E\textsuperscript{2}C

Early Entry College

IVCC’s Dual Credit Dual Enrollment Program
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Dear Student,

Congratulations! You have the opportunity to take an IVCC dual credit/dual enrollment course through IVCC’s E²C – Early Entry College program. Get a jump start on college, speed time to degree completion, facilitate transition between high school and college and have access to college resources.

E²C saves money! Transfer level general education courses cost 75% of the current IVCC tuition rate and Career Technical Education (CTE) courses are FREE.

Please take time to read through this handbook. It includes important information on how to register, deadlines, textbook rentals, FERPA release form, college resources and more.

You might be especially interested in learning about the Dual Credit Enhancement Pilot Project giving eligible students tuition waivers and tuition discounts after high school.

If you have any further questions please feel free to give me a call at (815) 224-0598 or email Susan_Monroe@ivcc.edu. Have a great year!

Susan Monroe
Illinois Valley Community College Dual Credit Coordinator
www.ivcc.edu/earlyentrycollege

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### IMPORTANT DATES & DEADLINES

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<th>SPRING 2018</th>
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Textbooks available for rent/purchase

Tuition Due (Payment Plans must be set up by this date)

First drop for non-payments

Final day to register for classes by 4:30pm

Classes begin

Last day to drop for full tuition refund

Midterm

Final withdrawal date

Book Buyback

*Rental textbooks* can be returned at any time as long as they are back by the final date of Book Buyback (if not returned, student will owe for the full cost of the book; see Textbook Rentals & Purchases on page 4)

*Purchased textbooks* can be sold back within these dates during Book Buyback.
STEPS TO REGISTERING

✔ SET UP PLACEMENT TESTING

- Contact your dual credit coordinator for information about your high school's scheduled date to take IVCC's placement exams. If your school does not have a scheduled date or you miss the scheduled date, you can schedule your own placement exam by contacting IVCC's Assessment Center at www.ivcc.edu/assessment or call 815-224-0542.
- An IVCC Student ID number and a photo ID is required to be able to take the placement tests. If currently or previously enrolled in a dual credit/dual enrollment course, you will have an IVCC student ID on file.
- Placement testing is required for the following classes:
  - English courses
  - Math courses
  - Chemistry courses
  - Certified Nursing Assistant course
- ACT/PARCC/SAT scores can qualify a student to take the course without the placement exam.
- Placement testing times are available at the Main Campus in Oglesby and the Ottawa Center.

✔ COMPLETE REGISTRATION FORM

- Use blue or black ink when completing the form.
- Please print and complete all the information requested. A student signature is required on both sides of the form.
- Social security numbers are required on the form in order for IVCC to generate a Form 1098-T reflecting tuition paid. This may qualify for a tax credit. Failure to provide an accurate Social Security Number (SSN) may have tax implications and will impede future financial aid processing when attending IVCC.
- Include your method of payment with your registration form in the form of cash, check written to IVCC, credit card information or mark the box for payment plan.
- Visit www.ivcc.edu/payment for information on payment plan options or call 815-224-0586.
- Return registration form to the designated person or office and by the due date listed on the registration form.
- Registration forms will be picked up by an IVCC representative after the due date.
- If you miss the due date, you may still register for the course as long as the registration form and payment is made or payment plan set up before the first drop date for non-payment.

✔ RECEIVE REGISTRATION STATEMENT IN MAIL

- Once your registration is processed, a registration statement will be mailed to you.
- This registration statement will have your IVCC Student ID Number on it. Your ID is a 7-digit number.
- This registration statement can be used as your schedule to rent/purchase any required books from the IVCC Bookstore.
TEXTBOOK RENTALS & PURCHASES

☑️ DO I NEED A TEXTBOOK?
- Your registration form will let you know if you need to rent/purchase your textbook or if the school is providing the textbook. Read carefully, each class may be different.

☑️ HOW MUCH ARE TEXTBOOKS?
- In most cases, dual credit textbooks are rental books costing $48 which includes a $28 fee and a $20 deposit.

☑️ OPTIONS TO RENT OR PURCHASE TEXTBOOKS
- ORDER ONLINE
  - You will need your IVCC Student ID # to order online (ID # is found on the student registration statement that is mailed to the student’s home once they are registered.)
  - Order through the Bookstore’s website – www.ivccbookstore.com
  - You will need a credit card to pay for the books.
  - Before completing the order, choose your shipping option.
    - Pay shipping and have mailed directly to your home.
    - Pick up your book at the Ottawa Center if more convenient.
- PICK UP AT THE IVCC MAIN CAMPUS
  - Bring the student’s registration statement showing the IVCC schedule.
    - If you forget your schedule, you can obtain it at the computer across from the Bookstore entrance. You will need to enter your last name and social security number to print your schedule.
  - Take the schedule to the textbook counter in the back of the Bookstore and an associate will retrieve the book(s).
  - Proceed to the front register to pay for the books.

