Iowa Valley Community College District

Concurrent Enrollment Student Manual

Policies & Procedure

IOWA·VALLEY
COMMUNITY COLLEGE DISTRICT
MARSHALLTOWN • ELLSWORTH • GRINNELL
BUSINESS AND COMMUNITY SOLUTIONS

Introduction

Welcome to Iowa Valley Community College! The purpose of this manual is to familiarize you with the policies and procedures at IVCCD. We recognize that for some of you this is your first concurrent enrollment course, while others may have previous experience. We hope this manual will serve as a reference, providing helpful information to make your experience at IVCCD very positive.

We encourage you to particularly focus on the FAQs and Campus Resources sections. Many of your questions may be answered there but, if not, please be sure to seek out the answers you need. Your success is our goal!

IVCCD Vision

We will serve our communities as an essential catalyst for educational and economic vitality.

IVCCD Mission Statement

Iowa Valley Community College District is committed to providing quality learning experiences, ensuring student success, and partnering to address diverse community needs in an inclusive and respectful environment.

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Concurrent Enrollment: Earn College Credit While in High School

Students may earn college credit while in high school, saving the cost of tuition and saving time by getting ahead in college credits. The classes are FREE to students - the high school pays the tuition and fees. Taking college classes while in high school allows students to explore an academic or career field, as well as, get an idea of what college coursework entails.

Senior Year Plus is an Iowa program, created by the state, to allow high school students to get college credit while in high school.

There are three ways high school students may earn college credit: Concurrent, CLEP (College-Level Examination Program), and AP (Advanced Placement). To earn college credit while still in high school, contact your high school counselor for more information.

Concurrent Enrollment Options

1. **Concurrent Courses**

Concurrent Enrollment Program (CEP)

Definition - CEP courses are located at the high school and are taught by qualified high school instructors (CEP Adjuncts). Course opportunities are available when enough high school students enroll to constitute a class.

Concurrent Enrollment - Students earn both college credit and high school credit.

Cost - The high school pays the tuition and fees per course.

Reminder*:* Your effort to withdraw early, if necessary, is greatly appreciated by both your high school and the college.

Class Schedule - Check with your counselor for a list of classes.

Course Enrollment - If interested contact your high school counselor to enroll. You will submit an application through our website at: https://www.iavalley.edu/admissions/enrollment/enrollment-checklist-mcc.html (MCC) or https://www.iavalley.edu/admissions/enrollment/enrollment-checklist-ecc.html (ECC). Some courses have a placement score and/or pre-requisite requirements (see Concurrent enrollment Registration Process).

Books - Textbook(s) vary depending on course.

Online Courses

Definition - Online courses are accessed through Canvas, the online Learning Management System.

Concurrent Enrollment - Students earn both college credit and high school credit.

Cost - The high school pays the tuition and fees per course.

***Reminder**:* Your effort to withdraw early, if necessary, is greatly appreciated by both your high school and the college.

Class Schedule - Check with your high school counselor to request a list of approved online course options.

Course Enrollment - If interested contact your high school counselor to enroll. You will submit an application through our website at: https://www.iavalley.edu/admissions/enrollment/enrollment-checklist-mcc.html (MCC) or https://www.iavalley.edu/admissions/enrollment/enrollment-checklist-ecc.html (ECC). Some courses have a placement score and/or pre-requisite requirements (see Concurrent enrollment Registration Process).

Books - Textbook(s) vary depending on course. Check with your high school to know how they are handling the required books.

Career Academies

Definition - High school students enroll in college courses within the career and technical field. Career Academies are beneficial to students who are interested in the vocational field and want to begin college coursework while in high school. Courses are offered in blocks of time. Some career academies are offered at other local high schools, sponsored by the college. Current fields of study offered include:

Ellsworth location:

- Agriculture/Swine Management
- Business and Information Technology
- Health Occupations
- Paraeducator

Grinnell location:

- Agriculture Business
- Animal Science
- Automotive Technology
- Business Administration
- Health Occupations
- Gunsmith Tech
- Paraeducator

Marshalltown location:

- Broadcasting/Digital Media Studies
- Business Administration
- Computer Network Management
- Construction
- Culinary Certificate
- Education
- Electro-Mechanical Systems Tech
- Health Occupations
- Advanced Manufacturing
- Paraeducator
- Machining/Tool and Die
- Utility Technician
- Welding

Concurrent Enrollment - Students earn both college credit and high school credit.

