



Dual Enrollment Student Handbook

2020-2021



Dual Enrollment (DE)

The Polk County College and Career Academy's Dual Enrollment (DE) Student Handbook is designed to introduce students to the academic and social culture that will be expected at the college level. It is our goal at the Polk County College and Career Academy to aid students in the transition from the high school setting to a college classroom. Included in this handbook, you will find policies and procedures regarding attendance, student engagement, textbooks, academic dishonesty, college communications, and online requirements. We hope to help parents and students gain a better understanding of personal responsibilities, reduce anxiety about the transition to college coursework and understand the necessity of students taking ownership and academic responsibility in their educational journey.

Dual Enrollment Student Handbook

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Polk School District Work Schedule 190 Days

2020-2021
School Year

July 2020						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2020						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2020						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2020						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2020						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2020						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January 2021						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2021						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2021						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2021						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2021						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2021						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

	180 School Days		First Day of School
	Closed/Holidays		End of Grading Period
	10 Planning Days		Parent Conference ½ Day

2020-2021 Dual Enrollment Class Calendar

Fall Semester:

August 3: PSD School/ PCCCA taught DE classes starts

August 15: GHC/GNTC online/additional classes start

October 9: End 1st 9 weeks

October 13: Start 2nd 9 weeks

December 8-9: GNTC exams

December 8-14: GHC exams

December 11: GNTC grades due

December 16: GHC grades due

Spring Semester

January 5: PSD School/ PCCCA taught DE classes starts

January 9: GHC/GNTC additional classes start

May 4-10: GHC/ GNTC exams

May (TBA): GNTC grades due

May 12: GHC grades due

Collegiate Terminology

Blackboard: The platform used by Georgia Northwestern Technical College for online classes and academic and student information

Desire to Learn (D2L): The platform used by Georgia Highlands College for online classes and student and academic information.

SCHOLAR: The platform used by Shorter University for online classes and academic and student information.

Associate's Degree: A two-year degree, usually 60-65 credit hours, from a community or junior college (GHC offers Associate of Arts, Associate of Science, and Associate of Applied Science degrees)

Course Numbers (CRNs): Numbers assigned to specific classes; used for registration

Credit Hour: Credit given for attending one lecture hour of class each week for 15 weeks or equivalent. Most college classes are 3 credit hours.

Degree (Academic) Plan: A specific list of required courses and electives to be completed for a degree

Drop/Add: The procedure whereby a student may change his/her class schedule, after initial registration, by dropping or adding a course without academic penalty. Typically, drop/add occurs during the first three days of each semester

FAFSA (Federal Application for Student Aid): Application form that the government uses to determine the amount of money a person is eligible to receive; Must be completed yearly.

Full time: Twelve or more credit hours per semester

General Education ("Core"): Introductory courses that provide students with general knowledge and reasoning ability, rather than specific skills for employment or specialized knowledge for a program of study. The "Core" consists of Areas A through E of degree (academic) plan.

Grade Point Average (GPA): The grade point average may be calculated by dividing the number of hours earned in all courses attempted in which a grade of A,B,C,D,F or WF has been assigned into the total number of quality points earned on those hours. *Grades or hours earned in developmental-studies courses are not computed in the GPA.

Holds: Restriction placed on student's record for a variety of reasons: academic, financial aid, business office, library, etc.; To be removed, the obligation must be met.

Online Courses: Courses taught over the Internet instead of in a traditional classroom

Pre-requisite: A course(s) that must be taken before enrollment in another course

Program of Study (Major): A student's concentrated field of study

Registration: Procedure where student indicates the classes into which he/she wishes to enroll for the next term of attendance; At GHC, students can register via the Internet or with the assistance of an advisor

Syllabus: Written description of course content distributed to students by instructors

Transcript: Permanent record of a student's college grades, as well as any scores from SAT or GRE tests

Tuition and fees: Costs for courses, including lab fees, student activity fees, parking fee, etc.; It does not include cost of textbooks.

Withdrawal: Procedure by which a student may drop (no longer attend) a class at any time prior to midterm; You will lose the money you have paid for the course.

PCCCA Dual Enrollment Partnerships

PCCCA currently partners with Georgia Highlands College and Georgia Northwestern Technical College. These institutions provide classes that are taught on the PCCCA campuses. Other dual enrollment opportunities are available, however, students would take those classes on the college campuses.

