Public and Private School Division Partners and
Contact Information

For questions regarding dual enrollment, your first point of contact is your high school guidance counselor.

Accomack County Public Schools

- Arcadia High School  Richard Strautz — Guidance Counselor
- Chincoteague High School  Debbie Strautz — Guidance Counselor
- Nandua High School  Kimberly Ferguson — Guidance Counselor
- Tangier Combined School  Dr. Nina Pruitt - Principal

Broadwater Academy  Barbara Parker – Guidance Director

Northampton County Public Schools

- Northampton High School  Sandra Finney—Guidance Counselor

SCC does not discriminate on the basis of race, sex, color, national origin, religion, veteran status, political affiliation, or disabilities in its programs or activities. Eastern Shore Community College is accredited by the Commission on Colleges and Schools to award associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Eastern Shore Community College.
Welcome from the College President

Welcome to Eastern Shore Community College, “Where tomorrow begins”. As a student in our dual enrollment program, you are able to take classes which will allow you to not only fulfill requirements for high school graduation, but also start you on the path to earning college credit.

We at ESCC are supportive of your decision to get an early start on your college career experiences. To support you in this effort, this Handbook has been developed. It provides valuable information to help guide your decision making processes as you and your family chart your course to success.

I encourage you to review the information outlined here, share it with your parents and use it to stimulate discussions with your high school counselors as you develop a road map to take you not only to ESCC, but to other colleges and universities as well.

ESCC is but one part of the team working to assist you in fulfilling your academic goals. Best wishes for a challenging and exciting academic year.

Yours in Education

Linda Thomas-Glover, Ph.D.
President, ESCC

Purpose of Dual Enrollment

- The purpose of the Dual Enrollment Program at Eastern Shore Community College is to provide an opportunity for qualified Eastern Shore high school students to enhance their education by enrolling early in college courses.

- Students will be able to experience college-level courses, explore career and technical courses and earn credits towards college certificate and degree programs while still in high school.

- Students have the opportunity to earn high school and college credit simultaneously while having the support and encouragement of both high school and college counselors and faculty.

- All dual enrollment courses are rigorous and taught at the college level by appropriately credentialed faculty.

- Eastern Shore Community College is dedicated to fostering strong local partnerships with secondary educators in order to provide students with a seamless, accessible, and affordable pathway into advanced postsecondary education.

Definition of a Dual Enrollment Student

Dual enrollment is for students who are pursuing a high school diploma and who are enrolled in college courses at Eastern Shore Community College. The Dual Enrollment Program at ESCC has expanded to serve over 200 students with six public and private school partners.
Benefits and Objectives of Dual Enrollment

Benefits and objectives of dual enrollment include the following:

- Creates a continuum of learning from high school to college
- Allows high school students to progress toward their next academic goal without having to wait until high school graduation
- Allows high school students to earn college credits that may apply toward graduation at Eastern Shore Community College or another college or university
- Encourages students to select and work towards certificate and degree programs while in high school.
- Eliminates the duplication of courses taken in high school and in college, such as honors English and college English.
- Sharpens students' general awareness and academic preparedness for college
- Provides a wider range of course options for high school students
- Lowers the cost of a postsecondary education
- Completion of college-level courses while in high school can reduce course loads when students move on to four-year institutions providing for additional study time, internships, travel, and extra-curricular opportunities.
- May provide scholarship opportunities with four-year schools based upon successful completion of college courses

Dual Enrollment Delivery Options

Eastern Shore Community College provides dual enrollment opportunities in a variety of formats for those students meeting all eligibility requirements, including:

- Courses taught at the College
- Courses taught at local high schools by credentialed high school instructors who are also ESCC adjunct faculty
- Online courses

Enrollment Eligibility

Eligibility requirements are as follows:

- Dual enrollment coursework is restricted to high school juniors and seniors. Exceptions may be considered for freshman and sophomore students who are able to demonstrate readiness for college level coursework through either exemplary placement or standardized test scores. Because enrolling freshman and sophomore students is considered exceptional, each freshman and sophomore student will be treated on a case-by-case basis and will require formal approval by the College president.
- Students must apply for admission to Eastern Shore Community College. Note: Students who have applied to other Virginia community colleges must still apply to ESCC.
- Students must complete placement testing and score at required levels or submit official SAT or ACT scores demonstrating college-level proficiency. SAT scores of 500 (both reading and writing) or an ACT score of 21 may be submitted to waive placement testing for English. An SAT score of 520 or an ACT score of 22 may be submitted to waive math placement testing.
- Students taking Career & Technical dual enrollment courses will need a minimum placement score of ENF 2 (a four-credit developmental English course) to qualify for enrollment.
- Students must have completed course prerequisites as outlined in the ESCC Catalog and Student Handbook.
- Home-schooled students should contact Mrs. Baggett, Enrollment Counselor, at 757.789.1730 or jbaggett@es.vccs.edu to enroll in college courses while completing high school requirements.
Four Steps for Admission into Dual Enrollment:

- **Step 1: Apply for Admission to ESCC**
  - Your high school counselor will arrange for ESCC’s Dual Enrollment Coordinator to come to your high school to assist you in applying for admission.
  - You will need to know or have with you: your 911 address, your social security number, military discharge dates if either of your parents was previously in the armed services, and either a Visa or Resident Alien card for you and/or your parent(s) if you are not a U.S. citizen.
  - Career Coaches are also available to assist you with your college application. This form may be found and completed through ESCC’s homepage at www.es.vccs.edu.

