Dual Enrollment Student/Parent Guide

2019-2020
It is my pleasure to welcome you to Mountain Empire Community College as a Dual Enrollment student. MECC’s mission is to provide our region with accessible, quality higher education, workforce training, and community programs to ensure an educated population and globally competitive workforce. Dual Enrollment fits perfectly into this mission. Our courses allow high-achieving students to meet the requirements for high school graduation while simultaneously earning college credit.

This manual will serve as a guide during your dual enrollment experience. Please do not hesitate to contact the Dual Enrollment Office, your High School Career Navigator, or your guidance counselor for assistance with any of these steps.

Thank you for participating in Dual Enrollment at MECC!

Melissa McKinney
Dual Enrollment and Governor’s School Coordinator
### What’s Inside

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>6</td>
</tr>
<tr>
<td>Admissions Process</td>
<td>7</td>
</tr>
<tr>
<td>Enrollment Eligibility</td>
<td>7</td>
</tr>
<tr>
<td>Types of Dual Enrollment Students</td>
<td>7</td>
</tr>
<tr>
<td>Students with Disabilities/Special Needs</td>
<td>7</td>
</tr>
<tr>
<td>Course Placement</td>
<td>8</td>
</tr>
<tr>
<td>Permission to Enroll</td>
<td>8</td>
</tr>
<tr>
<td>Academic Advising</td>
<td>8</td>
</tr>
<tr>
<td>Course Selection/ Enrollment</td>
<td>9</td>
</tr>
<tr>
<td>Course Delivery Options/ Location</td>
<td>9</td>
</tr>
<tr>
<td>Student Resources</td>
<td>10</td>
</tr>
<tr>
<td>Library Resources</td>
<td>10</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>11</td>
</tr>
<tr>
<td>Student Conduct/ Academic Integrity</td>
<td>11</td>
</tr>
<tr>
<td>Campus Police/ Campus Safety</td>
<td>12</td>
</tr>
<tr>
<td>Text Alert System</td>
<td>12</td>
</tr>
<tr>
<td>Confidentiality of Student Records / FERPA</td>
<td>12</td>
</tr>
<tr>
<td>The Role of Parents with Dual Enrolled Students</td>
<td>13</td>
</tr>
<tr>
<td>Attendance and Student Participation</td>
<td>13</td>
</tr>
<tr>
<td>Textbooks</td>
<td>14</td>
</tr>
<tr>
<td>Course Syllabi</td>
<td>14</td>
</tr>
<tr>
<td>Credit and Grading System</td>
<td>14</td>
</tr>
<tr>
<td>Withdrawal from Class</td>
<td>15</td>
</tr>
<tr>
<td>Student Evaluation of Instructors</td>
<td>15</td>
</tr>
<tr>
<td>Graduation from MECC</td>
<td>15</td>
</tr>
<tr>
<td>Transcripts</td>
<td>15</td>
</tr>
</tbody>
</table>
College Map

1. Godwin Hall
2. Holton Hall
3. Dalton-Cantrell Hall
4. Robb Hall
5. Phillips-Taylor Hall
6. Goodloe Center
7. Firing Range
8. Tennis Courts
9. Environmental Pond
10. Maintenance Building

Student Parking
A, B, D, E, & F – Student Parking
C – Faculty/Staff Parking
H – Handicapped Parking
V – Visitor Parking

Hours of Operation
MECC campus offices are open Monday through Friday, 8 a.m. to 4:30 p.m. Offices may experience schedule changes during peak periods and summer.

Student Services Hours
Monday through Thursday, 8 a.m. to 6 p.m.
Friday 8 a.m. to 4:30 p.m.

Wampler Library Hours
Fall, Spring, and Summer Semesters:
Monday - Thursday: 8 a.m. - 7:30 p.m.
Friday: 8 a.m. - 4:30 p.m.
Saturday: 10 a.m. - 2 p.m.
Intersession:
Monday – Friday: 8 a.m. – 4:30 p.m.

