



WALLACE STATE HANCEVILLE

Dual Enrollment Manual 2015/2016

READY FOR COLLEGE
READY FOR WORK
READY FOR LIFE



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Alabama Community College System Policy:

801.02: Admission: Enrollment of Accelerated High School Student

801.03: Admission: Dual Enrollment/Dual Credit for High School Student

Dual Enrollment/Dual Credit Agreement



WALLACE STATE HANCEVILLE

Greetings from Our President

Welcome to fall semester at Wallace State Community College! The beginning of a new academic year is always an exciting time, and never more than this year as we begin our 50th anniversary celebration. Since Wallace State began serving students half a century ago, we have grown to become one of the top ranked community colleges in America, according to the Aspen Institute, Community College Week and others. We are the first-choice for Alabama high school seniors taking the ACT, in no small part because we place students first in everything we do. As a result, we have the best record of successful student completion in the Alabama Community College System, our graduates perform as well or better upon transfer to universities, and our workforce training has been touted by industry leaders and recognized repeatedly in publications such as Southern Business and Development Magazine and Business Alabama.

This fall we are pleased to introduce several new opportunities for students. The REHAU Academy, the first of its kind in the United States for this multi-billion dollar international corporation, will allow students to participate in a paid German model apprenticeship program leading to employment as a polymer specialist while earning a college certificate in injection molding. A new Fast Track for Industry partnership with Cullman County Schools expands our existing Fast Track and dual enrollment opportunities to focus on high school career technical students. And a new Freshman Seminar, called “GPS”, is designed for students to set academic and career goals, begin their capstone and eportfolio projects, and chart a plan to achieve academic completion and career success.

Other new and recently added program offerings include Sustainable Agriculture, Patient Care Specialist and Transportation Management. Additionally, we are placing an intent focus on enrolling students in the following programs, many of which have seen a surge in employment opportunities and not enough job applicants to meet the current demand: Agriculture, Business, Child Development, Clinical Lab, Collision Repair, Computer Science, Criminal Justice, Culinary, Emergency Medical Services, Heating Ventilation and Air Conditioning, Horticulture, Human Services, Medical Assisting, Paralegal, Pharmacy Technology, Polysomnography, Poultry Science, and Visual Communications. If you would like to learn more about these or other programs, please let us know.

Welcome to Wallace State Community College!

Vicki Hawsey Karolewics
President

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WSCC Mission Statement

Wallace State Community College is committed to learning that transforms lives and communities. In support of the mission, Wallace State Community College is committed to student success through a student centered, innovative, engaging, and supportive learning environment; teaching excellence; respect for uniqueness and diversity; strategic partnerships that advance community, workforce and economic development; cultural enrichment of our communities; and accountability and integrity.

Dual Enrollment

The purpose of this policy is to allow eligible high school students to enroll in college classes concurrently with high school classes, thereby receiving both high school and college credit. Students can experience college level courses and shorten the time required to complete an associate or baccalaureate degree. Participation in this program allows students to gain insight into the college academic experience and explore areas of interest.

In an effort to ensure the equivalency of the dual enrollment courses, Wallace State Community College will adhere to best practices pertaining to:

- Course equivalency
- Student eligibility
- Course placement procedures
- Faculty qualifications
- Faculty evaluations
- Faculty orientation and development and
- Student outcomes assessments

Specifically our goals are to ensure the following:

- Dual enrollment classes are taught at the collegiate level;
- Only qualified high school students enroll in dual enrollment courses and have the same rights of access privileges and levels of support as WSCC on-campus students;
- Dual enrollment faculty has qualifications that meet both WSCC and SACSCOC requirements, as well as other external accreditation agencies (specialized and professional).

Qualifications

A student is eligible for admission if the student meets all of the following criteria:

- The student must meet the entrance requirement established by the Alabama Community College System (Policy 801.01: Admission: General <http://www.accs.cc/Policies/801.01.pdf>).
- The student must have a minimum cumulative grade point average of 3.0 (B) in completed high school courses to enroll in academic courses and a minimum cumulative grade point average of 2.5 to enroll in career technical and health courses. Students GPAs must be verified by the counselor or principal prior to enrolling in dual enrollment courses.
- Student access to Dual Credit/Dual Enrollment is dependent upon both academic readiness and social maturity. Students must receive approval to participate from his/her parent/guardian, high school counselor, and high school principal. These approvals, which are sent electronically to WSCC through DualEnroll.com, indicate that the student has demonstrated both.
- All students will be COMPASS tested within one semester of admission and must meet pre-requisites for all approved courses at the college. Students may waive the COMPASS requirement if ACT scores of at least 20 in both English and math are provided.

