Student Handbook

DUAL TO DEGREE WITH SVCC

Success

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YOUR STUDENT SUCCESS PLAN STARTS

NOW
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 book is a series of short documents showing students and parents how to use key policies, programs, and resources to help both students achieve their educational goals through dual enrollment at SVCC. This could be a traditional general education Associate Degree or a Career and Technical Education Career Readiness Certificate. Should this be of interest you should discuss these interests with the guidance counselors at your high school. 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 Southside Virginia Education Center in Emporia.

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
Table I.
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:
Take Home a SVCC Application and complete it with your Parent/Guardian. Ensure your Parent/Guardian signs on pages 4 and 6, and that all parts of the application are properly and correctly filled out.

Step 2:
Take the completed Application to your Guidance counselor to be turned into 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 guidance 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. ***
THE VIRGINIA PLACEMENT TEST (VPT)

THE ENGLISH PORTION OF THE TEST HAS TWO SECTIONS:
- 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 auto correct 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 SECTIONS:

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

RESOURCES:
- PurpleMath.com
- MathTV.com
- Virginia Community College "VPT Math Site"
  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

<table>
<thead>
<tr>
<th></th>
<th>VPT</th>
<th>PSAT</th>
<th>SAT</th>
<th>ACT</th>
<th>SOL</th>
</tr>
</thead>
<tbody>
<tr>
<td>English/Writing</td>
<td>ENG 111</td>
<td>50</td>
<td>500</td>
<td>21</td>
<td>N/A</td>
</tr>
<tr>
<td>Reading</td>
<td>ENG 111</td>
<td>50</td>
<td>500</td>
<td>21</td>
<td>N/A</td>
</tr>
<tr>
<td>Mathematics</td>
<td>MTE1</td>
<td>52</td>
<td>520</td>
<td>22</td>
<td>Algebra I - Pass</td>
</tr>
</tbody>
</table>

#### II. Admission Criteria for CTE Courses

<table>
<thead>
<tr>
<th></th>
<th>VPT</th>
<th>PSAT</th>
<th>SAT</th>
<th>ACT</th>
<th>SOL</th>
</tr>
</thead>
<tbody>
<tr>
<td>English/Writing</td>
<td>ENF 1</td>
<td>50</td>
<td>500</td>
<td>21</td>
<td>N/A</td>
</tr>
<tr>
<td>Reading</td>
<td>ENF 1</td>
<td>50</td>
<td>500</td>
<td>21</td>
<td>N/A</td>
</tr>
<tr>
<td>Mathematics</td>
<td>MTE1</td>
<td>52</td>
<td>520</td>
<td>22</td>
<td>Algebra I - Pass</td>
</tr>
</tbody>
</table>

#### III. Admission Criteria for MTH 163 and higher

<table>
<thead>
<tr>
<th></th>
<th>VPT</th>
<th>PSAT</th>
<th>SAT</th>
<th>ACT</th>
</tr>
</thead>
<tbody>
<tr>
<td>English/Writing</td>
<td>ENG 111</td>
<td>50</td>
<td>500</td>
<td>21</td>
</tr>
<tr>
<td>Reading</td>
<td>ENG 111</td>
<td>50</td>
<td>500</td>
<td>21</td>
</tr>
<tr>
<td>Mathematics</td>
<td>MTE9</td>
<td>52</td>
<td>520</td>
<td>22</td>
</tr>
</tbody>
</table>

### COURSES YOU CAN TAKE BASED OFF YOUR PLACEMENT SCORES

We are willing to bet half of you are looking up at that chart above going what in the world does all of that mean? So let us try and make it a little easier to decipher just what the above chart means in terms of what you are allowed to take based off the score you receive.

- **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
    - 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
    - Advanced Manufacturing Technology Courses
    - Welding Courses
    - HVAC Courses
    - Precision Machinery Courses
    - Business and Finance Courses
    - Criminal Justice Courses
    - Culinary Arts Courses
    - Truck Driving Courses
The third chart: III. Criteria for MTH 163 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 163

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.

“It is strongly suggested that each and every student do a review of the VPT test via the recourses the Dual Enrollment office or school provides before they test. Additional resources are available through the SVCC website. This can only add to the students’ success once they take the test. Remember with Placement Tests there is no ‘Passing’ or ‘Failing,’ - there is only ‘Placing.’”