☑️ RENTAL BOOK RETURNS
- Rental books are due back by the due date noted on the receipt to receive the $20 deposit back. Books must be in rentable condition to receive the deposit.
- Student will be charged the full retail cost of a rental book not returned by the due date.
- Anyone can return a student’s rental book. The person who returns the rental book will receive the deposit and it is their responsibility to return the deposit money to the renter.
- If you are aware of a circumstance that might keep you from returning your rental book on time, call the IVCC Textbook Buyer at 815-224-0222 to receive an extension.

☑️ BOOKSTORE HOURS
- Monday – Thursday from 8:00am-6:00pm and Friday from 8:00am-4:30pm.
CREATE YOUR IVCC WEBADVISOR ACCOUNT

- WebAdvisor is the student’s portal to IVCC information and gives you access to
  - Financial Information – for setting up payment plans
  - Financial Aid – high school students are not eligible to receive federal financial aid for dual credit/dual enrollment courses
  - Registration – to drop and withdraw from courses
  - Academic Profile – access your IVCC class schedule, request a transcript
- WebAdvisor accounts are created the next business day following the processing of your first enrollment/registration form for a dual credit/dual enrollment course.
- Go to www.ivcc.edu/gowebadvisor to create your account; follow the instructions and links on the left side of the page.
- Have questions? Call Student Technology Support at 815-224-0318.

CREATE YOUR IVCC STUDENT EMAIL

- IVCC student emails are created the next business day following the processing of your first enrollment/registration form for a dual credit/dual enrollment course.
- You will need to know your IVCC Student ID# and your K-number to set up your email
  - K-number can be obtained through the link “What’s My User ID (K-number)?” on WebAdvisor’s home page.
  - Student ID# is found on registration statement mailed to student or under My Class Schedule in student’s WebAdvisor account
- MS Office 365 Student Email Quick Start Guide can be found as a link on the Student Help Desk page, www.ivcc.edu/email.
- As a registered student at IVCC, you can install MS Office 365 ProPlus 2016 on up to five compatible personal devices for use while you are a student at IVCC. This package includes Word, Excel, PowerPoint, Access, and more. And, you can use OneDrive for syncing across your devices.
- Have questions? Call Student Technology Support at 815-224-0318.

GET A STUDENT ID

- IVCC student ids can be obtained in the Admissions & Records Office, Room CTC 101 on the main campus or at the Ottawa Center during normal business hours.
- Students must provide a photo ID (driver's license, state ID card, etc.) and current student schedule in order to receive an IVCC photo ID.
- First ID card is free and replacement cards are $5 each.
- More information can be found at www.ivcc.edu/id.
- Student IDs give you access to Jacobs Library, Learning Commons, Peer Tutoring, and admittance to cultural or intercollegiate sporting events.
KNOW THE TRANSFERABILITY OF YOUR COURSES

- IVCC counselors are available by appointment to consult with you about the transferability of your dual credit/dual enrollment courses. Counselors will look at the colleges you are considering attending and your major. See page 11, Counseling and Advising, for contact information.
- IVCC accepts credit for all dual credit/dual enrollment courses successfully completed. The student is responsible to determine if the course falls within their intended academic program.
- IAI General Education courses are accepted for credit at all State of Illinois public colleges and universities and most other colleges and universities. How they are applied is at the discretion of the receiving institution within the major selected.

DUAL CREDIT/DUAL ENROLLMENT DEFINED

DUAL CREDIT

- Dual credit courses receiving the tuition discount are offered on-site at area high schools or online in the fall and spring semesters. These courses are taught by IVCC instructors or high school instructors that meet the qualifications to be an IVCC instructor. What makes them dual credit is that upon successful completion of the course, the high school student will receive college credit as well as high school credit.

DUAL ENROLLMENT

- Dual Enrollment courses receiving the tuition discount are offered at area high schools or online, but upon successful completion of the course, the student only receives college credit.