Inclement Weather
When it is necessary to change the College schedule due to inclement weather or other unforeseen circumstances, the announcement will be made on the College's website at www.mecc.edu, via text message, email, and radio and television stations. The following radio and television stations will announce the schedule change:
- WCYB-TV (Channel 5)
- WDIC-FM 92.1
- WQUT-FM 101.5
- WXBQ-FM 96.9
- WJHL-TV (Channel 11)
- WJNV-FM 99.1
- WAXM-FM 93.5

Students may register at www.mecc.edu/textalerts to receive announcements of schedule changes by text message and email.

Understanding Announcements:
Snow Schedule:
Classes begin at 10 a.m. Employees report at 9:30 a.m.

College Closed:
Day and Evening classes and all services are canceled.

Day and/or Evening Classes are canceled:
College is open for all other services.

Schedule of Classes when operating on a Snow Schedule:
Normal Schedule
8:15 a.m. - 9:30 a.m.
9:40 a.m. - 10:55 a.m.
11:05 a.m. - 12:20 p.m.
12:20 p.m. - 12:50 p.m.
12:50 p.m. - 2:05 p.m.
2:15 p.m. - 3:30 p.m.
3:40 p.m. - 4:55 p.m.
5:00 p.m.

Snow Schedule
10:00 a.m. - 11:00 a.m.
11:05 a.m. - 12:05 p.m.
12:10 p.m. - 1:10 p.m.
1:10 p.m. - 1:40 p.m.
1:45 p.m. - 2:45 p.m.
2:50 p.m. - 3:50 p.m.
3:55 p.m. - 4:55 p.m.
Classes meet as normal
## Fall Semester 2019
### Academic Calendar

*Note that high school schedule will vary from the official college schedule. Please review your syllabus for each course for the correct dates for each class.*

<table>
<thead>
<tr>
<th>August</th>
<th>16 &amp; 19</th>
<th>Fri &amp; Mon</th>
<th>Faculty/staff in-service days</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>20-23</td>
<td>Tue-Fri</td>
<td>Enrollment/advisement days</td>
</tr>
<tr>
<td></td>
<td>21-22</td>
<td>Wed-Thu</td>
<td>New Student Seminar/SDV 100</td>
</tr>
<tr>
<td></td>
<td>26</td>
<td>Mon</td>
<td>Tuition due for early enrollment</td>
</tr>
<tr>
<td></td>
<td>26</td>
<td>Mon</td>
<td><strong>FIRST DAY OF CLASSES</strong></td>
</tr>
<tr>
<td></td>
<td>29</td>
<td>Thu</td>
<td>Last day to add classes without faculty permission</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>September</th>
<th>2</th>
<th>Mon</th>
<th>College closed - Labor Day holiday</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>11</td>
<td>Wed</td>
<td>Last day to change from audit to credit, change from credit to audit, drop with a refund, or change class sections</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>October</th>
<th>18</th>
<th>Fri</th>
<th>Faculty/staff in-service day - No day or evening classes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>25</td>
<td>Fri</td>
<td>Spring early enrollment begins</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>November</th>
<th>1</th>
<th>Fri</th>
<th>Last day to withdraw from classes without grade penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td>Fri</td>
<td>Application deadline for fall graduation</td>
</tr>
<tr>
<td></td>
<td>15</td>
<td>Fri</td>
<td>Last day to make up incomplete grades from summer 2019</td>
</tr>
<tr>
<td></td>
<td>27</td>
<td>Wed</td>
<td>College closes at 12:00 p.m. - No day or evening classes</td>
</tr>
<tr>
<td></td>
<td>28-29</td>
<td>Thu-Fri</td>
<td>College closed - Thanksgiving holiday</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>December</th>
<th>10</th>
<th>Tue</th>
<th><strong>LAST DAY OF CLASSES</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>11-12</td>
<td>Wed-Thu</td>
<td>FINAL EXAMS</td>
</tr>
<tr>
<td></td>
<td>16-17</td>
<td>Mon-Tue</td>
<td>FINAL EXAMS</td>
</tr>
<tr>
<td></td>
<td>13</td>
<td>Fri</td>
<td>Professional development day</td>
</tr>
<tr>
<td></td>
<td>18</td>
<td>Wed</td>
<td>Faculty/staff in-service day - Grades due at 4:30 p.m.</td>
</tr>
<tr>
<td></td>
<td>19-20</td>
<td>Thu-Fri</td>
<td>Professional development days</td>
</tr>
<tr>
<td></td>
<td>24-27</td>
<td>Tue-Fri</td>
<td>College closed - Christmas holiday</td>
</tr>
<tr>
<td></td>
<td>30-31</td>
<td>Mon-Tue</td>
<td>College closed - Christmas holiday</td>
</tr>
</tbody>
</table>
# Spring Semester 2020

