

Dual Credit Enrollment

Dual credit is an option offered by Treasure Valley Community College (TVCC) that allows eligible high school students to earn CTE college credit as well as high school juniors and seniors to take TVCC classes taught online, on campus, or in the high school for college credit as well as for high school credit.

According to Dual Credit Policy Guidelines adopted by the Higher Education Coordinating Commission (HECC), students receiving dual credit from TVCC can expect that participating in accelerated learning are usually starting on a pathway to a college degree or certificate. These programs aim to provide bridges that support and encourage a college-going culture and reduce gaps in college access and academic achievement. They can smooth the transition into a college or university by enabling high school students to successfully earn college credit and better prepare for postsecondary expectations.

TVCC does not limit the number of dual-credit courses that may be used for the completion of a certificate or associate degree.

Dual-credit academic and technical courses are of the same rigor and quality as all other College courses. Instructors of dual-credit courses meet the same standards required of TVCC instructors. College texts and syllabi are followed for dual-credit courses.

Responsibilities for enrolling students shall be shared by the Public School District and TVCC as follows:

1. The high school will complete a pre-enrollment of high school classes, identify students interested in the Dual Credit program, and set a schedule with TVCC.
2. TVCC dual credit coordinators/advisors will assist to advise, screen, test, and enroll students in appropriate Dual Credit classes.
3. Dual credit students must follow the same academic and registration policies as all other students at TVCC with some allowance for the scheduling difference of local high school academic calendars.

Student Requirements for Dual Credit Admission:

1. All applicants must submit an Application for Admission. Students can complete an online application at <http://tiny.cc/tvccDCapp>.
2. Satisfactory completion of course prerequisites, if applicable.
3. Completion of enrollment form with TVCC Dual Credit Coordinator/Advisor.
4. Transcript and appropriate placement test score information must accompany enrollment form.
5. Full payment or payment plans in step prior to enrollment.
6. In order to be eligible for dual credit courses, including career and technical education (CTE) courses, all prospective dual credit students must meet the same requirements for placement into individual courses, (e.g., English or mathematics) as those required of on-campus students.
7. In addition to the requirements listed above, students in the 11th and 12th grades interested in dual credit must also meet additional criteria:
 - a. Students in the 11th and 12th grades with an overall minimum grade point average of

3.0 (on a 4.0 scale) are eligible with the completion of the dual credit enrollment form including approval of a high school counselor or principal.

- b. Students in the 11th and 12th grade with a GPA less than 3.0 may also be approved with the above criteria and an appeal form approved by the dual credit coordinator.

Cost of Designated Fees and Tuition

Oregon resident CTE course:	FREE
Oregon resident Coll Cred:	\$45 per credit
Oregon Resident College choice:	\$45 per credit
Out of state students:	\$65 per credit

Fees are due and payable with enrollment form on the first day of class. If full payment is not included a payment plan can be set up through the Student Services Office.

Payments will be accepted throughout the term, however, students will need to have a zero balance to enroll for courses the following term.

Table 1. Total cost per Credit Hour for Dual Credit Course

Idaho Students:

Advanced opportunity funds may be used for any credit bearing course from TVCC. Each schools Advanced Opportunities officer should be contacted to ensure proper agreements are in place as well as receiver proper information regarding that particular school's requirements for advanced opportunity registration. More information on Advanced Opportunities can be found at:

<https://www.sde.idaho.gov/student-engagement/advanced-ops/>

Other states:

\$65 per credit for any course. Arrangements must be made in advance if the school or an outside party is paying the bill, otherwise, each individual student is billed in accordance with TVCC policy.

Oregon Residents:

College Choice is a program that offers students the opportunity to enroll in courses with seats available on TVCC campus or offered through online learning. Registration is not open until two weeks prior to the start of the term. **Coll-Cred** is offered at the local high school and taught by a high school instructor but endorsed for college credit by TVCC faculty. Both College Choice and Coll-Cred are offered at a reduced tuition amount of \$45 per credit to qualifying students. **CTE college credit** courses are FREE of cost but similar to Coll-Cred in that a high school teacher must be endorsed by a TVCC faculty member and students meet the same requirements to register for the course as the students on TVCC campus are required to meet.

Refund Policy

Tuition and fees may be refunded according to the following policy based on a 12-week quarter. Refunds for other course offerings will be prorated accordingly.

- 100% refund: Official withdrawal initiated by the student through the Student Affairs Office within the first week of enrollment for all terms.
- **No refund:** Withdrawals after the first week of the term.

- In the event of extreme extenuating circumstances and with proper written documentation, a partial or total refund may be granted to a student beyond the standard refund terms. Such refund requests will be reviewed by the Vice President of the College and a determination made on a case-by-case basis.

Dropping Classes

Students may drop classes until two weeks after TVCC representatives attend the high school for dual credit enrollment. A student may drop classes by contacting the Student Services Office and completing a drop form, which clearly states the course(s) to be dropped and the date the student last attended the course(s). The student's official transcript will reflect the dropped course as a "W."

