

2025-2026



Treasure Valley

COMMUNITY COLLEGE

Dual Credit Program
Student and Parent
Handbook

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Treasure Valley Community College Mission, Vision & Values

Mission

TVCC is a comprehensive community college dedicated to promoting student success.

Vision

TVCC will be an excellence-driven institution offering quality programs to ensure student success.

Equity Statement

At TVCC, we strive to be an equitable, inclusive community that provides a safe environment and embraces the dignity and worth of every person.

Diversity Statement

TVCC acknowledges that having a multicultural presence of faculty, staff, and students enrich dialogue, collaboration, education, and outreach. As an institution, it is imperative that our faculty, staff, and students have the experiences, perspective, and cultural competency to operate in an ever-changing environment, and that, our business practices and community relations maintain a focus on connecting with communities and cultures outside our own.

TVCC supports the institution-wide commitment to create and maintain a learning, teaching, and working environment free of discrimination and barriers. This requires the work of every member of the college community, including students, staff, instructors, administrators, alumni, and guests.

Civility Statement

Within Treasure Valley Community College, civility is defined as a demonstration of mutual respect - for people, for their roles, for their knowledge and expertise. Civility requires cooperation, tolerance, acceptance, inclusiveness, kindness, courtesy and patience. It will be expressed not only in the words we choose, but in our tone, demeanor and actions. All members of the TVCC community are responsible for and expected to exemplify and promote civility.

TVCC is committed to creating and maintaining a positive learning and working environment. While it is understood that disagreement will, and should, occur in a collegiate setting, open communication, intellectual integrity, mutual respect for differing viewpoints, freedom from unnecessary disruption, and a climate of civility are important values that we embrace.

Welcome to Treasure Valley Community College Dual Credit Program

This handbook was created to guide students and families through the requirements, expectations, and opportunities available in Treasure Valley Community College's Dual Credit Program.

Treasure Valley Community College is pleased to support students as they take this important step toward their future by earning college credit while still in high school. Participation in Dual Credit courses allows students to build confidence, explore academic interests, and begin their college journey early. In addition to saving time and money, students gain valuable college-level experience, open doors to future opportunities, and lay a strong foundation for long-term academic and career success.



What is the DUAL CREDIT Program?

The Dual Credit Program at Treasure Valley Community College (TVCC) is a partnership between TVCC and area high schools that allows eligible students in Oregon and Idaho to earn college credit while still enrolled in high school.

Dual Credit courses offered through TVCC are college-level courses. While instruction takes place at the high school, courses follow the same curriculum, learning outcomes, assessments, and grading standards as the equivalent courses taught on the TVCC campus. Students enrolled in Dual Credit are considered official TVCC students and are held to the same academic expectations, institutional policies, and standards of conduct as all other college students.

Dual Credit courses require students to complete college-level coursework, meet established deadlines, and take responsibility for academic progress. Although support services are available, the level of independence expected is greater than in a traditional high school course.

As defined by the Oregon Dual Credit Standards, Dual Credit courses are:

- Offered as part of the high school curriculum
- Taught by a qualified high school instructor approved by the college
- Aligned with the equivalent college course to ensure a consistent, high-quality learning experience

Dual Credit courses are taught during regular school hours by high school instructors who meet the academic and professional qualifications required by TVCC. These instructors collaborate with TVCC faculty mentors to ensure course content, rigor, and student learning outcomes are equivalent to those of on-campus courses.

Through TVCC's Dual Credit Program, students can earn college credit in three main areas:

Core Collegiate Dual Credit (Col-Cred)

These are lower-division college courses that can transfer toward a bachelor's degree. They typically fulfill general education requirements in subjects such as Writing, Math, Science, and Speech.

Sponsored Dual Credit

These courses provide high school-based college credits in partnership with TVCC that allows students to earn college credit while enrolled in high school. These courses are offered as part of the high school program and taught by a high school instructor in partnership with a qualified sponsoring faculty liaison, with course content aligned to TVCC's equivalent.

Career and Technical Education Dual Credit (CTE)

These courses focus on hands-on learning and career preparation. CTE Dual Credit can be applied toward an Associate of Applied Science degree in fields like Welding, Horticulture, Agriculture, and Animal Science, helping students gain practical skills and a head start in their chosen career paths.

By participating in the TVCC Dual Credit Program, students take an important step toward their future, building confidence, saving time and money, and exploring college-level learning in a supportive environment.

Dual Credit Program Benefits

Helps students make the most of their time by avoiding repetition between high school and college coursework

Gives students an early, supportive introduction to the rigor and expectations of college-level learning all while building confidence and college readiness

Allows students to reach their goals faster by shortening the time needed to complete a degree or technical program

Reduces the overall cost of college, making higher education more affordable and attainable

Important Contact Information

TVCC Contact	Contact Information	To Help With:
Stephanie Oester Advisor	541-881-5806 soester@tvcc.cc	All Questions Related To Core Collegiate Dual Credit (Col-Cred) • Troubleshooting Registration • Course or Program Questions
Morgan Shira CTE Outreach & Career Pathways Specialist	541-881-5589 mchira@tvcc.cc	All Questions Related to CTE Dual Credit • Troubleshooting Registration • Course or Program Questions
IT Help Desk	541-881-5777 helpdesk@tvcc.cc	Help With MyTVCC Account • Login Issues
Enrollment Services	541-881-5815 studentservices@tvcc.cc	General Dual Credit and Account Questions
Zach Widner Registrar	541-881-5806 registrar@tvcc.cc	Ordering Official Transcripts
Julianne Moore Director Accessibility & Student Success	541-881-5812 jmoore@tvcc.cc	Accommodations and Accessibility

Credits with a purpose

Earning college credit while still in high school is an exciting accomplishment, and it carries the important responsibility of beginning a permanent college transcript. Every Dual Credit course completed through Treasure Valley Community College becomes part of a student's official academic record. This transcript may be reviewed by future colleges and universities and can play an important role in admissions decisions, scholarship opportunities, and placement in advanced programs.

College courses completed through Dual Credit remain a permanent part of a student's college record. Because of this, thoughtful planning and purposeful course selection are essential. Enrolling in courses without considering how they align with long-term academic or career goals may create challenges later, including limited transferability of credits or potential impacts to future financial aid eligibility.

To make the most of this opportunity, students are encouraged to work closely with TVCC Dual Credit Advisors to take credits with a purpose. Advisors can assist students in selecting courses that align with future college majors, career pathways, or degree requirements, helping build a strong academic foundation while saving time and money.

Additionally, grades of D, F, or withdrawals may impact a student's Satisfactory Academic Progress (SAP), which is required to receive financial aid after high school. Because a college transcript reflects academic performance and achievement, Dual Credit courses should be approached with commitment and preparation. Students are encouraged to register for college-level courses only when prepared to succeed and to take pride in the work completed. A college transcript follows students throughout their academic journey as a lasting record of growth and accomplishment.

The Dual Credit team at Treasure Valley Community College is available to support students in making informed, intentional decisions that align with educational goals and promote long-term success. By selecting each course with purpose, students position themselves for success in college and beyond.

Please See Link to All of Our Academic Offerings.

https://www.treasurevalleycc.edu/academics/degrees_programs/degrees.cfm

Permanent College Transcript & Academic Responsibility

All Dual Credit courses taken through Treasure Valley Community College become part of a student's permanent college transcript. This transcript is an official academic record maintained by the college and remains with the student beyond high school.

Grades earned in Dual Credit courses, including A–F grades and withdrawals (W), are recorded on the TVCC transcript and may be reviewed by future colleges and universities. These grades may affect college admissions decisions, transferability of credits, academic standing, and eligibility for scholarships or financial aid.

Because Dual Credit coursework carries the same academic weight as courses taken on campus, students are expected to approach each course with commitment, responsibility, and preparation. Students should register only for college-level coursework when prepared to meet course expectations and successfully complete all required assignments and assessments.

Thoughtful planning is essential when selecting Dual Credit courses. Students are strongly encouraged to work with TVCC Dual Credit Advisors to ensure courses align with long-term educational and career goals and to avoid unintended impacts on future academic opportunities.

Treasure Valley Community College Degree Programs

Career Pathways	>Less Than a Year	Step-by-step plans to build your career, Snapshot of bigger degrees. Stackable: each step builds toward higher-paying jobs
Certificate Programs	1 year or less	Helps build skills to enter the workforce
Associate of Applied Science Degree (AAS)	2 years	Transfer to select 4-Year College to earn Bachelors Degree in specific area
Associate of Arts Transfer Degree (AA)	2 years	Transfer to select 4-Year College to earn Bachelors Degree in specific area
Associate of Science Transfer Degree (AS)	2 years	Transfer to select 4-Year College to earn Bachelors Degree in specific area

Please See Link to All of Our Academic Offerings.

https://www.treasurevalleycc.edu/academics/degrees_programs/degrees.cfm

At TVCC, we are committed to supporting students and guiding them as they make decisions aligned with their educational goals and career aspirations. The Advising Department is available to meet with any student who would like to explore academic planning, career options, or next steps in their educational journey. We can help make the best decisions for student's degree path and make sure classes the student is taking is beneficial to the student and the credits serve a purpose. Credits taken during dual credit will go towards your permanent transcript record. To make an appointment with the advising department, click the link below OR call 541-881-5815 to schedule.

