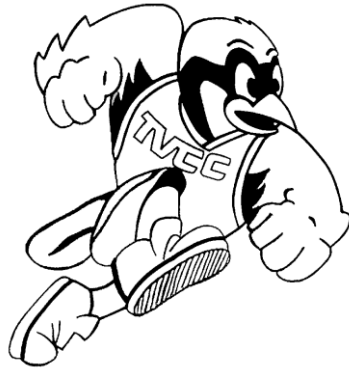


TREASURE VALLEY COMMUNITY COLLEGE



DUAL CREDIT PROGRAM

STUDENT and PARENT HANDBOOK

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Table of Contents

Page 1	What is the Dual Credit Program?
Page 2	Dual Credit Benefits Participating Schools
Page 3	How to Enroll
Page 4	How to Enroll cont. Financial Aid
Page 5	Course Requirements & Prerequisites
Page 6	Student Responsibilities
Page 7	FERPA Statement Accommodations
Page 8	Withdrawing from a Dual Credit Course
Page 9	Grades
Page 10	Login Information
Page 11	Requesting Transcripts
Page 12	Frequently Asked Questions
Page 13	Dual Credit Registration Form Example

Welcome to Treasure Valley Community College Dual Credit Program

This handbook is designed to answer student and parent questions about the requirements, expectations, processes and services available through the Dual Credit Program offered by Treasure Valley Community College.

We are delighted that you have chosen to get a head start on your college education by participating in the Treasure Valley Community College Dual Credit Program. Dual Credit classes can help students and parents save both time and money as they get started on career training and education after high school.

What is the DUAL CREDIT Program?

The DUAL CREDIT program at Treasure Valley Community College (TVCC) is a collaborative educational venture in partnership with area high schools. It is a unique opportunity for students in Oregon and Idaho to earn college credits while they are still enrolled in high school.

Dual Credit, as defined by the Oregon Dual Credit standards, refers to a course that is:

- a) Offered as part of the high school program,
- b) Taught by a high school teacher, acting as a proxy instructor for the college/university, who has been approved by the college/university and meets the qualifications to teach the course for the college/university, and
- c) Sufficiently similar to the college/university course to enable the student to be described as “taking a course from the college or university”. Dual credit students enroll in the college course and grading and transcription is consistent with those of like courses at the college or university. (Credit may also be granted by the high school toward graduation requirements, as appropriate.)

These college-level courses are taught by qualified high school instructors during regular school hours at the student’s high school. Each High School instructor is required to meet the same qualifications required to teach the same course at TVCC.

Qualified Dual Credit instructors partner with a TVCC instructor within the same department to guide and ensure the dual credit course content and outcomes are aligned with the course taught at TVCC.

Through TVCC’s Dual Credit Program, students are able to earn TVCC college credit in areas of Core Collegiate Credits and Career and Technical Education Credits:

Core Collegiate Dual Credit (Col-Cred)

Lower Division College credits that can be applied toward a bachelor’s degree. Classes are usually those that meet general education requirements for Oregon and Idaho universities in areas such as Writing, Math, Science, and Speech.

Career and Technical Education Dual Credit (CTE)

Career and Technical Education courses which satisfy requirements toward an Associate of Applied Science degree in areas such as Welding, Horticulture, Agriculture, and Animal Science.

Dual Credit Program Benefits

- Minimizes the duplication of courses taken in high school and college
- Shortens the time required to complete an undergraduate degree and/or career-technical programs
- Reduces the cost of post-secondary education
- Introduces students to the rigor of college coursework

Credits with a Purpose

It is important for high school students to understand that college credit courses completed while in high school are a permanent college record. An excess accumulation of credits, especially courses not included in a student's intended major, can have financial aid implications. It is recommended that students work closely with TVCC dual credit advisors to determine how a potential dual credit opportunity fits into their college plans.

In addition, grades of D, F, or withdrawals on a college transcript while in high school can affect a student's ability to meet Satisfactory Academic Progress (SAP) required to receive financial aid in college.

TVCC dual credit staff is available to help students be intentional about which dual credit courses will help meet each student's educational goals.