**GEORGIA
HIGHLANDS
COLLEGE**



PCCCA Dual Enrollment Expectations

Attendance and Tardies

Regular attendance and active participation contribute to your academic success. Students are expected to attend class EVERY day. In addition to coming to class, student success at the collegiate level requires students to be actively engaged in the class both in and out of the classroom. This includes class discussions, group work, independent assignments, and active listening during lectures.

The guidelines set for attendance in the Dual Enrollment program are to ensure you are receiving the full benefits of the course material being presented. Each semester, students are allowed two (2) high school related field trips. Students are also allowed two (2) excused absences. After these four (4) excused absences, instructors will have the option of deducting points from your final college grade. This information will be outlined in each course syllabus.

Other school related events, such as athletics, competitions, or conferences need to be discussed with individual course instructors prior to committing to these events or activities.

Being on time is also a part of the expectation of participating in the Dual Enrollment program. For each two (2) tardies, instructors will count one (1) unexcused absence.

Each instructor will provide a syllabus for each course in which you are enrolled. The syllabus will provide dates for assignments, assessments, etc. Absences do not excuse you from work that may be due in your course. For example, if you are absent the day prior to an assessment, but are in attendance the day the assessment or test is due, you will be expected to participate in that assessment. In addition, being absent on the day an assignment or assessment is due does not excuse the work not being turned in. If you are unable to turn in any assignment on the due dates, you must contact your instructor to discuss your options. Instructors are not required to allow you to take a test or exam that you miss. In addition, your grade for that test, exam or assignment can be recorded as a "0".

General Dual Enrollment Procedures

DE college students are expected to work on a higher level than regular high school students. There is a level of independence that is expected in these students. The PCCCA Dual Enrollment staff and instructor are available to help guide you through this transition. Students are expected to be active participants in handling any issues that may arise.

*** Students will be expected to maintain contact with instructors and the colleges via the email provided by the colleges. College instructors are not allowed, due to privacy laws, to correspond with students by any means other than the assigned college email. Students will need to set up these email accounts and check them on a regular (at least bi-weekly in online classes) basis.

*** Behavior is expected not to be an issue in classes at this level. Disrespect to instructors will not be tolerated. Any behavior issues in class may result in removal from the Dual Enrollment program. In addition, if a student in the program is assigned ISS/OSS, all missed assignments are expected to be completed as assigned. Instructors may view these days as days missed from class and are subject to the attendance procedures. Students assigned any long-term suspension will be reviewed as to continuation in the program.

*** PCCCA will strive to make certain that each student is a successful student in the Dual Enrollment program. However, if a student's work in a class is not contributing to the success in the program, the PCCCA staff will work with the student and the parent/guardian, if needed, to determine if additional assistance is necessary. In cases where students' grade are in jeopardy of not passing and affecting their high school graduation, PCCCA will meet with students and parent/guardians to discuss if continuation in the programs is in that student's best interest.

Required Paperwork

There will be several times each year that paperwork is required to be completed. You will be expected to complete the requirements in a timely manner.

Each year, you will be asked to complete a financial aid application for each institution you attend. To complete this application, you will need to log in to GAfutures.org . It will be the student's responsibility to know their log in information. Students will also need to know their social security numbers and have a valid email account to use for these applications. Failure to complete this required paperwork could result in you being billed for the classes in which you are enrolled. PCCCA staff will notify you regarding deadlines for completing this each semester. PCCCA will be able to assist you if necessary.

There will be other paperwork that may be required during the year. Colleges establish deadlines and expect that they will be followed. PCCCA will be available to assist you in meeting these deadlines, but it is ultimately the student's responsibility to ensure these deadlines are met.

Student Responsibilities

Commitment

Participating in the Dual Enrollment program requires a commitment from the student. Research indicates that in a typical college class, students should be prepared to spend 2-3 hours outside of class for every hour they spend in class. Students need to be aware of the commitment they are undertaking. Lack of commitment to this program could have an adverse effect on your college and high school GPA. We have included a time management sheet on the next page to help you plan for participation in the program.

It is the student's responsibility to notify teachers of any issues. Our instructors are here to help you prepare for your future, but they cannot help you with issues of which they are unaware.