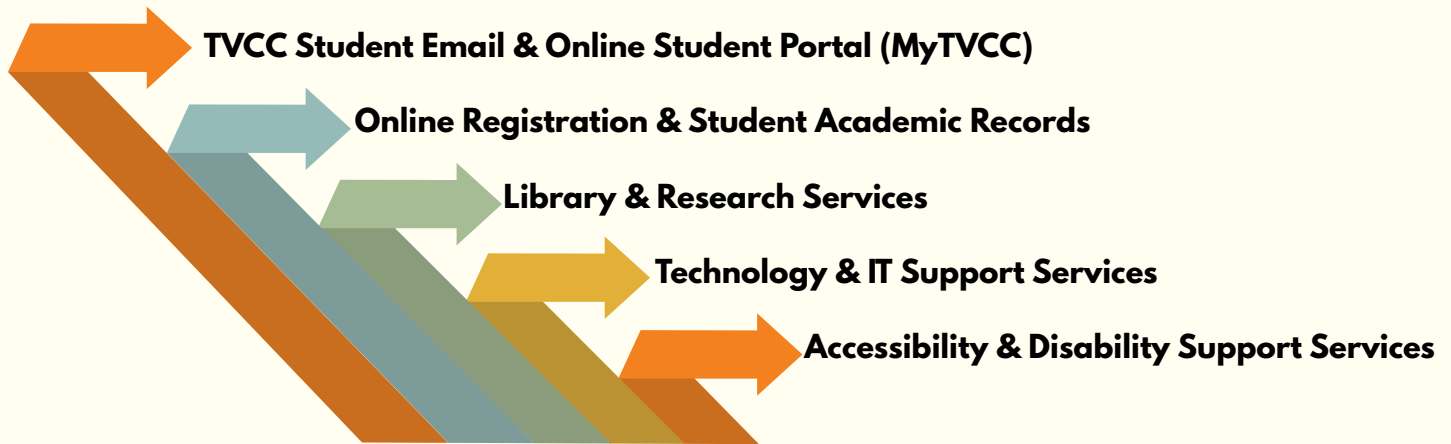
<https://outlook.office.com/book/AdvisingAppointments@studentstvcc.onmicrosoft.com/?ismsaljsauthenabled>

Student Access, Support Services, and Equity

Students enrolled in the Treasure Valley Community College Dual Credit Program are considered official TVCC students and are provided access to college systems, resources, and support services comparable to those available to students taking courses on campus.

This access is designed to support student success and ensure equity across instructional settings, regardless of whether coursework is completed at a high school or on the college campus.

Dual Credit students may access college resources including, but not limited to:



Students are encouraged to actively use available college resources and to communicate early with instructors, advisors, or support staff when questions or concerns arise. Access to these services helps students navigate college-level expectations and supports academic progress throughout participation in Dual Credit coursework.

Official College Communication

Treasure Valley Community College communicates official information to Dual Credit students using college-issued communication systems. The primary and official method of communication is the TVCC student email account.

Important information related to registration, enrollment, academic deadlines, grades, billing, policies, and student services is sent to a student's TVCC email account. Students are responsible for regularly monitoring this account and taking appropriate action when communication is received.

Failure to review or respond to official college communications does not exempt students from deadlines, academic requirements, registration policies, or institutional procedures. Timely attention to college communications is an essential responsibility of being a Dual Credit student.

TVCC Student Portal Tools

As a TVCC college student, you will have a student account known as your MyTVCC, where you will be able to access:

- Student email account (and free Microsoft Office download)
- Your student records (grades, transcripts, student account etc.)
- Online registration
- Library & research services

Student's Rights and Responsibilities

As a high school student taking Dual Credit courses, you are stepping into the college experience, and with that comes new opportunities and responsibilities. Dual Credit students are held to the same academic and conduct standards as all Treasure Valley Community College students. Taking responsibility for your success is an important part of your journey, and we're here to support you every step of the way.

Taking Dual Credit courses is a powerful step toward your future. By staying organized, communicating with your instructors and advisors, and taking responsibility for your progress, you're developing the skills and mindset that lead to lasting success in college and beyond.

As a Dual Credit student, you are responsible for:

Reviewing this Student Handbook and becoming familiar with TVCC's Dual Credit policies, expectations, and resources.

Meeting all course prerequisites for your Dual Credit classes, including the Accuplacer placement test if required.

Completing your TVCC application online accurately and on time.

Verifying your registration information carefully before submitting it. Double-check course numbers, sections, and credits to ensure accuracy.

Ensuring your information is correct on your application and updating TVCC promptly if your mailing address, email, or name changes.

Registering for your Dual Credit classes during the designated registration period. Registration is facilitated by your high school Dual Credit instructor. Some classes are year-long and require multiple registrations.

Keeping track of your MyTVCC login and password. You'll need this information to register for Dual Credit classes, so keep it secure and accessible.

Completing all coursework and meeting college-level expectations and deadlines. Taking ownership of your learning helps you build strong academic habits that will serve you beyond high school.

Important: Dual Credit courses are not weighted or modified for high school status. Students should enroll only if they are prepared for college-level expectations.

Student Responsibilities Cont.

As a Dual Credit student, you are not only earning college credit, you are also developing the habits and integrity expected of all Treasure Valley Community College students. Taking ownership of your academic journey ensures your success both now and in the future.

- **Withdrawing from a Course:**

If you decide not to continue in a Dual Credit course or if you leave your high school, you are responsible for officially withdrawing from that class. There are specific deadlines for withdrawing without receiving a grade, so be sure to check TVCC's academic calendar at tvcc.cc/academics/academic_calendar.cfm.

- **Checking Final Grades:**

After grades are posted, review your TVCC academic transcript to ensure everything is accurate. If you notice any discrepancies, promptly contact your high school or Dual Credit instructor. Don't hesitate to reach out with questions, your instructors and the Dual Credit team are here to help.

- **Transferring Credits:**

When you're ready to transfer your credits to another college or university, you'll need to request an official TVCC transcript. This ensures your hard work is recognized and applied toward your next academic step.

- **Upholding Academic Integrity:**

Dual Credit students are expected to follow all codes of conduct set by both TVCC and their high school. Honesty and integrity are essential parts of college success. Any form of academic dishonesty, such as cheating or plagiarism, will be addressed according to school district and college policies. By conducting yourself with integrity, you're building the foundation for long-term trust, respect, and success.

College Student

Students enrolled in Dual Credit are considered official Treasure Valley Community College students. As a result, Dual Credit students are held to the same academic expectations, policies, and standards of conduct as all other TVCC students.

This means students are expected to complete college-level coursework, meet deadlines, follow college policies, and take responsibility for their academic progress. Support is available, but the level of independence required is greater than in a traditional high school class.

To see the list of all Students Right to Know please visit:

https://resources.tvcc.cc/documents/AR_documents/Student%20Services/Student_RFR_Policy.pdf

Participating High Schools

Adrian
Baker
Burns
Cove
Dallas
Enterprise
Elgin
Fruitland



Nyssa
Ontario
Pine Eagle
Prairie City
Union
Vale
Wallowa
Weiser

Frontier Academy Charter
Homedale
Imbler
Joseph Charter
Jordan Valley

Lakeview
New Plymouth
Notus
North Powder

Not all high school courses are eligible for dual credit. Check with your high school counselor or TVCC Dual Credit Advisor to find out which courses at your high school are eligible for credit.

Admissions & Registration for TVCC Dual Credit Courses

As a Dual Credit student, you are granted the same access and privileges as a college student. You will receive a college-issued student account that allows you to fully engage with college systems and services. This account includes an Outlook email, which serves as the official method of communication with the college, instructors, and Dual Credit Support staff. Students are responsible for regularly checking this email for important updates, deadlines, and announcements.

Through your student account, you will have access to online course registration, your academic records, grades, and transcripts, as well as billing and financial information. These tools allow you to independently manage your college coursework and stay informed about your academic and financial responsibilities while enrolled as a Dual Credit student.

Complete free TVCC Dual Credit Application for Admission

1

Complete free TVCC Dual Credit Application for Admission Apply online at: www.tvcc.cc/dualcredit.

Check your email regularly for your status update email. After waiting 3-5 days, you should receive an admissions update with the subject line "TVCC Application Status Update"

2

Relax. It takes 10 to 15 days for applications to process

Set up Student Account with Your Admission letter

3

Students will be mailed an acceptance letter which includes their TVCC student ID#, login, and password.

Some Dual Credit classes require prerequisites or placement test scores to ensure you're ready for college-level work. Prerequisites may include completing earlier courses or earning qualifying scores on the Accuplacer Placement Test.

4

Take Assessment for Placement in Math and Writing

Registration!

5

Students can register for Dual Credit classes online through MyTVCC using the login information in their acceptance letter. Step-by-step instructions are at tvcc.cc/dualcredit/col_cred.cfm.

Paper registration forms are also available from high school instructors or TVCC Dual Credit staff.