Table 3:
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 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 feel free to 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 course work 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 in 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

The Role of the High School is to
- Support the offering of Dual Enrollment 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 of degrees
It is vital that you contact your guidance 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 schools servicing 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 student registered

The first place to stop for questions and advice is your base school’s guidance 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.
Table 4:
SVCC POLICIES

SVCC GRADING SCALE

Students are graded on a 10-point scale
- A  90-100
- B  80-89
- C  70-79
- D  60-69
- F  Below 59

***Please Note your schools Grading Policies for any unsatisfactory grades you may receive***

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 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:

- John H. Daniel Campus: Melissa Wood
  434-736-2070
  melissa.wood@southside.edu

- Christanna Campus: 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.

SAFE ASSIGN

Safe Assign is an educational tool, 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. ***
Table 5: IMPORTANT INFORMATION, CONTACT NUMBERS & RESOURCES

DUAL ENROLLMENT OFFICE CONTACT INFORMATION

OUR DUAL ENROLLMENT SERVICE AREAS

<table>
<thead>
<tr>
<th>CHRISTANNA CAMPUS:</th>
<th>JOHN H DANIEL CAMPUS:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brunswick Academy</td>
<td>Amelia County High School</td>
</tr>
<tr>
<td>Brunswick Senior High School</td>
<td>Buckingham County High School</td>
</tr>
<tr>
<td>Greensville County High School</td>
<td>Randolph Henry High School</td>
</tr>
<tr>
<td>Bluestone Senior High School</td>
<td>Cumberland High School</td>
</tr>
<tr>
<td>Park View Senior High School</td>
<td>New Life Christian Academy</td>
</tr>
<tr>
<td>Nottoway High School</td>
<td>Halifax County High School</td>
</tr>
<tr>
<td>Kenston Forest School</td>
<td>Central Senior High School</td>
</tr>
<tr>
<td>Lake Country Advanced Knowledge Center</td>
<td>Prince Edward County High School</td>
</tr>
<tr>
<td>Amelia/Nottoway Vo-Tech Center</td>
<td></td>
</tr>
</tbody>
</table>

Christanna Campus Contact Information:

Lisa Jordan  
Interim Dual Enrollment Coordinator  
Office: (434) 949-1021  
Fax: (434) 949-6619  
Lisa.jordan@southside.edu

Vitorria Williams  
Education Support Specialist II  
Office: (434) 949-1077  
Vitorria.williams@southside.edu

Loralye Aponte  
Education Support Specialist II  
Office: (434) 949-1000 ext. 3025  
Loralye.aponte@southside.edu

John H Daniel Campus Contact Information:

Laurie Michaelson  
Dual Enrollment Coordinator  
Office: (434) 736-2080  
Fax: (434) 736-2082  
Laurie.michaelson@southside.edu

Judith L. Reece  
Dual Enrollment Specialist  
Office: (434) 736-2144  
judy.reece@southside.edu

Christine West  
Dual Enrollment Specialist  
Office: (434) 736-2177  
Christine.west@southside.edu

TECHNOLOGY

Many of the components of this course are posted and conducted on Blackboard. 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 Blackboard use:

- Java Virtual Machine (only needed to use the Virtual Classroom Feature) - http://www.java.com/en/download/manual.jsp

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) 949-2059

**BLACKBOARD ASSISTANCE**
- Contact Number: (434) 949-1042

***PLEASE NOTE THAT SEVERAL RESOURCES ARE AVAILABLE TO SVCC dual enrollment students through Blackboard, such as SmartThinking online tutoring, and free download of Microsoft Office 365.***

**REMEDICATION**

**THE COMPREHENSIVE LEARNING CENTER**

The Comprehensive Learning Center (CLC) 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 CLC 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 CLC 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 CLC services.

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

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

**Keysville Comprehensive Learning Center**
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: [http://southside.edu/comprehensive-learning-center#sthash.5ZQD4Sqy.dpuf](http://southside.edu/comprehensive-learning-center#sthash.5ZQD4Sqy.dpuf)***
APPENDICES
APPENDIX I:
SVCC DUAL ENROLLMENT STUDENT SUCCESS PLAN

SVCC Dual Enrollment Student Success Plan
Associate in Arts and Science Degree – General Studies

Major Coursework

<table>
<thead>
<tr>
<th>Prefix</th>
<th>No.</th>
<th>Course Title</th>
<th>Credits</th>
<th>Grade</th>
<th>Term</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>SDV</td>
<td>100</td>
<td>College Success Skills</td>
<td>1.00</td>
<td>A</td>
<td>Fall 2015</td>
<td>Complete</td>
</tr>
</tbody>
</table>

Alternate Course List

*** Credits Required: 61.00

General Studies Major requirements:
1. All courses must be from disciplines within the following categories:
   - College Success Skills
   - College Composition I
   - College Composition II
   - Introduction to Computer Applications & Concept
   - History or Social Science Elective
   - Social Science Approved Elective
   - College Math I AND College Math II
   - Science with Lab I AND Science with Lab II
   - Health, Physical Education, or Recreation
   - Literature Elective I AND Literature Elective II
   - Humanities Approved Elective
   - General Elective

*** GPA: 2.000 required

Guide to your Dual to Degree Student Success Plan:

Step 1. Go ahead and make a plan for yourself. You can print this page off and make more copies before you write on it if need be. This is your success plan, and this is what it was created to help you do!