- **Step 2. Return Parent Signature Form for Dual Enrollment**
  - All high school students must submit a Parent Signature Form in order to participate in dual enrollment. This form is required of all college applicants for students under the age of 24 who are still claimed as dependents.
  - It may be signed by a parent, legal guardian or the Department of Social Services.

- **Step 3. Take Placement Testing**
  - Placement testing is normally arranged for dual enrollment students by their high school counselor and the college’s Dual Enrollment Coordinator.
  - It is free to students, untimed and takes place over the course of two test sessions.
  - English testing is required of all students and consists of both an essay and 30 multiple choice questions. It is administered on the first day.
  - Math is given on the second test day and is entirely multiple choice. A calculator is built into the test for student use.
  - Students with disabilities should alert their high school counselor prior to their test date.
  - Students who miss the group testing may take their testing at a later date at the high school with a career coach or on the college campus by scheduling with the college’s Testing Assistant, Lisa Brasch. Students may email her at lbrasch@es.vccs.edu to schedule placement testing.
  - Student score reports will be available to students and their counselors at the time of testing. Students will receive copies of both their English and math score reports.

- **Step 4. High School Counselor and Principal Permission**

All students who apply and qualify on their placement testing, and return a parent signature form will be reviewed for approval to participate by their principal.
High School Credit for Dual Enrollment Courses

While satisfactory completion of all dual enrollment courses conveys college credit, not all college courses will satisfy high school graduation requirements. Students seeking high school and college credit should work with a high school guidance counselor to carefully select courses that will meet high school graduation requirements. The College does not advise students on high school graduation requirements.

Academic Advising

Academic advising varies with the location of the course.

- **Courses taught at the high school**: The high school counselor is the designated advisor.

- **Courses taught at ESCC**: Eastern Shore Community College believes that an ongoing, comprehensive and interactive academic advising process is essential to student success. The College is committed to providing students with the guidance necessary to make appropriate academic and career decisions. Students pursuing an ESCC degree or certificate while attending high school should meet with an Enrollment Counselor Jody Baggett.

Attendance

Attendance rules vary with the location of the course.

- **Courses taught at the high school**: The policies and procedures of the school division apply.

- **Courses taught at ESCC**: Attending each class is imperative for College success. It is important to become familiar with the ESCC calendar for courses. Often classes taught at ESCC will begin before high school classes begin. Professors establish their own attendance policies and each policy must be followed precisely. Missing too many days from class could result in failure based upon the instructors attendance policy. High school breaks and holidays may not correspond to the College calendar. In addition, high school functions such as prom or sport activities are not automatically excused absences from College courses.

- Attendance requirements are detailed in an instructor's course syllabus. The course syllabus is the contract between the instructor and the students.

Inclement Weather

Inclement weather policies vary with the location of the course.

- **Courses taught in the high school**: The policies and procedures of the school division apply.

- **Courses taught at ESCC**: It is the responsibility of the student to listen to radio stations WESR (103.3 FM) or WVES (99.3 FM); or television stations WTKR (Norfolk), WAVY (Norfolk), WVEC (Norfolk), or WBOC (Salisbury) to determine if classes are being held when there is inclement weather. Very often the College is open even when high schools are closed. If you would like an email or text message alert about school delays and closing, sign up for ESCC Alert at http://alert.es.edu.
Credit and Grading System

The College's credit and grading system is as follows:

- Students will receive a final course grade each semester for the course work taken during the semester (i.e., ENG 111 for first semester; ENG 112 for second semester). Grades are not averaged to give a year grade. College courses are based upon semesters.

- Students should do the very best work possible in their college courses. In order for courses to transfer to four-year schools, a grade of C or higher is usually required.

- Grades are reported to students, not parents. Students having difficulty with a course must be proactive and speak to the instructor before/after class or via e-mail. Do not wait until the course is almost over.

- It is inappropriate for parents to speak to college instructors, even though they may have paid the student's tuition. This is a part of FERPA (Family Education Rights and Privacy Act). Parents or legal guardians are required to contact the high school guidance office to inquire about a student's progress.

Grade Report

- The College does not send report cards. Students must check their grades by logging in to MyESCC and viewing their unofficial transcript.

- Grades are issued to the student, not the parents.