Objectives of our Dual Enrollment Program

- Facilitate a seamless transition from the high school to the college classroom
- Provide an opportunity for students to take core curriculum requirements while still enrolled in high school - students have the opportunity to earn high school and college credit simultaneously.
- Provide additional opportunities for college bound students to embrace academic challenges
- Offer high school students access to all services provided by the institution
- Reduce the cost of postsecondary education
- Allow students the opportunity to take coursework during high school which will transfer to four-year institutions – thereby reducing the amount of time required to earn a degree

Admissions Criteria

Dual Enrollment is restricted to high school students in grades 10-12. All students admitted under this policy must demonstrate readiness for college, meet the applicable college placement requirements, and address all other college admission criteria. Home school students must provide a copy of a home school agreement approved by the school district or a letter from the local school board or a copy of the letter filed by the parent/legal guardian declaring home school for religious exemption.

Documentation of parental permission is required for all dual enrollment students.

- High school students who want to attend WSCC must complete an application for admission, create an account with DualEnroll.com which will facilitate parent approvals, and submit ACT or COMPASS placement scores.
- Federal regulations do not permit financial aid to be awarded to college students who are simultaneously enrolled in public or private secondary educational programs; however, WSCC does offer competitive scholarship opportunities.
- The college assumes no responsibility for the impact of failure on a dual enrolled student in college level courses nor does the college assume any responsibility for the impact of failure upon the student's high school academic progress.

<http://www.wallacestate.edu/Financial-Aid/Satisfactory-Academic-Progress>

Course Selection

Transfer courses include those courses that may be used toward the completion of a baccalaureate degree at four-year colleges and universities for transfer credit evaluation (e.g., English, biology, mathematics, psychology, history, etc.). These general education courses typically transfer to most public and private colleges and universities. However, WSCC cannot guarantee that all colleges and universities will accept all credits and strongly recommend that students contact an advisor at the institution in which they plan to attend before enrolling in classes. Students transferring to public universities in the state of Alabama can find transfer information in the online STARS guide. <http://stars.troy.edu/>

Courses offered by WSCC shall be drawn from the existing academic inventory of courses offered for credit. Courses numbered below 100 and physical education (PED) courses are not eligible for dual enrollment/dual credit. A semester hour of credit is based upon the average number of hours of instruction taught weekly.

Recommended course equivalencies for dual enrollment students are listed below. Unless otherwise specified, one 3 credit hour college course is equivalent to one high school credit. Please note that this is just a recommended list and individual school systems may require different course equivalencies. Additionally, due to scheduling constraints, students who are taking dual enrollment courses at the high school campus may be required to take the entire year of a particular subject even though only one semester is required to earn the credit.

Dual Enrollment Recommended Equivalencies

High School Course (1 credit unless noted)	WSCC Course Equivalent
English 11	ENG 101 and high school lit or ENG 101 and ENG 102
English 12	ENG 101 and high school lit or ENG 101 and ENG 102 or ENG 261 and ENG 262
Anatomy and Physiology	BIO 201 - Human Anatomy and Physiology I

DE Biology I	BIO 103 - Principles of Biology I
DE Biology II	BIO 104 - Principles of Biology II
General Chemistry	CHM 104 - Intro to Inorganic Chemistry I
Advanced Chemistry	CHM 111 - College Chemistry I
Physical Science	PHS 111 - Intro to Physical Science I
Physics	PHY 115 - Intro to Physics or PHY 120 - Technical Physics
Advanced Physics	PHY 201- General Physics - Trig Based
Math Elective (12th Grade)	MTH 103 - Intro to Technical Math or MTH 116 - Mathematical Applications
DE Precalculus Algebra	MTH 112 - Precalculus Algebra
DE Precalculus Trigonometry	MTH 113 - Precalculus Trigonometry
Calculus	MTH 125 - Calculus I
U.S. History I *	HIS 201 - United States History I
U.S. History II	HIS 202 - United States History II
Economics (1/2 credit)	ECO 231 - Principles of Macroeconomics
U.S. Government (1/2 credit)	POL 211 - American National Government
Psychology	PSY 200 - General Psychology
Sociology	SOC 200 - Introduction to Sociology
Spanish I	SPA 101 - Introductory Spanish I
Speech (1/2 credit)	SPH 106 - Funds of Oral Communication or SPH 107 - Funds of Public Speaking
Other Approved Electives	3 Semester Hours = 1 Credit
Approved Career Technical Courses	3 Semester Hours = 1 Credit

*Students may only earn dual credit for HIS201 if dual credit is received in 10th grade. If students are taking HIS201 / HIS202 in 11th grade, they may only receive dual credit for HIS202 which would equal the 1 credit needed for 11th grade history.