It is the student's responsibility to make sure all work is completed as assigned. An absence, including school and field trips, is not necessarily an acceptable excuse for missed work. Students need to communicate with their instructors regarding any absences prior to work being missed. In the case of illnesses or emergencies, students need to inform their instructors as soon as possible.

Academic Progress and Grades

It is the student's responsibility to keep up with their grades for the Dual Enrollment classes. Dual Enrollment course grades may not be recorded in PowerSchool until the final grades are issued. There may be some instances in which the high school grade has added work that is calculated into the grade (ie. Senior Projects). It is PSD policy that a student's high school grade will have an additional 5 points added to the final college grade.

It is important to remember that the PSD retest policy is not in effect for the Dual Enrollment courses. Each instructor will determine how the college level grade will be calculated. Their grading policy will be outlined in the course syllabus. Expect points to be deducted from any late or incomplete assignments.

Satisfactory Academic Progress (SAP) is the determination used at the collegiate level for financial aid. To remain eligible for Federal Student Aid, students must maintain successful progress towards the completion of their degree when receiving federal funds. To maintain SAP, students must maintain a college GPA of 2.0 and complete 67% of all classes attempted. Students who fail to meet these standards will be placed on *financial aid warning* for one semester and if improvement is not shown, students then are placed on *suspension*. This could affect senior Dual Enrollment students as they prepare for college after high school graduation.

Withdrawals from Dual Enrollment classes can have a great impact on your college and high school GPA. If a student requests to withdraw from a Dual Enrollment class and the college drop/add has passed, a grade of "W" is issued on the college transcript. This affects the Satisfactory Academic Progress. For the high school grading purposes, a student that takes any Dual Enrollment class must receive a grade for that class. All Dual Enrollment class grades will be recorded on the student's high school transcript. This includes any class in which the student withdraws from after the institution's formal withdrawal period. Therefore, students that receive a grade of "W" from the college will have a grade entered on the high school transcript as a "F" with a numerical grade of 69.

Use of Technology

Required Usage

*** You will be assigned a student ID number and email from the college(s) you are attending. Some of you may have more than 1 separate ID and emails, if you are taking classes from multiple intuitions. You will need to be responsible and keep up with this information.

*** PCCCA will help you set up the accounts that you will need to use. This is how you will access online courses, grades, unofficial college transcripts, participate in discussion boards, email your instructors, etc.

*** It is the student's responsibility to ensure that their technology is working and updated. If you have technical issues, we will try to assist you will correcting them.

*** A technology issue is not an acceptable excuse for late or incomplete work. PCCCA has laptops that can be checked out for use.

Technology in class

*** Your instructor will inform you of the need for use of technology devices in the classroom. If your instructor requires you to have technology, please ensure your device is available and charged.

*** There are several note taking apps. These are great ways to ensure you are making the most of your DE experiences. However, please be respectful of your instructor and do not spend class time trying to download apps during class.

*** Remember this is a college course you are taking. To ensure you are receiving the most out of class, please refrain from texting, being on social media or playing games during class. If this becomes a problem, PCCCA will conference with you on the appropriateness of the Dual Enrollment program.

Communication with College Staff

Communicating with college faculty and staff is a big part of college life. Learning who and how to ask for assistance is probably one of the biggest issues college students face. While most of your instructors will be on campus with you, there will be times that you will need to email instructors and other college staff.

The PCCCA staff is your first point of contact for any issues that arise. We will assist you in contacting the correct person but will expect you to be an active participant in helping resolve issues.

The following are some tips to consider when contacting instructors (by email):

1. Be Formal

Always use a proper salutation when emailing a professor — even if you know the professor personally or professionally. Use “Dear” to begin the email and address he or she by the name you would use if speaking to the professor in person

2. Specify when using emails

Specify who you are by first and last name, and specify which class you are taking before diving into the specifics. Instructors often teach multiple classes each semester. Make sure to state your name, the class you are taking and the course section.

3. Be thorough

Any time you send a message, you should have two things in mind: goal and audience. Your audience here is a professor, who is an authority figure. Your goal could be any number of things, from clarifying the reading assignment to asking for an extension. Whatever your goal may be, you’ll want to anticipate any questions the professor may have and incorporate the information into your message.