Step 2. Once you have your plan in place, it wouldn’t hurt to have your parents/guardians, and guidance counselors at your high school look it over. This can only ensure you’re on the right path!! If you still want more advice feel free to request an advisement appointment with the Dual Enrollment Coordinator.

Step 3. Find out what courses your High School offers that are within your Major Coursework. Compare them to the Components of your Degree Plan to ensure you have accounted for all the courses to get you on your way towards your Degree or CTE.

Step 4. Enroll into your courses, be confident, work hard, and be proud of yourselves because you are well on your way towards your certification or Degree with SVCC. You can do it!!!
## APPENDIX II:
### COMPONENTS OF GENERAL STUDIES DEGREE

## Associate in Arts and Science Degree – General Studies

<table>
<thead>
<tr>
<th>DISCIPLINE</th>
<th>CREDITS</th>
<th>COURSES THAT WILL SATISFY REQUIREMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>College Success Skills</td>
<td>1.00 Credits Needed</td>
<td>SDV 100 or SDV 101</td>
</tr>
<tr>
<td>College Composition I</td>
<td>3.00 Credits Needed</td>
<td>ENG 111</td>
</tr>
<tr>
<td>College Composition II</td>
<td>3.00 Credits Needed</td>
<td>ENG 112</td>
</tr>
<tr>
<td>Introduction to Computer Applications &amp; Concept</td>
<td>3.00 Credits Needed</td>
<td>ITE 115</td>
</tr>
<tr>
<td>History or Social Science Elective</td>
<td>6.00 Credits Needed</td>
<td>Any HIS 200 series, Any PLS 200 series, Any SOC 200 series, Any HIS 100 series, Any PSY 100 series, Any PSY 200 series, Any ECO 100 series, Any ECO 200 series, Any PLS 1## series, Any SOC 100 series, Any SOC EEE series, Any HIS EEE series</td>
</tr>
<tr>
<td>Social Science Approved Elective</td>
<td>6.00 Credits Needed</td>
<td>Any HIS 200 series, Any PLS 200 series, Any SOC 200 series, Any HIS 100 series, Any PSY 100 series, Any PSY 200 series, Any ECO 100 series, Any ECO 200 series, Any PLS 1## series, Any SOC 100 series, Any SOC EEE series, Any HIS EEE series</td>
</tr>
<tr>
<td>College Math I AND College Math II</td>
<td>6.00 Credits Needed</td>
<td>MTH 151, MTH 152, MTH 163, MTH 164, MTH 175, MTH 176, MTH 177, MTH 178, MTH 241, MTH 273, MTH 274, Any MTH EEE series</td>
</tr>
<tr>
<td>Science with Lab I AND Science with Lab II</td>
<td>8.00 Credits Needed</td>
<td>BIO 101, BIO 102, BIO 110, BIO 120, BIO 150, Any Bio 200 series, Any CHM 100 series, Any CHM 200 series, Any PHY 200 series, Any GOL 100 series, Any GOL 200 series, Any NAS 100 series, Any NAS 200 series, Any PHY 100 series, Any BIO EEE series, Any CHM EEE series, Any GOL EEE series</td>
</tr>
<tr>
<td>Health, Physical Education, or Recreation</td>
<td>1.00 Credits Needed</td>
<td>Any HLT 100 series, Any HLT 200 series, Any PED 100 series, Any PED 200 series, Any PED EEE series, Any HLT EEE series</td>
</tr>
<tr>
<td>Literature Elective I AND Literature Elective II</td>
<td>6.00 Credits Needed</td>
<td>ENG 241, ENG 242, ENG 243, ENG 244, ENG 250, ENG 251, ENG 252, ENG 253, ENG 254</td>
</tr>
<tr>
<td>Humanities Approved Elective</td>
<td>6.00 Credits Needed</td>
<td>Any ART 100 series, Any ART 200 series, Any ENG 200 series, Any FRE 100 series, Any FRE 200 series, Any HUM 100 series, Any HUM 200 series, Any MUS 100 series, Any MUS 200 series, Any PHI 100 series, Any PHI 200 series, Any REL 100 series, Any REL 200 series, Any SPA 100 series, Any SPA 200 series, Any SPD 100 series, Any SPD 200 series, Any HUM EEE, Any CST 100 series, Any CST 200 series, Any REL EEE series, Any MUS EEE series</td>
</tr>
<tr>
<td>General Elective</td>
<td>12.00 Credits Needed</td>
<td>BUS 241, BUS 242, Any ART 200 series, Any ENG 200 series, Any HIS 100 series, Any HIS 200 series, Any HUM 100 series, Any HUM 200 series, Any MUS 100 series, Any MUS 200 series, Any PHI 100 series, Any PHI 200 series, Any PLS 200 series, Any PSY 200 series, Any SOC 200 series, Any REL 200 series, Any SCM 100 series, Any SCM 200 series, Any SPD 200 series, Any ECO 200 series, Any FRE 100 series, Any FRE 200 series, Any SPA 100 series, Any SPA 200 series, Any ACC 200 series, Any MTH 200 series, Any BIO 100 series, Any BIO 200 series, Any CHM 100 series, Any CHM 200 series, Any GEO 200 series, Any GOL series, Any GOL 200 series, Any NAS 100 series, Any NAS 200 series, Any PHY 200 series, Any ART 100 series, Any MKT 100 series, Any CST 100 series, Any ITE 100 series, Any ITE 200 series, Any ASL 100 series, Any ASL 200 series, Any PSY 100 series, Any ITE 200 series, Any ENG 100 series, Any EDU 100 series, Any EDU 200 series, Any ENV 100 series, Any MUS EEE series, Any ITE EEE series</td>
</tr>
</tbody>
</table>

