



ENTERPRISE STATE

COMMUNITY COLLEGE

Dual Enrollment Handbook



Enterprise State Community College

Dual Enrollment Handbook

2021-2022

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Ozark, AL 36360
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Andalusia, AL 36421
(334) 222-0133

ACCREDITATION

Enterprise State Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award Associate's degrees and certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call (404) 679-4500 for questions about the accreditation of Enterprise State Community College (ESCC). Specific questions regarding ESCC's educational Programs, admissions requirements, financial aid, and other matters related specifically to the college should be forwarded directly to the College.

MEMBER

Southern Association of Colleges and Schools
American Association of Community Colleges
Alabama Community College Association
Alabama Community College System Instructional Officers Association
Alabama Community College System Public Relations Association
Alabama Community College System Training for Existing Business and Industry Network
Southern Association of Collegiate Associate Dean of students for Enrollment Managements and Admissions Officers
National Association of College and University Business Officers
Alabama Association of College and University Business Officers
Alabama Community College System Financial Management Association
Association of Alabama College Administrators
National Association of Student Financial Aid Administrators
Southern Association of Student Financial Aid Administrators
Alabama Community College System Financial Aid Administrators
Council on Resources Development
Council for Alabama Resources Development

The information and statements set forth in this handbook are for information purposes only. These provisions are subject to change by Enterprises State Community College and Alabama Community College System officials without notice and do not constitute an irrevocable contract between any student and Enterprise State Community College. Considering that academic requirements for graduation can be changed without actual notice to individual students, it is especially important that students keep themselves apprised of current graduation requirements for their particular degree programs. Although the publisher of this handbook has made every reasonable effort to attain factual accuracy herein, no responsibility is assumed for editorial, clerical, or printing errors occasioned by honest mistake. For current information, contact the Dual Enrollment Office at Enterprise State Community College at (334) 347-2623, ext. 2208.

PRESIDENT'S MESSAGE

Enterprise State Community College, Your Investment in Excellence.

We are delighted you have chosen to start your college career with the ESCC Dual Enrollment Program. We know that the transition from high school to college, while very exciting, is also challenging. As you begin this transition, you will certainly have many questions.

The dual enrollment program offers high school students the opportunity to gain experience with college-level work before they graduate from high school. ESCC wants students to be successful whether they attend ESCC enrolling in the transfer or occupational career courses or go directly to a four-year college or university. ESCC provides everyone with an opportunity to set the foundation for the future.

This handbook provides you with the information you need while in this program. Enterprise State, together with your high school staff, is dedicated to ensuring you have the best possible experience in attaining your educational goals. We hope that you enjoy your experience at ESCC and offer our very best for a successful start to your college education!

Good luck with this major milestone!

Sincerely,



MATT RODGERS

President



DUAL ENROLLMENT CONTACTS

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Enterprise State Community College is an Equal Opportunity Employer. It is the policy of the Alabama Community College System, including all postsecondary community and technical colleges under the control of the Alabama Community Board of Trustees, that no employee or applicant for employment or promotion, on the basis of any impermissible criterion or characteristic including, without limitation, race, color, national origin, religion, marital status, disability, sex, age or other protected class as defined by federal and state law, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. Enterprise State Community College will make reasonable accommodations for qualified disabled applicants or employees.

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MISSION OF THE ALABAMA COMMUNITY SYSTEM

The Alabama Community College System's mission is to provide a unified system of institutions dedicated to excellence in delivering academic education, adult education, and workforce development.

MISSION OF ENTERPRISE STATE COMMUNITY COLLEGE

The mission of Enterprise State Community College, including the Alabama Aviation College, is to serve students and communities by providing affordable educational opportunities that enhance the quality of life and promote economic and workforce development.









Institutional Goals

- 🌱 to prepare students for transfer
- 🌱 to prepare students for immediate employment and career advancement
- 🌱 to assist students in developing and achieving their educational goals
- 🌱 to support students in improving learning, skills, overcoming educational deficiencies, and adapting to technological changes
- 🌱 to improve the social, economic, and cultural/reactational life in our communities

Dual Enrollment for Dual Credit Agreement

Dual Enrollment for Dual Credit is an enrichment opportunity allowing eligible high school students to earn high school and college credit for courses taken through an Alabama Community College (ACCS) institution while still enrolled in high school. Dual Enrollment for Dual Credit is available to students attending public, private, parochial or church/religious schools pursuant to §16-28-1 of the Code of Alabama 1975, or who are receiving instruction from a home school/private tutor pursuant to §16-28-5 of Code of Alabama 1975.