Cost - The high school pays the tuition, books and fees per course.

Reminder: Your effort to withdraw early, if necessary, is greatly appreciated by both your high school and the college.

Class Schedule - Check with your high school counselor for a brochure with a list of specific classes and a timeline of when they are offered.

Course Enrollment - If interested contact your high school counselor to enroll. You will submit an application through our website at: https://www.iavalley.edu/admissions/enrollment/enrollment-checklist-mcc.html (MCC) or https://www.iavalley.edu/admissions/enrollment/enrollment-checklist-ecc.html (ECC). Some courses have a placement score and/or pre-requisite requirements (see Concurrent enrollment Registration Process).

Books - Textbook(s) vary depending on course. Check with your high school to know how they are handling the required books.

2. CLEP (College-Level Examination Program) Credit

Definition - CLEP Tests are designed to provide students an opportunity to secure college credit through testing. Through this program, students are able to shorten the time required to earn a degree, lighten the academic load, and receive credit for previously attained knowledge and save money.

Credit - IVCCD administers the CLEP exam. Students who receive a qualifying score, earn college credit. A student who is very proficient within an academic area, for example Spanish, should consider the CLEP.

For information on CLEP tests contact Allie Osmundson, Director of District Concurrent Enrollment, MCC at 641-844-5702 or allie.osmundson@iavalley.edu

3. AP (Advanced Placement) Credit

Definition - Designed for high school students who have demonstrated competence by achieving at a high level in college preparatory courses. AP courses are offered by the high schools and provide an in-depth study that is accelerated above and beyond the work typically done in “regular” high school courses.

Credit -*To receive ECC or MCC college credit, students must pass an Advanced Placement test after completing the course.* The tests are administered at the high school, with results forwarded to one or more colleges as selected by the student. Depending on the test score, a student may or may not receive college credit for the AP course.

Cost - The student must pay for the cost of the AP exam, administered at the high school.

Course Enrollment - Since the classes are a part of the regular high school curriculum, students must register during their regular high school registration. Contact your high school counselor for more information.

Concurrent Enrollment Registration Process

Senior Year Plus: Student Eligibility Criteria

Arts & Sciences Coursework
Arts and Sciences courses include subjects from the humanities, social sciences, natural sciences, and mathematics, aiming to develop critical thinking and a well-rounded understanding of the world. Academic areas – math, science, and reading, as indicated by Iowa Assessment Testing or an alternative measure of proficiency adopted by the school board. Alternative measures of proficiency may vary by school district. Students must also satisfy college prerequisites as needed.

Career Academy & Career and Technical Education (CTE) Coursework
Career and Technical Education (CTE) provides students with skills and training for specific careers or technical fields, combining classroom learning with hands-on experience to prepare them for the workforce or further education. Participation in career and technical courses is not based on proficiency of Iowa Assessment Testing. Students will need to satisfy college prerequisites as needed.

Please note that restrictions on participation in Senior Year Plus opportunities cannot be placed by the district. Examples include:

- Districts may not require a student to exhaust district curriculum prior to enrollment in SYP courses
- Districts may not limit a student to one course per semester
    - Districts cannot limit the number of courses that a student can take in an academic year; however, the college does limit students to 18 credit hours per semester. Anything more requires administrative approval
- Districts may not limit the format in which a class can be taken

Registration Process for IVCCD Courses

Once a student has met the state proficiency requirements, the student must submit a Concurrent Enrollment Application. Certain courses, such as math and English, have test score requirements/pre-requisites. ACT, ACCUPLACER Next Gen are accepted to meet those requirements. High school counselors will submit course registrations to the college through the Dual Credit Portal.

Prior to the term, concurrent enrollment students receive a concurrent enrollment letter to confirm their registration and policies/procedures. Students will also receive their IVCCD login, password, and email information, which will be sent to the email provided on the Concurrent Enrollment Application.

IVCCD Test Score Requirement Process

1. Submit test scores required for desired course. For example, a student who wants to register for English Composition 1 needs to achieve a minimum writing score on one of the following assessments: 250 ACCUPLACER, 60 COMPASS, 18 ACT, or 15 PLAN (see chart below).

2. If the Admissions Office does not have a student's test scores on file, the registration request will not be processed until those scores have been received. The high school counseling office needs to send the scores to Admissions or, if the student has not tested, schedule to take necessary portions of the ACCUPLACER at the College.