Admission and Registration

**Complete free TVCC
Dual Credit Application
for Admission**

1

Step 1: Apply for Admission

- Go to www.tvcc.cc/dualcredit and complete the free Dual Credit Application for Admission.
- Once accepted, watch your mailbox for an acceptance letter that includes your TVCC Student ID, login, and password.

2

**Relax. It takes 10 to 15
days for applications
to process**

Step 2: Relax

- After submitting, check your email regularly for updates. Within 3–5 days, you'll receive an email titled "TVCC Application Status Update."

You will receive two emails from our admission department.

The first email is sent once you have completed the application, the second email is notification that your application has been processed.

You will then get your acceptance letter and email congratulating your acceptance and the next steps to set your account up.

**Set up Student
Account with Your
Admission letter**

3

Step 3: TVCC Account Setup With Multifactor

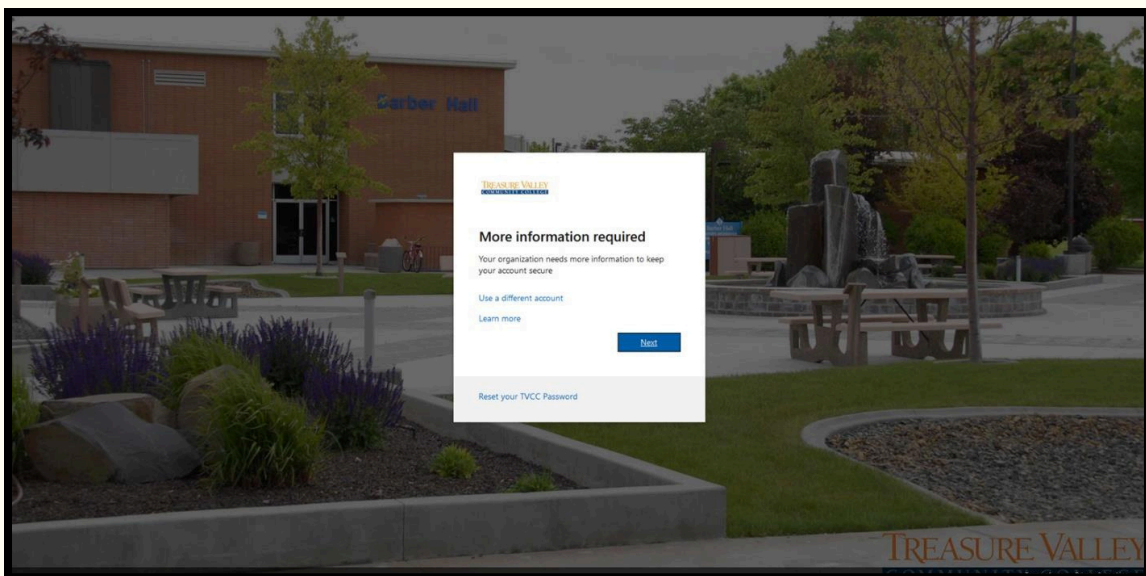
- After receiving your login & password by mail or email go to <https://resources.tvcc.cc/accountsetup/index.cfm> and enter the username and temporary password provided in your acceptance letter or email.
- You will then need to proceed through and finish submitting your login information. Once that is complete, go to my.tvcc.cc and click the "Login" button in the upper right-hand corner.
- You will then be taken to a Microsoft login and prompted to enter your TVCC student email address, which will be your username, followed by @students.tvcc.cc. Example: smithjo@students.tvcc.cc.
- Multi-Factor Authentication (MFA) prevents others from accessing your account by adding another form of account authentication (such as an authenticator app or a text message code). MFA setup is easy and helps keep your account secure!

HOW TO TURN ON MFA

Multi-Factor Authentication (MFA) prevents others from accessing your account by adding another form of account authentication (such as an authenticator app or a text message code). MFA setup is easy and helps keep your account secure!

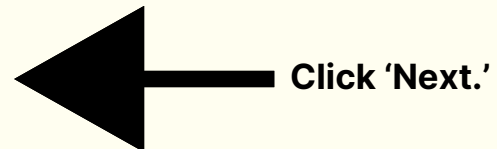
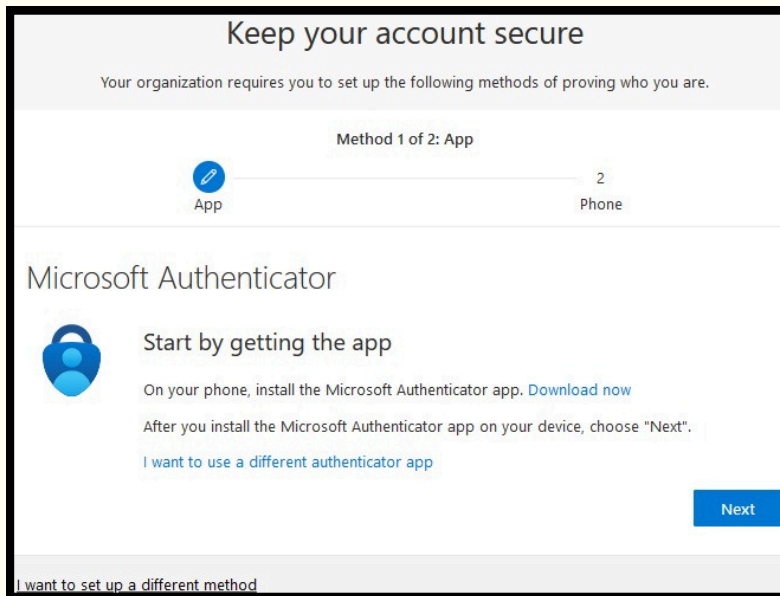
To register your device for MFA, login to my.tvcc.cc with your student credentials and it will lead you to this page.

Click on Next.

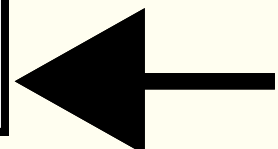
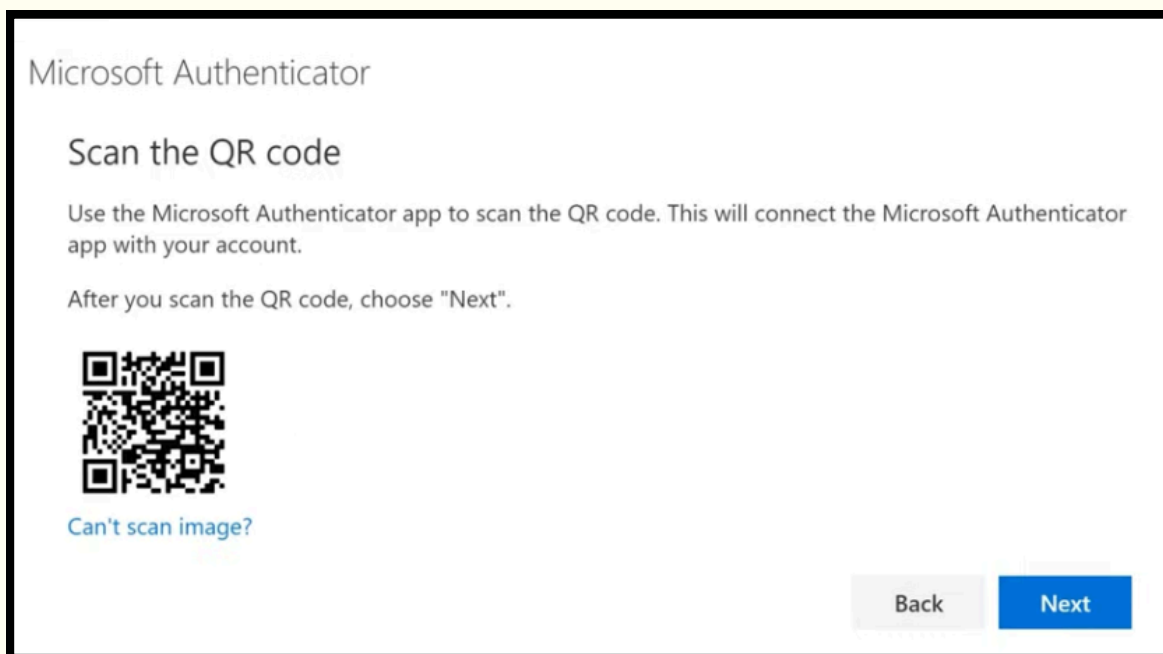


HOW TO TURN ON MFA CONT.

We recommend using the Microsoft Authenticator app for easier and secure logins. You can download the app from the App Store or Google Play. After downloading Microsoft Authenticator, click 'Next.' If you do not want to download Authenticator, click 'I want to set up a different method' to use a text message or phone call to authenticate.



Click 'Next.'

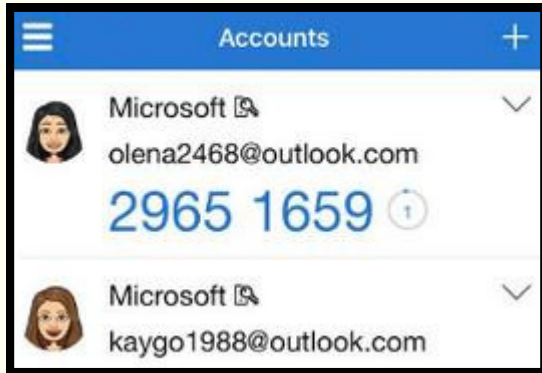


Click 'Next.'

