
Reading	ENG 111	81	N/A	N/A	18	N/A
Writing/Reading	ENG 111	N/A	390	480	N/A	N/A
Mathematics*	MTE 1	25	500	530	22	Algebra I - Pass

\*Students enrolling in pre-calculus and/or calculus must meet course pre-requisites including a recommendation for college-level math on the VPT.

### Admission Criteria for CTE Courses

	Virginia Placement Test (VPT)	Compass	PSAT	SAT	ACT	SOL
English/Writing	ENF 1	32	N/A	N/A	18	N/A
Reading	ENF 1	62	N/A	N/A	18	N/A
Writing/Reading	ENF 1	N/A	390	480	N/A	N/A
Mathematics	MTE 1	25	500	530	22	Algebra I - Pass

The placement test is offered multiple times throughout the school year at each high school. Students should check with the high school career coach to determine when the test is offered at the high school. Students may also complete the Virginia Placement Test at the main campus or at our Patrick County Site at DeHart Park. The placement test requires no fee. Students must bring a government-issued photo ID (driver's license, DMV-issued identification card, passport, etc.) to take the test.

**Main Campus, Learning Resource Center (LRC) Testing Center**  
**Patrick County Site, DeHart Park**

**(276) 656-0358**  
**(276) 694-8778**

## Student Email and Canvas Access

Dual Enrollment students at PHCC are assigned an EMPLID (student ID number) and are provided a username to access Canvas. Students can access their email and student account by visiting the college's website at [www.patrickhenry.edu](http://www.patrickhenry.edu). Once there, the students choose "MyPHCC" at the top of page. If it is the students' first time logging in and they don't remember the temporary password or username, the students simply click the link that says "Forgot Username" or "Forgot Password." The students can also visit their high school career coach's office to get assistance with logging in.

## Transferability of Courses

Most four-year institutions readily accept community college credits; however, transferability varies by college/university and sometimes between departments within the same college/university. Students can always research their course selections by visiting the senior institution's website. Most four-year institutions have a transfer guide on their websites with this information, or students can contact their admissions offices directly. Most schools require at least a "C" or better in order to award transfer credit for any course.

## Adding and Dropping Classes

PHCC representatives visit each school within the first ten days of a new semester. Representatives visit each dual enrolled class to register students and to answer any questions they may have. The students will complete and sign a registration form for the courses they wish to receive dual credit. **If students change their schedules after the registration form is completed, it is THEIR responsibility to notify the dual enrollment office, so they may be dropped from the course without penalty.** All changes must be made within one week of registration. Students may not drop the dual enrollment credit and remain in the classroom; they **must** switch to a non-dual enrolled course.

## Withdrawing from a Class

After the add/drop period but within the first 60% of a semester, students may withdraw from a course without academic penalty. The students will receive a grade of "W" for each withdrawn course. Before withdrawing from a course, the students should talk to their school counselor and/or high school career coach about the impacts of withdrawing and to ensure the course is not a pre-requisite for another course the students wish to take in the future. **If the students still wish to withdraw, they should notify the Coordinator of Dual Enrollment at [meggleston@patrickhenry.edu](mailto:meggleston@patrickhenry.edu).**

## Attendance Policy

Students enrolled at PHCC are expected to attend all classes and to notify the instructor when absences are necessary. Students are responsible for all materials, homework, tests, and other assignments missed due to absences from classes. Attendance at all scheduled class times is a critical component necessary to being successful in college courses.

## Grading System

PHCC utilizes a 10-point grading scale to report grades. Instructors report student performance by a letter grade as described below. PHCC does not mail report cards at the end of the semester. Students can log in to their student account via MyPHCC once grades are posted to view their final grades for any given semester.

A (100-90) Excellent	4 grade points per credit
B (89-80) Good	3 grade points per credit
C (79-70) Average	2 grade points per credit
D (69-60) Poor	1 grade point per credit
F (59 and below) Failure	0 grade point per credit

**Important:** Some courses have individual course pre-requisites. For example, ENG 111 must be successfully completed before students can enroll in ENG 112. In the event the courses both fall within the same semester, a grade will be assigned for *each* course. Grades will *not* be averaged to result in one grade.

For dual enrollment classes taught on the main campus, grades are also reported to the high school to be reflected on the students' report card each grading period. Grades are *not* reported to the high school when the student enrolls in a web-based course. The student will need to access their final college grade via MyPHCC.