## Academic Calendar

*Note that high school schedule will vary from the official college schedule. Please review your syllabus for each course for the correct dates for each class.*

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>August</strong></td>
<td><strong>January</strong></td>
<td><strong>February</strong></td>
<td><strong>March</strong></td>
</tr>
<tr>
<td></td>
<td>16 &amp; 19 Fri &amp; Mon</td>
<td>16 Thu</td>
<td>28 Fri</td>
</tr>
<tr>
<td></td>
<td>Faculty/staff in-service days</td>
<td>Last day to add classes without faculty permission</td>
<td>Application deadline for spring and summer graduation</td>
</tr>
<tr>
<td><strong>January</strong></td>
<td><strong>January</strong></td>
<td><strong>March</strong></td>
<td><strong>April</strong></td>
</tr>
<tr>
<td>1</td>
<td>2-3 Thu-Fri</td>
<td>11-13 Wed-Fri</td>
<td>1</td>
</tr>
<tr>
<td>College closed – New Year’s Day holiday</td>
<td>Faculty/staff in-service days</td>
<td>Spring Break - No day or evening classes</td>
<td>Summer and fall early enrollment begins</td>
</tr>
<tr>
<td><strong>January</strong></td>
<td><strong>February</strong></td>
<td><strong>April</strong></td>
<td><strong>May</strong></td>
</tr>
<tr>
<td>6-10 Mon-Fri</td>
<td>30 Thu</td>
<td>9 Thu</td>
<td>5 Tue</td>
</tr>
<tr>
<td>Enrollment/advise ment days</td>
<td>Last day to change from audit to credit, change from credit to audit, drop with a refund, or change class sections</td>
<td>Last day to make up incomplete grades from fall 2019</td>
<td>LAST DAY OF CLASSES</td>
</tr>
<tr>
<td><strong>January</strong></td>
<td><strong>February</strong></td>
<td><strong>April</strong></td>
<td><strong>May</strong></td>
</tr>
<tr>
<td>13 Mon</td>
<td>11-13 Mon-Tue</td>
<td>24 Fri</td>
<td>6-7 Wed-Thu</td>
</tr>
<tr>
<td>Tuition due</td>
<td>Professional development days - No day or evening classes</td>
<td>Faculty/staff in-service day- Graduate assessment at 9:00 graduation practice, Goodloe Center, 11:00 a.m. (No day or evening classes)</td>
<td>FINAL EXAMS</td>
</tr>
<tr>
<td><strong>January</strong></td>
<td><strong>February</strong></td>
<td><strong>April</strong></td>
<td><strong>May</strong></td>
</tr>
<tr>
<td><strong>January</strong></td>
<td><strong>February</strong></td>
<td><strong>April</strong></td>
<td><strong>May</strong></td>
</tr>
<tr>
<td>13 Mon</td>
<td>30 Mon</td>
<td>10 Fri</td>
<td>8 Fri</td>
</tr>
<tr>
<td>FIRST DAY OF CLASSES</td>
<td>Last day to withdraw from classes without grade penalty</td>
<td>College closed</td>
<td>Faculty/staff in-service - Celebration of People</td>
</tr>
<tr>
<td><strong>January</strong></td>
<td><strong>February</strong></td>
<td><strong>April</strong></td>
<td><strong>May</strong></td>
</tr>
<tr>
<td>16 Thu</td>
<td>11-13 Wed-Tue</td>
<td>13 Fri</td>
<td>13 Fri</td>
</tr>
<tr>
<td>Last day to add classes without faculty permission</td>
<td>Final Exams Finals - No day or evening classes</td>
<td>Faculty/staff in-service - Grades due at 4:30 p.m.</td>
<td>Final Exams Finals - No day or evening classes</td>
</tr>
<tr>
<td><strong>January</strong></td>
<td><strong>February</strong></td>
<td><strong>April</strong></td>
<td><strong>May</strong></td>
</tr>
<tr>
<td>16 Thu</td>
<td>30 Mon</td>
<td>14 Thu</td>
<td>14 Thu</td>
</tr>
<tr>
<td></td>
<td>Last day to change from audit to credit, change from credit to audit, drop with a refund, or change class sections</td>
<td>Professional development day</td>
<td></td>
</tr>
<tr>
<td><strong>January</strong></td>
<td><strong>February</strong></td>
<td><strong>April</strong></td>
<td><strong>May</strong></td>
</tr>
<tr>
<td>30 Thu</td>
<td>13 Fri</td>
<td>15 Fri</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Graduation – Faculty/staff in-service</td>
</tr>
</tbody>
</table>

