DUAL CREDIT
STUDENT HANDBOOK
Visual and Performing Arts Academy

Elgin
Community
College

elgin.edu/dualcredit
dualcredit@elgin.edu

Table of Contents

Welcome

We are excited to have you be part of the 2021-22 dual credit cohort. As a new dual credit student, you will enroll in MUS 140 or MUS 240 at Elgin Community College (ECC) to complete your private music lessons requirement. Your enrollment in these courses makes you an official college student. Thus, you will experience new academic and social responsibilities while learning some of the basic components of college coursework.

This handbook includes information about our partnership with the Visual and Performing Arts Academy (VPAA), program policies, student responsibilities, and academic progress procedures. Dual credit students are required to abide by the contents in this handbook. We kindly ask that parent(s) and/or guardian(s) also become familiar with this information.

Due to the ongoing public health concerns, the college was unable to proceed with its annual "Welcome Night" events that would have provided all families with a copy of this handbook. Thus, we ask that you print or save a copy to your portable device and reference it as needed throughout the academic year.

Please note that in addition to the policies and expectations included in this handbook, the VPPA and District U-46 will introduce additional policies and procedures that will be fundamental to your overall success.

Congratulations once again and we look forward to supporting your academic journey at ECC. Please do not hesitate to contact our office with any questions or concerns.

Rodrigo López
Assistant Dean of College in High School Programs
Elgin Community College

Steve Duchrow
Senior Director of Performing Arts
Elgin Community College

Michele Chapman
Director of Post-Secondary Success
District U-46

Todd Duty
Assistant Principal of Innovations
Larkin High School

What is Dual Credit?

Elgin Community College and its partner School Districts have implemented several dual credit programs that allow high school students to enroll in college courses. Students earn simultaneous high school and college credit. The programs provide a way to save time and money towards attaining a higher education, get a taste of college life, and prepare for a positive transition after high school.

A quick summary of the programs available are outlined below. Each Dual Credit program offers a unique opportunity to students. Depending on students' academic, behavioral, or social needs, ECC and School Districts have developed opportunities for all students to participate and earn college credit.

Full-Time Dual Credit Program	• One-year program (Senior enrollment) • Two-year program (Junior enrollment) • Earn 30+ transferable credits each year • Students complete all courses at the college campus • Courses are chosen from the Associate of Arts or Science degree plan
Part-Time Program: General Education	• Senior Enrollment - All students • Junior Enrollment - Dual Language students only • Courses offered at the high school building • Enrolled in 1-2 courses each semester (Maximum of 7 credit hours) • Courses fulfill part of the postsecondary General Education Core Curriculum

ECC & VPAA Partnership

One of the unique offerings of being a member of the music focus within the Visual and Performing Arts Academy is our Dual Credit partnership we have with Elgin Community College (ECC). Through this partnership, ECC provides **MANDATORY** private music instructions free of charge. If students wish to continue to have lessons with an entity outside of an ECC partnered instructor, they may do so.

In this scenario, however, the non ECC partnered instructor fees **WILL NOT** be covered by U46 or ECC. Additionally, students in this scenario will still be expected to participate in private instruction with an ECC partnered instructor per the Dual Credit partnership.

MUS 140 and MUS 240

Course Overview

Private study in music performance. Lessons are offered every semester in piano, voice, brass, woodwinds, strings, and percussion. Repeatable, but with a maximum of four accrued credits.

- Attend 14 private lessons per semester (or a total of 7 hours) virtual/in-person

- 30-minute lessons

- Complete all assignments in your private instructor's syllabus

- Perform a Jury (virtual/in-person) MUS 240 will do both a Jury **and** Recital (Solo and Ensemble fulfills requirement of Junior Recital)

Faculty Pairing

ECC coordinators and administrative staff will collaborate with Larkin VPAA teachers and match students with available ECC faculty. ECC Performing Arts office will make the final decision on what faculty member instructs each student.

Registration

The Dual Credit Office will assist in registering students each semester. New students must complete the ECC online application by following the instructions in Appendix A at the end of this handbook. Students are not responsible for registering themselves for either MUS 140 or MUS 240

IHSA Eligibility

Students enrolled in dual credit music classes are eligible to participate in all IHSA sports and activities as well as school-sponsored clubs and activities. In order to be eligible to participate in IHSA activities, students must be passing five classes of high school coursework per week during the IHSA season. Students also must have passed and received credit toward graduation

for five classes of high school work for the entire previous semester to be eligible at all during the ensuing semester. The dual credit music class counts towards IHSA eligibility.