3. If the student does not meet the minimum standards for ACT scores, they can re-test with the ACCUPLACER test. In rare situations, at the point where the student does not meet the challenge test requirements; the counselor may submit an Acceptance of Responsibility in Regard to Academic Course Placement Form to the Registrar with reasoning why the student should be able to take the course.

Counselor Information

- Please review student enrollment in the Dual Credit Portal (DCP) on a weekly basis.
- Remember, if you drop a student in a course that meets on your campus, you must submit a course drop request through the DCP as well.
- In order to be fair when registering students for the Career Academy courses, limited registration per high school may be put in place.
- Registration for courses for the next full academic year will begin on April 1st.
- As per the ADA, any student taking courses at ECC and MCC are eligible for reasonable accommodations, per an IEP or 504 Plan. For more information contact: ECC – Kim Brinkmeyer, Learning Services Specialist at kim.brinkmeyer@iavalley.edu or at MCC - Martha Schwandt, Learning Services Specialist at martha.schwandt@iavalley.edu for more information.

WRITING		
ACCUPLACER	**ACT (English)**	**Course Recommendation**
> = 250	18-27	ENG 105 Composition I, ENG 111 Tech. Writing

MATH		
ACCUPLACER	**ACT (Math)**	**Course Recommendation**
Arithmetic		
> = 265	20-25	MAT 156 Statistics, MAT 117 Math for Elementary Teachers or MAT 110 Math for Liberal Arts
> = 275	> 22	MAT 121 College Algebra
Quant. Reasoning		
> = 260	25-27	MAT 128 Precalculus or MAT 129 Precalculus
> = 285	> 28	MAT 210 Calculus I

Frequently Asked Questions*

1. **What services are available to me?**
   As a high school student you have access to all campus resources and student services, including athletics and student activities. See the Resources section for more detailed information.

2. **How do I obtain my course materials?**
   IVCCD utilizes ACCESS (Affordable Course Content for Every Students' Success) for all course materials, including physical textbooks and digital content. ***See your high school counselor for additional information.***
3. **How do I contact my instructor?**
   Each instructor is available to answer student questions. They will provide office hours and contact information in the course syllabus. Appointments can also be made, either in person, or via Zoom.
4. **What about transportation to the college?**
   Students are responsible for their transportation to and from the college, unless the high school has other arrangements.
5. **How do I check my grades?**
   To access grades; go to the district website: ECC - https://www.iavalley.edu/ecc/index.html or MCC - https://www.iavalley.edu/mcc/index.html and click on "Paw Pass." Enter your login and password. Click "login" and then select the "Student" tab. Grades are accessible by selecting "My Academic Tools." More information about your Iowa Valley Online account is available in the resources section.
6. **Is my grade permanent?**
   Yes! It is very important to remember that these classes are concurrent enrollment: students receive high school and college credit. You are starting/adding to a college transcript. ***Take each class seriously, remembering that your grade(s) will be permanently recorded on an official college transcript that follows throughout your college endeavors.***
7. **Do you offer online classes?**
   Online classes are available as a course option for concurrent enrollment students.
8. **May high school freshmen and sophomores take college credit classes?**
   Yes, however, the appropriate placement testing scores are applicable. All concurrent enrollment registrations must be processed through the high school counselor.
9. **Is there a limit to the number of credits I may earn in one year?**
   No
10. **Can I take classes during the summer?**
    Summer classes are available to high school students. Unless the course is offered through the Iowa Summer College Credit Program, **students are responsible for all costs during the summer terms**.
11. **What if I need to withdraw from a course?**
    To make changes to the class schedule, students must go through their high school counselor. Students who simply stop attending classes and do not officially withdraw are still enrolled for the course and will be assigned a grade. If withdrawal is necessary, try to do so early in the semester so that your school may be eligible for a tuition refund.
12. **What if a student drops or fails a class?**

    Each student must follow the individual procedures of his/her school.
13. **How do I transfer credits to colleges other than ECC, MCC, or Iowa Valley Grinnell?**
    Students must complete a transcript request on the website: https://www.iavalley.edu/resources/resources-for-current-students/transcript-request.html there is a $7.40 minimal processing fee for transcripts. The high school does not pay this fee. Access www.TransferInIowa.org to learn how IVCCD credit will apply toward a degree at Iowa State University, the University of Iowa, or the University of Northern Iowa. You should check with the school you are wanting to transfer to for more detailed information on how your IVCCD credits will transfer.