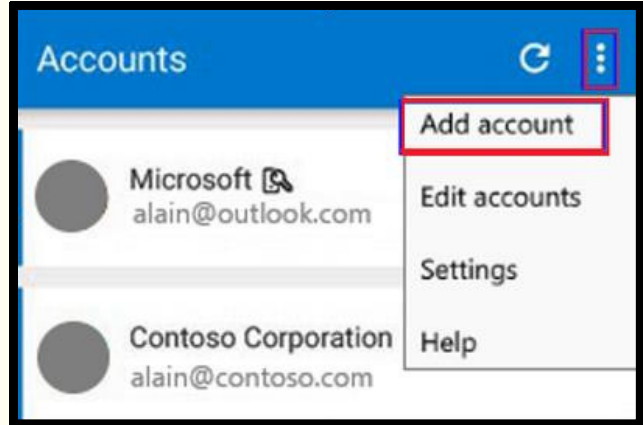
Microsoft will prompt you to scan the QR code to add your account to Authenticator. For iOS, tap on the plus sign on the top right. For Android, go to Authenticator and tap on the three-dotted button on the top right and tap 'Add Account.'

HOW TO TURN ON MFA CONT.

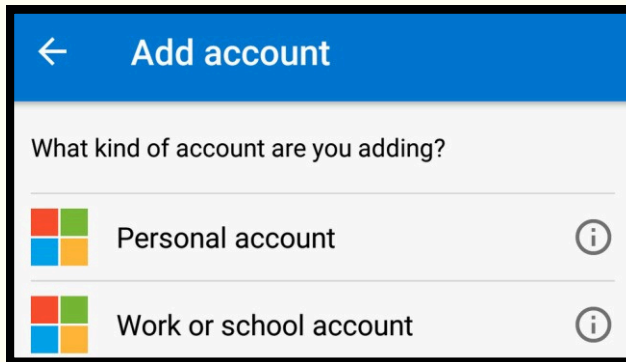
Apple



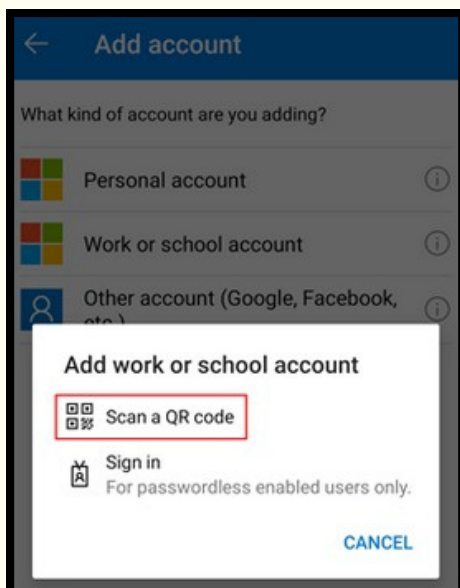
Android



Tap on 'Work or School Account.'

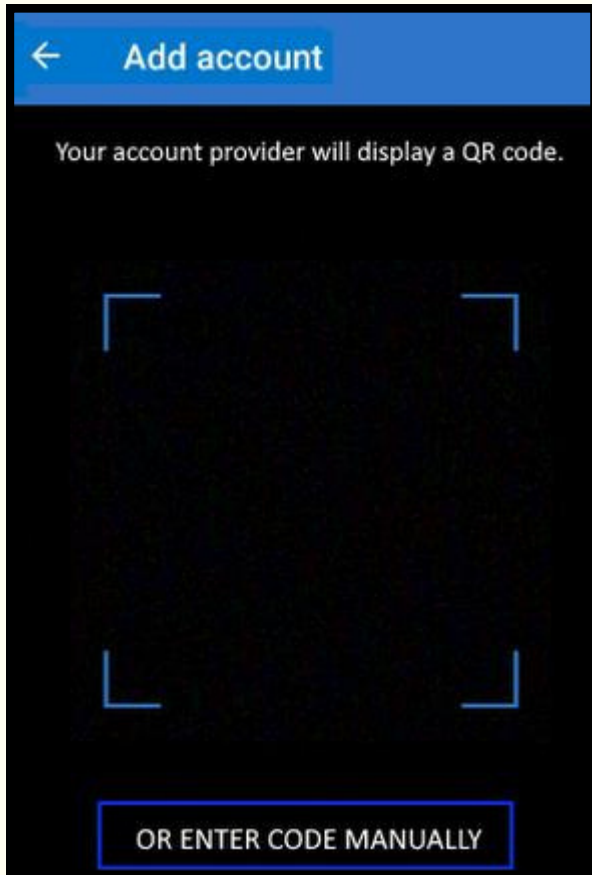


Tap 'Scan QR Code.'



HOW TO TURN ON MFA CONT.

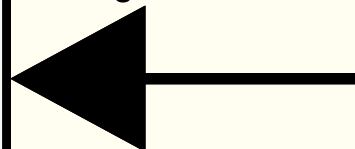
Align the QR code with your camera until Authenticator automatically scans it. Your phone may prompt you for permission to use the camera, allow permission and scan the code.



Authenticator will test the authentication by sending you a notification to approve. Tap on 'Approve' to complete the Authenticator setup. Next, add your phone number as an alternate method of authentication.

A screenshot of the 'Keep your account secure' setup screen. The title is 'Keep your account secure' and the subtitle is 'Your organization requires you to set up the following methods of proving who you are.' There are two methods shown: 'App' (with a green checkmark) and 'Phone' (with a blue pencil icon). The 'Phone' method is selected. Below the methods, it says 'Phone' and 'You can prove who you are by answering a call on your phone or texting a code to your phone.' It then asks 'What phone number would you like to use?' with a dropdown menu showing 'United States (+1)' and a text input field for 'Enter phone number'. There are two radio buttons: 'Text me a code' (selected) and 'Call me'. Below these, it says 'Message and data rates may apply. Choosing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#).' At the bottom right is a blue 'Next' button. At the bottom left is a link that says 'I want to set up a different method'.

Finish the setup process by clicking 'Next.'



Admission and Registration Cont.

4

**Take Assessment for
Placement in Math
and Writing**

Step 4: Take the Accuplacer Placement Test

- Some Dual Credit classes require placement test scores or prerequisite courses to confirm readiness for college-level work.
- Talk to your high school counselor or instructor to learn which courses have prerequisites.
- The first placement test is free; retests cost \$10.
- Practice tests are available at accuplacer.collegeboard.org.
- Students cannot retest on the same day.

You will work with your High School instructor and TVCC Dual Credit Representative each quarter to select classes and obtain appropriate signatures.

Registration!

5

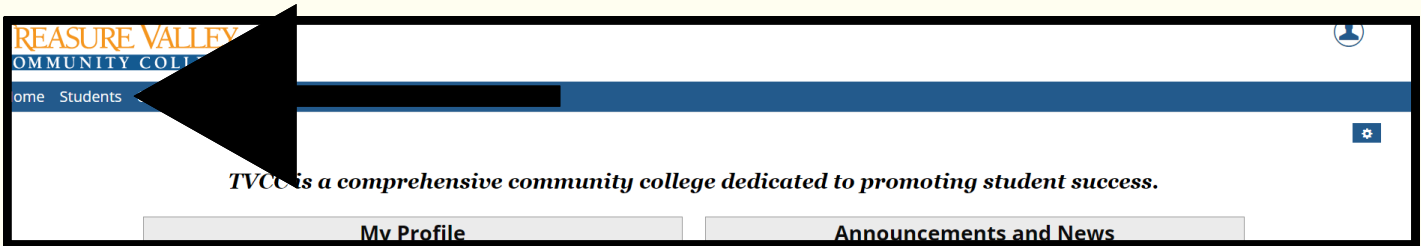
Step 5: Register for Classes

- Once admitted and placement requirements are met, you can register for Dual Credit classes.
- Online registration:
 - Use your MyTVCC account (login info from your acceptance letter).
 - Step-by-step registration instructions are at tvcc.cc/dualcredit/col_cred.cfm.
- Paper registration:

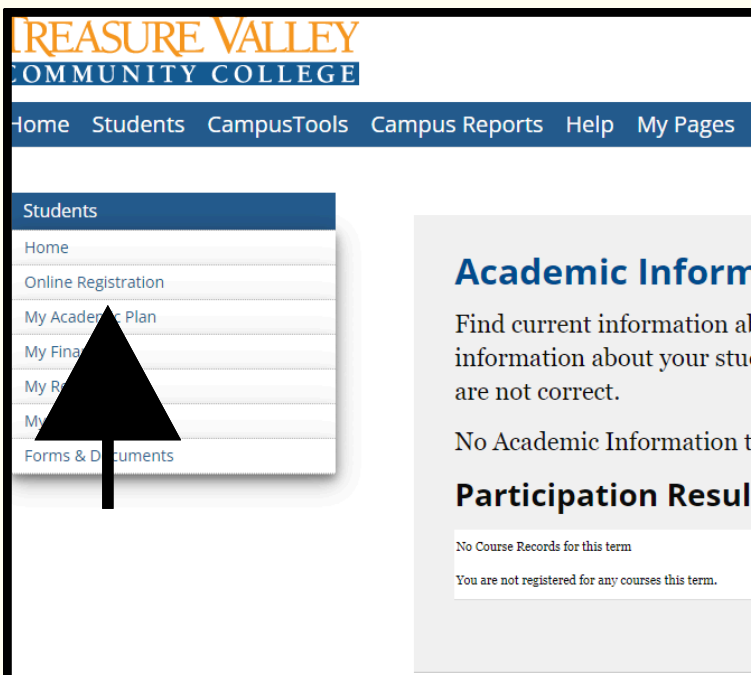
Forms are available from your high school instructor or TVCC Dual Credit staff.