Dual Enrollment for Dual Credit agreements with local educational agencies (LEAs) in Enterprise State Community College's service area must be on file in the college's dual enrollment and president's offices before class proposal and/or student applications will be accepted. The participating LEA and ESCC will develop a Dual Enrollment for Dual Credit Agreement (*Appendix I*) that includes, but is not limited, to the following:

-  Student Eligibility
-  Eligible Courses and Course/Credit Equivalencies. Three semester credit hours at the postsecondary level will typically equal one credit (Carnegie unit) at the high school level in the same or related subject (*Appendix II*).
-  Faculty Qualifications, Requirements, and Compensation
-  Transcripts
-  Student Issues and Information
-  Other understandings and/or Responsibilities

WELCOME TO ENTERPRISE STATE COMMUNITY COLLEGE!

Congratulations on becoming an Enterprise State Community College Boll Weevil by participating in the Dual Enrollment Program!



Dual enrollment for dual credit allows eligible high school students to earn both high school and college credit for college courses taken while they are still in high school. The courses are part of the students' regular school schedule.

Enterprise State has proudly awarded college certificates and degrees to dual enrollment students before they have received their high school diploma. Enterprise State's Dual Enrollment office works closely with your high school counselor and is available to

assist you in finding success as a Dual Enrollment student. Again, congratulations on Your Investment in Excellence!

What Does It Take to be an ESCC Dual Enrollment Student?

- 🌿 Be in the 10th, 11th, or 12th grade in high school
- 🌿 Have a cumulative unweighted high school grade point average (GPA) of 2.5 on a 4.0 scale
- 🌿 Have written approval from the high school (completed Dual Enrollment forms)
- 🌿 Possible college placement test, where minimum placement is required, specifically for college-level English and math courses.
- 🌿 Be academically, physically, and socially ready

Being an ESCC Dual Enrollment Student Allows You to:






- 🌿 Earn college credit before leaving high school
- 🌿 Shorten the time it takes to earn a college degree
- 🌿 Experience the academic rigor of college courses while still in the supportive environment of high school
- 🌿 Develop good time management and study skills
- 🌿 Enhance your college admission application package or resume
- 🌿 Transition more easily from high school to college
- 🌿 Prepare for a career
- 🌿 **SAVE MONEY** – Tuition and fees are less expensive at ESCC than most universities and scholarships may be available

ADMISSION

Dual Enrollment and Accelerated Credit

ESCC's Dual Enrollment program is available to eligible high school students if they meet the conditions set by their local school system, are in at least the tenth grade, have the appropriate high school GPA, received approval from their high school to receive both college credit and high school credit, show academic readiness and maturity, meet the entrance requirements at ESCC, and completed the required Admission documentation.

Required Admission Documentation:

-  ESCC Dual Enrollment Application - Online <https://www.escc.edu/admissions/dual-enrollment/>
-  Statement of Eligibility for Dual Enrollment for Dual Credit/Authorization for Release of Records **(Must be signed by Counselor and Parent to be complete)**
-  Copy of current photo ID (Current driver's license/permit or State issued non-driver ID or current passport. **Military ID's can no longer be accepted**) In the absence of an Alabama driver's license or state-issued ID card, a student may provide a certified copy of their birth certificate to establish U.S. citizenship and a printout of the student information profile sheet from iNow signed and dated by their high school principal to establish current residency and identification. The profile sheet must show the student's home address and include the student's photo.
-  Copy of current high school transcript (showing qualifying GPA)
-  Copy of ACT or SAT scores or complete the College placement test (Accuplacer)

These forms are available online on the ESCC website. For enrollment planning purposes it is best to have all information submitted to the Dual Enrollment office by the listed below dates.

**Note – Dual enrollment students should contact their high school counselor regarding high school deadlines.*

Fall semester - May 1

Spring semester – November 15

Summer semester – March 1

Dual enrollment students are admitted on a continued "Conditional Status". The conditional status remains in effect until Enterprise State Community College receives an official transcript documenting proof of high school graduation. Transcripts released prior to receiving the final high school transcript will be stamped **CONDITIONAL CREDIT**.

The College offers academic advising to all students enrolled at ESCC. The dual enrollment advisors are Ann Kelley and Caitlin Cawley. The contact information is listed on page iv.