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) <ul style="list-style-type: none">• Troubleshooting registration• Course or program questions
Rennie Neider CTE Outreach Specialist	541-881-5965 rneider@tvcc.cc	All questions related to CTE Dual Credit <ul style="list-style-type: none">• Troubleshooting registration• Course or program questions
IT Help Desk	541-881-5777 helpdesk@tvcc.cc	Help with MyTVCC account <ul style="list-style-type: none">• Login issues
Enrollment Services	541-881-5815	General dual credit and account questions
Registrar	541-881-5806	Ordering official transcripts

Student Responsibilities

As a high school student taking dual credit courses, you are responsible to meet the same requirements as college students. As a dual credit student is your responsibility to:

- Review the information provided in this Student Handbook.
- Students are responsible for applying to TVCC using the online application.
- Students are responsible for accurate information on their application for admission.
- Students are responsible for keeping TVCC informed of any changes in their mailing address, email address or name.
- Keep track of your MyTVCC login and password. This information is needed to register for dual credit classes. Keep your password secure.
- Students are responsible for meeting course prerequisites for dual credit classes, including Accuplacer placement test, if required.
- Register for dual credit classes within the registration period. The registration for any Dual Credit class is facilitated by the high school Dual Credit instructor. Some courses are year-long and require multiple registrations throughout the year (ie: Chem 121, 122, 123).
- Students are responsible for the accuracy of registering for their classes. Be very careful. Check and recheck the class information carefully before completing the registration.
- Students are responsible for their course-work and completing all college-required material.
- Students are responsible for paying dual credit tuition charges. A past-due account will prevent students from registering for additional dual credit classes in upcoming term. In addition, your official TVCC transcripts will be withheld until account is paid in full.

Student Responsibilities cont.

- Students are responsible for officially withdrawing from an unwanted dual credit course, or if you leave your high school. There are limited timeframes to withdraw from a course without the responsibility for grades. Refer to the academic calendar at: https://www.tvcc.cc/academics/academic_calendar.cfm
- Students are responsible for ensuring the accuracy of their final grades on their academic transcript at TVCC. Any error should be immediately reported to the high school/Dual Credit instructor. It is the student's responsibility to contact his/her high school/Dual Credit instructor with any questions that remain unanswered.
- Order official transcripts to transfer credits to another institution.
- Students are responsible to conform to all codes of conduct as stipulated by Treasure Valley Community College and by their high school. Students are expected to conduct their academic affairs in a forthright and honest manner. In the event that students are suspected of classroom cheating, plagiarism or otherwise misrepresenting their work, they will be subject to discipline according to school district policies.

TVCC Student Portal Tools

As a participant in the TVCC Dual Credit program, you are considered a Treasure Valley Community College student once you complete the dual credit application and receive a TVCC student ID number.

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

College Transcripts

With the opportunity to earn college credits while in high school comes the accountability of beginning your permanent college transcript.

The credits that are posted to your Treasure Valley Community College transcript will be reviewed by colleges and universities that you attend in the future and can make the difference between being accepted or not and whether you may be able to receive scholarships.

It is very important that you protect your TVCC transcript and only register for college credit in courses for which you are prepared to succeed. A student's college transcript is a permanent record of their educational experience and achievements. Your transcript travels with you from institution to institution and reflects the accomplishment of work performed.