Tuition

Tuition costs are invoiced to students' school district, including any course fees (if applicable). Students/families will be responsible for paying back tuition costs to District U-46 if student withdraws from the course.

Fees

Students are not responsible for paying any institutional fees. It is the students' responsibility to learn of any fees that the district may charge them throughout their participation in the program. ECC will not invoice a student directly for anything associated with their college courses.

High School Transcript

Students will be enrolled in *DC Applied Music* on their Larkin schedule. Students will receive 0.25 credit per semester for either course (MUS 140/MUS 240). The grade earned be weighted as Honors credit.

College Transcript

Dual Credit students are starting their official college transcript. Grades earned in dual credit classes will be transcribed in their high school and college (i.e. ECC) transcript.

The Records Office posts grades in the student portal, which students may access via www.elgin.edu/accessECC at the end of each semester. The Dual Credit office will provide high schools with official grade reports at the end of each semester. The grades earned will be calculated into the students' official college GPA.

For more information on the calculation of GPAs, please visit our website at - https://elgin.edu/life-at-ecc/student-records-transcripts/grades-gpa/

Financial Aid Implications

Dual credit courses are recorded on the student's college transcript and impact future financial aid eligibility at ECC and/or other colleges and universities. Per the U.S. Department of Education and State of Illinois student aid regulations, Elgin Community College is required to establish minimum standards of academic progress in qualifying for federal and state financial aid.

This *Satisfactory Academic Progress Policy* measures a student's academic progress in three ways. Students must meet all three standards to be in satisfactory status.

For more information, see Satisfactory Academic Progress Policy.

Transferring Credits

The vast majority of colleges and universities accept dual credit courses. However, some schools will not accept courses. We want to encourage students to reach out to institutions to

learn of their transfer practices and policies. Students will learn more about transferring guidelines during their academic advising sessions. Transferology is a recommended resource that provides course-by-course transfer information. It allows students to enter an ECC course to search for its equivalent at other institutions. Other resources available at ECC are listed below:

- Transfer Guides
- Transfer Tools and Events

How to order ECC Transcripts

ECC transcripts are an official record of students' academic history at the college, including courses attempted and grades earned. Students will need to send official copies to their next postsecondary institution or employer. You can request official copies of your transcript for free, even if you are no longer enrolled as a student at ECC.

Current Students
1. Log in to accessECC Portal and select the Student tab at the top left.
2. In the Self-Service drop-down menu (below ECC APPS), click Students, then Student Records and Schedule.
3. Next, click **Transcript Request** and follow the instructions on the page to complete your order.

Former Students
1. Go to accessECC Portal and click on New Users Start Here.
2. Follow the links to obtain your user ID and password information.
3. If you get a message indicating that your information does not match, call the help line at 847-214-7570 and they will guide you through the process. Provide your full name, the name you attended under (if different), your date of birth, and your phone number.

Program Policies

Attendance, Tardiness, and Student Illness

Instructors expect you to attend class. Instructors will set their attendance policy in the syllabus. **It is likely that final grades will include attendance and participation.** Students should expect that late work will likely not be accepted. Students must follow the ECC calendar as it may differ from the high school's calendar. It is the student's responsibility to check for differences and plan accordingly. Students are responsible for informing their instructors about all mandatory testing dates ahead of time (PSAT, SAT, Civics Exam, etc.).

College closures will be communicated via text messages and on the college's website. Students will be automatically registered to the college's emergency notification system (Rave Alert). **Parent(s) and guardian(s) - students have the option to include up to three contact numbers and email addresses in his/her account. Please ask your student to add your contact information to his/her account on your behalf.**

Students are expected to attend all sessions. **Under no circumstances should a student stop attending class without formally withdrawing. This can result in a failing grade on the**

student's permanent record. Registered students who do not attend the first day and do not contact the instructor may be dropped from the class for non-attendance. If you need to withdraw, please contact your high school counselor.

Technology equipment/resources (ECC and U-46)

Each student needs:

Students should consult their faculty member if the do not have any of the below capabilities.

2 devices
- Device with webcam (Smartphone, Tablet, Desktop Computer, Laptop, Chromebook)
- Device with external audio capabilities (see examples above)

Scanning capability
- Smartphone app like Adobe Scan (free)
- Home Printer/Scanner
- Ability to print music for lessons

Optional
- Microphone
- Headset/earbuds with microphone

Online Instruction – Process/Etiquette

- Be ready for your lesson 10 minutes before to make sure your devices are working and charged adequately.
- Have your materials, including printed music, instruments, music stand, writing utensils, and water to drink ready to go.
- Position your device so your teacher can see your face and instrument.
- Avoid positioning webcam too low. It should be at eye level.
- Prepare your lesson space as if you are having a guest in your home.
- Make sure your room has enough light.
- Voice students will need a second device to play an accompaniment track.

