

# An Overview: What is Dual Enrollment?

As a high school student, Dual Enrollment with Paul D. Camp Community College gives you the opportunity to take college courses at your own high school, at a PDCCC campus or center, or with PDCCC online. These courses may earn you both college credit *and* high school credit at the same time. You can even complete a college General Education Certificate, General Studies Associate of Arts and Sciences Degree, or a Career Studies Certificate through Paul D. Camp Community College while still in high school.

The classes are taught by teachers who have been credentialed to teach for the Virginia Community College System (VCCS). Some of these instructors may be teachers you are already working with at your high school, others may teach full- or part-time for PDCCC.

These are college courses, and when you enroll in a dual enrollment class, you become a **college** student. There will be more work and higher standards you will have to meet in the course, and your grade in the course will become part of your permanent academic record. The grades you earn in dual enrollment courses can affect your future college plans, your employment possibilities, your ability to use financial aid and earn scholarships and more, so it's important to work hard and strive to succeed.

Please read through all of the information in this handbook, and contact your high school guidance counselor or the college's Dual Enrollment Coordinator with any questions you may have.

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## Eligibility:

The Virginia Community College System typically restricts Dual Enrollment to high school juniors and seniors, however, freshman and sophomores can be admitted under special circumstances. If you attend a public school or academy, the principal or headmaster will need to provide a letter of recommendation to PDCCC. If you attend a homeschool, you will need to get this letter for recommendation from a PDCCC Counselor/Advisor. The letter of recommendation will be submitted for approval to the college president.

All students admitted as Dual Enrollment students must demonstrate readiness for college coursework. After completing an application for admission (see below), you must provide official test scores showing appropriate scores on the Virginia Placement Test (VPT), the PSAT, SAT, ACT, COMPASS or ASSET. Scores can be no more than two years old, and should be official scores sent directly from the high school or testing program to the Dual Enrollment Coordinator. For acceptable test scores, see "Placement Testing" in this handbook.

All students must also meet any course-specific prerequisites, if applicable. For example, a student could not enroll in ENG 112 Introduction to College Composition II, unless ENG 111 had been successfully completed first. Course prerequisite information can be found in the college's academic catalog online at [www.pdc.edu](http://www.pdc.edu).

# Getting Started: Admissions and Testing

## Step 1: Consent Form

The first step into the Dual Enrollment program is to obtain the permission of your parent or guardian and the high school's permission. Dual Enrollment students must have the written permission of their parents/guardians and of their high school principals in order to participate in the program. In order to prove that permission has been granted, you and your parent or guardian must complete the Dual Enrollment Consent Form. For an example, see the list of attachments. Once this form has been signed by all parties, the guidance counselor will return it to the Dual Enrollment Coordinator.

Guidance Counselors will provide you with the Consent Form, or you can print one from the PDCCC website, under Dual Enrollment. Return the completed form to your guidance counselor, who will forward it to the Dual Enrollment Coordinator. Be sure to have your parent or guardian sign the form, or it will not be valid.

## Step 2: Apply for Admission

New Dual Enrollment students must complete a PDCCC application for admission after the Consent Form has been signed by the school and parents/guardians. The application is online at [www.pdc.edu](http://www.pdc.edu). When completing the application, please be sure to do the following:

1. Include your social security number. If you don't include this when you apply, the Instructional Technology staff won't be able to retrieve your college passwords for Blackboard and emails if you lose them.
2. Select Paul D. Camp Community College from the drop down menu. Choose carefully; all 23 Virginia Community Colleges are listed here! If you choose the wrong course, the system will not allow you to enroll in classes.
3. Select "Credit." If you don't, the system will not allow you to enroll in classes.
4. Select "Franklin" campus- the Dual Enrollment program is housed there. If you select Suffolk campus, however, you should still be able to enroll in classes; unlike the previous two questions, this one is not a 'show-stopper.'
5. Complete the Domicile Form on the Application. This proves you are a resident of the State of Virginia. If you don't complete this form, you might get billed at out of state tuition rates!
6. Once you have completed your application for admission and clicked to submit, WAIT for a minute. Your college ID number will pop up on the screen. ***Write it down and put it on your Consent Form. You will need this number when you are taking your placement test!***

## Step 3: Complete the FERPA Form

FERPA is the Federal Educational Right to Privacy Act. Although you will be taking classes that are for credit both at your high school and a Paul D. Camp CC, your privacy rights as a college student are different. In high school, parents are given information about grades, absences, etc. automatically. At college, this can only happen if the student signs a FERPA Waiver. A sample is in the attachments, and you can download a FERPA waiver from the college website, under Dual Enrollment.

We strongly encourage all dual enrollment students to sign this waiver, naming at least one parent or guardian. Once a waiver is filed, college employees can speak to that person regarding your necessary enrollment in classes, grades, graduation requirements, payment for classes, etc. Complete the form and return it to your guidance counselor or to the Dual Enrollment Coordinator at [jpellegrin@pdc.edu](mailto:jpellegrin@pdc.edu).

The goal statement must be returned to your guidance counselor, who will submit it to the Dual Enrollment Coordinator. An example of the form is in the attachments, and the form itself can be downloaded on the college website under Dual Enrollment.

#### **Step 4: Take the Virginia Placement Test or other accepted test such as the SAT.**

All VCCS students must show readiness for college courses. In most cases, Dual Enrollment students take the Virginia Placement Test, or VPT.

The VPT is offered by PDCCC **free** of charge to all prospective Dual Enrollment students. If students wish to use PSAT, SAT or other scores for dual enrollment placement, official documentation of test results must be provided to the college, typically through the high school guidance counselor.

You should test in the semester *prior* to your entry semester of Dual Enrollment. For example, students planning to take Dual Enrollment classes in the Fall of their senior year should complete placement testing in the Spring of their junior year.

Placement testing is usually done at the high school, but can also be completed at the Franklin or Suffolk campuses by appointment:

[Franklin Campus](#)    [Ms. Gleason](#)    [\(757\) 569-6740](tel:(757)569-6740)    [mgleason@pdc.edu](mailto:mgleason@pdc.edu)

[Suffolk Campus](#)    [Ms. Badeaux](#)    [\(757\) 925-6328](tel:(757)925-6328)    [cbadeaux@pdc.edu](mailto:cbadeaux@pdc.edu)

When you call to set up a test, be sure to identify yourself as a dual enrollment student. This is very important!

Required placement scores for transfer courses such as math, English, history, science, etc. are higher than those for career/technical courses such as Welding, Robotics, Early Childhood Education, etc. To learn more about the free Virginia Placement Test, and to take a practice test, see our website.