Important: Watch for your Registration Dates. Registration dates are posted on the Dual Credit webpage and Pg. 27 of this Handbook. Late registrations for previous quarters will not be accepted.

TVCC Online Registration Instructions

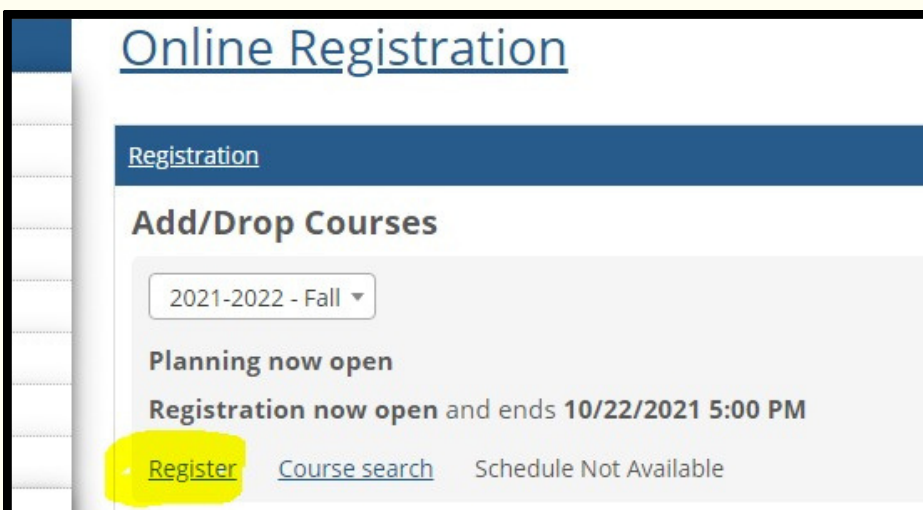


Once the Student is logged in, click on the “Students” tab.



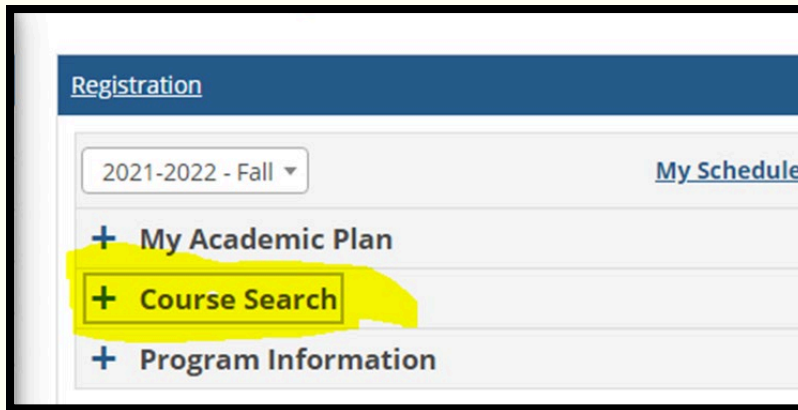
Click on “Online Registration” on the left-hand side of the page.

Make sure the proper academic term is selected (i.e. Fall, Winter, Spring, Summer) and click on “Register.”



TVCC Online Registration Instructions Cont.

You can then Click on 'Course Search



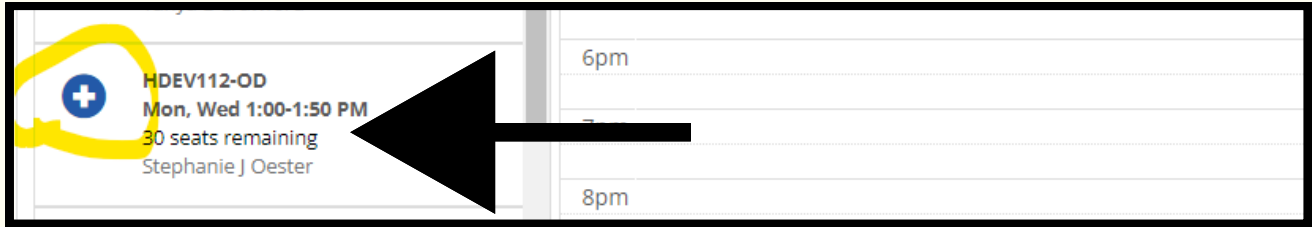
To search by department, type in the name of the department you're searching for in the box titled "Department." Once the department name pops up below, select it, and click "Search Courses."

The screenshot shows the 'Course Search' section of the TVCC Online Registration interface. On the left, there are several search filters: 'Course Code' (with a 'Begins With' dropdown), 'Course Title' (with a 'Begins With' dropdown), 'Instructor' (with a 'Search...' input), and 'Department' (with a dropdown menu showing 'Human Development' selected). Below these filters is a 'Meets on Selected Days' section with a row of checkboxes for days of the week: M, Tu, W, Th, F, Sa, Su. On the right, there is a calendar view showing the days of the week (Mon, Tue) and the time slots (8am, 10am, 11am, 12pm, 1pm, 2pm, 3pm, 4pm, 5pm, 6pm). Two large black arrows point from the right towards the 'Course Search' filters, indicating the search process.

You can use the same search method in the Course Search function by using the filters for "Instructor," and "Location."

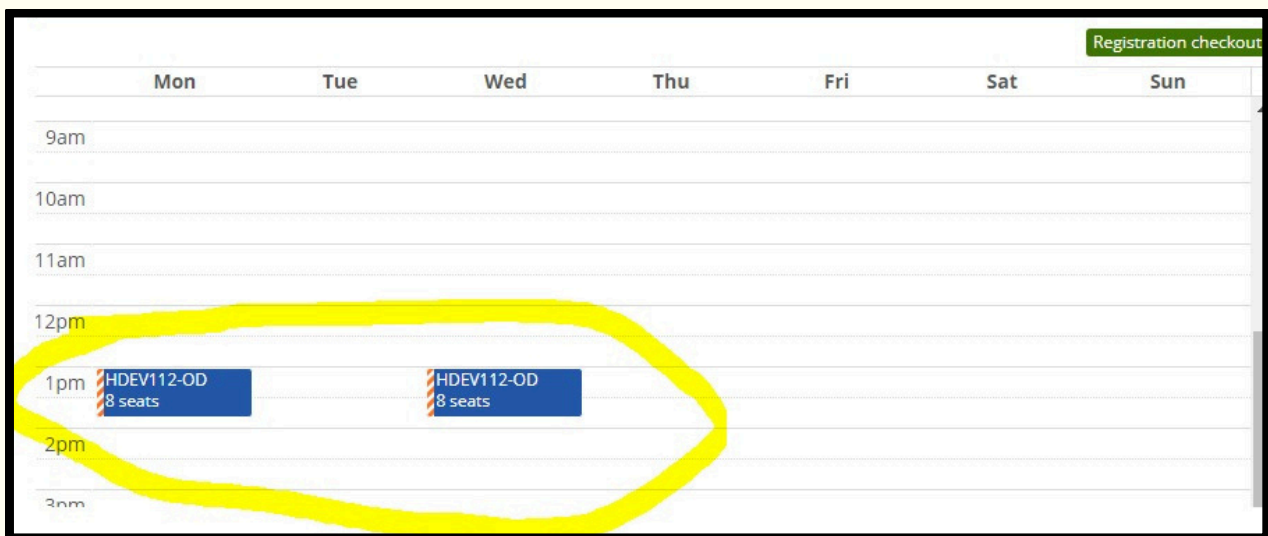
TVCC Online Registration Instructions Cont.

Select the appropriate class by clicking the + sign next to the desired class.



At this stage, you may receive a notification indicating that a corequisite course is required in order to complete registration for one of the classes you have added. If this occurs, the system will prompt you to add the required corequisite by providing a list of available sections.