Online Juries

Juries are final performance exams for ECC/Larkin Academy which take place at the end of spring and fall semesters. An ECC faculty member will assess each performer and provide detailed feedback. Different for every instrument and components will be outlined by your Academy teacher. Juries are normally held in person, but online juries may be held. For on-line juries, students will submit pre-recorded video submissions via Google Form on a dedicated ECC Music Department Website.

Communication and Privacy

The Family Educational Rights and Privacy Act of 1974 (20 U.S.C. 122g) (herein referred to as FERPA) generally governs access and release of student education records. **To meet FERPA requirements, ECC will share all information necessary for the admission, enrollment, and progress of students in dual credit courses directly with VPAA officials.** Communications are limited to the sharing of information between ECC and high school personnel. Per ECC policy, instructors and/or other ECC staff will share information directly with students to protect their rights to privacy. Information will not be shared with parents/guardians or other individuals. Parent(s) and guardian(s) are encouraged to work with their students and VPAA staff to acquire information related to their students' academic progress.

Class Drops/Withdrawals

Dual Credit students may not withdraw from courses without formal approval from VPAA staff. If there is a need to withdraw from a course, students must first talk with their high school counselor and the dual credit office. Depending on the circumstances, a request may be approved. Students/families will be responsible for ECC tuition if student withdraws from the class.

Students who have attended their classes and withdraw during the allowable time period for their class may receive a grade of a "W", which carries no academic penalty and is not used in the calculation of the student's grade point average. Withdrawal dates are course specific.

Instructors reserve the right to withdraw students from their course at any point in the semester due to excessive and unexcused absences; plagiarism; or other gross infractions of their course requirements (see syllabus).

Students **may** be dropped from the VPAA for withdrawing or failing MUS 140 or MUS 240.

Schedules

Once all forms are received, your assigned ECC faculty will reach out directly via email or phone to schedule your weekly private lesson times.

- Student and faculty will agree on a day/time each week.
- Some faculty only teach Monday-Friday and may not offer weekend lessons.
- Some faculty offer after-school/evening lessons if their schedule permits.
- Day/time agreed upon must be outside of in-person or online synchronous school hours (per LVPAA).

Incomplete Grades

Due to rare and uncommon circumstances, students may be eligible to receive an "incomplete" as a final grade for any of their courses. All courses for which an "incomplete" grade has been assigned must be completed by the due date assigned by the ECC faculty member teaching the course. The college recommends completion within 120 calendar days after the last day of the course. However, due to the nature of dual credit and the need for students to have a high

school grade transcribed in a timely manner, the recommended timeframe will vary on case by case basis. A failing grade (F) will be recorded for courses not completed by the due date assigned.

Complaint Procedures

Elgin Community College acknowledges that a student may have a difference of opinion about policies, practices, and procedures of the college. Assurance is given by Community College District 509 that if grievances arise, students adhering to the following procedures have the right to a hearing and resolution of complaints in a prompt and fair manner without fear of retribution.

The Complaint Procedure – Administrative Procedure 4.401 – is available on the college's website. Students are strongly encouraged to read this procedure so they understand their rights as well as methods for resolving any difference mutually and informally when possible Students seeking procedural assistance may should contact the dual credit office.

Student Expectations

Dual Credit students are considered college students. You are responsible for your education and academics. The faculty will expect the same level of maturity and responsibility as they do from college-aged students.

It is imperative that students understand that their participation in Dual Credit will result in a permanent college transcript. The following sections include information related to student expectations and responsibilities, as well as resources available throughout their participation. If students are out of compliance with any of the policies referenced in this handbook, the dual credit office and high school districts may dismiss the student from their program.