*** Please be sure to consult your High School Guidance Department about what SVCC Dual Enrollment courses they offer towards your Dual to Degree with SVCC Plan. Not all the high schools offer all the courses ***
APPENDIX III:
SVCC DUAL ENROLLMENT CTE STUDENT SUCCESS PLAN

Student Name _____________________________________________  SVCC Student ID Number ________________________

SVCC Dual Enrollment CTE Student Success Plan

Name of your Career and Technical Program - ____________________________

Major Coursework

<table>
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<tr>
<th>Prefix</th>
<th>No.</th>
<th>Course Title</th>
<th>Credits</th>
<th>Grade</th>
<th>Term</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>SDV</td>
<td>100</td>
<td>College Success Skills</td>
<td>1.00</td>
<td>A</td>
<td>Fall 2015</td>
<td>Complete</td>
</tr>
</tbody>
</table>

Total = (____) credits

Alternate Course List

*** Credits Required: ____

Major requirements:

2. All courses must be from disciplines within the following categories:

- __________________________________________
- __________________________________________
- __________________________________________
- __________________________________________
- __________________________________________
- __________________________________________
- __________________________________________

*** GPA: ____ required

*** You will have to ensure you write in **ALL** the requirements for your CTE Program of choice for your Student Success Plan. There are many to choose from. Assistance is always available by contacting the Dual Enrollment Office. ***
APPENDIX IV:
DUAL ENROLLMENT FAQ’S

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 guidance 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 guidance 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 guidance 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 - SVCC Online. To view or print a copy of the grades, students login to 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 login to SVCC On-Line 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 the time comes that the program requirements are fulfilled for a certificate or degree, the SVCC dual enrollment office will contact the respective schools to ensure that the graduation applications are completed in a timely manner during the spring of that particular year. If you have any question about whether the requirements have been reached, please contact your school guidance counselor first. Registration varies between the high School and SVCC causing a delay in the information available. 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 link will be posted on the SVCC website which will provide more information, including the purchase of cap-and-gown.
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.

Sample District Policy Attachment

**All students in the Dual Enrollment Program will attach the agreement below, along with a signature to all rough and final drafts of papers.

CERTIFICATE OF HONOR

I certify that the attached assignment is my original work. I am familiar with, and acknowledge the Honor Code. I have identified the sources of all information by using quotations or by paraphrasing. I have also listed my references. Along with citations and reference listings, I have used quotation marks to identify quotations. Nothing in this assignment violates copyright laws. My name below certifies that I agree to abide by the Honor Code stated.

STUDENT NAME: ________________________________

STUDENT SIGNATURE: __________________________

TEACHER: ________________________________

DATE: ________________________________
APPENDIX VI:
CERTIFICATE OF HONOR

**All students in the Dual Enrollment Program will attach the agreement below, along with a signature to all rough and final drafts of papers.

DUAL TO DEGREE WITH SVCC POLICY HANDBOOK
CERTIFICATE OF HONOR

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: _________________________________________________