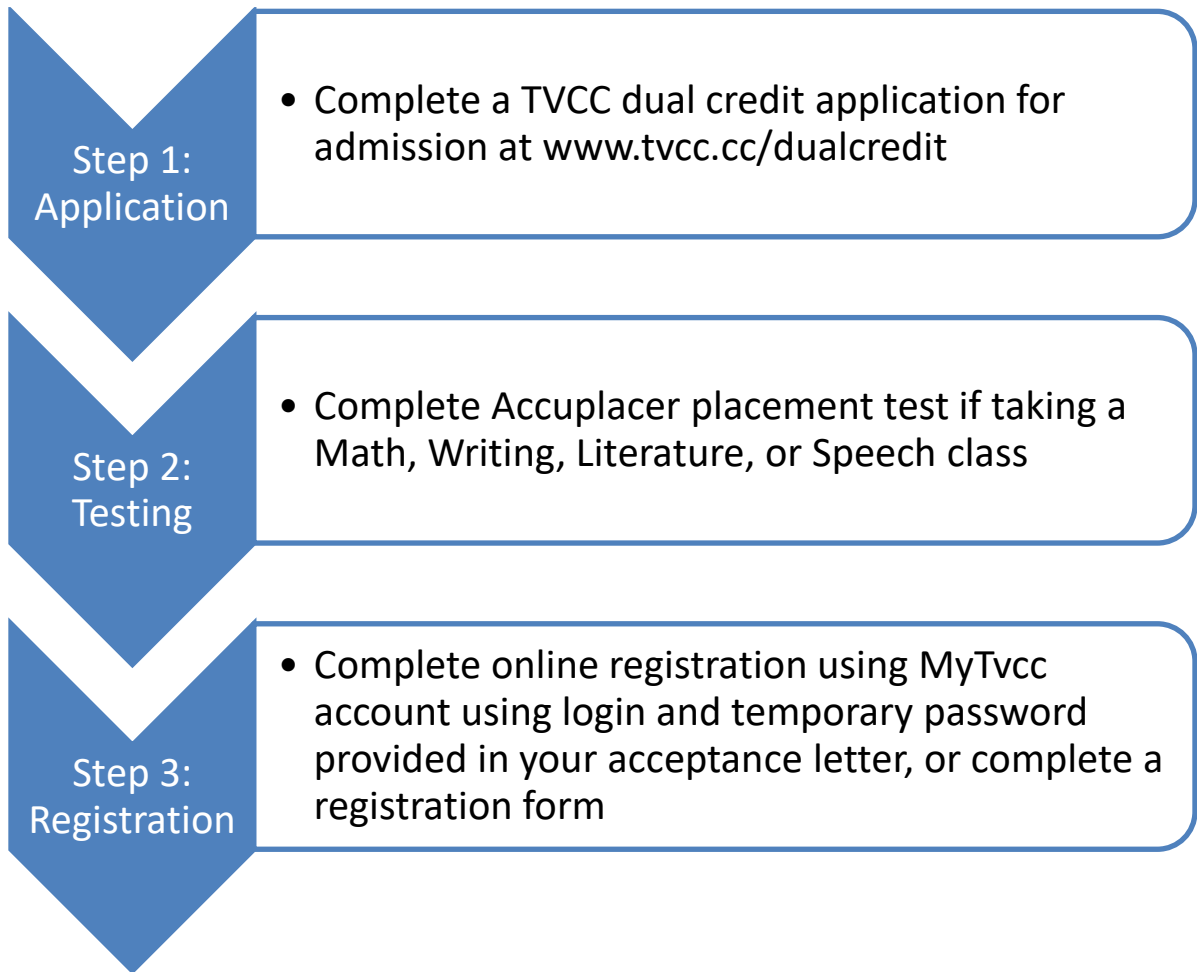
It is important for students taking Dual Credit to understand and consider the impact the dual credit courses they choose will have on this permanent record.

Participating High Schools

Adrian	Jordan Valley
Baker	LaGrande
Burns	Middleton
Burnt River	Monument
Caldwell	New Plymouth
Cove	North Powder
Crane	Nyssa
Dayville	Ontario
Enterprise	Payette
Elgin	Pine Eagle
Fruitland	Prairie City
Grant Union	Union
Harper	Vale
Imbler	Wallowa
Joseph	Weiser

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.

How to Enroll



1. Complete free TVCC Dual Credit Application for Admission

Apply online at: www.tvcc.cc/dualcredit.

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

2. Take the Accuplacer Placement Test

Some Dual Credit classes require either prerequisite courses or Accuplacer placement test scores. Prerequisites are conditions that must be met in order to gain access to a particular class. These conditions are usually completion of previous courses or specific Accuplacer placement test scores. For example: Writing 121 requires a specific score on the TVCC reading and writing Accuplacer test, or if a student is taking a dual credit course that is in a sequence such as Math 111, 112, 113, you must pass each course with a C- or better to enroll in the subsequent class.

There may also be high school pre-requisites to enroll in a particular high school class offered for dual credit. Please talk to your high school counselor or instructor about specific course requirements and prerequisites.

For courses that have pre-requisites such as math, writing, Literature, and speech, students are required to complete the Accuplacer exam prior to registration for classes.