4. Be kind and respectful

When you email professors, remember that you are not writing to an entity, a building or a computer — you are communicating with a real person. Be kind, be thankful and never come across as demanding. This can be accomplished with a concept that asks you to consider yourself as the reader. For example:

“Get back to me as soon as possible.” This sentence is demanding, pushy and gives a direct command — something you want to avoid. After all, you are communicating with a higher-up.

“Please advise me at your convenience.” This conveys respect and awareness. The professor is not a public servant and doesn’t need to do anything as soon as possible for you. Using these ideas establishes goodwill and respect and increases the chances you will receive the help

you need. It also won't hurt to thank the professor at the end of the email, which establishes good rapport.

5. Proofread

Perhaps the most important and final step, proofreading ensures that you come across as professional and caring. An email full of errors and faulty sentence structure is sure to enflame a busy professor. After all, if your writing is unclear, the reader has to work to understand what you want. Do the work on your end and make the message clear and easy to read. For a short message, don't get fancy. Use simple syntax (subject-verb-object) and proofread for run-on sentences, misspellings and other errors.

An example of a well-written email to a college instructor would be:

Dear Professor Smith,

My name is John Green and I attend your ENG 1101 course. I missed class on Tuesday and would like to find out the assignment for Thursday. The syllabus only lists a reading assignment, but I wanted to make sure nothing is due to hand in Thursday. Thank you for your help.

Sincerely,
John Green

The example above shows that John indicated that he had already checked the syllabus. This saves time and allows the professor to simply respond, "Yes, there is a written assignment and it is _____" or "No, there is no written assignment," knowing that John has already gone to the syllabus.

PCCCA staff can assist you by proofreading emails prior to them being sent and helping you understand the responses you receive.

You will also be communicating with college staff on the high school campuses. As you should with any school staff, communication with college staff should be on a professional and respectful level. College students, especially students in the DE program, are expected to be at a more mature level than most students. There will be times that you may disagree with a grade, a topic discussed in class or simply have a conflict in class. Any disagreement or conflict is to be handled in a professional and courteous manner. Students should take the time to reflect on a situation before they react. How a student handles a situation is likely to determine the outcome of that situation.

Students should remember that the instructors have rules and procedures to follow and have standards set by the colleges. These procedures may cause college courses to lack the flexibility that most high school students are accustomed to having. This is why communication is a vital component to be a successful college student.

Academic Dishonesty

Academic dishonesty is a serious issue at the collegiate level. Each instructor will provide in their syllabus the consequences for academic dishonesty. Please make sure you are aware of this. Please note that since you are also receiving a grade for your high school, you are also subject to the consequences from PSD for any occurrence of academic dishonesty. Please make certain you are aware of everything that is considered academic dishonesty or misconduct.

The following is taken from the GNTC Student Handbook regarding academic misconduct:

Any student found to have committed any of the following types of misconduct is subject to the disciplinary sanctions outlined in the Student Disciplinary Policy and Procedure.

A. ACADEMIC

Academic Misconduct Definitions

Academic Misconduct includes, but is not limited to, the following:

1. Aiding and Abetting Academic Misconduct - Knowingly helping, procuring, encouraging, or otherwise assisting another person to engage in academic misconduct.
2. Cheating
 - a. Use and/or possession of unauthorized material or technology during an examination, or any other written or oral work submitted for evaluation and/or a grade, such as tape cassettes, notes, tests, calculators, computer programs, cell phones, and/or smart phones, or other electronic devices.
 - b. Obtaining assistance with or answers to an examination or any other written or oral work submitted for evaluation and/or a grade from another person with or without that person's knowledge.
 - c. Furnishing assistance with or answers to an examination or any other written or oral work submitted for evaluation and/or a grade to another person.
 - d. Possessing, using, distributing or selling unauthorized copies of an examination, computer program, or any other written or oral work submitted for evaluation and/or a grade.
 - e. Representing as one's own an examination or any other written or oral work submitted for evaluation and/or a grade taken by another person.
 - f. Taking an examination or any other written or oral work submitted for evaluation and/or a grade in place of another person.
 - g. Obtaining unauthorized access to the computer files of another person or agency and/or altering or destroying those files.
 - h. Obtaining teacher edition textbooks, test banks, or other instructional materials that are only intended to be accessed by Technical College Officials, college administrator or Faculty Member.

