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All Service Region Schools

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ENROLLMENT

Handbook

2014-2015

NEW RIVER
Community College

DUAL ENROLLMENT

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.
- Students must meet or exceed college placement requirements as listed below.**
 - ** Passing the Algebra SOL exempts students from taking the Virginia Placement Test in Math **only** for those **not** attempting to enroll in pre-calculus or a higher math.
 - ** Students wishing to take pre-calculus or a higher math must take the VPT unless they score at or above in math in the measures listed below.

Admission Criteria for Transfer Courses							
	Virginia Placement Test (VPT)	COMPASS	ASSET	PSAT	SAT	ACT	SOL
English / Writing	English 111	76	43	50	500	21	N/A
Reading	English 111	81	42	50	500	21	N/A
Mathematics	MTE 1	25	33	52	520	22	Algebra I - Pass
Admission Criteria for CTE Courses							
	Virginia Placement Test (VPT)	COMPASS	ASSET	PSAT	SAT	ACT	SOL
English / Writing	ENF	32	35	50	500	21	N/A
Reading	ENF	62	35	50	500	21	N/A
Mathematics	MTE 1	25	33	52	520	22	Algebra I - Pass

Dual Enrollment Check-off Lists

Students

- 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 above chart(s) 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 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 for which the student is qualified to take.

Parents

- Attend school meetings about dual enrollment for information.
- Sign parent signature form, making sure **both** the student name and parent signatures are legible. (See page 8.)
- 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 this point 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
- ❑ 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).
- ❑ Follow the NRCC Course Plan, with special attention to the prescribed Student Outcomes. Course plans will be supplied electronically to individual dual enrollment schools 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.
- ❑ **Regularly** closely check throughout the semester NRCC rosters in SIS to coordinate the NRCC roster with the high school roster, **especially at the beginning of each semester.**
- ❑ Report **immediately** to NRCC any **additions to** or **withdrawals from** any dual enrollment class. The regular roster check will help keep rosters at NRCC current and correct. In addition, check with the guidance office to verify additions or withdrawals.
- ❑ 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.
- ❑ **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 date of the last attendance of the student.
- ❑ All dual enrollment instructors receive an **NRCC email address.** *Instructors should check that email on a regular basis and use that email to communicate with NRCC.* Contact the help desk at NRCC to solve any problems with email, 540- 674-3600, ext. 4400.
- ❑ Complete **MOAT** training as soon as possible upon notification. Certification is mandatory to teach NRCC courses. Should difficulty arise at any point of the certification, including the login, contact the help desk, nr4help@nr.edu or 540-674-3600, ext. 4400.

Dual Enrollment Steps to Enter Grades

1. From NRCC Home Page click on My Accounts. Click on Access all four with one login! 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 e-mail 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 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 15 for fall semester and December 1 for spring semester.** Include the following:
 - beginning date
 - ending date
 - days and times classes meet
- ❑ Submit rosters by email or fax to the Arts and Sciences office for both transfer courses and CTE courses, **by the end of the first week of classes.** The full-time administrative assistant will enter or pass the information to the part-time administrative assistant, who is yet unnamed and who will enter the data.

Linda Brizendine, Full-time Administrative Assistant, Arts and Sciences
lbrizendine@nr.edu; 540-674-3600, ext. 3611
fax # 540-674-3642
- ❑ **Immediately** contact NRCC Admissions office and the Arts and Sciences Office if a student adds or withdraws from a dual enrollment course. Waiting until the end of the semester creates difficulty in keeping information current and correct.

School Principals

- ❑ Once dual enrollment rosters are set 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 by **August 1** a list of all dual enrollment instructors for the upcoming semester and year, including, please, the courses they will teach. The August 1 date is the date agreed upon in the contract between your school/school district and NRCC.
- ❑ NRCC asks that each school designate one individual to be the dual enrollment contact; For example, for the 2014-2015 school year, Montgomery County Schools has a counselor at each of its high schools who is the contact person. 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 Dean of Arts and Sciences for NRCC, Dr. Janice Shelton, 540-674-3600, ext. 4316, jshelton@nr.edu.

Sample Parent Signature Page

** EMPL ID is the student's NRCC ID, assigned once the student has applied to the college.

	<p><i>A signature is required</i></p> <p>FROM THE NEW RIVER COMMUNITY COLLEGE ADMISSIONS AND RECORDS OFFICE</p> <p>We have received your application for dual enrollment with your high school and New River Community College. The signature of a parent or guardian is required for applicants who are dual enrolled. Please return the signed form promptly in the envelope provided.</p> <p>Applicant's Name: (Please Print) _____</p> <p style="text-align: center;">First Full Middle Last</p> <p>Applicant's EMPL ID (if known) or Social Security Number: _____</p> <p>Parent/Guardian Signature: _____</p> <p style="text-align: center;">Please complete and return promptly.</p>
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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	⑤
2. Is class time used effectively?	①	②	③	④	⑤
3. Is your instructor knowledgeable about the subject?	①	②	③	④	⑤
4. Is your instructor able to communicate this knowledge (explanations and comments understandable)?	①	②	③	④	⑤
5. Is your instructor enthusiastic about the subject?	①	②	③	④	⑤
6. Does your instructor challenge you to think?	①	②	③	④	⑤
7. Does your instructor direct class activities effectively?	①	②	③	④	⑤
8. Is your instructor available for appointments during scheduled office hours?	①	②	③	④	⑤
9. Are you tested on the material you were asked to study?	①	②	③	④	⑤
10. Is your instructor prepared for class?	①	②	③	④	⑤
11. Are the handouts and/or PowerPoint presentations for the course helpful?	①	②	③	④	⑤
12. Do the tests cover a reasonable amount of material?	①	②	③	④	⑤
13. Are the tests returned within a reasonable amount of time?	①	②	③	④	⑤
14. Do the tests accurately measure your knowledge of this subject?	①	②	③	④	⑤
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	⑤
16. Does the instructor deal with you fairly?	①	②	③	④	⑤
17. Does the instructor allow you to express and explain differing opinions?	①	②	③	④	⑤
18. Does the instructor answer questions that you ask?	①	②	③	④	⑤
19. Does the instructor listen to you?	①	②	③	④	⑤
20. Is the instructor sensitive to students who fail to understand?	①	②	③	④	⑤
21. Does the course fulfill the objectives as stated on the course plan?	①	②	③	④	⑤
22. Does the instructor keep an accurate record of your progress (tests and assignments)?	①	②	③	④	⑤
	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?	
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		Yes	No
26.	Is this a required course for you?	①	②

27.	How many hours per week are you employed?	
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28.	How many credit hours are you taking this semester?	
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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 Dean of Arts and Sciences

Dr. Janice Shelton

540-674-3600, ext. 4316

jshelton@nr.edu