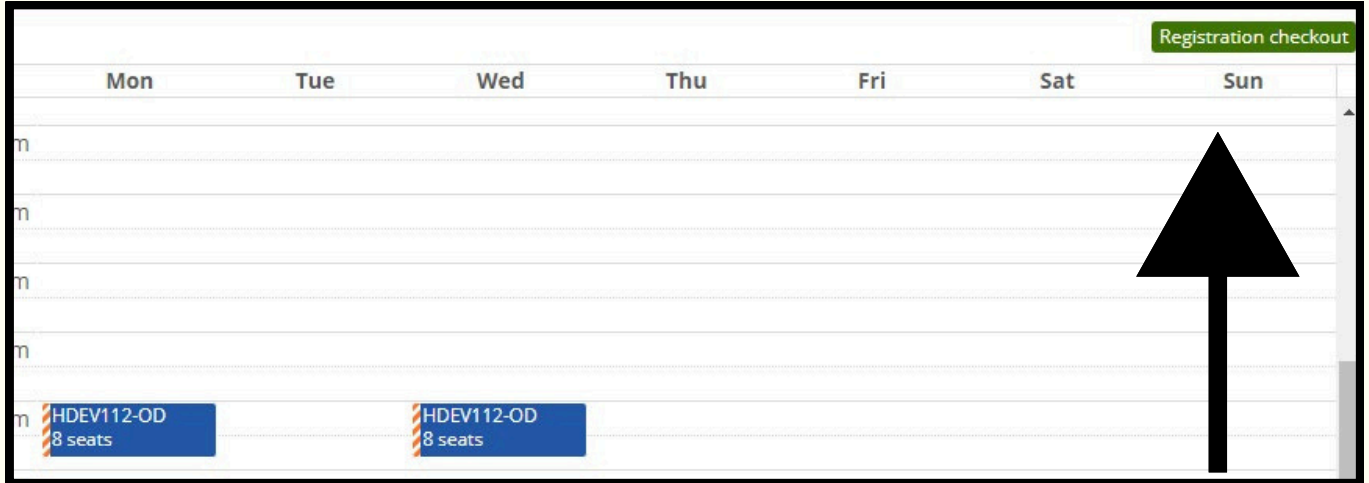
You will most commonly see this requirement for courses that include a lab component, in which case the lab is the required corequisite. You may also encounter this message when registering for an in-person writing course, such as WR 95 or WR 121. In this situation, you will be prompted to add access to the Writing Lab (ENG 050). Adding ENG 050 does not require you to use the Writing Lab; it simply ensures that the resource is available to you if needed.



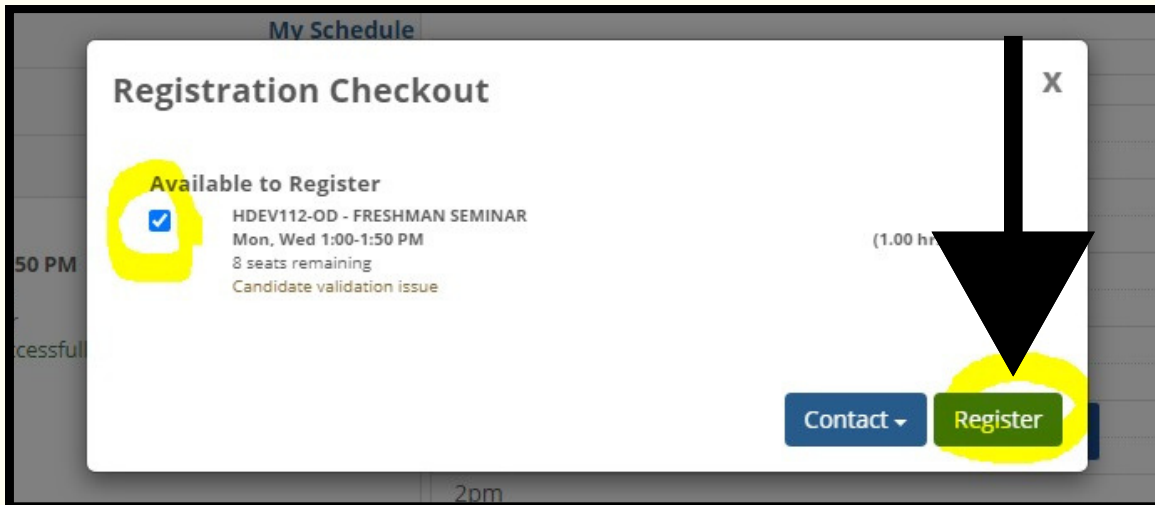
The selected class will appear on the calendar to the right. **However, you are not yet registered!**

TVCC Online Registration Instructions Cont.

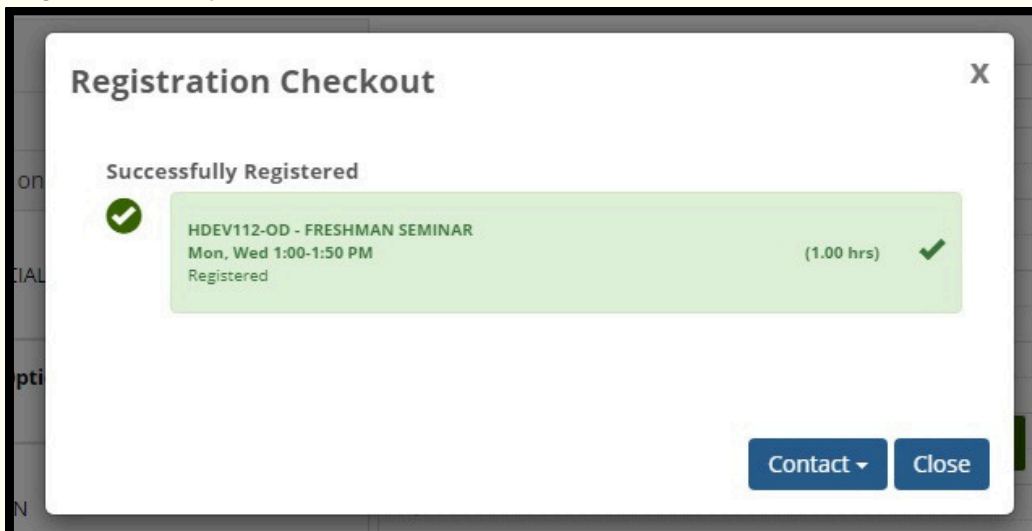
Click on green Registration Checkout in the upper right corner.



Check the box for the desired class, and click "Register."



The class should turn green and give a successfully registered note. Congrats, you are now registered for your class(es)!



Tuition Costs

Tuition costs for dual credit courses is dependent on student's residency and type of dual credit course. Core Collegiate Dual Credit: General Education courses such as Math, Writing, Science, and Health Career and Technical Education (CTE) Dual Credit such as: Agriculture, Horticulture, Animal Science, and Welding

**Core Dual Credit
Oregon Resident
\$45/Credit**

**Core Dual Credit
Non-Oregon Resident
\$75/Credit**

**CTE Dual Credit
Oregon Resident
No Charge**

**CTE Dual Credit
Non-Oregon Resident
\$75/Credit**

Many high schools support the cost of dual credit classes. Please check with your high school. If student is responsible for cost: Students make payments for each quarter separately. Dual Credit Application, Dual Credit Registration Form, Accuplacer test scores (if required), and fees must be submitted in order for Dual Credit registration to be processed.

Financial opportunities for Idaho high school students

Idaho high school students can enroll in any dual credit program offered at TVCC and funding for these classes is provided by the State of Idaho through its Advanced Opportunities/ Fast Forward program.

www.sde.idaho.gov/studentengagement/advanced-ops/index.html

Advanced Opportunities is designed to help Idaho students to individualize their high school learning plan and get a jump start on their future. Students may take classes at TVCC online or in person through the program. TVCC has made billing arrangements with several Idaho high schools to utilize Fast Forward Funds, inquire at TVCC if your high school is participating in a billing program.

How to pay for classes

If you are responsible for any dual credit course costs

Payments can be made in-person or online

- In-person payment can be made at the Student Services Center. Forms of payment accepted are cash, check and credit card/debit card. Please note there is a 3% fee assessed for credit card/debit card payment.
- Online payment can be made through student's MyTVCC account:

1.

Log into my.tvcc.cc

2.

Select 'Students' tab

3.

Select 'My Finances'

4.

**Under "Make a Payment", select
'My Account Balances'**

5.