---

2019-2020 | MECC Dual Enrollment | 5
Dual Enrollment at MECC

Dual enrollment is an opportunity allowing high school/home-schooled students to earn college credits for courses taken through a post-secondary institution while still enrolled in high school.

Benefits

Dual enrollment enables qualified high school students to enroll in college courses and begin progress towards their next academic goal prior to high school graduation.

Students can:
- Accumulate college credits while also earning high school credits
- Transfer college credit and save time
- Explore careers and majors
- Experience college atmosphere
- Take courses at a lower rate, saving money
- Use resources available on campus and online
- Participate in events, activities, clubs and organizations
- Be involved in the community

Note:

Dual Enrollment students are treated the same as a traditional college student and should expect college-level content and rigor. Courses taken will show on their college transcript and will impact college GPA. Courses that also provide high school credit will count towards high school GPA.

- **Students who intend to transfer courses to another college or university are advised to research the transfer policies of that institution. MECC cannot guarantee transferability to all colleges and universities.**

- **Courses considered career/technical courses are generally intended to prepare students for employment. In some circumstances, these courses may transfer. Please check with the institution that you plan to attend.**
Admissions Process

The first step in participating in dual enrollment is to apply for admission to MECC. The application process can be completed online at [www.mecc.edu/apply](http://www.mecc.edu/apply). After completing the admissions application, the student will be issued a student ID number, username, and a temporary password to access myMECC where they can access their MECC email, Canvas courses, and the student information system (SIS). Students can complete the admissions application independently, or they may seek help from MECC Career Navigators or their high school guidance office.

Enrollment Eligibility

Dual Enrollment is intended for high school juniors and seniors, however, exceptional freshman and sophomore students are considered eligible if they are able to demonstrate readiness for college-level coursework. Freshmen and sophomores require additional approval at MECC prior to enrollment.

Types of Dual Enrollment Students

Dual enrollment students receive credit for their course(s) at both the high school and at the college. Students can also enroll concurrently. Concurrently enrolled students have permission from their high school to take college classes that do not count towards their high school completion. These courses are typically taken on campus or online.

Students may take a combination of dual enrollment credits and concurrent credits with parent and school permission.

MECC also offers an on-campus Academy where students can attend on-campus courses that are scheduled with our high school students in mind. For our schools that are located further away, these course options are available online.

Students with Disabilities and/or Special Needs

MECC abides by Section 504 of the Rehabilitation Act and the Americans with Disabilities Act, guaranteeing that “no qualified individual with a disability may be excluded from participation in, denied benefits of, or otherwise be subjected to discrimination if otherwise qualified.” ([www.mecc.edu/disabilityservices](http://www.mecc.edu/disabilityservices))

A student who wishes to receive accommodations at MECC is responsible for disclosing the disability and current documentation to the disability services counselor at the start of each semester. If appropriate, accommodations will be made that enable the student to participate and achieve without modification of course work.
Course Placement

Students wishing to take DE classes must demonstrate their readiness to handle college coursework. All students must show proof of English and math readiness through one of the options in the chart below.