ONLINE COURSES (DISTANCE LEARNING)

- You will be most successful in an online course if you are:
  - Self-motivated and adaptable
  - Enjoy reading
  - Able to dedicate time to your coursework
  - Comfortable communicating in writing
  - Not intimidated by computers, email, or other communications technologies
- Find answers to questions about taking online classes at www.ivcc.edu/dl.
- Online course options might not be available at your high school.
GENERAL EDUCATION COURSES

- These courses are chosen from the general education courses within the Illinois Articulation Initiative (IAI). The Illinois Articulation Initiative (IAI) is a statewide transfer agreement on courses transferable among more than 100 participating colleges or universities in Illinois. IAI works best for students who know they are going to transfer but are undecided on the college or university that will grant their baccalaureate degree. For more information, go to [www.itransfer.org](http://www.itransfer.org).
- General education courses can be used as substitutes for some required courses in Associates in Applied Science two-year degrees and certificates. For example, SPH 1001 - Fundamentals of Speech can count as credit for SPH 1204 - Oral Communications Skills for Business, Industry & Technology.
- Courses may be taught by IVCC instructors or qualified high school instructors at the area high schools or online.
- Transfer level general education courses are 1000 level or higher and have a second digit of “0” in the course number.
- Courses available as general education courses. Check with your dual credit coordinator or high school counselor to see what is available at your school. Courses subject to change based on availability of instructors and other factors. Course descriptions can be found at [www.ivcc.edu/catalog](http://www.ivcc.edu/catalog).
  - ART 1000 Art Survey I
  - ART 1010 Art Survey II
  - BIO 1000 Global Environment
  - BIO 1001 General Biology I
  - CHM 1004 Chemistry
  - ENG 1001 English Composition I
  - ENG 1002 English Composition II
  - HIS 1000 Western Civilization I
  - HIS 1001 Western Civilization II
  - HIS 2000 US History to 1865
  - HIS 2001 US History since 1865
  - HPE 1020 Physical Fitness I
  - HPE 1021 Physical Fitness II
  - LIB 1000 Research Strategies
  - MTH 1003 College Algebra
  - MTH 1004 Trigonometry
  - MTH 1005 Pre-Calculus
  - MTH 2001 Calculus-Analytic Geometry I
  - MTH 2002 Calculus-Analytic Geometry II
  - MUS 1000 Music Appreciation
  - PSI 1000 American National Government
  - PSY 1000 General Psychology
  - SOC 1000 Introduction to Sociology
  - SPH 1001 Fundamentals of Speech
  - SFC 1000 Strategies For College
CAREER TECHNICAL EDUCATION (CTE) COURSES

- These courses are aligned with IVCC’s Associate in Applied Science (AAS) degrees and certificates.
- Career Technical Education (CTE) provides students with the academic and technical skills, knowledge and training necessary to succeed in future careers and to become lifelong learners.
- Courses are taught by qualified high school instructors at some of the district high schools or area career centers.
- CTE courses are FREE to high school students taking them in a high school or area career center.
- CTE courses are dual credit courses.
- CTE courses have a second digit of “2” in the course number.
- Courses available as general education courses. Check with your dual credit coordinator or high school counselor to see what is available at your school. Courses subject to change based on availability of instructors and other factors. Course descriptions can be found at www.ivcc.edu/catalog.

- ALH 1001 Terminology of The Health Field
- ALH 1214 Certified Nursing Assistant (CNA)
- CAD 1200 Computer Aided Draft I AutoCAD
- CSP 1203 Microsoft Office Professional I
- CSP 1230 Computer Keyboarding Applications
- CSP 2203 Microsoft Office Professional II
- DFT 1200 Mechanical Drafting
- ECE 1203 Creative Activities
- ELE 1206 Electrical Wiring
- EMS 2200 Emergency Medical Responder
- GDT 1203 Printing Technology
- MET 1202 Manufacturing Materials & Processes I
- MGT 1230 Owning and Operating a Small Business
- WLD 1200 Introduction To Welding
- WLD 1201 Stick, Plate, Horizontal Arc Welding
- WLD 1202 Stick, Plate, Vertical-up Arc Welding
- WLD 1204 Stick, Plate, Overhead Arc Welding
- WLD 1209 MIG (wire) Flat Plate Arc Welding
STUDENT RESPONSIBILITIES & RIGHTS

☑ KNOW YOUR STUDENT HANDBOOK
- Dual credit/dual enrollment students are responsible to know and follow the policies in the Student Handbook found at [http://catalog.ivcc.edu/studentservices/studenthandbook](http://catalog.ivcc.edu/studentservices/studenthandbook).
- Hard copies of the student handbook are available upon request.
- Topics included in the student handbook include: Academic Integrity, Student Code of Conduct, Acceptable Usage Guidelines for Computer and Internet Resources, along with other information.