Academic Conduct Policies

All students at ECC must demonstrate qualities of integrity, honesty, civility, and respect in their conduct both in- and out-of-the-classroom. As college students, the college's procedures apply to anyone participating in dual credit. The *College Procedures* can be accessed on our website -

Academic Progress

Students that receive a D or F midterm/end of term will be required to complete an **Academic Success Plan** with the guidance of the Dual Credit office and VPAA staff. Students must maintain a cumulative GPA of 2.0 throughout their participation in the program. **Students that fall below a 2.0 will be dismissed from the program.**

Academic Integrity and Acts of Academic Dishonesty

The college is committed to providing a learning environment that values truth, honesty, and justice. Academic integrity means being responsible for learning, which is expected of students in all their learning experiences and failing to do so is considered academic dishonesty. The purpose of academic assignments is to help students learn. Students' grades show their

understanding and effort. It also indicates how well they met the learning goals. To demonstrate their learning, the work they do must be their own and if they consult others' work, it must be cited.

It takes only a missed citation or stating another's work as their own to misrepresent what has been learned thus destroying their reputation and that of the College. Therefore, students who commit any act of academic dishonesty will be subject to sanctions initiated by their instructor. Acts of dishonesty include cheating, plagiarism, fabrication, complicity, submitting the same work in multiple courses, and/or misconduct in research. Sanctions may include failure of the course, for more information on the college's policy, visit our website - ECC's Academic Integrity policy. For more information on how to avoid academic integrity violations, see the Plagiarism Modules or visit the ECC Library Tutorials Research Guide. Students may also seek assistance from Librarians as well as the Write Place staff.

Course Syllabus and Homework

Instructors provide a class syllabus at the beginning of each semester. The syllabus includes the "written rules" for each course. Students are expected to use this document throughout the semester to help them plan for assignments, quizzes, and tests. Students are responsible for seeking clarification on course requirements, deadlines, assignments, etc. **It may NOT be possible for students to submit late work. Also, make-up exams may NOT be possible. Students should plan accordingly and are required to attend each class meeting. Submitting work on time is critical to students' success**. The syllabus will also include each instructor's contact information and office location. Students are strongly encouraged to make use of this information and visit instructors during office hours. College classes move at a much faster pace than high school classes —do not procrastinate in addressing issues.

ECC Student Systems

accessECC Student Portal

The portal offers features that will help students navigate ECC resources and systems, conveniently in one easy-to-use location. Below are three of the most used applications.

Self-Service Module
Check academic plans, schedules, and academic progress. This is where students will gain access to information about their courses (i.e., location, faculty, time).

ECC Student Email
Students must exclusively use their ECC email address to communicate with all ECC staff, faculty, and administrators. Students will learn how to activate their accounts during New Student Orientation. Instructors may start to communicate with students before the semester starts. Students are responsible for any information that is communicated by e-mail.

Desire2Learn (D2L) Learning Management System
D2L is the course management system used for online, enhanced and hybrid classes. The majority of courses and instructors use D2L to communicate information, homework assignments, quizzes, etc. As part of New Student Orientation, students will receive guidance

on some of its basic tools. The D2L office is available for assistance throughout the academic year. Students may also visit their office located in Building C, Room C210.

Campus Resources & Support Services

Disability Services

Elgin Community College's Student Disabilities Services Office supports student success and retention through various opportunities and accommodations. The office also advocates for a universally accessible environment in which physical, electronic, and social barriers are reduced, and students with disabilities have an equal opportunity to succeed.

It is important that students and families understand the differences in accommodations that are available to them in college as oppose to high school. Colleges and universities must comply with the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973. Under these regulations, **students must provide the college with documentation verifying a disability.** Regardless of a student's age or enrollment status, the college cannot directly accept this document from the high school.

Although modifications may be made to tests and curriculum in high school, **under no circumstance can modifications** be made to college courses, and any accommodations that are may be available to a student cannot fundamentally alter the objectives or standards of their course.

Reasonable accommodations are designed to provide equal access to students with disabilities. These are determined on an individual basis; therefore, not all accommodations are appropriate for every student. Accommodations may include, but are not limited to:

- Adaptive computer hardware/software.
- Assistive technology device.
- Extended test time/quiet testing area.
- Note-takers/recording devices.
- Accessible texts and materials.
- Sign language interpreters/captionists.
- Preferential seating.
- Test readers/scribes.
- Extensions on assignments.
- Flexibility in attendance.

If students require accommodations, they should follow the steps below to contact Pietrina Probst, Director of ADA and Student Disabilities Services.

Student Disabilities Services Registration

Students new to Disability Services at ECC should complete the following steps:
1. Register for services by completing the Student Disabilities Services Registration Form.
2. You can upload documentation about your disability during the registration process or you may bring hard copies to your intake appointment.