STUDENT ELIGIBILITY

Dual Enrollment for Dual Credit

A high school student is eligible for **Dual Credit** if all the following criteria are met:

- 🌿 Be in the 10th, 11th, or 12th grade of high school
- 🌿 Have a cumulative (unweighted) high school grade point average (GPA) of 2.5 on a 4.0 scale
- 🌿 Meet the admission requirements of the College for the academic or career technical program selected
- 🌿 Provide a completed Dual Enrollment Application (along with all required documentation)
- 🌿 Provide current high school transcript as documentation of the student's cumulative grade average
- 🌿 Provide the Statement of Eligibility for Dual Enrollment for Dual Credit/Authorization for Release of Records (with required signatures)
- 🌿 Provide ACT or SAT scores or take the College placement test in order to determine placement in



English, and math courses and meet pre-requisites for all approved course at the ESCC

Accelerated Credit

A high school student is eligible for **Accelerated Credit** if all the following criteria are met:

- 🌿 Have successfully completed the 10th grade
- 🌿 Have a cumulative (unweighted) high school grade point average (GPA) of 3.0 on a 4.0 scale
- 🌿 Meet the admission requirements of the College for the academic or career technical program selected
- 🌿 Provide a completed Accelerated Credit Application (along with all required documentation)
- 🌿 Provide current high school transcript as documentation of the student's cumulative grade average
- 🌿 Provide the Statement of Eligibility for Dual Enrollment for Accelerated Credit /Authorization for Release of Records (with required signatures)
- 🌿 Provide ACT or SAT scores or take the College placement test in order to determine placement in English, and math courses and meet pre-requisites for all approved course at the ESCC

CONTINUOUS ELIGIBILITY

Students who meet the criteria for initial admission to the Dual Enrollment Program as specified in the ACCS Procedure for Dual Enrollment for Dual Credit for high school students, section 2, will remain in continuous eligibility as long as a grade of “C” or better in all attempted college courses is earned.

Students who fail to meet this minimum grade requirement or who withdraw from a course will be suspended from the program for a minimum of one term.

The one-term suspension may not be served during the summer term. The student may not re-enroll until the suspension has been served. For re-entry, the student must reapply to the program and must meet the minimum (unweighted) grade point average of 2.5 on a 4.0 scale. Students may appeal the one-term suspension through the Vice President/Dean of Instruction Office. The decision of the Suspension Appeal is final.

All students and instructors involved in dual enrollment are responsible for being familiar with college policies and procedures. All students who enroll at Enterprise State Community College should be familiar with the current Enterprise State Catalog/Student Handbook and the schedule of classes. Upon graduation from high school, students who wish to continue at ESCC must comply with the general admissions requirements as stated in the Catalog.



REGISTERING FOR DUAL ENROLLMENT FOR DUAL CREDIT

1. Talk to your parents, teachers, and high school counselors to determine if you are eligible and ready for Dual Enrollment for Dual Credit.
2. Complete the Dual Enrollment for Dual Credit Admission Application (Online)
3. Complete the Statement of Eligibility/Release of Records Form with approved courses listed and signed by the high school counselor, student, and parent/guardian (Appendix I)
4. Provide an valid Photo ID
5. Provide a High School transcript
6. Choose College courses and request during your high school registration
7. Provide a copy of your ACT or SAT scores or
8. Take the College Placement Test (Accuplacer), if required
9. Attend an Accelerated/Dual Enrollment Orientation
10. Pay your tuition and purchase textbooks
11. ATTEND CLASS

REGISTERING FOR ACCELERATED CREDIT

1. Talk to your parents, teachers, and high school counselors to determine if you are eligible and ready for Accelerated Credit.
2. Complete the Accelerated Credit Admission Application (Online)
3. Complete the Statement of Eligibility/Release of Records Form with approved courses listed and signed by the high school counselor, student, and parent/guardian (Appendix I)
4. Provide ACT, SAT, or take the college placement test in order to determine placement in English, and/or Math courses and meet pre-requisites for all approved courses at the College.
5. Provide an valid Photo ID
6. Provide a High School transcript
7. Attend an Accelerated/Dual Enrollment Orientation
8. Pay your tuition and purchase textbooks
9. ATTEND CLASS

COLLEGE PLACEMENT TESTING

All dual enrollment students must complete the ACT, SAT, or assessment test in order to determine placement in English and math courses and meet pre-requisites for all approved courses at the College. Placement testing is through the administration of the ACCUPLACER and students are placed at the appropriate level as indicated by the assessment results. ACCUPLACER is a computerized test. The test is untimed but on average, students take about 2-3 hours to complete the test. There is no charge for the first time the student takes the placement test. Make sure to contact your high school counselor, ACT/SAT scores **do** affect your need to take the ACCUPLACER test. Placement test scores are valid for five years. A student may retest. A fee of \$8.00 per test section is charged.

What is the ACCUPLACER Placement Assessment?

Per the College Board, “ACCUPLACER tests your knowledge in math, reading, and writing. Over 1,500 institutions administer ACCUPLACER tests as part of the enrollment process. These tests help identify your strengths and needs in each subject area. ACCUPLACER interactive online learning tools are available to help you sharpen your skills. The academic advisers and counselors at your college or technical school will use your



ACCUPLACER test results along with information about your academic background, goals, and interests to help you take courses that match your skill level and give you the best opportunities for success.” (College Board, 2016)

Preparing for a Placement Test

Enterprise State Community College provides quality services in all areas, including placement testing. It is necessary that test-takers take placement testing seriously to ensure appropriate placement in courses. Before you take your test, study basic math, reading, and English concepts. For extra help, visit these sites.