- All ESCC course grades, including those earned by taking courses taught at the high school, are issued on a semester basis and are not averaged together to award a yearly grade.

- Instructors post their course grades to the ESCC Student Information System.

Grading Policy

The grading policy varies with the location of the course.

- **Courses taught in the high school**: The school division determines the grading scale for all the courses taught in the high schools.

- **Courses taught at ESCC**: The grading scale is determined by each instructor. Students should consult with the instructor, seek a tutor or consider withdrawing if they experience difficulty with coursework.

- Each semester hour of credit given for a course is based upon one academic hour (50 minutes) per week of formalized, structured instructional time in a particular course, for 15 weeks (or equivalent).

- The grades of A, B, C and D are passing grades. The grade of F is a failing grade.

- The quality of performance in any academic course is reported by a letter grade, the assignment of which is the responsibility of the instructor. These grades denote the character of study and are assigned quality points as follows:

  - A-Excellent: 4 grade points per credit
  - B-Good: 3 grade points per credit
  - C-Average: 2 grade points per credit
  - D-Poor: 1 grade point per credit
  - F-Failure: 0 grade point per credit

- ESCC does not have a standardized numerical grading scale. Students and parents need to be aware that professors establish their own numerical grading scale that is outlined in the course syllabus.
Grade Appeal Policy

The instructor will submit an official final grade to the College and an official final grade for the high school. The appeal process of a college grade is different than the appeal process of the grade that is recorded at the high school.

- **Grade recorded to college:** If the student does not agree with the college grade given by the instructor, the student has the right to initiate the grade appeal process as outlined in the ESCC College Catalog and Student Handbook.

- **Grade reported to the high school:** If the student does not agree with the high school grade given by the instructor, the student should follow the grade appeal policies and procedures of the school division.

Transfer Information

- **Transfer College Credit to Four-Year Institutions**
  Four-year institutions are readily accepting community college credits. However, students/parents are encouraged to contact the Admissions and Records Office at the receiving institution to verify policies and requirements. Most Virginia institutions also maintain online transfer guides that explain how ESCC courses are accepted as transfer. Students are strongly encouraged to maintain a portfolio containing course syllabi and examples of completed work for each course.

- **Articulation Agreements with Four-Year Institutions**
  Eastern Shore Community College has 30 guaranteed admissions agreements with four-year colleges and universities that provide significant benefits to ESCC students. These "Transfer Agreements" provide clear pathways to help achieve goals of earning a bachelors degree. Students are strongly encouraged to maintain a portfolio containing course syllabi and examples of completed work for each course.

  These agreements pave the way for a smooth transition from ESCC to a four-year college or university. They also help maximize the number of transfer credits from ESCC to four-year institutions, in some cases resulting in acceptance at the junior level at the four-year institution. A number of agreements also offer guaranteed acceptance as long as the students achieve the required grade point average (GPA) during studies at ESCC.

Request Transcripts of Dual Enrollment Credits

- Each college to which you apply will require a copy of your *Official Transcript* from ESCC. You should allow two weeks for ESCC to process your transcript request.

- An official transcript may be requested online from the ESCC homepage [www.es.vccs.edu](http://www.es.vccs.edu). Select *MyESCC*, then log into your record and select *Student Information System, Self-Service, and Request Official Transcript*.

  This information may also be obtained by completing a "Transcript Request Form" which is available online under “Forms” and in the lobby area of the Student Services Department. You will submit that to the ESCC Registrar.
Buying Textbooks and Other College Materials

You may purchase textbooks and other college materials at the Eastern Shore Community College Bookstore or purchase or rent textbooks through online textbook companies such as barnesandnoble.com, Amazon.com, or chegg.com.

Electronic Devices on Campus

Pagers, cell phones, or other communications devices must be set to silent mode in the classroom, laboratory, or library. These devices are allowed on campus and can be used in any other setting where they will not disturb any student, faculty, or staff.

Student Conduct - Discipline

Student conduct rules vary with the location of the course.

- **Courses taught in the high school**: The policies and procedures of the school division apply.

- **Courses taught at ESCC**: All students are required to familiarize themselves with the College’s Code of Student Rights, Responsibilities and Conduct as printed in the ESCC Catalog and Student Handbook. College conduct code policies and procedures apply.

Dual Enrollment and Financial Aid

- Dual enrollment courses are not eligible for payment through the federal and state financial aid programs. To be eligible students must have already received a high school diploma, GED, or equivalent.

- Poor grades received for dual enrollment courses can impact the receipt of financial aid in a student’s subsequent enrollment in college.

Academic Honesty

ESCC students are expected to maintain high standards of honor in their academic work. All forms of academic misconduct, including cheating and plagiarism, are forbidden. For more information on the Academic Misconduct Policy, definitions of unacceptable academic behaviors, procedures, and possible sanctions and penalties, see the ESCC Catalog and Student Handbook.