3. Call 847-214-7717 to schedule an appointment.

Early Alert System (Spartan Alert)

Spartan Alert is ECC's early alert system, which is designed to promote retention and student success. Students who are experiencing difficulty early in the semester can benefit from this early intervention. The Spartan Alert program is a team effort that includes faculty, administrators, and support staff to increase student retention, success, and completion rates.

Students may receive a communication from the Early Alert program at any point during the semester. If students receive an Early Alert notification, it is essential that students take immediate action and meet with ECC support staff as soon as possible. This system is designed to give students the best opportunity to improve their situation. Retention services include Time Management workshops, Study skills workshops, College and Community referrals, Personal and academic support.

Important Contact Information

Dual Credit Office

Building G, G219
dualcredit@elgin.edu
(847)214-7031

ECC Performing Arts Office

Building H, H231
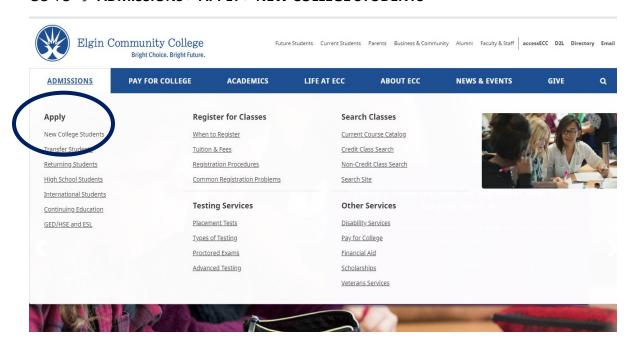performingarts@elgin.edu
(847)214-7044

Disability Services

Building B, Room B125
(847) 214-7417

Appendix A – Dual Credit Application Instructions

VISIT ELGIN COMMUNITY COLLEGE'S OFFICIAL WEBSITE - ELGIN.EDU

GO TO → **ADMISSIONS > APPLY > NEW COLLEGE STUDENTS**

CLICK ON → **SUBMIT THE ONLINE APPLICATION**

Home / Admissions / Apply / New College Students

APPLY AS A NEW COLLEGE STUDENT

First time in college?

Here's how to get started on your bright future.

Applying is easy, and there's no application fee. Here are the steps to follow, whether you're applying for a degree or certificate program or just want to take classes for credit.

1. **Submit the online application**
   Make sure you have a personal email you can access, as we will be sending you important enrollment information after you have applied. We suggest you do not use your high school email address as you may not be able to access it after graduation. If you don't have an email address you can create a Gmail account for free and follow the instructions.

PLEASE MAKE SURE TO FOLLOWING THESE **INSTRUCTIONS** WHEN FILLING OUT YOUR APPLICATION. *** ALL FIELDS WITH A RED ASTERISK ARE REQUIRED.**

EMAIL - Please use your **personal** email address. **DO NOT** use your high school email. Use an email address that will be accessible to you beyond high school.

INTENDED START TERM - Select *"Fall 2021"*

ECC ACADEMIC GOALS – Select "*Only complete one or several courses - not pursuing a certificate or degree at ECC*"

REASON FOR ENROLLMENT – Select "*For personal interest/self-development – not career oriented*"

I PLAN TO ENROLL IN - Select *"Still Deciding"*

HAVE YOU GRADUATED FROM HIGH SCHOOL, OR PASSED A GED/HSE EXAM? - Select *"No, I have neither graduated from high school, nor have passed a GED/HSE exam"*

ARE YOU APPLYING TO A DUAL CREDIT PROGRAM

THROUGH YOUR HIGH SCHOOL? - Select *"YES"*

ANTICIPATED HIGH SCHOOL GRADUATION YEAR – Enter High School Graduation Year

HIGH SCHOOL ATTENDED - Select *"IL High School"* and enter "*Larkin High School*"

HIGHEST EDUCATIONAL LEVEL COMPLETED AT TIME OF ENROLLMENT AT ECC - Select *"Current High School Student"*

ANTICIPATED HIGH SCHOOL GRADUATION DATE – Enter High School graduation date

ATTENDING ECC FOR SUMMER ONLY? – Select *"No"*

INTERESTED IN RECEIVING FINANCIAL AID/SCHOLARSHIPS – Select *"No"*

AUTHORIZATION

Carefully read the "Terms and Conditions and Privacy Policy" – Both the student (Applicant Signature) and parent/guardian (Parent Signature) must provide an e-signature.

The Dual Credit program is a special partnership that provides permission for high school and college access to applicant information. It is imperative that this application is completed according to these steps. Any questions about the online application or issues with technology should be referred to the Dual Credit Office – 847-214-7584