*Scores must have been earned within the past five years.

Dual Enrollment Admission Criteria for Transfer Course

<table>
<thead>
<tr>
<th>Virginia Placement Test (VPT)</th>
<th>Compass</th>
<th>Asset</th>
<th>PSAT</th>
<th>SAT</th>
<th>ACT</th>
<th>SOL</th>
</tr>
</thead>
<tbody>
<tr>
<td>English/Writing</td>
<td>ENG 111</td>
<td>76</td>
<td>43</td>
<td>N/A</td>
<td>18</td>
<td>N/A</td>
</tr>
<tr>
<td>Reading</td>
<td>ENG 111</td>
<td>81</td>
<td>42</td>
<td>N/A</td>
<td>18</td>
<td>N/A</td>
</tr>
<tr>
<td>ERW</td>
<td>ENG 111</td>
<td>N/A</td>
<td>N/A</td>
<td>390</td>
<td>480</td>
<td>N/A</td>
</tr>
<tr>
<td>Mathematics</td>
<td>MTE 1</td>
<td>25</td>
<td>33</td>
<td>500</td>
<td>530</td>
<td>22</td>
</tr>
</tbody>
</table>

Dual Enrollment Admission Criteria for CTE Course

<table>
<thead>
<tr>
<th>Virginia Placement Test (VPT)</th>
<th>Compass</th>
<th>Asset</th>
<th>PSAT</th>
<th>SAT</th>
<th>ACT</th>
<th>SOL</th>
</tr>
</thead>
<tbody>
<tr>
<td>English/Writing</td>
<td>ENF 1</td>
<td>32</td>
<td>35</td>
<td>N/A</td>
<td>18</td>
<td>N/A</td>
</tr>
<tr>
<td>Reading</td>
<td>ENF 1</td>
<td>62</td>
<td>35</td>
<td>N/A</td>
<td>18</td>
<td>N/A</td>
</tr>
<tr>
<td>ERW</td>
<td>ENF 1</td>
<td>N/A</td>
<td>N/A</td>
<td>390</td>
<td>480</td>
<td>N/A</td>
</tr>
<tr>
<td>Mathematics</td>
<td>MTE 1</td>
<td>25</td>
<td>33</td>
<td>500</td>
<td>530</td>
<td>22</td>
</tr>
</tbody>
</table>

Permission to Enroll

Students wishing to take college courses while still in high school must have appropriate permission to do so. Students taking courses on campus or online must complete a High School Permission to Enroll form and obtain necessary signatures (for both dual enrollment classes and courses taken concurrently). Students participating in dual enrollment courses at their high school are included on the dual enrollment roster for that class which includes necessary signatures to give permission for enrollment. ALL students must have permission from their parent/guardian to enroll in both dual enrollment courses and courses taken concurrently.

Academic Advising

Dual Enrollment students typically are not assigned an academic advisor. However, students are encouraged to seek advising, especially if they hope to complete a certificate or degree while in high school. Guidance counselors are able to provide information about how college credit can fit into the high school curriculum. Career Navigators in the schools, and counselors on campus can also provide advising.
Course Selection/Enrollment

Dual enrollment students may enroll in any credit course offered by MECC if they have approval from their parent/guardian, high school principal and/or guidance counselor, and meet administrative and placement criteria.

Delivery Options/Location of Dual Enrollment Classes

MECC offers several DE opportunities for students who meet the eligibility requirements.

1. **On Campus courses/Online courses**
   High school juniors and seniors taking DE classes on campus attend regularly scheduled college courses. These classes operate on the college schedule. MECC also offers online coursework that is administered through Canvas. Course offerings can be found at www.mecc.edu. See your guidance counselor to start the process of enrollment.