3. Fabrication - The falsification of any information or citation in an examination or any other written or oral work submitted for evaluation and/or a grade.

4. Plagiarism

a. Submitting another's published or unpublished work in whole, in part or in paraphrase, as one's own without fully and properly crediting the author with footnotes, quotation marks, citations, or bibliographical reference.

b. Submitting as one's own original work, material obtained from an individual or agency without reference to the person or agency as the source of the material.

c. Submitting as one's own original work material that has been produced through unacknowledged collaboration with others without release in writing from collaborators.

The following is taken from the GHC Student Handbook regarding academic misconduct:

The following actions or behaviors are prohibited: A. Academic Regulations

1. PLAGIARISM

Plagiarism is submitting words, ideas, opinions or theories of another, except those that are common knowledge, without proper credit to that person. Unfair credit includes, but is not limited to, a direct quotation of all or part of another's words without the proper identifying marks and/or merely stating the general source in a bibliography without noting the specific source in a body of work. Plagiarism includes, but is not limited to, the following when performed without fair credit:

- Direct quoting of all or part of another person's written or spoken words without quotation marks or similar appropriate punctuation
- Paraphrasing all or parts of another person's written or spoken words without proper documentation within the submitted work
- Stating an idea, theory or formula originated by another person as one's own
- Repeating information, such as statistics, which is not common knowledge and was originally compiled by another person
- Purchasing or receiving any academic works from another person or another source and submitting the work as one's own for evaluation or grade.
- Reusing assignments from another person.
- Copying, using "cut and paste", or otherwise using materials found on the Internet without proper website citation.

2. UNAUTHORIZED ASSISTANCE

No student shall:

- Give or receive assistance not authorized by the instructor in the preparation or completion of any essay, laboratory work, test, exam or other assignment as part of an academic course of study

- Sell, give, lend or otherwise procure or secure any unauthorized material that can be shown to contain questions or answers to any examination or test scheduled to be given at any subsequent date excluding questions and answers from any previous test that was given back to a student for keeping
- Copy or allow another person to copy answers to a test, exam, assignment or other exercise
- Transmit or receive information during a test that is within the scope of the material to be covered by that test
- Use any handheld electronic device (cell phone, PDA, iPhone, digital camera, etc.) to search for, receive, record, send or text information regarding an in-class assignment, test or quiz.
- Complete for another, or allow another to complete, all or part of an assignment, such as lab work, homework, computer assignment or exercise
 - Submit a group assignment or allow a group assignment to be submitted as the work of everyone in the group when fewer than all in the group assisted substantially in its preparation
- Use without authorization a programmable calculator or other electronic device, including but not limited to, cell phones, personal data organizers, pagers or laptop computers
- Allow another person to log in to a Web-based course (such as on VISTA) to submit work not created by the enrolled student.

3. FALSIFICATION

Giving false information in connection with the performance of any work or the procedures outlined in this code. No student shall:

- Give false reasons for failure to complete academic work
- Falsify the results of any lab or experimental work or fabricate data or information
- Alter academic work after it has been submitted without permission of the instructor.

Alter grade, lab, or attendance and participation records

- Damage computer, computer-related equipment (printers, disks, etc.), or lab equipment

in order to alter or prevent the evaluation of academic work (Note: damage to college or

another student's property may also be adjudicated under the Student Code of Conduct)

- Give false or misleading information in connection with a hearing or investigation involving possible academic dishonesty
- Submit academic credit work that has been previously submitted for credit unless given permission by the instructor receiving the work
- Alter, take, procure or attempt to alter, in an unauthorized manner any materials pertaining to the conduct of the class including, but not limited to, tests, examinations, equipment or roll books
- Steal or procure information related to any academic work in an unauthorized manner
- Log-in or attempt to access another students' Web-based course account (such as on VISTA or eCore)

PCCCA Procedures regarding Academic Dishonesty

In addition to the consequences set by the institutions, PCCCA has set the following guidelines to deal with incidences of academic dishonesty in dual enrollment classes.

Any incident of academic dishonesty will be reported to the student's home school. Because you are receiving a grade from both your high school and the college, you are subject to consequences at both locations.