## **Transcripts**

A transcript is a copy of the student's permanent academic record. Students may access an **unofficial** copy of their transcripts at any time by logging into the Student Information System (SIS) via MyPHCC. An **official** transcript includes the PHCC seal and is mailed or electronically delivered to other educational institutions upon request from the students. Paper transcripts are mailed at no charge. Students may request them by completing the transcript request form and submitting it to the Registrar's Office. For students wishing to have a quicker delivery, they can visit [www.parchment.com](http://www.parchment.com) and request the transcript to be delivered electronically. A \$3.00 charge for each transcript when sent via Parchment will apply.

## **Evaluation of Faculty**

All students are asked to evaluate their instructors each semester. Students complete the evaluation online via their course in Blackboard. The evaluation is reviewed at the end of each semester and changes are made for upcoming semesters to ensure that future students get the best academic experience possible.

## **Enrollment in Traditional College Courses (outside the Dual Enrollment Contract)**

In some instances, students may be interested in enrolling in a course that is not part of PHCC's dual enrollment contract with the local school divisions. The same admission requirements apply, but students should contact the Dual Enrollment Coordinator to enroll. Additional paperwork is necessary. Students are responsible for all tuition, fees, and textbooks associated with taking a course outside of the dual enrollment offerings.

## **Student Conduct**

Students are expected to conform to the standards set forth by both PHCC and their high school at all times. All rules and regulations that apply to students while at the high school also apply to the students while on PHCC's campus. Additionally, students must also follow all PHCC policies and procedures, including standards for dress, safety and student conduct. All student discipline issues will be reviewed by the high school and PHCC. Students are subject to discipline from both institutions.

## **Academic Honesty**

Patrick Henry Community College will not tolerate any form of dishonesty, including cheating and plagiarism. Students may be requested to sign a pledge on their work, such as the one listed below. Students found to be in violation may receive a 0% on the assignment and additionally may be dismissed from the college.

**Pledge:** On my honor, I have neither given nor received aid on this assignment, test or exam.

## Students with Disabilities

PHCC is committed to ensuring students with documented disabilities have the opportunity to take part in educational programs and services in accordance with the requirements of the Americans with Disabilities Act (ADA) of 1990 and section 504 of the Rehabilitation Act of 1973. Students seeking accommodations should contact (276) 656-0257.

*Patrick Henry Community College is a part of the Virginia Community College System and adheres to the standards set forth for the system. All student rights and responsibilities are outlined in the student handbook section of the college catalog and can be found under the heading of "Statement of Student Rights & Responsibilities."*

## Contacts at the High Schools

**Ms. Cherica Williams, M.S.Ed.**

Career Coach, Bassett High School

[cwilliams@patrickhenry.edu](mailto:cwilliams@patrickhenry.edu)

**Mrs. Christy Lester, M.S.Ed.**

Career Coach, Martinsville High School

[clester@patrickhenry.edu](mailto:clester@patrickhenry.edu)

**Mrs. Alyssa Rorrer, B.A.**

Career Coach, Magna Vista High School

[arorrer@patrickhenry.edu](mailto:arorrer@patrickhenry.edu)

**Mrs. Dianne Hughes, M.S.Ed.**

Career Coach, Patrick County High School

[dhughes@patrickhenry.edu](mailto:dhughes@patrickhenry.edu)

## PHCC Resources

**Mrs. Meghan Eggleston, M.S.Ed.**

Coordinator, Dual Enrollment & Off Campus Sites

[meggleston@patrickhenry.edu](mailto:meggleston@patrickhenry.edu)

(276) 656-0285

**Ms. Ashley Hughes**

Dual Enrollment Support Specialist

[ahughes@patrickhenry.edu](mailto:ahughes@patrickhenry.edu)

(276) 656-0290

## PHCC Offices

Main Number	(276) 638-8777
Lester Library	(276) 656-0228
DisAbility Services	(276) 656-0257
Testing Center	(276) 656-0358
Admissions	(276) 656-0301
Registrar	(276) 656-0312
Patrick County Site	(276) 694-8778

*Patrick Henry Community College is accredited by the Commission on Colleges of Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia, 3003-4097 or call (404) 679-4501) to award associate degrees and certificates.*