Career Technical and Health Dual Enrollment

Dual Enrollment courses in many of Wallace State's career technical fields are offered on WSCC's campus. Students with a 2.5 GPA and permission of the local school system may come to campus during the regular school day to take courses in a career field of their choice. Wallace State makes every effort to offer these courses during times that can be easily worked into high school schedules.

Additionally, several of Wallace State's health programs are now offered in a mostly online format and are available as dual enrollment options for high school students. Students must have a 2.5 GPA and apply to the health program in which they are interested by June 1st each year. Certain programs may have additional testing requirements that need to be met as well. Students must be accepted into the program before enrolling in courses.

Wallace State offers a Career Technical Dual Enrollment Scholarship through the Office of Workforce Development for students interested in taking dual enrollment courses in select high wage/high demand career fields. This scholarship pays full tuition, fees, and textbooks for up to two courses or 8 credit hours per semester. Students may begin these courses during the summer following their 10th grade year and can renew the scholarship each semester while still in high school as long as funds are available. A complete listing of programs funded by this scholarship can be found on the dual enrollment website.

<http://wallacestate.edu/Admissions/Dual-Enrollment/index>

Accelerated High School Student Program

Students with a B average (3.0 GPA) and the permission of their principal may take classes for college credit only. These classes would be taken outside of regular school hours and may be taken at WSCC's main campus, off-campus instructional sites, or online. Students may not take English courses through the accelerated program at this time.

Online Course Offerings

Online courses can be taken for dual enrollment or accelerated credit. If receiving dual credit, students may request a class period in an ACCESS lab at their high school to work on online coursework or they may choose to complete coursework after school hours.

AREA I: Written Communication	AREA V: Major, Minor and Elective Courses
ENG 101I - English Composition I *	BUS 150I - Business Math
ENG 102I - English Composition II *	BUS 215I - Business Communications
AREA II: Literature, Humanities, and Fine Arts	BUS 241I - Principles of Accounting I
ENG 251I - American Literature I *	BUS 242I - Principles of Accounting II
ENG 252I - American Literature II *	BUS 261I - Business Law I
ENG 261I - English Literature I *	BUS 262I - Business Law II
ENG 262I - English Literature II *	BUS 263I - Legal and Social Env of Business

ENG 271I - World Literature I *	BUS 271I - Business Statistics I
ENG 272I - World Literature II *	BUS 272I - Business Statistics II
HUM 101I - Introduction to Humanities I *	BUS 275I - Principles of Management
HUM 102I - Introduction to Humanities II *	BUS 276I - Human Resource Management
PHL 106I - Introduction to Philosophy *	BUS 279I - Small Business Management
PHL 206I - Ethics and Society *	CIS 146I - Microcomputer Applications
REL 100I - History of World Religions *	CIS 203I - Intro to the Info Highway
REL 151I - Survey of the Old Testament *	CIS 207I - Intro to Web Development
REL 152I - Survey of the New Testament *	CIS 212I - Visual Basic Programming
SPH 106I - Fundamentals of Oral Communication *	CIS 222I - Database Management
SPA 101I - Introductory Spanish I *	CIS 249I - Microcomputer Operating System
SPA 102I - Introductory Spanish II *	ETP 265I - Entrepreneurial Marketing
ART 100I - Art Appreciation *	ETP 279I - Small Business Management
ART 203I - Art History I *	HED 224I - Personal and Community Health
MUS 101I - Music Appreciation *	HED 231I - First Aid
THR 120I - Theatre Appreciation *	HED 267I - Drug Education
AREA III: Natural Science and Mathematics	MTH 237I - Linear Algebra *
MTH 110I - Finite Mathematics *	MTH 265I - Elementary Statistics
MTH 112I - Precalculus Algebra *	OAD 101I - Beginning Keyboarding
AST 220I - Introduction to Astronomy *	OAD 103I - Intermediate Keyboarding
CHM 104I - Intro to Inorganic Chemistry *	OAD 125I - Word Processing - Microsoft Word
CHM 105I - Intro to Organic Chemistry *	OAD 126 - Advanced Word Processing
GEO 101I - Principles of Physical Geography I *	OAD 138I - Records and Info Management
GEO 102I - Principles of Physical Geography II *	OAD 214I - Medical Office Procedures
GYL 101I - Intro to Geology I *	OAD 218I - Office Procedures
GYL 102I - Intro to Geology II *	OAD 246I - Office Graphics and Presentation
PHS 111I - Physical Science I *	ORI 101I - Orientation to College
AREA IV: History, Social and Behavioral Science	PHL 210I - Ethics and Health Sciences
HIS 101I - Western Civilization I *	PHS 230I - Introduction to Meteorology
HIS 102I - Western Civilization II *	
HIS 121I - World History I *	
HIS 122I - World History II *	
HIS 201I - United States History I *	
HIS 202I - United States History II *	* Course guaranteed to transfer.
ECO 231I - Macroeconomics *	
ECO 232I - Microeconomics *	
GEO 100I - World Regional Geography *	
PSY 200I - General Psychology *	
PSY 210I - Human Growth and Development *	
SOC 200I - Introduction to Sociology *	