Click on "Go to CASHNet"

Cash net help Document:

webtools.tvcc.cc/documents/help_documents/MyTVCC/Student_Cashnet_Making_Payments.pdf

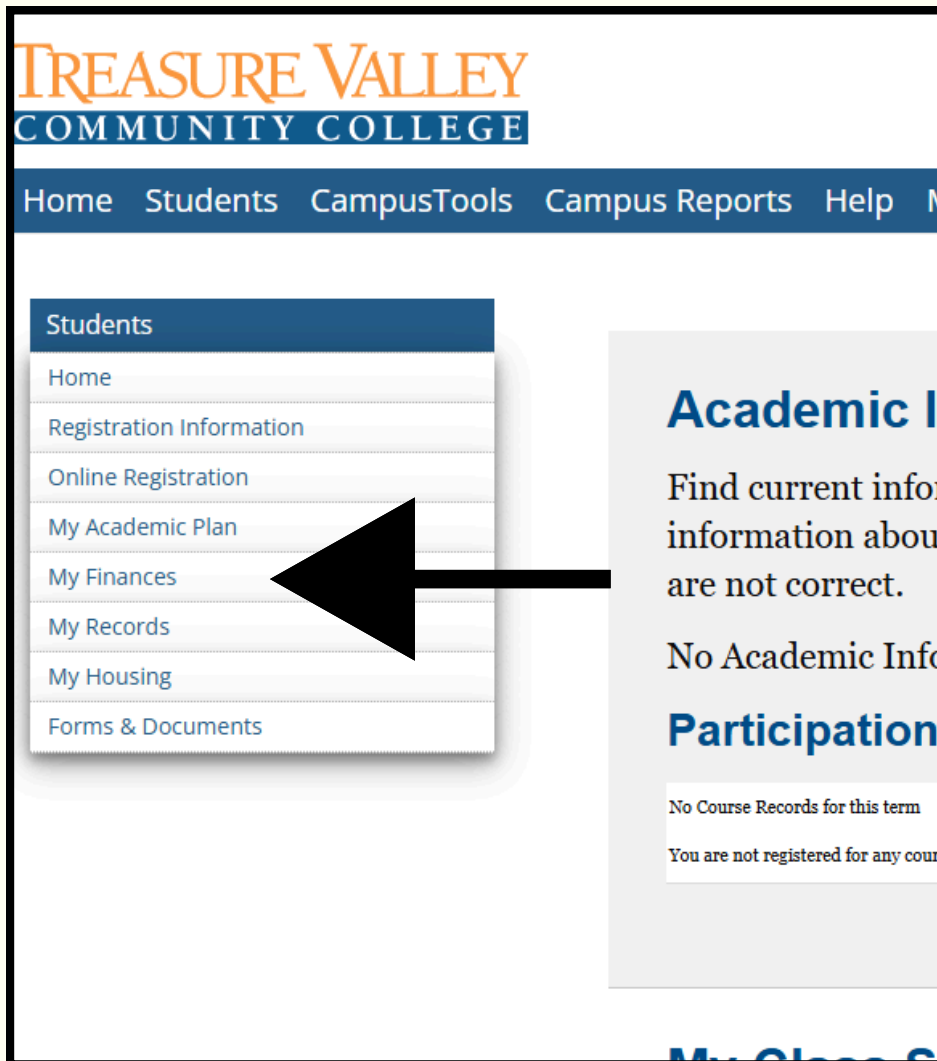
**For help or questions about payments,
please call 541-881-5815**

How to pay for classes

Log into your student Portal at my.tvcc.cc

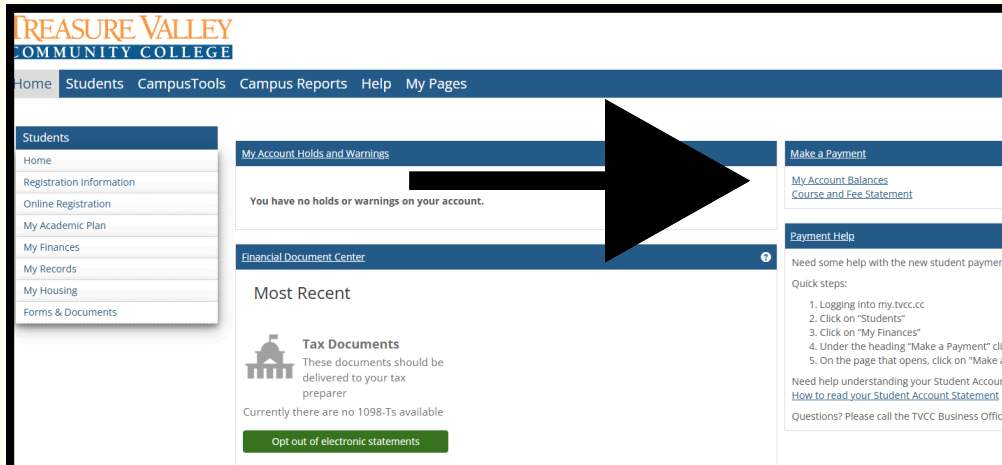


Click 'Students' Tab

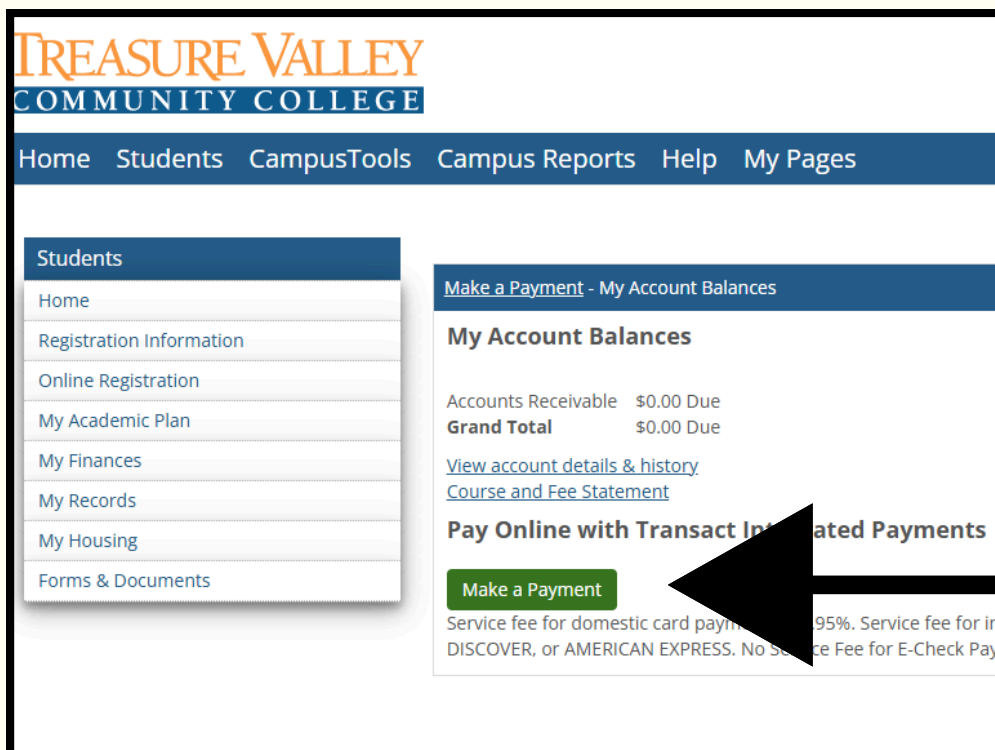


Click 'My Finances' Tab

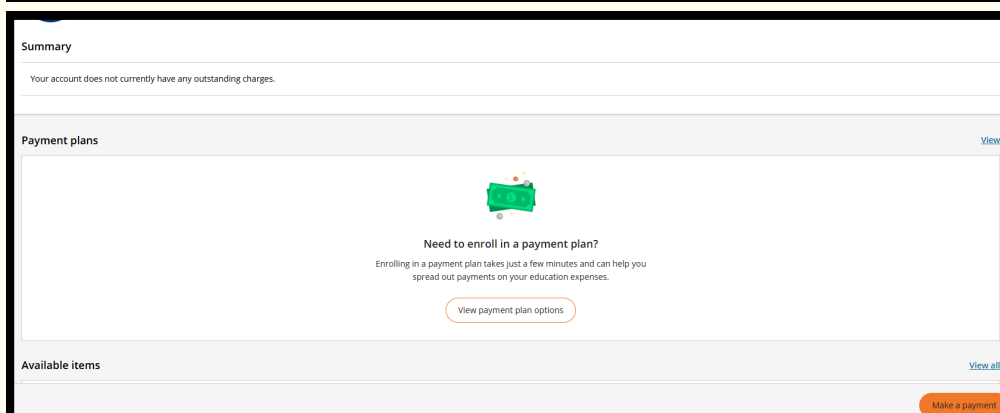
How to pay for classes



Click 'My Account Balances' Tab



This will show you an overview of your balances. To Continue to Payment Click 'Make a Payment'



This screen will show you what you own and you can finish the payment process by clicking "Make a Payment"

Financial Aid

High School students are not eligible for Federal Financial Aid. Regardless, it is important to understand that there may be future financial aid implications for unsatisfactory academic progress in Dual Credit classes. When a student applies for federal student aid at Treasure Valley Community College, the student Financial Aid Office evaluates all previous grades earned by that student at TVCC. That will include the grades you have received in your Dual Credit classes while in high school.

FERPA Privacy Policy

Since the student is treated as a college student, the student falls under the protection of FERPA. FERPA stands for the Family Educational Rights and Privacy Act. FERPA is a Federal law that protects the privacy of your educational records as a college student.

Under FERPA, Treasure Valley Community College cannot release:

- Financial records (accounts, financial aid, etc.)
- Grades and GPA information
- Class schedules, times, locations
- Personally identifying information such as TVCC ID number, Social Security numbers, and birth dates

However, if the student would like TVCC staff to release information about grades, costs, and enrollment status to a parent or other individual, a Student Information Release form is available in students' MyTVCC account in 'Forms and Documents' or at:

https://webtools.tvcc.cc/students/release_of_info/form.cfm

The Release of Information (ROI) Form is also on the bottom of the dual credit registration form

Students will be asked to identify what type of student information is to be released to which individuals. A student-submitted Student Release of Information is documented in a students' account in the event an individual other than the student requests FERPA protected information from a TVCC staff or faculty member.