2. **Courses taught at the high school**
   Classes designated as DE are offered on site at various high schools within the MECC service region. These classes are offered during the regular school day for students attending the high school. They are taught by high school instructors serving as MECC adjuncts who meet MECC’s credentialing requirements. Discuss taking these courses with your guidance counselor when making your class schedule.

   *Students taking courses through A. Linwood Holton Governor’s School and SVETN Elite are awarded college credits at MECC. See your high school guidance counselor for instructions on enrolling in these courses.*

**Curriculum Standards:** Dual Enrollment courses must be offered for college credit with the same departmental designations, course descriptions, numbers, titles, and credits as those listed in the VCCS Master Course File. All dual enrollment courses must be equivalent to the pedagogical, theoretical, and philosophical orientation of the community college department and contain the same student learning outcomes, components of the MECC course plan, level, and rigor of content, assessment and evaluation of student learning outcomes, and instructional effectiveness.
Student Resources

Dual Enrollment students have the same access to college resources as our traditional students. There are various resources that we encourage students to utilize. Additional student information can be found in MECC’s Student Handbook.

- Tutoring and supplemental instruction is available in The Learning Center in Godwin Hall.
- Transfer and Career Counseling is available in Student Services in Holton Hall.
- The Testing Center in Holton Hall.
- The HelpDesk is available in the bookstore in Holton Hall for computer issues.
- MECC offers various clubs and organizations as well as student activities.

Library Resources:

Mountain Empire Community College provides Wampler Library, a modern, 8,578 square foot facility located centrally on campus in Robb Hall. The mission of the Wampler Library is to provide resources and services which support not only the educational programs of the college but also provide broad exposure to various disciplines, cultures, and ways of understanding.

The Wampler Library provides 32 publicly accessible computers, one publicly accessible digital microfilm reader, three publicly accessible magnification projectors for the visually impaired, 16 tables, 132 chairs, 2 sofas, and one private study room for student use. The library also provides photocopy, print, and fax services. To support instruction, the Wampler Library provides a collection of 42,549 analog books in print physically housed in Wampler Library, 74,281 digital/electronic eBooks through various subscription platforms as a member of the VCCS system and the VIVA consortia, 117 electronic research databases, 102 periodical titles in print, 8,000 reels of periodical back issues on microfilm, 1,520 units of physical audiovisual media, and 31,630 streaming video titles.

Wampler Library provides adequate and appropriate library and learning/information services by providing operational hours of over fifty (50) hours per calendar week during the academic session of the college.

The semester operating hours are:

- Mondays: 8 AM – 7:30 PM
- Tuesdays: 8 AM – 7:30 PM
- Wednesdays: 8 AM – 7:30 PM
- Thursdays: 8 AM – 7:30 PM
- Fridays: 8 AM – 4:30 PM
- Saturdays: 10 AM – 2 PM

To serve the needs of distance education students as well as all students when Wampler Library is not open, the library provides access to electronic resources such as electronic books, electronic research journals, electronic reference platforms, databases, audio books, and other resources. After hours, students and faculty have access to a live reference librarian through the LRC Live Reference Service.
The library’s online public access catalogs (OPACs) PRIMO and VCCS Linc are accessible by anyone at all times via the internet. These public catalog interfaces provide bibliographic data for the physical and digital holdings of Mountain Empire Community College’s Wampler Library.

Information literacy instruction is available online for distance education students. Any student needing assistance with library research skills has access to the shared ProQuest Research Companion. Students can access NoodleTools Express for online assistance with generating bibliographic citations. Students and faculty also have access to online tutors through Smarthinking provided by the distance education program. These electronic resources provide access to appropriate library and learning/information resources, services, and support for distance education students.

Financial Aid

Dual enrollment students are not eligible for financial aid. However, it is important to understand that courses taken during high school count toward overall credits earned toward a degree. Courses taken with poor grades may impact future financial aid eligibility.