Fast Track / Fast Track for Industry

Fast Track is a joint partnership between Wallace State and local school systems. The Academy offers high school juniors and seniors an opportunity to simultaneously enroll in secondary and postsecondary coursework on the campus of Wallace State. The courses meet state requirements for high school graduation while also providing the general education requirements for the certificate and associate degree programs. Students will be enrolled full-time at the high school on the community college campus. The Fast Track Project Director and staff will supervise students and monitor academic progress. Students who are enrolled in Fast Track may still participate in their home school's extracurricular activities, including athletics, band, and student organizations as long as scheduling permits.

Admission Requirements:

Students interested in participating should to submit a completed Fast Track application to their high school counselor. The school administration will then recommend the student for the program if the student has met all necessary criteria. The counselor will complete the recommendation division of the application and submit it along with an official high school transcript, a copy of the student's test scores, and the Graduation Requirements Check List form to the project director.

General entry qualifications will include the following:

- High school junior or senior
- GPA of 3.0 or higher for academic programs; 2.5 for career tech and health programs
- ACT score of 20 or higher in math and English or a comparable score on the COMPASS placement exam is required for certain programs
- Minimum of 12 high school credits (student must be on track for high school graduation)
- Student must be working toward a degree or certification - WSCC recommends students enroll in 9 – 15 credit hours per semester to stay on track to earn a degree or certification prior to high school graduation.

Cost of program:

Students pay college tuition. Books will be furnished in a similar manner as high school programs. Consumable workbooks, lab manuals, published notes, online access codes, general supplies, etc., will be the responsibility of the student. Tuition information may be found at www.wallacestate.edu/Future-Students/Tuition.

Students enrolling in programs funded by the Career Technical Dual Enrollment scholarship may use the scholarship toward courses in the Fast Track program. Fast Track students may also apply for a scholarship through Wallace State's Future Foundation.

Enrollment and Registration Processes

A clear understanding of the enrollment and registration processes is important to the successful execution of the dual enrollment program. Following is a step-by-step description of the process.