### Admission Criteria for Transfer Courses

	Virginia Placement Test (VPT)	COMPASS	ASSET	PSAT	SAT	ACT	SOL
English/Writing	ENG 111	76	43	N/A	N/A	18	N/A
Reading	ENG 111	81	42	N/A	N/A	18	N/A
Writing/Reading	ENG 111	N/A	N/A	390	480	N/A	N/A
Mathematics	MTE 1	25	33	500	530	22	Algebra I-Pass

### Admission Criteria for Career/Technical Education Courses

	Virginia Placement Test (VPT)	COMPASS	ASSET	PSAT	SAT	ACT	SOL
English/Writing	ENF 1	32	35	N/A	N/A	18	N/A
Reading	ENF 1	62	35	N/A	N/A	18	N/A
Writing/Reading	ENF 1	N/A	N/A	390	480	N/A	N/A
Mathematics	MTE 1	25	33	500	530	22	Algebra I-Pass

**Mathematics placement requires the completion of the Virginia Placement Test in Math, as well as test scores proving readiness for Transfer Courses.**

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## Enrolling in Classes:

### Classes taken at the high school, for dual credit

You will enroll in these with the help of your guidance counselor. The classes will be covered under the tuition reimbursement agreement between the school and the college, and may be at no cost to you. Remember though, that some high schools do charge an additional fee to help them defray the cost of textbooks, etc. The courses offered for dual credit vary by high school, and some will have a face to face teacher, while some will be offered with an online teacher. Ask your guidance counselor which DE courses are available to you now, and which ones you can expect to be able to take before you graduate.

## Classes taken concurrently, but not for dual credit

Because many students plan to earn a certificate or a degree but can't get all of the required classes they need through dual credit, they can also take classes offered directly through Paul D. Camp CC online or at one of our campuses. For these **concurrent classes** (meaning they are taken while a student is still in high school, but are not for high school credit), you must pay the full tuition and fees and provide your own textbook. Tuition and fees for Virginia residents for the 2017-2018 academic year is **\$152.40** per credit hour. To enroll in these classes, students can either meet with an advisor face to face, or complete the Remote Registration Form.

To schedule a face to face meeting with an advisor, call the Admissions office at the campus near you:

**Franklin Campus: (757) 569-6707**

**Suffolk Campus: (757) 925-6313**

**Smithfield Center: (757) 925-6340**

Ideally, registration for courses takes place face to face, but if that is not convenient, you can request classes by completing the Remote Registration Form, which is available through your high school guidance counselor, or on the website at [www.pdc.edu](http://www.pdc.edu), under Dual Enrollment. Return the form via fax or scan to the Dual Enrollment Coordinator, Jeanette Pellegrin, at [jpellegrin@pdc.edu](mailto:jpellegrin@pdc.edu). The coordinator will enroll you into the class and contact you via email with information on how to pay for the class, get textbooks, etc.

It's very important to remember that concurrent classes will have start and end dates that conform to PDCCC's semester schedule, **not** the high school's schedule. Be sure you are aware of when your class begins and keep track of assignment deadlines!

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## Choosing Classes:

In the Virginia Community College System, there are two kinds of courses available to high school students: Transfer courses, that are meant to help a student earn a certificate or degree at this or any other college, and Career/Technical Education (CTE) courses, that are meant to teach a student a specific skill. Many CTE courses are part of a certificate or degree program too, but they are typically not meant to transfer to another college. Instead, their purpose is to ready you to get out into the workforce with a trade.

### Examples of Transfer Classes:

English Composition  
US History  
Pre-Calculus  
Psychology

### Examples of CTE Classes:

Emergency Medical Technician  
Welding  
Fire Science  
Robotics

The final decision about which courses to offer at the high school and when to schedule them rests with each high school and school system. Enrollment must be sufficient in order for classes to run as scheduled.

For other classes not part of the dual enrollment program that can be taken concurrently, see our class schedule at [www.pdc.edu](http://www.pdc.edu).

For more information on choosing classes, see **Certificates and Degrees**. You can also email Jeanette Pellegrin for help, at [jpellegrin@pdc.edu](mailto:jpellegrin@pdc.edu).

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## Dropping, Adding and Withdrawal

High school students who are enrolled in PDCCC courses given at a PDCCC campus or center, or online, should refer to PDCCC’s regular academic calendar for information about session start and end dates, and drop and withdrawal deadlines.

As with adding dual enrollment classes, students in Dual Enrollment courses given at their high school must begin the drop or withdrawal process through their high school guidance counselors.

When a student is dropped from a course, the course is removed from the transcript as if the student had never been enrolled in the course.

High Schools are not billed by PDCCC for dropped enrollments.

After the drop period has passed, a student wishing to leave a course must request a withdrawal. A withdrawal form must be signed by the student (or the parent, if the student is under 18) and the high school, then forwarded to the Dual Enrollment Coordinator for processing.

Withdrawals will show on the academic transcript as a W. This will not affect the student’s grade point average, but too many W’s on a transcript can eventually affect a student’s ability to receive financial aid or scholarships.

High Schools must pay the full agreed upon tuition for the withdrawn course.

After the last date for withdrawals, students will finish the course with a letter grade of A through F.

### Fall 2017

	Last Date to Request Add or Drop	Last Date to Request Withdrawal
<b>18 Week Semester Schools:</b>		
Southampton Academy	9/4	10/26
Isle of Wight Academy	9/14	11/16
Lakeland High School	10/05	11/30

Kings Fork High School	10/05	11.30
Nansemond River HS	10/05	11/30
Pruden	10/05	11/30
<b>9 Week Semester Schools:</b>		
Franklin High School	1 <sup>st</sup> Term: 9/13	1 <sup>st</sup> Term: 10/10
	2 <sup>nd</sup> Term: 11/16	2 <sup>nd</sup> Term: 12/21
Southampton High School	1 <sup>st</sup> Term: 9/14	1st Term: 10/12
	2 <sup>nd</sup> Term: 11/16	2 <sup>nd</sup> Term: 12/21
Windsor High School	1 <sup>st</sup> Term: 9/18	1st Term: 10/11
	2 <sup>nd</sup> Term: 11/17	2 <sup>nd</sup> Term: 12/21
Smithfield High School	1 <sup>st</sup> Term: 9/18	1 <sup>st</sup> Term: 10/11
	2 <sup>nd</sup> Term: 11/17	2 <sup>nd</sup> Term: 12/21

This information regards PDCCC deadlines. Individual high school deadlines for course adds and drops may be earlier than these dates, but can not be after these dates.

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## Transferability of Courses

PDCCC is a member of the Virginia Community College System (VCCS) and is fully accredited through the Southern Association of Colleges and Schools Commission on Colleges. As with all colleges, however, course transfer is decided by the gaining college. A good way to find out whether a specific class will transfer is to check the transfer guide on your gaining college's website.

As with all college classes, students taking Dual Enrollment classes should begin with the end in mind. First, ask yourself "What job do I think I'd like to have? What education or training do I need to have in order to get that job? Where can I get that education or training? Which classes will I need to take to get that degree? How do PDCCC classes fit in? Which of these classes can I take through Dual Enrollment, and which will I need to take on my own?" PDCCC Career Coaches and Advisors can help you with those questions.