Student Conduct/ Academic Integrity

MECC is a learning community with specific expectations concerning the conduct of its students. MECC’s approach to student learning and student conduct is to provide a safe and healthy learning environment that facilitates MECC’s mission. When a student’s conduct adversely affects MECC’s pursuit of its educational objectives, actions will be taken to remedy the situation. MECC’s approach will be both to resolve the problem and to help students learn from their mistakes.

*For students taking DE courses taught at the high school, the policies and procedures of the school system apply.

Academic work is evaluated on the assumption that the work presented is the student’s own, unless designated otherwise. Anything less is unacceptable and is considered academically dishonest. Specific terms related to academic dishonesty are defined as follows:

- Cheating—Using or attempting to use unauthorized materials, information, or study aids in any academic work submitted for credit. Alteration or misuse of college documents pertaining to academic records by any means including computer resources or other equipment is included within this definition of “cheating”.
- Plagiarism—Submitting academic work for credit that includes material copied or paraphrased from published or unpublished work(s) without documentation.
- Fabrication—Deliberately falsifying or inventing any information or citation in academic work.
- Facilitating Academic Dishonesty—Knowingly helping, attempting to help, or being helped by another to violate the College’s policy on academic integrity.
- Any violations of academic integrity are subject to sanctions and/or disciplinary actions as outlined in the Student Conduct section of this handbook.
Campus Police and Safety

If you have been threatened or have witnessed threatening or suspicious behavior of any kind, please let any Campus Police Officer know. You can also bring this to the attention of the nearest faculty or staff member, who can assist in reaching the Campus Police Department. Campus Police will respect confidentiality to the greatest extent possible, so do not be afraid to speak up. Note: For your safety, video surveillance cameras are used throughout campus.

**Important Phone Numbers:**
- Emergencies - 911
- Campus Police - (276)523-2400 ext. 473 or dial 473 from any campus phone
- Wise County Central Dispatch - (276) 328-3756

**Emergency Procedures on Campus:**
Each room on campus has emergency procedures posted on the door, or by the door. This outlines the procedure for various campus emergencies and includes a map of the building with evacuation route. Students are encouraged to register for text alerts, and campus phones are equipped with emergency alerts in all classrooms and offices.

**Other information:**
Campus Police can also be contacted if your car has a dead battery or if you lock your keys in your car.

Text Alert System

MECC utilizes a text alert system to notify students of campus safety issues, unexpected closures or delays, and inclement weather schedule changes. All students are encouraged to sign up for the text alert system. The link to register for text alerts is under “Students” at [www.mecc.edu](http://www.mecc.edu).

Confidentiality of Student Records/ FERPA

According to the U.S. Department of Education, the Family Educational Rights and Privacy Act (FERPA) is a federal law that affords parents the right to have access to their children’s education records, the right to seek to have the records amended, and the right to have some control over the disclosure of personally identifiable information from the education records.

When a student turns 18 years old or enters a post-secondary institution at any age, the rights under FERPA transfer from the parents to the student.

When a student is enrolled in a course awarding credit at both a high school and a post-secondary institution, the two schools may exchange information about that student. If the student is under 18, the parents still retain the rights under FERPA at the high school and may inspect and review any records sent by the post-secondary institution to the high school. MECC, however, cannot disclose education records to parents of students without a signed FERPA release form. This form must be completed upon each request by the student to disclose information.
There are several exceptions to FERPA’s general prior consent rule. One exception is the disclosure of “directory information.” The following is considered “directory information” at MECC and may, in accordance with FERPA, be disclosed at the discretion of the college:

- Student’s name
- Most recent educational agency or institution attend; Number of credit hours enrolled
- Dates of attendance; Grade level
- Degree, honors and awards received; Major field of study

The Role of Parents with Dual Enrolled Students

- MECC students, including dual enrollment students, are responsible for their own behavior and success. The student should be responsible for completing the admissions application, but may allow the parent to participate as a final reviewer of responses prior to submitting the application.
- Parents may not be present during placement testing, and are not allowed in class with a student unless the parent is also enrolled in the class after applying to the college and meeting course requisites.
- Parents must sign the Parent Authorization Form allowing the student to take college courses while also in high school. If present with a student during a meeting with a counselor or advisor, MECC staff will ask the student’s permission to speak about educational progress and goals with parent present. Staff will address the student directly when asking questions regarding their educational goals, and will expect the student to answer independently.
- Instructors welcome students to discuss the course, grades, and any issues being faced by the student through office visits or email. Parents are not expected to be part of this discussion unless agreed upon by the student and the instructor.
- At the high school, it is strongly encouraged that any discussion about a student’s college coursework will include the student. Students are encouraged to speak for themselves regarding any issues in question.