1. **Student meets with the high school counselor and parent(s).** All students who wish to participate in dual enrollment classes should discuss this interest with his/her parent(s)/guardian(s) and school counselor.
2. **Student creates an account with DualEnroll.com.** DualEnroll.com is a cloud based management program which will walk students through the process of choosing classes and obtaining all the necessary permissions needed to enroll.
3. **Student completes WSCC's online admissions application.** Each student should complete an application for admission to the college which may be found at <http://www.wallacestate.edu/Admissions/Apply-Online>.
4. **Student enters Wallace State student number in DualEnroll.com.** This student number will be e-mailed to each student after the online admissions application is complete. This student number must be entered into DualEnroll.com before the student can move forward in the dual enrollment process.
5. **Parent/Guardian approves student request for dual enrollment.** Student's parent/guardian will be sent a notification e-mail that the student has requested dual enrollment courses. The parent/guardian must approve this request.
6. **High School counselor approves student request for dual enrollment.** High school counselor receives notification that the student has requested dual enrollment courses through DualEnroll.com. Counselor will verify high school GPA and upload any test scores on file for student. If student does not have necessary GPA or required test scores, counselor will notify student at this time.
7. **High school principal approves student request for dual enrollment.** High school principal will receive a notification e-mail that the student has requested dual enrollment courses. The high school principal must approve this request.
8. **WSCC approves student request for dual enrollment.** The Director of Dual Enrollment will then review course requests, placement scores (if required) and all other necessary information to verify that students have met all admissions requirements and prerequisites as established by WSCC. If all requirements are met, the student will be enrolled in courses.
9. **Student/Parent/Guardian pays tuition and fees.** Students in dual enrollment courses must pay normal tuition and fees as required by the institution. Tuition may be provided by alternative resources, including funds provided by Workforce Development, PACT, Tuition Assistance for employee dependents as defined in Policy 612.02 and scholarship programs as outlined by WSCC. Current tuition information may be found at <http://www.wallacestate.edu/Future-Students/Tuition>.

Placement Testing

In order to ensure preparedness for college-level coursework, WSCC uses the COMPASS placement test. The COMPASS is a comprehensive, computer-adaptive testing tool that helps place students into appropriate courses and maximizes the information post-secondary schools need to ensure student success. Any student (including dual enrollment students) must take the placement test within one semester of admission to WSCC or prior to enrolling in math or English courses. In order to waive any portion of the placement exam, students must be able to show evidence of proficiency with ACT scores or have previously completed applicable credit courses satisfactorily at another college or university. Practice exams and test taking tips are provided on WSCC's website (<http://www.wallacestate.edu/ACTION-Center/Testing/Compass>).

***International/Non-U.S. Citizen Students**

Students with a Non-U.S. citizen status may be required to submit passports and immigration documents to the WSCC Admissions Office. Non-native English speaking students may be required to take the English Language Proficiency Exam prior to taking a course at the College. Students may be eligible to waive this exam if they hold a degree from another U.S. college or university, have successfully completed a college-level composition course (ENG101) from another U.S. college or university, or have a current (within the last 2 years) TOEFL score of 80 (IBT), 213 (computer), or 550 (paper). (A score of "5" on the writing portion of the TOEFL is required to exit from ESL writing.)

Enrollment Limitations

Enrollment in a combined number of high school and college courses per term will not exceed that which is educationally sound as determined by the College and LEA.

Academic Schedule and Calendar

The current academic schedule and calendar may be found at <http://www.wallacestate.edu/Schedule>.

Add/Drop and Withdrawal Policies

We understand that students may not be prepared for the commitment and discipline required to be successful in a college course. Students have the opportunity, in consultation with the counselor and instructor, to request a withdrawal from the selected class. It is the student's responsibility to contact their school counselor immediately if they are considering not completing a dual enrollment class.

Student Transcripts

Official records of the student's college credits and grades are maintained by the Office of Admissions. Students may request official transcripts of these records by submitting a Transcript Request Form. This form may be found by visiting the following website: http://www.wallacestate.edu/Assets/Admissions/Transcript_Request.pdf.

Please note that Wallace State cannot release student transcripts until a final high school transcript has been received in the admissions office. All dual enrollment and fast track students should request that their high school send a final transcript to Wallace State immediately after high school graduation.

Dual Enrollment Instructional Guidelines:

Expectations for Student Readiness and Behaviors

Students participating in Dual Enrollment courses will be expected to follow all of the guidelines and procedures as our regular college-aged students. A complete description of these policies can be found in the WSCC Catalog (<http://www.wallacestate.edu/Catalog>). Instructors are encouraged to review and enforce as appropriate.

Students with Disabilities

The Rehabilitation Act of 1973 (Section 504) and the Americans with Disabilities Act of 1990 state that qualified students with disabilities who meet the essential functions and academic requirements are entitled to reasonable accommodations. It is the student's responsibility to provide appropriate disability documentation to the College. The ADA (Americans with Disabilities Act) Coordinator is located in the James Bailey Center 8th floor. Please do not hesitate to ask for help.

Advising

The high school counselor is the designated advisor. However, at WSCC, all dual enrollment students have access to a WSCC advisor to provide guidance to help explore and plan career and educational goals. Dual enrollment students also have access to WSCC Career Coaches at each public secondary school. The Career Services Center offers a range of career counseling, workshops, online career assessments, and activities to develop life-long career planning and job search skills: (<http://www.wallacestate.edu/Career%20Services%20Center>).