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# A Word About Advanced Placement

While in high school, you might get the opportunity to take some AP classes as well, or to earn college credits through other programs. The choices can be a little confusing. Here's the basic differences:

## A Comparison of Dual Enrollment, Advanced Placement and International Baccalaureate Programs

Program	Earn College Credits? Complete Degree?	Cost	Transfer?
Dual Enrollment	Yes, for any grade above F. Credits are awarded at the end of each semester.  Students may be able to earn an Associate's degree, although they will need to enroll in and pay for some classes that are not part of the DE program.	No tuition cost to students for classes given at the high school during school hours.  Schools may charge additional fees.	General Education classes will typically transfer for grades of C or higher. Career/Tech classes may not transfer unless the gaining college offers the CTE program; always consult with your gaining college to learn specific guidelines regarding transfer of DE credits or any other college credits earned.
Advanced Placement	Credit is not awarded for the course itself. Reaching the target score on the AP exam will provide college credit. Credits are awarded in July.  No degree is awarded through Advanced Placement classes alone, however these classes can be part of a degree, depending upon the college.	\$91.00 per test (2016)  Credit awarded only if appropriate test score is reached.	Transfer depends upon the test scores required by the gaining college, (usually a 4-5 for Virginia universities and four-year colleges) as well as whether or not the college accepts AP scores. Always consult with your gaining college to learn specific guidelines for acceptance of AP credits.
International Baccalaureate	No college credit is automatic, however, students earning the IB Diploma may be awarded credit at their follow-on college. Sometimes AP courses are included as part of IB; appropriate scores on the AP tests are still required in order for	No cost to students	Students must earn at least a 24 combined score to earn the IB Diploma; awarding of college credits depends upon the gaining college's guidelines. Consult with your gaining college to see if the IB diploma will result in the award of college credits.

	any college credits to be awarded.		
	No degree is awarded through IB alone, however, IB may be a part of a degree depending upon the college.		

If you take AP classes, but want to transfer the credit over to PDCCC, you'll need to begin by having a copy of your AP scores sent to PDCCC. You can do this through College Board, which gives the AP tests, or through your high school. Whether or not your AP test scores will earn you college credit and how many credits you can earn will depend upon the score itself. PDCCC's AP transfer score requirements for 2017-2018 are as follows. This information can also be found in PDCCC's College Catalog online:

The College Entrance Examination Board (CEEB) administers advanced placement examinations which enable high school students to complete college-level courses while still in high school, to demonstrate college-level achievement through examinations, and to receive college course credit, if qualified, when they matriculate to an institution of higher education. The CEEB examinations are offered in the high schools by the Educational Testing Service (ETS). It is the responsibility of the student to check with the senior institution to which he/she plans to transfer AP credit. Some institutions don't accept AP credit, and others require a score of 4 or 5. The examinations are scored as follows:

Extremely well-qualified	5
Well-qualified	4
Qualified	3
Possibly Qualified	2
No recommendation	1

For evaluation purposes, students must have official AP score reports forwarded from ETS to PDCCC for inclusion in the permanent record in the Admission and Records Office on the Franklin Campus. Specific college course credits will be granted based on the AP examination scores:

<b>Equated PDCCC Examination</b>	<b>Courses</b>	<b>Credits</b>	<b>Score</b>
Art History	ART 101-102	6	4
Biology	BIO 101	4	3
	BIO 101-102	8	4
Chemistry	CHM 111	4	3

	CHM 111-112	8	4
Computer Science A	CSC 201	4	4
Computer Science AB	CSC 201	4	4
Economics, Macro	ECO 201	3	4
Economics, Micro	ECO 202	3	4
English Language & Comp.	ENG 111	3	4
	ENG 111-112	6	5
English Literature & Comp.	ENG 241-242	6	4
European History	HIS 101	3	3
	HIS 101-102	6	4
French Language	FRE 201	3	4
	FRE 201-202	6	5
French Literature	FRE 233	3	4
	FRE 233-234	6	5
German	GER 201	3	4
	GER 201-202	6	5
Government & Politics			
American	PLS 135	3	3
Comparative	PLS 120	3	3
Latin	LAT 201	3	4
	LAT 201-202 6 5		
Mathematics	MTH 173	4	3
	MTH 173-174	8	4
Music			
Literature	MUS 121	3	3
	MUS 121-122	6	4
Theory	MUS 111	4	3
	MUS 111-112	8	4
Physics B	PHY 201	4	3
	PHY 201-202	4	4
Physics C	PHY 241	4	3
	PHY 241-242	4	4
Spanish Language	SPA 201	3	3
	SPA 201-202	6	5
Spanish Literature	SPA 233	3	3
	SPA 233-234	6	5

U.S. History	HIS 121	3	3
	HIS 121-122	6	4

It's important to note that these are PDCCC's accepted AP scores- but not all colleges will accept AP scores in the same way, or award the same amount of credits. As with any transfer, the acceptance always rests with the gaining college.

## Financial Information

Each school contracts with PDCCC to provide dual credit classes. The cost of these classes varies per school. In all cases, PDCCC does not charge students tuition for dual credit classes taken at the high school as part of the students' regular schedule, rather, PDCCC charges the high school directly. In many cases, PDCCC provides 100% tuition reimbursement to the schools, taking on the cost burden for these classes. In some cases, PDCCC is not authorized to provide the classes at the full tuition reimbursement rate, and must charge the schools. When this happens, the schools may pass some of the cost on to the student by charging a fee. These fees are not connected to the college in any way and must be paid directly to the high school.

For concurrent courses that are not part of a high schools' dual enrollment program (in other words, the course is not listed on your high school schedule) you must pay full tuition and can expect to provide your own textbooks. The cost for tuition and fees per credit hour for the 2017-2018 school year is \$152.40. If you search other colleges and universities in Virginia, you'll find that PDCCC has one of the lowest tuition rates in the state!

Payment for concurrent courses will be expected right after you are registered for them. Payment can be made electronically by logging into your Student Information Systems Account (see below, under Technology), or via drop box both at the Franklin or Suffolk Campus or the Smithfield Center. The drop boxes allow credit card, check or money order payments only- no cash payments are allowed. For questions about payment, contact the Business Office at 757-825-2945.

Students who have not paid for concurrent courses may be dropped from the class without notice.

Payment plans are available at certain times during the semester. For more information, contact the Dual Enrollment Coordinator at [jpellegrin@pdc.edu](mailto:jpellegrin@pdc.edu) or call her at (757) 569-6081.

Although high school students are not eligible for Federal Financial Aid, some scholarship opportunities are available.

1. The Dual Enrollment Camp Opportunity Scholarship, (DECOS) is the most prominent, and is offered to students who have a low income base or are the first in their family to work on completing a bachelor's degree.
2. The Perry W. Barnett Memorial Endowment is available to dual enrollment students who are studying welding.

3. Smithfield Foods offers a scholarship to children or grandchildren of certain Smithfield Foods employees.

For more information or to apply for scholarships, see our website at [www.pdc.edu](http://www.pdc.edu).

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## Student Expectations, Rights and Responsibilities

Dual Enrollment and concurrent high school students are expected to conform to the same standards as all other college students in the VCCS. Below are some of the expectations we have concerning behavior, as well as your rights as a student. This information is adapted from the PDCCC College Catalog. For more detailed information, see the catalog online at [www.pdc.edu/catalog](http://www.pdc.edu/catalog).