☑ DROPS/WITHDRAWALS
- DROPS
  - Students can drop courses before the tenth day of a regular 16-week Fall or Spring semester and a full refund less the registration fee will be generated.
  - See “Important Dates and Deadlines” on page 2.
- STUDENT INITIATED WITHDRAWAL
  - Withdrawals occur after the drop date has expired for that semester.
  - Students can initiate a withdrawal from a course they do not feel will yield them the desired results.
  - This withdrawal needs to be completed by the withdrawal date associated with that course or the final grade will be added to the IVCC Transcript.
  - Withdrawal can be completed online through WebAdvisor or in-person.
  - Withdrawals will show up on a transcript as a “W”. There is no negative impact on your grade point average, however there is not a refund of tuition money. Also, the “W” (withdrawal) will be included in the calculation for standards for academic progress if you attend IVCC and receive financial aid. This policy, “Satisfactory Academic Progress Policy” can be found on the Financial Aid Office’s webpage [www.ivcc.edu/financialaid](http://www.ivcc.edu/financialaid).
  - See “Important Dates and Deadlines” on page 2.

☑ TRANSCRIPT
- It is important to be aware that dual credit/dual enrollment students are beginning their official college transcript.
- Grades earned in dual credit/dual enrollment courses will be a part of the student’s record throughout their college career.
- Transcript request information can be found at [https://www.ivcc.edu/transcript](https://www.ivcc.edu/transcript).
FERPA – Family Educational Rights and Privacy Act

- It is the policy of IVCC to regard dual credit/dual enrollment students as "regular college students." As a college student, IVCC is not allowed to give information regarding a student's attendance or progress to parents without the student’s written permission. In addition, faculty will not discuss the student’s progress without written permission. The college is permitted to release academic information (i.e. final grades) to high school counselors or administrators for dual credit courses only. In order to release academic information (i.e. grades) to anyone other than the aforementioned high school personnel, the student must complete a FERPA release form in a non-coercive environment.

- The Family Educational Rights and Privacy Act (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

- FERPA information can be found at www.ivcc.edu/ferpa.

- FERPA RELEASE FORM
  - A student must provide written consent via a signed and dated FERPA Release Form before an institution may disclose personally identifiable information from their education records. Completed forms are stored in a secure location within the Admissions & Records Office on the Main Campus.

- FACULTY FERPA RELEASE FORM
  - In addition, for anyone other than the student to be able to speak directly with a student's instructor regarding specific academic progress, a Faculty FERPA Release Form must be signed and dated and on file in the respective academic Division Office prior to any discussion.

ACCESS TO COLLEGE RESOURCES

LIBRARY

- www.ivcc.edu/library
- 815-224-0306
- Hours: Some evening hours available, check website or call for current hours of operation.
- Provides access to high quality research materials in a variety of formats.
- Offers individual research and citation assistance online or at the Main Campus in Oglesby.
- Library orientations, online research guides, and tutorials ease the transition from high school to college.
- Intro to Jacobs Library at www.libguides.ivcc.edu/newstudents.
LEARNING COMMONS

- [website](www.ivcc.edu/learningcommons)
- [phone](815-224-0318)
- Hours: Open past 4:30pm some nights, check website or call for current hours of operation.
- The Learning Commons is located in D-201 on the Main Campus in Oglesby.
- The Learning Commons contains 55 computers, two quick print stations, two printers, and a scanning station.
- Consists of:
  - Student Help Desk—where you can receive assistance on a variety of computer technologies.
  - Peer Tutoring—free tutoring services on a variety of subjects.
  - Writing Center—free one-on-one interaction on all aspects of the writing process.

COUNSELING AND ADVISING

- [website](www.ivcc.edu/counseling)
- [phone](815-224-0360)
- Hours: Monday, Thursday, Friday 8:00am-4:30pm AND Tuesday, Thursday 8:00am-7:00pm.
- Appointments are highly encouraged.
- IVCC counselors are available for academic planning, career counseling, transfer services and personal counseling.
- High school seniors planning on attending IVCC after graduating are required to attend the Freshman Counseling and Registration (FCR) in mid-April. Registration opens in late January. Visit [www.ivcc.edu/fcr](http://www.ivcc.edu/fcr).

STUDENT TECHNOLOGY SUPPORT

- [website](www.ivcc.edu/studenthelpdesk)
- [phone](815-224-0318)
- Hours: open later hours, check website for hours.
- Provides assistance to students on finding the solutions needed to complete coursework utilizing information technology.
- Provides student support with WebAdvisor, student email, Blackboard, and Network accounts—including password help.