FERPA – Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are eligible students. Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;

- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, “directory” information such as a student’s name, address, telephone number, date of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For more information or to learn more about this Act, please visit the FERPA website at <http://www.ed.gov/offices/OM/fpco/ferpa>.

Department of Extended Learning Dual Enrollment Class Certification Criteria

In an effort to provide college credit courses to as many students as possible, the course certification process has been implemented. Understanding the difficulty secondary administrators have in dedicating a faculty member to instruct a strictly dual enrollment class, it is the goal of this process to alleviate that obstacle. Advanced classes can be certified with as few as one student being dually enrolled. The remainder of the class will only receive credit for an advanced class, for example Advanced English. The following criteria must be met for class certification.

1. The instructor must hold a Master’s Degree from an accredited institution with a minimum of 18 graduate semester hours in the teaching field.
2. The course must be approved by the WSCC Department Chair of the department in which the course is taught.
 - a. Wallace State Community College department syllabi must be followed.
 - b. Textbooks must be approved by the department chair.
 - c. Course Certification Form must be completed.
3. Once approved by the department chair, documentation will be sent to the Chief Academic Officer of Wallace State Community College for approval. Once this approval has been obtained, the class will be considered acceptable for college credit.

4. Each dual enrollment instructor will be assigned a full time faculty mentor to help him/her stay up-to-date with course information and/or changes within the department.
5. Dual Enrollment instructors must maintain a course portfolio for each dual enrollment course taught. The department chair will specify what should be included. Portfolios should be submitted each semester and will be evaluated by the department.
6. Instructors will agree to be responsible to Wallace State Community College for a prescribed number of hours. These hours will be used for advising, work sessions, grading of papers, and class preparation for the Dual Enrollment students.
7. Each instructor will be responsible for maintaining a time sheet and having it approved by an administrator at their local school.
8. Time sheets are to be delivered to the Director of Dual Enrollment at the end of each semester.
9. Instructors will be paid according to the number of students using the Wallace State Community College adjunct faculty pay scale.

Sample Portfolio Requirements:

Minimum portfolio requirements for dual enrollment courses are listed below. These portfolios are to be submitted to the department for review by the instructor's full time faculty mentor. A portfolio should be submitted at the end of both the fall and spring semester for each course taught during that semester.

- a. 2-3 samples of graded student work
- b. Copy of at least one major exam
- c. One or more documented correspondences with mentor (copy of email, summary of phone or in-person interaction)
- d. Summary of professional development activities

Optional: any samples of exciting, innovative, student-engagement activities that the instructor would like to share with the WSCC Department.

**WALLACE STATE COMMUNITY COLLEGE
HIGH SCHOOL/COLLEGE
DUAL ENROLLMENT COURSE CERTIFICATION CRITERIA - SAMPLE
United States History I (HIS201)**

I. The United States History I (HIS201) Dual Enrollment course taught at local high schools is approximately a 4.25 hours per week class. Three hours per week follows the Wallace State Community College (WSCC) course description for HIS201. HIS201 is a survey course of the social, intellectual, economic, and political developments that molded the early history of America. This course covers the following eras: pre-Columbian North and South America, colonial development, the Revolution, early national and antebellum periods. It concludes with the Civil War and Reconstruction. Students in Dual Enrollment HIS201 will participate in learning activities and assessments that reflect and reinforce the Student Learning Outcomes of WSCC.

II. Specific Content Area with the Course

Instruction in HIS201 will include lecture, class discussions, media presentations, and activities focused on specific topics in the content area. Additionally, student learning will be assessed through quizzes and/or tests, map assignments, and writing assignments. Each student in HIS201 will participate in a course exit writing assignment developed to measure critical thinking and historical analysis. These essays will be scored by the WSCC History Department and used to determine student learning and course success.

III. Content Categories That Differ in the Courses

One hundred percent of the WSCC United States History I (HIS201) objectives will be covered in the dual enrollment course. Due to the difference of clock hours per week, the dual enrollment instructor may cover additional material that directly reinforces the WSCC course objectives.

IV. Methods of Evaluation in the Course

Grade attainment in the Dual Enrollment United States History I course will be clearly explained in the course syllabi and based on a combination of exams, quizzes, research assignments, and/or map assignments. The course syllabi and text book will be submitted and approved by the WSCC History Department.