*The Virginia Community College System guarantees to students the privilege of exercising their rights of citizenship under the Constitution of the United States without fear of prejudice. Special care is taken to ensure due process and to spell out defined routes of appeal when students feel their rights have been violated. It is the student's responsibility, however, to be aware of the College's policies and procedures on such things as student conduct, grade appeal, computer ethics, library computer usage, student grievance, substance abuse, and sexual harassment.*

### ***Expectations for Student Behavior***

*Paul D Camp Community College is committed to maintaining a social and physical environment conducive to carrying out its educational mission. Those who teach your classes desire that you learn. Therefore, all students are expected to observe the following standards in order to maximize your learning opportunities:*

1. *Be informed about instructor's policies, which are presented in course outlines/syllabi, as well as the policies of the college published in the PDCCC Catalog.*
2. *Be an active participant in class by taking notes and asking appropriate questions. Your involvement will benefit you and your classmates.*
3. *Treat the instructor and fellow students with courtesy. Refrain from any behaviors that may distract others. You expect to be treated with tolerance and respect. You expect a learning environment free of unnecessary distractions. So does everyone else. Be moderate in speaking. Loud, obscene, argumentative, or threatening speech is disruptive to teaching and learning, and is offensive to others. It has no place in an academic setting.*
4. *Cultivate effective study strategies. Being an effective student is not instinctive. Use your study time wisely. Seek help from the instructor when you need it. Avail yourself of resources provided by the college.*

5. *Study course material routinely after each meeting. Study according to a regular schedule. Avoid cramming. Do not postpone working on assignments. Submit finished assignments on time.*
6. *Accept the challenge of collegiate studying, thinking, and learning. Anticipate that the level and quantity of work will compete with other activities such as clubs and sports.*
7. *Set realistic academic goals and schedules for yourself. Select an academic load whose work demands do not exceed your available time and energy.*
8. *Let no temptation cause you to surrender your integrity.*
9. *Resolve any disagreements in a positive, non-combative manner. Request the assistance of college authorities if needed.*
10. *Show respect for the comfort of others in an educational setting by observing acceptable standards for personal cleanliness and dress.*
11. *Handle only your own possessions. Turn in any lost items or money to college authorities.*

#### ***Student Conduct Policy (Academic Conduct)***

*Under the authority of the Chancellor of the Virginia Community College System, the College is delegated the responsibility for establishing and enforcing regulations pertaining to student conduct. Paul D. Camp Community College is committed to maintaining a safe learning environment with commitment to students. It is also committed to a policy of honesty in academic affairs.*

*Each individual is considered a responsible adult, and it is assumed that men and women of college age will maintain standards of conduct appropriate to membership in the college community. The College refrains from imposing a rigid code of discipline, but reserves the right to take disciplinary action compatible with its own interest when it is clearly necessary.*

*Disciplinary action may be initiated by a complaint in writing filed by any member of the college community, including members of the faculty and student body. The complaint must be filed with the campus dean, who will then begin an immediate investigation of the alleged violation. Students alleged to have violated the standards of conduct shall appear before the campus dean for possible disciplinary action. The campus dean may dismiss the complaint, refer the complaint to the College's Committee of Admissions and Review, or take disciplinary action to include the following:*

*Grade Reduction: Dishonesty or plagiarism may result in various academic penalties, including the receiving of a lesser grade, a grade of "F", or withdrawal.*

*Restriction of Computer Access: Temporary restriction of the violator's computing resource access for a fixed period of time, generally not more than six months.*

*Reprimand or Admonition: An oral or written statement to a student that he or she is not acting as a responsible adult and may be subject to more severe disciplinary action.*

*Disciplinary Probation: Exclusion from participation in the extra-curricular activities of the College, including the holding of any student office for a period of time not exceeding one academic year.*

*Restitution: Reimbursement for damaged or misappropriated property. This may take the form of appropriate service or other compensation.*

*Suspension: Exclusion from attending the College as a student for a definite period of time not to exceed one year. A student who is suspended will normally be required to appear before the Committee of Admissions and Review before readmission can be granted.*

*Dismissal: Termination of student status for an indefinite period.*

*The conditions of re-admission, if any, will be stated in the order of dismissal. Conduct for which students may be subject to disciplinary sanctions include the following:*

*Disruptive Behavior: Behavior on campus which interferes with providing a safe learning or teaching environment.*

*Violation of Computer Ethics: Violation of VCCS computer usage guidelines as defined in article 7.1 of title 18.2 of the Code of Virginia.*

*Dishonesty: Cheating of any kind with regards to examinations, course assignments, or classroom requirements. Any student helping another to cheat is as guilty as the student being assisted.*

*Plagiarism: The intentional use and appropriation of another's work without any indication of the source and the claiming of credit of such work as being the individual's own. Any student who fails to give credit for the form or content or material extracted from another individual's work is guilty of plagiarism. Procedures by which a student may appeal the decision of the campus dean are contained in the college catalog.*

## **SEXUAL MISCONDUCT POLICY**

*Paul D. Camp Community College adheres to Title IX. PDCCC shall not tolerate sexual misconduct in any form. Sexual misconduct undermines the values and behavioral expectations for a college community and all reported violations shall be investigated. Sexual misconduct may be punishable through civil and criminal proceedings, as well as through college disciplinary processes. An educational institution is a community of trust whose very existence depends on the recognition of each individual's importance and value. This trust creates the freedom for each individual to live, think, act, and speak without fear of physical harm. Sexual misconduct and false accusations are serious matters that shatter the bond of trust within a college community. This policy applies to all employees and students of the College. The College shall take affirmative steps to protect*

*students and employees from acts of sexual misconduct; assault, rape, harassment, stalking and intimate partner violence. The college aggressively investigates all complaints of sexual misconduct and will assist victims in pursuing legal avenues of redress. If you are a victim of or know of someone who is being victimized you are encouraged to report this as you would any threat to college authorities.*

### **SEXUAL HARASSMENT**

*Sexual harassment is defined as unwelcomed sexual advances, requests for sexual favors, and/or other verbal or physical conduct or written communication of an intimidating, hostile, or offensive sexual nature, regardless of where such conduct might occur, when:*

- 1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's educational or employment experience;*
- 2. submission to, or rejection of, such conduct is used as the basis for academic or employment decisions affecting such individuals; or such conduct has the purpose or effect of unreasonably interfering with an individual's academic or employment performance or creates an intimidating, hostile, or offensive learning or working environment.*

*Sexual harassment like all other forms of sexual misconduct is contrary to the values of Paul D. Camp Community College. It shall not be tolerated in any form, as defined in Part 1604.11, Discrimination Because of Sexual Harassment of Title VII, Section 703, of the Civil Rights Act of 1964, as amended.*

### **SEXUAL ASSAULT**

*Sexual assault is a crime punishable by both civil and criminal statute. College disciplinary actions may be imposed in addition to any legal action. The college strongly encourages victims and witnesses to report and prosecute perpetrators to the fullest extent of the laws. There are several venues for assistance if a person is a victim of sexual assault/offense. Paul D. Camp Community College has access to trained professional counseling staff available to assist victims.*

*The Commonwealth's Attorneys Office of the cities of Franklin, Suffolk and Smithfield victim/witness assistance program is also available to assist victims in any way possible. Referral information is available at all times and the Campus Security Force can assist you in obtaining the necessary information for counseling, medical care or financial assistance.*

*Further information on procedures is available in our catalog online.*

### **VCCS Computer Acceptable Use Guidelines**

*Thousands of users share VCCS information technology resources. Everyone must use these resources responsibly since misuse by even a few individuals has the potential to disrupt VCCS business or the work of others. Therefore, you must exercise ethical behavior when using these re- sources. State Law (Article 7.1 of Title 18.2 of the Code of*

Virginia) classifies damage to computer hardware or software (18.2–152.4), unauthorized examination (18.2–152.5), or unauthorized use (18.2–152.6) of computer systems as (misdemeanor) crimes. Computer fraud (18.2–152.3) and use of a computer as an instrument of forgery (18.2–152.14) can be felonies. The VCCS's internal procedures for enforcement of its policy are independent of possible prosecution under the law's definition.