High school staff or faculty may administer the Accuplacer exam as a remote proctor after completing training and certification. Check with your high school to find out if your school is an approved test site.

Students may also take the Accuplacer exam at a TVCC campus. To schedule an appointment at the TVCC campus, go online at www.tvcc.cc/testingcenter or call (541) 881-5798 or email testingcenter@tvcc.cc.

There is no fee for first placement test. If students wish to attempt to improve scores by re-testing, a \$10.00 fee is charged. Accuplacer provides practice exams at: Accuplacer.collegeboard.org. Students are encouraged to complete the review prior to testing.

Students are not allowed to re-test on the same day as the original test.

3. Registration

Online Registration

Students can register for Dual Credit classes online using their MyTVCC account that is provided by TVCC. MyTVCC login and password are provided in the Dual Credit acceptance letter mailed to the student.

Step-by-step online registration directions can be found on our Dual Credit page at: www.tvcc.cc/dualcredit/col_cred.cfm

-OR-

Paper Registration

Dual Credit Registration forms are available from high school instructors and TVCC Dual Credit Staff. Each quarter students meet with their high school instructor for class selection and advisor signature.

Registration Dates

Registration dates for Dual Credit classes are posted on the dual credit webpage at: www.tvcc.cc/dualcredit/col_cred.cfm

Registrations for previous completed quarters will not be accepted

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, Literature, Speech, and Health

Career and Technical Education (CTE) Dual Credit: 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

(generally Dual Credit courses are 3 or 4 credits each)

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.

Students with limited resources should contact your high school counseling office, as various high schools have financial assistance for Dual Credit tuition costs. Students may have to provide financial information to qualify for assistance. TVCC does not provide payment plans for Dual Credit classes.

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/student-engagement/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

Tuition for dual credit classes is charged and is due each term a student is participating in a dual credit class. Some courses are year-long, and students register just once for a class that runs the entire year and the student receives credit for that one course.

Other courses are part of a year-long sequence, and students register for multiple classes throughout the year, receiving credit for multiple classes (Bio 101,102,103).

Full payment for any term must be paid by the end of that term. Any outstanding balance will prevent registration for any upcoming terms, until balance is paid in full.

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 heading "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

Transferring Dual Credit Courses -Transcripts

Treasure Valley Community College has retained Credentials Inc. to accept transcript orders electronically.



The following items will be required to order a transcript online: A major credit or debit card, an email account and your signed consent.

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.

*The College will withhold transcripts (official or unofficial) of students who owe fees, fines, or damages until those fee, fines, or damages are paid.

ORDER YOUR TRANSCRIPT OR CHECK YOUR TRANSCRIPT ORDER AT:

<https://www.tvcc.cc/transcripts/>

Financial Aid

Dual Credit students are not eligible for Federal Financial Aid. 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

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

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

High schools and colleges operate under different guidelines regarding students with disabilities.

For example, accommodations in the high school for high school courses may include extended deadlines, reduced number of questions on exams, test retakes and reduced number of assignments.

Accommodations in the college setting may include providing a quiet space for test taking, alternate format delivery of course content (audio, large print), access accommodations (mobility needs). Accommodations must not alter the overall content and requirements of a course.

All eligible students are allowed to participate in Dual Credit courses, but they must meet the college requirements in order to be eligible for the 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 a documented disability, but all students must meet the student learning outcomes and assessment rigor of the course in order to be eligible for college credit. Dual Credit students requesting accommodations should contact their high school counselor or Disability Coordinator who will work with the college.

Withdrawing from a Dual Credit Course

Dual Credit students have a limited time to withdraw from a class any given term. Dual Credit withdrawal dates are consistent with TVCC's on campus dates. Please refer to TVCC academic calendar www.tvcc.cc/academics/academic_calendar.cfm for more details.

2021-22 Withdrawal Dates:

Fall Term

Last day to withdraw and receive a refund	October 8
Last day to withdraw without a "withdraw" posted on transcript	October 22
Last day to withdraw without the responsibility for grade	November 19

Winter Term

Last day to withdraw and receive a refund	January 14
Last day to withdraw without a "withdraw" posted on transcript	January 28
Last day to withdraw without the responsibility for grade	February 25

Spring Term

Last day to withdraw and receive a refund	April 8
Last day to withdraw without a "withdraw" posted on transcript	April 22
Last day to withdraw without the responsibility for grade	May 30

Depending on the date that the student withdraws, the student may have a "W", or withdrawal posted on their TVCC transcript, which does not affect GPA.