Attendance and Student Participation

Instructor’s outline their attendance and participation expectations in their class syllabus that is distributed at the beginning of each semester. It is the student’s responsibility to inform the instructor of upcoming absences in advance. Students may be given an opportunity to make up work missed. This is at the discretion of the instructor.
Textbooks

For classes taught on MECC’s campus students are expected to purchase needed textbooks and supplies. These are outlined in the instructor’s syllabus. Some schools may choose to assist with cost of textbooks and supplies. Please speak with your high school guidance counselor prior to purchasing books.

For courses taught at the high school, students may be responsible for purchasing books, or the school may choose to purchase books for student.

Course Syllabi

On the first day of class, instructors will provide each student with a copy of the course syllabus. It is important to read and refer to the syllabus carefully as it will provide vital information needed to be successful in the course. The course syllabus is a contract between the instructor and the student. The syllabus includes:

- Instructor’s name and contact information
- Office hours, office phone number, and e-mail address
- Textbook(s): required / suggested
- Course outline, objectives, and requirements
- Required/suggested resources, references, and supplies
- Grading and evaluation policies
- Attendance and other requirements set by the division or teacher

Credit and Grading System

Credits hours at MECC are based on the semester calendar.

The grading scale for a course is determined by the instructor and should be outlined in the syllabus. 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 contribute quality points towards the student’s grade point average (GPA) 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 points
I = Incomplete—No grade point credit, coursework must be completed as agreed upon with instructor
Withdrawal from Class

Students should begin speaking with their instructor as soon as they begin having difficulty in class to see what measures can be taken to correct issues. If a student chooses to withdraw, they must speak with their guidance counselor to do so. The guidance office will submit paperwork to the dual enrollment office for the withdrawal to be processed. Instructors also have the ability to administratively withdraw students by the withdraw deadline, which is at the 60% point of the course.

Please pay attention to withdraw dates in your syllabus, as deadlines differ depending on the course and its dates.

Students who withdraw from a course are given a grade of “W” that will permanently be on their transcript. Courses with a grade of “W” are not refunded.

If a request to withdraw is made after the withdrawal deadline, the student will automatically be given a severe grade penalty of “F”.

Student Evaluation of Instructor

Students have the opportunity each semester to evaluate their instructors. Students are encouraged to complete the evaluation which is made available through email.

Graduation from MECC

Students may be eligible for a career studies certificate, certificate, or degree from MECC depending on which courses they took during high school. Students who have interest in completing a program while in high school are encouraged to work with an advisor to make sure that they are taking the courses needed for their curriculum. Students must apply for graduation by completing the application paperwork with an advisor or their Career Navigator. Graduates are encouraged to participate in the Commencement Ceremony held in May of each year. Students completing credentials while in high school are eligible for the Governor’s Medallion, which they can wear with their cap and gown at both the MECC graduation and at their high school graduation.

Transcripts

Students can view their unofficial transcript through the student information system. Official transcripts can be obtained by submitting a request in the student information system, or by completing the Official Request for Transcripts at the Enrollment Services office. The form is also available on the MECC website under student forms.
MECC’s Dual Enrollment Department
3441 Mountain Empire Rd.
Big Stone Gap, VA 24219
P: (276)523-2400 ext. 307 or 363
F: (276) 523-7481

Melissa McKinney
Dual Enrollment and Governor’s School Coordinator
mmckinney@mecc.edu

Ann Lane
Dual Enrollment Administrative Assistant
alane@mecc.edu