VCCS information technology resources include mainframe computers, servers, desktop computers, notebook computers, handheld devices, networks, software, data files, facilities, and the related supplies.

#### *Guidelines*

*The following guidelines shall govern the use of all VCCS information technology resources:*

*You must use only those computer resources that you have the authority to use. You must not provide false or misleading information to gain access to computing resources. The VCCS may regard these actions as criminal acts and may treat them accordingly.*

*You must not use VCCS IT resources to gain unauthorized access to computing resources of other institutions, organizations or individuals.*

*You must not authorize anyone to use your computer accounts for any reason. You are responsible for all use of your accounts. You must take all reasonable precautions, including password maintenance and file protection measures, to prevent use of your account by unauthorized persons. You must not, for example, share your password with anyone.*

*You must use your computer resources only for authorized purposes. Students or staff, for example, may not use their accounts for private consulting. You must not use your computer resources for unlawful purposes, such as the installation of fraudulently or illegally obtained software. Use of external networks connected to any VCCS facility must comply with the policies of acceptable use promulgated by the organizations responsible for those networks.*

*Other than material known to be in the public domain, you must not access, alter, copy, move or remove information, proprietary software or other files (including programs, members of sub-routine libraries, data and electronic mail) without prior authorization. The college or data trustee, security officer, appropriate college official or other responsible party may grant authorization to use electronically stored materials in accordance with policies, copyright laws and procedures. You must not copy, distribute or disclose third party proprietary software without prior authorization from the licensor. You must not install proprietary software on systems not properly licensed for its use.*

*You must not use any computing facility irresponsibly or needlessly affect the work of others. This includes transmitting or making accessible offensive, annoying or harassing material. This includes intentionally, recklessly, or negligently damaging systems, intentionally damaging or violating the privacy of information not belonging to you. This*

*includes the intentional misuse of resources or allowing misuse of resources by others. This includes loading software or data from untrustworthy sources, such as free-ware, onto official systems without prior approval.*

*You should report any violation of these regulations by another individual and any information relating to a flaw or bypass of computing facility security to the Information Security Office or the Internal Audit department.*

*For information on enforcement procedures and disciplinary actions regarding technology and facilities use, see the college catalog online.*

*The College President will report any violations of state and federal law to the appropriate authorities.*

## **ACADEMIC REQUIREMENTS AND POLICIES**

*Student - A student is defined as one who is or has been duly and legally registered as either a full-time or part-time student at Paul D. Camp Community College.*

*Days - Days on which classes are regularly held by the College, unless otherwise defined.*

*This policy does not cover other complaints by students or the public (see Complaint Policy).*

*The grievance procedure must be initiated within two weeks (14 days) after the event giving rise to the grievance.*

*Procedures pertaining to student grievance include the following:*

### **LEVEL I**

*The student with a grievance will first discuss the grievance with the person whom the student has a difference or dispute. Every reasonable effort should be made by both parties to resolve the matter at this level. If the student is not satisfied with the disposition of his/her grievance at Level I, he/she should consult with the Dean of Student Services or Campus Dean for direction in following the proper procedure. The Dean will explain the grievance procedure to the student and the importance of time elements, as well as investigate the information that has been reported by the student.*

### **LEVEL II**

*The student may file a written grievance with the immediate supervisor of the employee within five (5) class days following his/her attempt to resolve the matter with the employee. Within five (5) class days of receipt of the written grievance, the supervisor will schedule a conference with the student and the employee in an effort to resolve the grievance. The supervisor within seven (7) class days after the conference shall prepare a report of the disposition of the matter with copies to the student and the employee.*

### **LEVEL III**

*If the student is not satisfied with the disposition at Level II, within five (5) class days after receipt of the disposition from the supervisor the student may file a written appeal to the*

*Vice President of Academic and Student Development. Within five (5) class days, the Vice President will set a date for a meeting of the appeal where a final resolution of the matter will be made. The Vice President shall within seven (7) class days after the meeting prepare a report of the disposition of the matter with copies to the student, the employee, the supervisor, and the student's official file. The decision of the Vice President will be final.*

## **STUDENT GRADE APPEAL PROCEDURE**

### *Purpose*

*The purpose of the student grade appeal procedure is to provide equitable and orderly processes to resolve any contested grade assigned to a student at Paul D. Camp Community College.*

### *Informal Procedure*

*Paul D. Camp Community College is committed to the principle that the evaluation of a student and the assignment of grades are the responsibility and prerogative to be exercised solely by the individual instructor. However, if a student feels that the final grade received in a course was unfair and/or inaccurately awarded, the student has an avenue of appeal. Students are encouraged to resolve the grade discrepancies with their instructor and/or the appropriate campus dean on an informal basis. If the instructor agrees that an error was made, the instructor will submit the grade change form to the appropriate dean who will forward it to the Admissions and Records Office for action.*

### *Formal Procedure*

*If grade conflicts cannot be resolved informally, the student may appeal to the Grade Appeal Committee. Grounds for a grade appeal are limited to two categories:*

*Grade assigned in a manner other than that listed in the course syllabus or as amended by the faculty member with appropriate notice, or*

*Grade assigned in a manner other than that used for the other students in the class.*

*The grade appeal must be submitted in writing to the campus dean within ten (10) working days of the first day of classes of the next semester. The appeal must clearly indicate the reason for appeal. The campus dean will explain the entire grade appeal process to the student. The campus dean will forward the student's written request for a grade appeal to the Vice President of Instruction and Student Development within three (3) working days of its receipt. A copy of the student's written request will be forwarded to the faculty member.*

*The Vice President of Instruction and Student Development will appoint an Ad Hoc Grade Appeal Committee within three (3) working days of the receipt of the appeal and will instruct the Committee to elect a chair and schedule a hearing within ten (10) working days of its appointment. The Grade Appeal Committee will consist of the following: one student (chosen by the SGA), one counselor, one campus dean and two faculty members.*

*The Committee will determine the facts of the case by hearing separately from the student and the faculty member involved. The Committee may determine that the grade appeal is without merit and that the assigned grade should stand, or it may determine that the evidence presented is sufficient to warrant a grade change. If a grade change is warranted, the Committee will assign a letter grade that it deems appropriate. Decisions will be determined by a unanimous vote of the Committee members. The decisions of the Committee are final. The Committee will communicate its decision in writing to the Vice President of Instruction and Student Development within three (3) working days of its initial meeting. The Vice President will notify the campus dean of the Committee's decision if a grade change is warranted and the Admissions and Records Office will enter the change as the Committee directs. Copies of the Committee's decision will be sent by the Vice President to the faculty member and the student within three (3) working days.*