Students must officially withdraw from Dual Credit courses. **Please contact Dual Credit Advisor about withdrawing from a course.**

Grading

Grades are submitted by the high school instructor to TVCC. TVCC faculty members will view grades and approve to be sent to the Registrar's office to be assigned to the student's TVCC transcript.

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: "D", "F". Earned "D" and "F" grades will be posted to TVCC transcript.

"WIP" = Work In Progress.

In order to pass and continue to the next Dual Credit class in a sequence, students must pass with a C- or better.

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 member 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.

Student Login Help

Student Technology Login Information

Usernames and passwords are constructed by pulling information from the main campus database. If any information was left off of the registration form, an alternate username and/or password construct was made. Email username must contain "@students.tvcc.cc" to specify login to the TVCC student email server.

To Setup your account and change your password please visit:

<https://my.tvcc.cc/setup>

Computers: Classroom, Library, Labs, Wireless

Applications: Blackboard, MyTVCC



USERNAME :

last name + first initial + middle initial

like this: Joe Oliver Smith = smithjo

No middle initial? Or didn't write it down at registration?

last name + first initial

like this: Joe Smith = smithj

If a duplicate is created to make username unique two digits will be added to the end

last name + first initial + middle initial + 10

like this: Joe Oliver Smith = smithjo10

If your account was created before July 1st 2016:

first initial + middle initial + last name

like this: Joe Oliver Smith = josmith



TEMPORARY PASSWORD:

student ID # + _ + 4 digit birth year (* type SHIFT + dash (above the letter P) to get an underscore)

like this: 55555_1985

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.

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.

Is there a student cost for Dual Credit courses? Maybe. Cost of dual credit courses depends on the type of course and your residency:

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

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#.

How do I pay for my dual credit course(s)?

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.

TVCC Student ID _____ Date of Birth _____

Last Name _____ First Name _____ M.I. _____

Permanent Physical Address _____ City _____ State _____ Zip _____

Mailing Address (if different than above) _____ City _____ State _____ Zip _____

Telephone _____ E-mail Address _____

QUARTER: _____ FALL _____ WINTER _____ SPRING

*Providing your social security number is voluntary. If you provide it, the college will use your social security number for keeping records, doing research, reporting, extending credit, and collecting debts. The college will not use your number to make any decision directly affecting you or any other person. Your social security number will not be given to the general public. If you choose not to provide your social security number, you will not be denied any rights as a student. Providing your SSN means that you consent to the use of your number in the manner described.

CLASSES ADDED:

Course #	Section	Course Title	Credits

Sections	
OREGON	IDAHO
Ontario 01	Payette 42
Nyssa 16	Caldwell 50
Vale 18	Weiser 54
Adrian 04	
Burns 06	
Jordan Valley 38	
Crane 41	

Oregon Tuition = \$45/Credit
 Non-Oregon Tuition = \$75/Credit
 Major Code: 9100
 Major Title: COL-CRED

AUTHORIZATION FOR THE RELEASE OF INFORMATION (optional) I authorize the release of any information and materials pertaining to my enrollment at TVCC including grades, costs and enrollment status to: _____
 (Name of Parent/Guardian)

By signing this registration form, I agree to pay all tuition and fees applicable to the courses registered for above. Charges are subject to change at any time before the start of an academic quarter. The current charges can be found in the most recent printed class schedules, and on the college website. Whether or not any court action is involved, all expenses, fees, attorney fees and actual collection costs incurred by TVCC in an attempt to collect funds due shall become a part of the unpaid principle balance and payable upon demand. When expenses, fees and collection costs become a part of the unpaid principle balance, I understand my debt to TVCC may double. In the event legal action is instituted for the collection of this debt, the prevailing party shall be entitled to recover, at trial and on appeal, reasonable attorney fees and costs.

Advisor: _____

Student: _____ Date: _____

Parent/Guardian: _____ Date: _____