Implementation Date: _____

WSCC Chief Academic Officer: _____

WSCC Director of Extended Learning: _____

WSCC Department/Division Chair: _____

High School Representative: _____

High School Instructor: _____

COMPASS Placement Test Cut Scores

WSSC Comparable Cut Scores for ACT*, ASSET, & ACT COMPASS				
ACADEMIC, HEALTH and AAS	ACT SCORES	ASSET SCORES	COMPASS SCORES	COURSE(S) RECOMMENDED
MATHEMATICS		Numerical Skills	PreAlgebra	
	0-17	23-37	0-35	MTH 090 and ORI 103
	18-20	38-55	36-99	MTH 098, 116, or MAH 101
		Elementary Algebra	Algebra	
	18-20	23-36	0-35	MTH 098, 116, or MAH 101
	21-22	37-45	36-65	MTH 100,103
		Intermediate Algebra		
		23-30		MTH 098
	21-22	31-45	36-65	MTH 100
	23-25	46-55	66-99	MTH 110, 112, or 265
		College Algebra		
		23-30		MTH 100
	23-25	31-42	0-45	MTH 110, 112, or 265
	26-27		46-99	MTH 113 - 120
		43-55		MTH 125
		Trigonometry		
26-27		0-43	MTH 113 - 120	
28-36		44-99	MTH 125	
READING	0-13	23-35	0-64	RDG 083 and ORI 103
	14-36	36-53	65-99	No Reading Required
WRITING	0-13	23-35	0-28	ENG 092 and ORI 103
	14-17	36-41	29-61	ENG 093 and ORI 103
	18-36	42-54	62-99	ENG 101
TECHNICAL Certificate Programs	ACT SCORES	ASSET SCORES	COMPASS SCORES	COURSE(S) RECOMMENDED
MATHEMATICS		Numerical Skills	PreAlgebra	
		23-37	0-35	MTH 090 and ORI 103
		38-55	36-99	MTH 098,116, or MAH 101
		Elementary Algebra	Algebra	
		23-36	0-35	MTH 098, 116, or MAH 101
		37-45	36-65	MTH 100,103
		66-99	MTH 110, 112, or 265	
READING		0-35	0-64	RDG 083 and ORI 103
		36-99	65-99	No Reading Required
WRITING		0-37	0-37	ENG 092 and ORI 103
		38-99	38-99	COM 100

*** NOTE: ACT scores of less than 20 on Mathematics and English may not substitute for Placement tests. These concordances are for advising students having only ACT scores and expect correlations for Placement testing.**

Source: Verified by Director of Student Development

Checklist for Dual Enrollment Students Transitioning to Wallace State Community College after High School Graduation

With just a few simple steps, a dual enrolled student is able to enroll as a traditional student at Wallace State Community College upon graduation from high school. The following steps need to be completed to change the status from dual enrollment to first time freshman:

- ✓ **Notify your Guidance Counselor that you plan to attend WSCC and request that an official high school transcript be sent to WSCC after graduation.**
- ✓ **Complete FAFSA (Free Application for Federal Student Aid)**
 - Visit <https://fafsa.gov/> to complete FAFSA. More information can also be found at <http://www.wallacestate.edu/Financial-Aid>.
- ✓ **Apply for WSCC Scholarships – Scholarship deadline is February 15th!!**
 - Visit <http://www.wallacestate.edu/Financial-Aid/WSCC-Scholarships> and www.wscCFutureFoundation.org for more information.
- ✓ **Check your MyWallaceState account to clear any holds and be sure that you have test scores on file**
 - If you have not submitted test scores, do so ASAP. You can submit ACT scores if available or take the COMPASS placement test. Before taking the COMPASS, visit the following website for review and more information (<http://www.wallacestate.edu/ACTION-Center/Testing/Compass>).
- ✓ **Attend Lion's Pride**

Register for a Lion's Pride orientation session by visiting <http://www.wallacestate.edu/ACTION-Center/Lions-Pride/index>.
- ✓ **Enroll in WSCC's Freshman Seminar (ORI110) during your first semester**

Each student is **required** to take this course during the first semester. An advisor will assist you in enrolling during Lion's Pride.
- ✓ **Meet with your faculty advisor regularly**

Students are encouraged to meet with their faculty advisor each semester to ensure accurate class choices, establish clear academic goals, and develop plans to work towards employment or transfer.