At the high school level, the following actions will be taken:

1 day ISS for copying or sharing work, including having pictures of other students work, homework, lab manuals

2 days ISS for cheating on a test that is scheduled with no resources to be used or blatant plagiarism (copying papers from the internet)

OSS for paying someone to do college course work. Both parties would receive OSS

The teacher for the DE class will implement academic consequences. Instructor will also notify the post-secondary institution of the incident.

Online Classes

During your Dual Enrollment courses, you will have some type of online experience. You may have an online class, which is entirely online and communication with your instructor is done via email and course software. Or, you may have a web-enhanced course, in which all meetings are on campus, but many components of the course such as the syllabus, assignments, and test, will be online.

This is a great preparation for when you graduate. Many colleges offer programs that are entirely online and more and more employers are utilizing online training programs for new employees. Being able to use online platforms will give you a huge advantage over others who have not learned how to use these online components.

Online learning does require self-motivation and commitment to the programs. Students need to make it a regular practice to check emails, course announcements, and their grades on a consistent basis. Students enrolled in an online class need to set aside specific times each week to work on their classwork.

In the courses that are taught online at the high school campuses, you will be given ample time in your schedule to complete work for your classes. Please utilize this time. This will minimize the amount of work that you will have to complete after school hours.

If you are provided with an online learning period, you will be expected to use that time for studying and working on class material. This is not to be considered "free time". Students not working will be assigned to another class or assigned to the ISS room to allow other students to work without disruptions.

You will be given the required information to access your online work. It is very important that you keep up with this information and that you do not share it with other students.

PCCCA staff will be able to assist you with your log in information.

Course Format

The courses that will be taught on the PCCCA campuses will be in a variety of formats. All of these are consistent with college campuses and will help give you a true college experience.

These are descriptions of the formats used for our courses:

8 week classes taught daily— These courses are taught Monday-Friday for one class period and are 8 weeks in length. At the end of the 8 weeks, the course is complete and a final grade is awarded.

Semester long classes taught 2/3 days per week— These courses are taught for one period an entire semester but only meet 2 or 3 days each week. Classes will meet either on Monday and Wednesday (M/W), Monday/Wednesday/Friday (M/W/F), or Tuesday and Thursday (T/R).

Semester long classes taught daily— These courses are taught an entire semester and meet for one class period each day. These courses are ones that we feel require more time in order to ensure you receive full benefit from the material being presented.

Online— These courses will be entirely online. You will complete work via the college's platform following the guidelines in the course syllabus. There is time built into your high school schedule to allow you opportunities to work on these online classes while at the school.

Many of you will have classes that follow several of these formats at the same time. Make sure you are aware of what type schedule your class is following. It is important to be aware of the amount of work expected during each course and the timeframe in which it is be expected to be completed.

Books and Course Materials

You are provided with books and course materials at no cost under the Dual Enrollment program. However, these books and materials are loaned from the colleges and you are responsible for returning all books that are not considered consumable at the end of the course. If books are not returned, you will be billed for each book from the college. These books can be expensive. If you have an outstanding bill, you are not allowed to register for classes, request transcripts be sent or access your student records.

For most GNTC classes that you take on the high school campuses, the instructor teaching the class or the person facilitating online classes will assign you a book. If you are taking additional classes or classes at the college campuses, you will be asked to go to the college to pick up your books from the campus bookstores. Those books will also need to be returned to the college campus.

For GHC classes, you will be provided the books by the bookstore and will need to sign the GHC lending agreement. GHC then will send you an email when those books are due to be returned.

Online course and lab courses often had additional fees associated with them. Polk School District and the Polk County College and Career Academy have agreed to cover those cost for DE students. If you receive any correspondence regarding fee payment, you need to speak to Mrs. Wilson prior to making any payments to the colleges.

Continuation in the Dual Enrollment program

Each institution has guidelines for continuation in the program, which provides for grade point averages, SAP and academic and financial aid probation and suspension. PCCCA will follow the college guidelines in determination of continuing in the program.

In addition, to those requirements set forth by the colleges, PCCCA also has set criteria for continuing in the DE program.