How To Officially Withdraw From Class(es)

Obtain a drop form from TVCC Dual Credit Coordinator. Present the completed form to the Director of Dual Credit, Recruitment & Special Events. Email the signed copy of the form to soester@tvcc.cc or dkoehler@tvcc.cc for processing.

Attendance

Students enrolled in a Dual Credit class at their high school will be subject to the attendance policy of their high school district. Students enrolled in a Dual Credit class at TVCC will be subject to the attendance policy of TVCC.

Student College ID'S

All dual credit students are issued a TVCC student ID which allows them access to support areas such as the Library & Academic Resource Centers, and other student privileges accorded to students on the home campus, as well as all off-campus sites.

Calendar

Students enrolled in a Dual Credit class at their high school will follow the individual high school academic calendar. Students enrolled in a Dual Credit class at TVCC will follow the TVCC academic calendar.

Transportation

The student is responsible for transportation between schools if applicable. Neither the Public School District nor TVCC assume liability in this matter.

Textbooks/Other Materials

The high school is responsible for all lab equipment, textbooks, and other materials for students enrolled in Dual Credit classes. It is the responsibility of the High School to provide TVCC approved textbooks and lab supplies to high school students enrolled in TVCC Dual Credit courses. TVCC does accept requests for funding assistance and will make every possible measure to help in some fashion for materials. However, funding assistance is not guaranteed.

Dual Credit/Adjunct Faculty Qualifications

TVCC and the Higher Education Coordinating Commission require all dual credit instructors to meet the following guidelines:

- Master's degree in the subject area they wish to teach; or
- Master's degree in any other subject area, with a minimum of 18 hours of graduate coursework in the subject they wish to teach.

- Relevant combination of education and experience for CTE content course instruction.

Teachers wishing to articulate a course(s) should submit the following documentation:

- TVCC application for employment
- Resume/Curriculum Vitae
- Syllabi for appropriate course work
- Unofficial transcripts

Articulation of course(s) is based on a TVCC Faculty to HS teacher (not school) basis. Teachers previously declined for articulation request may submit a request for re-evaluation annually provided the teacher has new credentialing to evaluate. Schools where a teacher leaves or retires will need the new instructor to submit the new instructor form with the accompanying documentation.

Annual requirements

Teachers qualified to offer credit bearing courses must complete the following annual tasks in order to keep their status of good standing with the institution.

1. Submit Syllabi for all articulated classes noting all changes from previous years courses
2. Attend annual training at TVCC campus held in August/September or online training held 2-3 times throughout the school year. TVCC requires that teachers attend the on campus training event a minimum of once every 3 years.
3. Have an annual meeting with their faculty liaison in which teaching is observed or reviewed via video.
4. Submit grades via MyTvcc no later than 2 weeks following the end of the high school term.

Failure to complete any of these steps may lead to probation or cancellation of articulation or forfeiture of the annual stipend.

Compensation

Treasure Valley Community College's Dual Credit Program compensated dual credit instructors at the rate of:

\$250 for courses enrolling 1-11 students

\$350 for courses enrolling 12+ students

*If a teacher offers multiple sections of the same course at their local school, TVCC will honor each section as a separate course.

** Max stipend amount is \$1,050 annually

Teachers will receive a check (direct deposit not available at this time) no later than one month after their grades are submitted.

Computer Accounts & Registration

Dual Credit Instructors:

All instructors have TVCC Affiliated Computer Accounts. With these, you are assigned an email, and can access MyTvcc, the TVCC data system. MyTvcc access is critical for monitoring your students' registration, generating class rosters, and entering grades. Passwords expire every six months; you might want to add a reminder to your calendars to check your TVCC emails for notification of password expiration so you can reset these on your own (see box below). Once expired, you'll need to follow the directions below to reset your password. You can also submit a help desk ticket to receive personalized help if your account is for some reason not working.

https://my.tvcc.cc/ICS/Help/Help_Desk_Ticket.jnz

Students:

Once students complete the one-time dual credit form admissions process, they will be assigned a TVCC ID number and can proceed to set up their computer accounts. Those who are unsure if they have this number can call the TVCC help desk at 541-881-5777. There will be a few questions to answer in order for the help desk attendant to email the student identification number. The password can also be reset by calling the help desk.

We recommend you make the application process and account creation classroom activities (waiting a few days in between for any students needing to track down their login information) as students will be required to use their computer accounts to request their classes.

It is recommended students register via their MyTvcc account however paper registration is available via MyTvcc and clicking the button marked "Student Forms and Documents".

FERPA

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of the student's records. FERPA rules specify when and who gets to see a student's records (which include not only files in offices or computerized information, but also student exam scores, student essays, or other student work).

The critical thing for Dual Credit parents to understand is that TVCC cannot provide information about their student's TVCC academic record. For more information on FERPA please visit:

<https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

Accreditation

Treasure Valley Community College's Dual Credit Program falls under TVCC's regional accreditation from the Northwest Commission on Colleges and Universities (NWCCU). In addition, dual-credit programs at all Oregon institutions of higher education fall under guidelines, regulations, rules of the State of Oregon and the Oregon Higher Education Coordinating Commission (HECC). **TVCC received our accreditation in Spring 2020.**