### ***PDCCC Complaint Policy***

*PDCCC will address general complaints from students and other members of the community in a fair and timely fashion according to stated procedures, and will log such complaints and their resolution per the requirements of SACSCOC Federal Requirement 4.5 which states: The institution has adequate procedures for addressing written student complaints and is responsible for demonstrating that it follows those procedures when resolving student complaints.*

#### *Definitions and Limitations*

##### *1. Definition*

- a) Verbal complaints are considered informal and the Procedure for Informal Complaints is to be followed.*
- b) Written complaints, whether received electronically or in hard copy, are considered formal and the Procedure for Formal Complaints is to be followed.*

##### *2. Limitations*

*This policy does not apply to the following appeals or grievances. Policy and procedures for these are contained in other policy statements:*

- a) All Human Resource policies*
- b) All appeal and grievance policies and procedures explicitly described in the VCCS Policy Manual*
- c) Any formal appeal or grievance covered by another PDCCC policy, (e.g., financial aid, satisfactory academic progress, and grade appeal), except Student Grievances which are a specific type of Student Complaint. All procedures in the Student Grievance policy are to be followed and final documentation and correspondence regarding the grievance and its resolution are to be forwarded to, and maintained by, the Executive Secretary, Office of the Vice President of Academic and Student Development as described below in sections 4d, 4e, and 4f.*

##### *3. Procedure for Informal Complaints*

*Informal (verbal) complaints by students or members of the public are to be dealt with through a discussion between the complainant and the responsible college administrator supervising the area. If through this process a mutually satisfactory resolution of the complaint cannot be reached, the complainant may put the complaint in writing and move to the policy and procedure on formal complaints (see below) or the complaint will be considered inactive. It is the responsibility of the administrator involved in an informal complaint to write a memorandum for the record detailing the nature of the complaint and the resolution. The administrator is to retain such memoranda in a file accessible to his/her supervisor upon request.*

#### *4. Procedure for Formal Complaints*

- a) Formal complaints by students or members of the public are to be handled by the responsible dean, director, or supervisor of the area involved in the complaint. Faculty and staff who receive a formal complaint should forward it to the dean, director, or supervisor of the area(s) involved in the complaint.*
- b) The administrator handling the complaint is to gather information as necessary. Information must be gathered from the complainant.*
- c) A written response (hard copy or email) will be sent to the complainant by the administrator handling the complaint.*
- d) A copy of the complaint, all subsequent related correspondence, and a summary of its resolution is to be sent to the Executive Secretary, Office of the Vice President of Academic and Student Development.*
- e) If the complainant is not satisfied with the response, he/she may file a written complaint to the supervising Vice President (or the President, should the initial administrator handling the complaint be a Vice President). In such cases, the Vice President (or President) will gather information and provide a final written response to the complainant with a copy to the Executive Secretary, Office of the Vice President of Academic and Student Development.*
- f) The Executive Secretary, Office of the Vice President of Academic and Student Development will maintain a log of all formal complaints to include the complainant and respondent and a summary of the complaint and resolution; as well as a copy of the complaint and all subsequent correspondence.*

#### *Disability Services*

*It is the intent of PDCCC to be in compliance with the requirements of Section 504 of the Rehabilitation Act of 1973, The Americans With Disabilities Act (ADA of 1990) and the Virginians with Disabilities Act of 1985 in providing reasonable accommodations for all of its students and employees. The student and employee are responsible for communicating any disability that may require College action of reasonable accommodation. PDCCC is committed to providing reasonable accommodations within its facilities for its students and employees who have made known their physical or mental disability. Reasonable accommodations shall include but are not necessarily limited to making existing facilities used by students and employees accessible to, and usable by, an individual with a disability; acquiring or modifying equipment, desks and devices; adjusting or modifying examinations, training or academic materials, and policies; modifying academic or work schedules; and providing other reasonable assistance as required.*

*Paul D. Camp Community College is committed to achieving equal educational opportunity and participation for persons with disabilities. It is the College's policy that no qualified person be excluded from participation in any College program or activity, be denied the benefits of any College program or activity, or otherwise be subjected to discrimination with regard to any College program or employment, access to facilities, student programs, activities and services. Student Development Services administers services for students with disabilities and works with the College's Student Support Services (SSS) Program, which has offices on the Hobbs Suffolk and Franklin Campuses. Students with disabilities requiring services must see the SSS program Director, SSS Counselor, or the College Counselor. The SSS program Director, SSS Counselor and the College Counselor assess student requests for accommodation and coordinate the program within the College. It is very important that the student meet with the SSS Director, SSS Counselor, or the College Counselor prior to the start of each semester to ensure the appropriateness of classes and accurate processing of services. The provision of services to students with documented disabilities at Paul D. Camp Community College is based on principle of non-discrimination and accommodation in academic programs set forth in the implementing regulations for The Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, and the Virginians with Disabilities Act of 1985. These services will be provided within the basic guidelines with the understanding that students with disabilities may require unique appropriate academic adjustments and must have their needs assessed on a case-by-case basis. The provision of appropriate academic adjustments for students with documented disabilities need not guarantee opportunity for achievement. Paul D. Camp Community College is committed to providing students with documented disabilities the same opportunity to achieve academic success as it provides for all students.*

### *Documentation*

*Documentation provides verification to validate a claim of a specific disability in order to provide appropriate, reasonable accommodations to student with disabilities who seek an accommodation. Colleges should require documentation from a qualified professional that includes a full clinical description, current functional limitations, and a prognosis to include any expected future decline in functional ability. This documentation should also include information about the methodology used to make a diagnosis, specific results of the assessments used, summary data, and specific assessment scores based on adult norms where having such additional information will assist colleges in engaging in a deliberative and collaborative decision-making process that considers each student's unique situation and experience, but not where requesting such information becomes overly burdensome to a student. Such documentation includes: includes a full clinical description, current functional limitations, and a prognosis to include any expected future decline in functional ability. This documentation should also include information about the methodology used to make a diagnosis, specific results of the assessments used, summary data, and specific assessment scores based on adult norms where having such additional information will assist college in engaging in a deliberative and collaborative decision-making process that considers the student's unique situation and experience.*

*The College does not provide testing or documentation for any student. Documentation must be current, i.e., within the last three years. Following the submission of*

*documentation, the SSS Director, SSS Counselor or the College Counselor will work with the student to identify reasonable accommodations.*

#### *Rehabilitative Services*

*The College cooperates with the Virginia Department of Rehabilitative Services in providing education and training for persons with special handicaps.*

#### *Appeals*

*If a student with a documented disability believes that he/she has not been provided with the services to which he/she is entitled, the student should request an appointment to meet with their Counselor. If the concern cannot be resolved at this level, the student should request an appointment to meet with the Vice-President of Academic and Student Development with input from the Vice President of Administration and Technology. If the concern cannot be resolved at this level, the student should request an appointment to meet with the College President; the decision of the President is final.*

For more information on student rights and responsibilities, see our catalog at [www.pdc.edu](http://www.pdc.edu).