CAREER SERVICES

- [website](www.ivcc.edu/careerservices)
- [phone](815-224-0502)
- Hours: Monday – Friday 9:00am-5:30pm
- Services include
  - Job opportunities and internships in [www.collegecentral.com/ivcc](http://www.collegecentral.com/ivcc)
  - Tips on the job search process including cover letters, resume writing, and interviewing
  - Special Events and Job Fairs
  - Occupational and Career Information
OTTAWA CENTER

- www.ivcc.edu/ottawa
- 815-224-0800
- Hours: Ottawa Center Building is open Monday-Thursday 7:00am-10:00pm AND Friday 7:00am-4:30pm.
- Many services are available at the Ottawa Center that are offered at the Main Campus in Oglesby but on limited schedules. Be sure to call the Ottawa Center at 815-224-0800 for more information.
- Services include
  - Cashier – to pay for classes
  - Enrollment – once graduated from high school and coming to IVCC
  - Student IDs
  - Counseling - by appointment
  - Library pickup and return
  - Bookstore order pick-up
  - Career Services
  - Math tutor
  - Writing Center
  - Financial Aid
  - Disability Services

DUAL CREDIT ENHANCEMENT PILOT PROJECTS

TUITION WAIVERS

- High school students eligible for the free or reduced lunch program may register for dual credit courses taught by a qualified instructor provided the course has sufficient enrollment and up to the point of the course capacity. Tuition will be waived for these students, but they will be responsible for the registration fee.
- Students must also qualify for free or reduced tuition to be eligible.
- Check with your high school’s dual credit coordinator for more information.

TUITION DISCOUNT AFTER HIGH SCHOOL

- High school students completing 30 credit hours of dual credit and/or dual enrollment coursework who matriculate to IVCC upon graduation (typically, the fall semester after they complete their senior year) shall continue to receive the discounted tuition rate provided to dual credit students up to the point that they complete a credential so long as they remain enrolled as full-time students.
- As of 2017-18 academic year, the discounted rate is 75% of the full tuition cost of the course.
- Students can take additional courses through IVCC to help them meet this goal. There are summer and night courses available.
- Students are encouraged to work with a counselor in the planning of this opportunity.
JOIN NOW

✓ FACEBOOK (for students and parents)
  • IVCCAdmissions: keep up to date about what is happening at the college for current/future students
  • MyIVCC: IVCC news and event information

✓ CloseBy TEXT ALERTS (previously VIP Text Alerts)
  • IVCC news and event information
  • Text to: 36000
  • Message: MYIVCC

HIGH SCHOOL & IVCC
DUAL CREDIT COORDINATORS

DEPUE HIGH SCHOOL ................................................................. Kaylee Ficek, Counselor
EARLVILLE HIGH SCHOOL .......................................................... Pam Marks, Counselor
HALL TOWNSHIP HIGH SCHOOL .................................................. Susan Lucas, Counselor
HENRY-SENACHWINE HIGH SCHOOL ........................................ Rita Self, Counselor
LAMOILLE HIGH SCHOOL ............................................................ Katie Shevokas, Counselor
LASALLE-PERU TOWNSHIP HIGH SCHOOL ................................. Ingrid Cushing, Associate Principal for Teaching and Learning
MARQUETTE ACADEMY .............................................................. Brooke Rick, Principal
MENDOTA TOWNSHIP HIGH SCHOOL ........................................ Joe Masini, Assistant Principal
MIDLAND HIGH SCHOOL ............................................................. Rachel Williams, Counselor
OTTAWA TOWNSHIP HIGH SCHOOL .......................................... Melissa Basil, Counselor
PRINCETON HIGH SCHOOL ....................................................... Jessica Holman, Counselor
PUTNAM COUNTY HIGH SCHOOL .............................................. Tyler Ellena, Counselor
ST. BEDE ACADEMY .................................................................. Michelle Merschon, Principal
SENeca HIGH SCHOOL ............................................................. Chris Jackson, Counselor
SERENA HIGH SCHOOL .............................................................. Jennifer Hoppis, Counselor
STREATOR TOWNSHIP HIGH SCHOOL ...................................... Cathy Darrow, Guidance Office
WOODLAND HIGH SCHOOL ........................................................ Amy Lee, Counselor

ILLINOIS VALLEY COMMUNITY COLLEGE .......................... Susan Monroe, Dual Credit Coordinator
  Susan_monroe@ivcc.edu
  815-224-0598

Note: Information in this handbook is subject to change (Last updated 7/19/17).