Beginning with spring semester 2019-20, the following conditions will result in students no longer being approved by the high school to participate in the DE program:

- 1) Student has failed any core academic high school classes
- 2) Student's DE gpa falls below 2.5
- 3) Student is placed on SAP probation

In addition, students will be evaluated at the end of each semester, based on the following criteria, for continuation in the Dual Enrollment program:

- Students that have issues with chronic absences
- Students that have had disciplinary issues
- Students that have been reported by Dual Enrollment instructors as being a concern for continued success

PCCCA staff will schedule a meeting with these students to discuss whether continuation in the program is in the best interest of that student. PCCCA staff has to approve classes each student that is in the Dual Enrollment program and these meetings will be the determining factor as to whether approval is granted or denied each semester.

Our hope is that each student is successful in the DE program, however, if students are not being successful, continuing in the program can be detrimental their future post-secondary career. All steps will be taken to ensure that students leave the program prepared and ready for their next steps.

Senior Privilege, Study Hall and Online Learning Periods

Students that participate in the DE program may also qualify to have one of the following options in their high school schedule:

Senior Privilege Study Hall—This is a true study hall, which can be at the beginning or end of the day and can be taken at home. If student begins failing a DE/HS class or at teacher request, the student will have to begin reporting to the study hall classroom.

Senior Privilege Online period—This is period in which the student has an online class but can be at the beginning or end of the day and be taken at home. These students will report 1 day each week (as assigned) to the study hall classroom to check in and be monitored. If the course grade drops to a “C”, the student will have to begin reporting to the study hall classroom.

Students must have the Senior Privilege Letter signed by their parents to qualify for this option.

This letter will have a specific time for students to check in each week. If students fail to follow the guidelines set forth in the Senior Privilege letter, their privilege will be revoked and students must beginning report to the high school at normal school hours.

Study Hall- This is a true study hall period. Students will have the opportunity to work on any classwork that they choose during this period.

DE Online Learning Period- In this period, students will be assigned a specific DE class in which they are expected to work on during the period. This period will be monitored in the study hall classroom. This is not assigned as a “free period”.

Virtual Expectations

In the event that schools are required to do virtual learning, the college classes will be converted to virtual as well. You will be expected to complete all work using the college online platforms and follow instructions set by each instructor. It is important that you keep up with all login information so that that transition would be seamless and your education continues as scheduled.

Should you have reason to be out of school, you will be expected to email your instructor and copy Mrs. Wilson or Ms. Carter on that email. Please let them know the expected length of time that you will be absent from school. Each instructor will have a plan that will allow you to continue to do the work for that class.

In the event that you are sick, please make sure your instructors know that illness could possibly prevent you from having your work completed by due dates. You will be expected to submit all work as soon as possible.

It is extremely important that you have all login information and know how to utilize the college platforms and programs used in your classes. Please make sure that you have that information available to you for use at home and at school.

Contact Information

Dr. Katie Thomas
Polk School District, Assistant Superintendent of Innovation and Learning
CEO, Polk County College and Career Academy

Mrs. Kim Wilson
kwilson@polk.k12.ga.us
PCCCA Transition Coordinator
770-684-5432

Ms. Meagan Carter
mcarter@polk.k12.ga.us
PCCCA Transition Facilitator
770-749-2077

Please contact Mrs. Wilson or Ms. Carter regarding any concerns about courses, grades, technology issues, textbooks, or attendance issues. They will assist you in contacting the correct person to help resolve any concerns.

Student Information

GNTC Student ID #: _____

GNTC email: _____@students.gntc.edu

email password: _____

This is a single sign-on. Use same info for Blackboard

GHC Student ID#: _____

D2L username: _____

D2L password: _____

GHC email: _____@students.highlands.edu

email password: _____

GAfutures username: _____

GAfutures password: _____



The Polk County College and Career Academy’s Dual Enrollment (DE) Student Handbook is designed to introduce students to the academic and social culture that will be expected at the college level. It is our goal at the Polk County College & Career Academy to aid students in the transition from the high school setting to a college classroom.

I/we have read and understand the information included in the student handbook. I/we understand the policies and procedures regarding attendance, student engagement, textbooks, academic dishonesty, college communications, and online requirements and agree to follow these as outlined.

Participation in the DE program is a privilege, and failure to follow the guidelines set to ensure the success of the program can result in dismissal from the Dual Enrollment program.

Student Name: _____

Student Signature: _____

Parent/Guardian Signature: _____

Date: _____

Please complete all contact information:

Student phone: _____

Student email: _____

Parent phone: _____

Parent email: _____