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## Plagiarism

The following defines plagiarism:

“Plagiarism” occurs when a student misrepresents, as his/her own work, the work, written or otherwise, of any other person (including another student) or of any institution. Examples of forms of plagiarism include:

- the verbatim (word for word) copying of another’s work without appropriate and correctly presented acknowledgement;
- the close paraphrasing of another’s work by simply changing a few words or altering the order of presentation, without appropriate and correctly presented acknowledgement;
- unacknowledged quotation of phrases from another’s work;
- the deliberate and detailed presentation of another’s concept as one’s own. “Another’s work” covers all material, including, for example, written work, diagrams, designs, charts, musical compositions and pictures, from all sources, including, for example, the internet, journals, textbooks and essays.

The following defines collusion:

“Collusion” occurs when, unless with official approval (e.g. in the case of group projects), two or more students consciously collaborate in the preparation and production of work which is ultimately submitted by each in an identical, or substantially similar, form and/or is represented by each to be the product of his or her individual efforts. Collusion also occurs where there is unauthorized co-operation

between a student and another person in the preparation and production of work which is presented as the student's own. Students found to have committed plagiarism or to have colluded in the production of work for assessment are liable to receive a mark of zero for the assessment concerned. Subsequent offences will attract more severe penalties, including possible termination of studies

Plagiarism, collusion and other forms of cheating are a violation of the academic code of conduct. Students who have been found to have violated this code will be subject to disciplinary action under the Student Conduct Policy (Academic Conduct).

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## Accessing Technology: Emails, Blackboard & SIS

As a Dual Enrollment student, you will need access to three specific areas:

1. College Emails
2. SIS, (Student Information System), where you can see your schedule, account balance, etc.
3. Blackboard, the Learning Management System, where you can see course syllabi, etc.

### How to Access Emails, Blackboard and SIS

When you submit your application for admission, a screen will pop up showing your ID number. The next screen will give you a user name and temporary password for logging into the Student Information System (SIS). Even if you've forgotten your user name and password, you can still log into the system by doing the following:

1. Go to [www.pdc.edu](http://www.pdc.edu)
2. Click MY PDCCC on the right
3. On the next screen, enter the user name and temporary password
4. If you have lost the temporary password or user name, click Lost Password or Lost User Name
5. Once into SIS, log in to Blackboard, your email account, SIS, and other areas.



Take a minute to look around in these!

Emails: Through the Gmail link, you will be given access to their VCCS email account, which you should check at least once weekly. As a college student, you will be expected to access your college email at least twice a week. Important information may come to you there about your schedule, your progress in a class, balances owed for a class, etc. Your email address will end with @email.vccs.edu.

Blackboard: If you are taking an online course, the content of the course is in Blackboard (Bb). You'll log into Blackboard whenever you are working on your course. For information on how to log in, submit assignments, etc. see the attachment.

**If you need help with logging in to either college emails, Blackboard or SIS, call the Instructional Technology desk at 569-6718.**

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## Grades

Taking college credit courses while in high school is an amazing opportunity, and if you are eligible for Dual Enrollment, you are already ahead of the rest of your high school student body. Remember, though, that Dual Enrollment classes affect your academic future in two ways.

First, the classes you are taking might be required for graduation from high school. If so, you might not be able to graduate on time if you don't earn a passing grade in the course. Ask your guidance counselor whether the course is required for high school graduation, and how much the grade in it will affect your grade point average at the high school.

Second, the grades you earn in your dual enrollment classes will stay on your college transcript throughout your life as a student. It's important to give maximum effort, and to be sure not to miss deadlines. Remember, as a college student, you won't be constantly reminded by your instructors if something needs to be done. It's all up to you!

### Here's some tips to help you succeed:

1. Start by understanding why you need this class. Is it required for your degree? Is it providing you with skills you want to learn to help you get the job you want? If you understand why you are in the class, you're more likely to be motivated to do well in the class. If you don't know why you're in it, ask your guidance counselor either at the high school or PDCCC. This is *your* college experience- own it!
2. Schedule a time to work on your class. This is especially important if the class is online. Make an appointment with yourself at least twice a week to work on the class. If you have a really busy schedule with lots of sports, clubs, etc. plot your entire week out, making specific "dates" with yourself to work on each class.
3. If you are working on a subject that is particularly challenging for you, be sure to work on that class when you are at your peak during the day. If you're not a morning person, don't arrange to work on the class until afternoon. If you have the most energy at 10:00 p.m., work on the class then. If you are full of energy during the day, try to avoid waiting until later in the night to study.

4. Arrange your study area. Make it a separate spot from where you relax; get away from video games, TV, pets, family members or anything else that can distract you from the work. If necessary, go to a library. Focus is key!
5. Once you've found your spot, have all the tools you need at hand: highlighters, notecards, calculator, pens, etc. so you don't waste study time searching for things or risk getting distracted.
6. Identify what kind of learner you are. If you learn best by hearing (auditory), try recording yourself reading your notes out loud, or using a study group. If you learn best by seeing (visual), try notecards with specific facts or formulas on each one. Color code these if it helps. If you learn best by doing (kinesthetic), try acting out the information, or reading your textbook while on the treadmill or standing up.
7. Begin the first day of class by reading the syllabus thoroughly. Make sure you write down every single deadline. Be sure you know what the consequences will be for late or missing assignments. Turn EVERY assignment in, take EVERY test and quiz. Every point counts.
8. Get to know your teacher, even if your class is online. Send an email introducing yourself. Tell the instructor what your goals are for your college career and your life after that. Become a face, not just a name.
9. When studying, write your notes as you go. Then read them over 3 times. Studies have proven we learn best when we visit material at least that many times- once to be exposed to the information, twice to learn the information and the third time to remember the information. Try to read your assignments three times also!
10. Prioritize your studies according to consequence. If you have a test worth 500 points and a small assignment worth 10 points, you'll probably want to spend the most amount of time preparing for the test. If you have a club meeting and a paper due at the same time, think of what might happen if you miss the meeting....compared to what might happen if you miss the deadline to submit the paper. Ask yourself: In a year's time, will this problem still matter in my life? If the answer is no, let that area go for a while. If the answer is yes, focus on that area. Remember, the grades you earn in a college course will stay on your transcript for the rest of your life!
11. Choose a Study Buddy for every class. This is a fellow student who can help when you don't understand something, or who can give you notes if you missed class. Be sure to reciprocate, but be very careful to always do your own work!
12. Get involved in a study group for your class. If there isn't one, start one. Help fellow class members who are struggling; by helping them to understand material, you are helping yourself understand it better also.
13. Always ask, ask, ask. Don't ever think you are the only person in the class who doesn't understand something. If you don't get it, there is almost a 100% certainty that someone else didn't understand it either. Ask. Show the teacher you *want* to learn!