14. **What if I want to continue full-time after graduation as an ECC or MCC student?**
We hope you'll choose to continue your education with us! Each student must complete the admissions process in order to be accepted after high school. The three requirements include:
a. Complete an Application for Admission
b. Send official high school transcripts
c. Submit ACT or ACCUPLACER test scores

15. **How will my ECC or MCC courses impact my future college financial aid options?**
You will be held to the same academic standards as all college students, even while you're in high school. Your grades can impact your future financial aid eligibility, especially if you fail, stop attending, or withdraw after the deadline. To qualify for financial aid when you continue to college, you must maintain Satisfactory Academic Progress while in high school.

Where do I access the Catalog or Student Handbook?
Both resources are available online:
Student Handbook
College Catalog

Academic Integrity Procedures:

Consistent with College policy, cheating, the appearance of cheating, and plagiarism in classes will not be tolerated. For purposes of all classes, cheating includes but is not limited to the use of calculators with programmable text used during exams if the text function is used, using study sheets or other written material during the exams when it is a closed book exam, using another student's answers with or without their knowledge, or supplying answers, and the use or appearance of use of other restricted items.

When a student is found cheating on any assignment the penalty will be at the discretion of the instructor's policy, but it could range from awarding zero points for that assignment/exam to failing the course. Further exams taken by that student may be under the direct supervision of the instructor at a time and place designated by the instructor.

Violations of the academic integrity policy are also subject to Student Code of Conduct processes. For any offense of plagiarism or academic dishonesty in a College course, the instructor shall document such offense for the College academic administrator. Upon sufficient proof of such incident, the student's file will be documented. The instructor, according to the course syllabus, will be free to pursue a failing grade for the assignment, a redone assignment, or some similar action with the student.

For any second documented offense (in any College course), the instructor will be notified of earlier documented offenses. A recommendation that the student should receive a failing grade for this course shall be made to the instructor upon sufficient proof of academic dishonesty. For each offense, the student maintains a right of appeal according to the Code of Student Conduct (Per Board Policy 520A)

Campus Resources

As a concurrent enrollment high school student, you have access to all campus resources and student services. Concurrent enrollment students receive the same services as all other college students.

Student ID card

Obtain your Student ID at the ECC or MCC Registrar's Office or at the front desk at Iowa Valley Grinnell. The ID card has your student ID number and allows access to many resources, including: library check-out, athletic and student events, etc.

Paw Pass

The Paw Pass web page contains a list of frequently used links. To access go to http://pawpass.iavalley.edu/.

As a concurrent enrollment student, you'll find the following four Paw Pass links to be most relevant:

1.) **"Student" tab**

The following information can be found here:

- Course Schedule
- Midterm and Final Grades
- Unofficial Transcript
- GPA Projections

2.) **Canvas**

The online learning management system for all IVCCD courses.

3.) **Iowa Valley Email**

Access your official IVCCD email address.

4.) **Password Reset**

Access this resource if you're having trouble logging in or would like to reset your password.

5.) **Helpdesk**

Need technology assistance? Email the college Helpdesk: helpdesk@iavalley.edu.

Support Services: Your success is our goal!

The key to meeting college demands is being knowledgeable about and using the resources available to you. Assistance is available for the following areas:

- Academic Advising
- Career & Employment Services
- Library Services
- Student Accommodations
- Success Center/The Hub = FREE tutoring!

Athletics

IVCCD Athletics are a vital and exciting part of the ECC and MCC campus. ECC intercollegiate programs include: football, volleyball, men and women's basketball, cheerleading, men's and women's wrestling, baseball, softball, and esports. MCC intercollegiate programs include: men's soccer, volleyball, esports, men and women's basketball, dance team, baseball, and softball. Using your Student ID card, you have free admission to athletic events.

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Iowa Valley Community College District does not discriminate in its programs, activities, or employment on the basis of race, color, national origin, sex, disability, age, sexual orientation, gender identity, creed, religion, actual or potential family, parental or marital status, or other protected classes. If you have questions or complaints related to compliance with this policy, please contact Annette Hughlette, serving as the District Equity Coordinator, 3702 S. Center Street, Marshalltown, IA 50158, 641-844-5523, **Equity@iavalley.edu**, or the Director of the Office for Civil Rights, U.S. Department of Education, Cesar E. Chavez Memorial Building, 1244 Speer Boulevard, Suite 310, Denver, CO 80204-3582, Telephone: 303-844-5695 FAX: 303-844-4303, TDD 800-877-8339 Email: **OCR.Denver@ed.gov**. 7/26