Accommodations

The Americans with Disabilities Act (ADA), extends civil rights protections to persons with disabilities. A person with disabilities is anyone with a physical or mental impairment that substantially limits one or more major life activities. Under Section 504 of the Rehabilitation Act of 1973 (Public institutions are covered under Title II), Students with documented disabilities may request accommodations that will enable them to participate in postsecondary educational programs.

A qualified person with a disability is defined as one who meets the requisite academic and technical standards required for admission or participation in the postsecondary institution's programs. Institutions are expected to give "reasonable accommodations". There is no obligations on the part of a college to make fundamental changes in its courses for students with disabilities. Students with disabilities will be expected to exhibit self-advocacy and to communicate their own needs for reasonable accommodations in educational environments.

All eligible high school students are allowed to participate in Dual Credit courses, but they must meet the college content and outcomes in order to be eligible to earn college credit. Reasonable adjustments in teaching methods and/or assessment delivery that do not alter the essential content of a course or program may be possible for students with documented disability. All students seeking college credit must meet the student learning outcomes and assessment rigor of the course in order to be eligible to earn college credit. Dual Credit students requesting accommodations should contact their high school counselor or Disability Coordinator who will work with the college to determine whether suitable accommodations can be made.

For Example:

High School	College
Teachers may modify curriculum and/or alter pace of assignments	Professors are not required to modify curriculum design or alter assignment deadlines
Tutoring and study support may be a service provided as part of an I.E.P. or 504 plans	Tutoring DOES NOT fall under Disability Services. Students with disabilities must seek out tutoring resources as they are available to all students
Teachers often take time to remind you of assignments and due dates	Professors expect you to read, save, and consult the course syllabus; the syllabus spells out exactly what is expected of you, when it is due, and how you will be graded

Treasure Valley Community College is committed to providing equitable access to educational opportunities and support services. Dual Credit students are entitled to reasonable accommodations and support consistent with college policy and applicable state and federal laws, including the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act.

Julianne Moore

Email Address: jmoore@tvcc.cc

Phone Number: 541-881-5812

Job Title: Director of Accessibility and Student Success

Department: Student Services Office

Location: Student Services

Withdrawing from a Dual Credit

Dual Credit Registration Dates

FALL 2025
Registration:
Aug 18-Oct 24

WINTER 2026
Registration:
Nov 10-Jan 30

SPRING 2026
Registration:
Feb 17-Apr 24

Withdrawing from a Course:

If you decide not to continue in a Dual Credit course or if you leave your high school, you are responsible for officially withdrawing from that class. There are specific deadlines for withdrawing without receiving a grade, so be sure to check TVCC's academic calendar at tvcc.cc/academics/academic_calendar.cfm.

Withdrawal Dates

Fall Term:

Last day to withdraw from fall classes at full refund: October 9 by 5pm

Last day to withdraw without a "W" posted on TVCC transcript: October 24th

Last day to withdraw with a "W" (rather than earned grade): November 21st

Winter Term:

Last day to withdraw from winter classes at full refund: January 15 by 5pm

Last day to withdraw without a "W" posted on TVCC transcript: January 30th

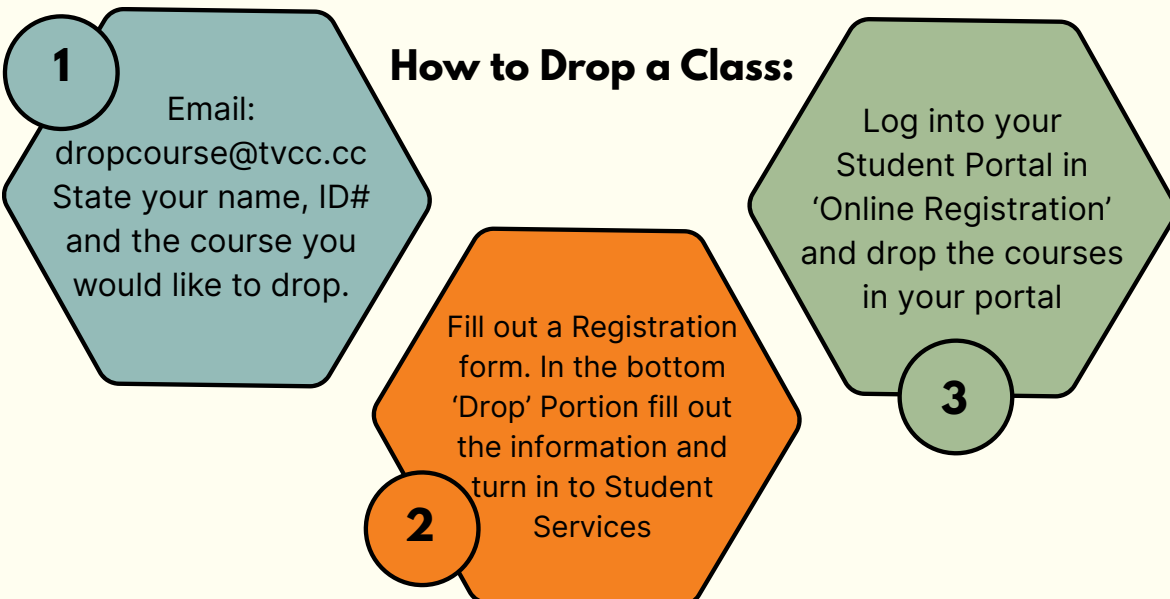
Last day to withdraw with a "W" (rather than earned grade): February 27th

Spring Term:

Last day to withdraw from Spring classes at full refund: April 9th by 5pm

Last day to withdraw without a "W" posted on TVCC transcript: April 24th

Last day to withdraw with a "W" (rather than earned grade): May 22nd



Grading

Grades are submitted by the high school instructor to TVCC for submission to students' TVCC transcripts. All earned grades from TVCC are posted to the students' TVCC transcripts.

Grading Symbols

The following are credits successfully completed toward an Associate of Arts degree:

"A", "A-", "B+", "B", "B-", "C+", "C", "C-".

The following are NOT credits successfully completed for an Associate of Arts Degree: "D", "F".
Earned "D" and "F" grades will be posted to TVCC transcript.

For Associate of Applied Science "D" is a passing grade

"WIP" = Work In Progress.

In some cases in order to continue to the next Dual Credit class in a sequence, students must pass with a C- or better. **For Example:** You must pass WR 115 with a C- or better in order to take WR 121

In the event that a student believes that a posted grade is incorrect, the student must first contact their high school instructor about any discrepancies within 30 days of grade posting. If a grading error has occurred, the high school instructor must contact the TVCC faculty liaison within 45 days of grade submission with a written (email) request for the grade to be changed.

Treasure Valley Community College does not issue report cards for Dual Credit courses.

Quarterly grades and unofficial transcripts showing all classes and grades earned through TVCC are available online by through students' MyTVCC account.

1

Log Into Your myTVCC Account

2

Click on Student's Tab

3

Click on "My Records"

4

Under "My Grade Report"

5

Click on Final Grades or Midterm Grades to View

How to Check Grades

Final Grades are not posted until your teacher posts them in the college grading system. This is typically around the same times as you high school grades are posted. To check final and midterm grades:

Transferring Dual Credit Courses

Academic Transcripts

An academic transcript contains records of all academic work at TVCC

Treasure Valley Community College has partnered with Parchment to order and send your official transcript and other credentials securely. Students have the option of ordering electronic/digital copies of their official transcript, or paper copies.

The following items will be required to order a transcript online:



**ORDER YOUR TRANSCRIPTOR CHECK YOUR
TRANSCRIPT ORDER AT:
<https://www.tvcc.cc/transcripts/>**

**The cost for each official transcript is \$8.00, which includes a \$3.00 processing fee.
Order updates are delivered by email and can be tracked online.**

Answers to Frequently Asked Questions

- **How can a student become involved in Dual Credit (dual credit) courses?**

Dual Credit courses offered at your high school can be found by checking with your high school counselor or calling TVCC's Dual Credit Coordinator Stephanie Oester at (541) 881-5806 or email soester@tvcc.cc.

- **What's the difference between admission and registration?**

Admission (Dual Credit Application) happens only once. That is how you become an official student at TVCC and receive a student ID#.

- **After I complete Dual Credit courses, do I need to re-apply as a new TVCC student?**

You will use the same TVCC ID number throughout your TVCC career, but you must reapply as a degree seeking student.

- **Must I attend Treasure Valley Community College after high school in order for the Dual Credit credits I've earned to be on a TVCC transcript?**

No, you may request an official copy of your TVCC transcripts to be sent to the college you choose to attend, but we hope you will decide to complete your degree at TVCC!

- **Can I transfer the credits I've earned in Dual Credit classes to other colleges/universities?**

Yes. The number of credits accepted by other institutions is determined by which programs they have and how many transfer and elective credits they accept. It is important to check with the Admissions Office at each institution to which you plan to send your transcript.

If you have questions about Treasure Valley Community College, please call. We always enjoy speaking with students and parents. Treasure Valley Community College is an equal opportunity educator and employer.