14. Take advantage of tutoring opportunities in your school. PDCCC also offers SMARTTHINKING free of charge, online and at your service.
15. If you have test anxiety, try this: when the test is handed to you, don't even look at it yet. Flip it over to the back and write down all the things that are in your head: formulas, dates, terms, etc. This isn't cheating, because it came out of your brain, not from notes or anything else you brought in with you! Just putting the information down on paper will help you relax. Now, look at the clock and see how much time you have. Count how many questions are in the test and figure out how many minutes you can devote to answering each of them. Now go get 'em!
16. If you are writing an essay test, remember content matters! Don't be in such a hurry that you only write a sentence or two. Compute how much time you have to answer the question and use up every bit of that time.
17. Surround yourself with other motivated students. If you are constantly in the company of others who are not taking college classes or who have other goals, you'll find lots of excuses not to do your work.
18. Last but not least; this is all **you!** In college, nobody nags you to go to class, be on time, remember to hand in your assignment, find out what you missed when you were sick, etc. You have to be your own nag...if you really want this, you have to do it on your own. Nobody else can earn this degree for you.

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## Services Available

### Advising Services

Academic advisors help students choose classes, prepare for transfer to other schools, and map out a plan for degree or certificate completion. Advising is available at each campus, or through the Dual Enrollment Coordinator.

### Career Coaches

Career Coaches are available at most PDCCC dual enrollment partner schools. They can help students apply for admission to PDCCC and other schools, arrange college visits to many Virginia area colleges and universities, help students decide on a major, apply for scholarships and more. Take advantage of this great program by contacting your guidance counselor for Career Coach schedules.

Southampton and Franklin High Schools: Ms. Candice Artis

Lakeland, Kings Fork, Nansemond River, Smithfield and Windsor High Schools: Ms. Susan Stubenrauch

iGrad

This is a free service to students, which helps them understand college loans, credit cards and other personal finance issues, helps them to match careers with college majors and more! To access iGrad, click on the Financial Aid portal on our website at [www.pdc.edu](http://www.pdc.edu). Even though high school students aren't eligible to use financial aid, they are eligible and encouraged to use iGrad – in fact, anyone can use iGrad, whether or not they are college students. Give it a try! For screen shots of iGrad, see the attachments.

### Tutoring Services

PDCCC has partnered with SMARTHINKING, an online tutoring service. Students can get help in Math, Science, English Composition and more, for free! To access SMARTHINKING, log in to Blackboard through SIS. You'll see the information on the Blackboard Homepage.

### Library Services

PDCCC maintains a library at both of its campuses, as well as providing access to the entire VCCS virtual library of Ebooks, databases, etc. For more information, click the Library link on our website at [www.pdc.edu](http://www.pdc.edu).

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## Earning a Certificate or Degree

High school students in Virginia have the opportunity to complete general education certificates, career/technical education certificates, or even an associate degree at the same time they are working towards their high school graduation. Students can also work towards earning any of our other certificates or degrees if they take courses at our campus or online concurrently with Dual Enrollment classes.

Advanced Placement courses with qualifying exam scores may also be applied to the certificate or associate degree.

Some of the courses required for the General Education Certificate or Associates of Arts and Science Degree, General Studies may not be available as dual enrollment classes from your high school. If you are seeking to complete a certificate or degree, talk to your high school guidance counselor and your PDCCC Academic Advisor, to help you map out a plan to enroll in those courses. Remember, if the course is not part of your dual enrollment program, you will have to pay full tuition and fees for that course. Luckily, classes at PDCCC cost less than university classes, and even cost less than many other area community colleges.

Completing a degree before leaving high school can mean that you will begin classes as a junior in your next college! You'll save a lot of time and money, and graduate ahead of your peers. Completing a certificate can give you job skills, is a resume booster, improves your employability and can even prepare you to take a state licensure exam, in some cases. Imagine being a licensed professional right out of high school!

To see the courses required for the Associates of Arts and Sciences, General Studies degree; General Education Certificate; or a few of the CTE degrees some dual enrollment students are working on, see the attachments.

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## End of Semester Evaluations

The VCCS requires *all* students to complete an anonymous evaluation of their course and instructor *every semester, for every class*. Your teacher does not see these until after grades have been entered and the semester has been closed. Evaluations are very important for sustaining quality instruction and improving student outcomes. When you complete your evaluations, be thoughtful and adult; these are useful tools for instructors if they contain honest feedback.

The evaluations are done electronically, through IOTA. When it is time for you to complete your evaluations, your instructor will notify you, and you might also get an email through your VCCS email account. You should be able to click a link on Blackboard to get into the evaluations, and you will need a user ID and your VCCS email address, which the instructor can provide to you if you don't know them. Remember, the instructor does not see these evaluations until much later, and can not tell which student gave which feedback.

If you have not been given a chance to evaluate your class, talk to your instructor, high school guidance counselor, or the Dual Enrollment Coordinator.

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## Graduation

Students who have completed their course requirements successfully and who have maintained a grade point average of at least a 2.0 are ready to graduate! This might seem like an automatic thing that 'just happens,' but it isn't. There are things you have to do:

1. Complete a Program Plan Change Form on our website, under Admissions and the Graduation. This must be done so that we can switch your code in the system from 041 (high school student) to the appropriate code for the program you are completing. If you need help, contact Admissions or the Dual Enrollment Coordinator.
2. Complete the Application to Graduate. This is on our website at [www.pdc.edu](http://www.pdc.edu), under Admissions. Click "Graduation Information"
3. Complete the Graduate Survey, in that same portal online, below the Application.

4. If you will be earning an Associate's degree, you will need to complete the following:

1. Core Competency Assessment. This test takes about two hours and is given at each of our campuses.
2. STAGE Test. This test is given online and can be done at home. It will take about an hour.

Even though these tests will not affect your grades or your academic record, we expect you to do your best on them. They affect future programs for your friends in dual enrollment as well as PDCCC as a whole. You will be mailed a letter in April of your graduating year, if you need to arrange to take either of these exams. Remember, these are **required** for graduation!

5. Complete the Biography and Media Consent Forms, so that we can tell newspapers, etc. about your success as a dual enrollment student! These forms are available through your guidance counselor and in the Attachments.

If you are earning a General Education Certificate or an Associates' Degree, you will be awarded with a special Governor's Medal at PDCCC's commencement exercises. Information about this will be mailed to you in April, also.

You will also be recognized with a PDCCC medal at your high school's graduation exercises.

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## Requesting Transcripts

Once you have completed classes at PDCCC, you'll need an official copy of your college transcripts. You should keep a copy for yourself, and be sure to request a copy to be sent to any colleges you are attending after dual enrollment.

To request a transcript, click on Admissions on our website, then click Transcript Request. You'll need to create a Parchment account, so that your transcript can be delivered electronically directly to your next college.

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**Got questions or concerns and don't know where to turn?**

**Contact the Dual Enrollment Coordinator!**

**[jpellegrin@pdc.edu](mailto:jpellegrin@pdc.edu) (757) 569-6081**

## **ATTACHMENTS**

Consent Form

FERPA Waiver

Remote Registration Form

Common College Terms

Blackboard Basics

IOTA Evaluation Sample

Graduate Biography

Graduate Media Release Form

Certificate of General Studies

Associate of Arts and Sciences Degree, General Education Major

Directory

Virginia Placement Test Study Guides

Password Reset Help