- 📱 Study app
- 📱 Free Sample Questions
- 📱 https://www.testprepreview.com/accuplacer_practice.htm
- 📱 <http://www.varsitytutors.com/practice-tests>

Scheduling a Placement Test

We encourage you to take the test as soon as possible. Appointments are not required, but we suggest scheduling one to take the test. The ACCUPLACER test is given in the Student Academic Support (SAS) Lab located in the Snuggs Building M-TH 7:45 until 2 and Friday 7:45 until noon. Contact the SAS Lab at (334) 347-2623 Ext. 2304 to schedule your appointment (not required).

Must I Take the ACCUPLACER Assessment Before I Register for Classes?

You must complete the placement assessment unless you are exempt from it by the policy. If you took the ACCUPLACER test at another Alabama two-year college within the last three years and have not completed college-level math or English, you can ask to have your score report transferred to Enterprise State Community College.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Privacy of Student Records

In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), Enterprise State Community College will not release information concerning its students except for directory information and as stipulated below. Under the Federal Family Educational and Privacy Rights Act, 10 U.S.C. 1232g, Enterprise State Community College may disclose certain information as “directory information.” Directory information includes:

- 🌿 Name
- 🌿 Address
- 🌿 Telephone number
- 🌿 Dates of attendance
- 🌿 Major Fields of study
- 🌿 Degrees, honors, and awards earned
- 🌿 Participation in officially recognized activities and sports
- 🌿 Weight and height of members of the athletic teams
- 🌿 Most recent educational institution attended
- 🌿 Photographs
- 🌿 Enrollment status (e.g., undergraduate full-time or part-time)
- 🌿 College email address



If any student has an objection to any of the aforementioned information being released about himself/herself during any given semester or academic year, the student should provide written notification to the Dean of Students or the Associate Dean of Students during the first three weeks of the respective semester or academic year.

A parent of an eligible student does not automatically have access to the student's records. In order for a parent to have access to the student's records, beyond directory information and without written permission from the student, a parent must certify that the student is economically dependent as defined in Section 152 of the Internal Revenue Code of 1954. If a parent can prove dependency by showing a copy of the parent's current tax report form or another acceptable report of current dependency to the Dean of Students or Associate Dean of Students, the parent may have total access to the student's file.

Enterprise State Community College will release a student's educational records without his or her approval only as follows:

- 🌿 To Enterprise State Community College officials who have legitimate educational interest in the records
- 🌿 To officials of another college or university in which a student seeks to enroll
- 🌿 To certain federal and state educational authorities for purposes of enforcing legal requirements in federally supported educational programs
- 🌿 To persons involved in granting financial aid for which the student has applied
- 🌿 To state and local authorities to whom information is required to be disclosed under the provisions of a statute adopted prior to November 19, 1974
- 🌿 To testing, research, and accrediting organizations
- 🌿 In compliance with a court order or lawfully issued subpoena
- 🌿 In very narrowly defined emergencies affecting the health and safety of the students or other persons

For further information concerning the Federal Education Rights and Privacy Act, a student may contact the Student Services Office.

STUDENT IDS AND PARKING PERMITS

Students are required to have a valid Student ID badge when they begin classes at Enterprise State. The ID badges may be used to gain free admission to athletic events, fine arts events, and other student activities sponsored by Enterprise State. Some local businesses also provide discounts to students when they present the photo ID as proof of enrollment. Student IDs may be obtained at the Public Safety & campus Police Office on the Enterprise or Ozark campuses.



Parking permits are also required for students attending on-campus classes. Parking permits may be obtained at the Campus Police & Security Office on the Enterprise (located in Wallace Hall) or Ozark (located in ATTC building) campuses. Students must complete the Vehicle Registration form <https://www.escc.edu/campus-police-security/>

PAYMENT

Students are responsible for the cost of tuition, fees, textbooks, and materials/supplies as required in the syllabus of each course. All courses, both dual credit and accelerated credit, follow Enterprise State Community College tuition rate. For the College's current tuition rate, visit the current schedule of classes at www.escc.edu/students/schedule-of-classes/ after completing the registration process, a student must pay tuition and fees through the Business Office located on the Enterprise campus. Student tuition and fees are due and payable on the first day of registration.

METHODS OF PAYMENT

Phone: Call the Business Office to pay by Visa/MasterCard (334) 347-2623, ext.

On-Line: MyESCC – ALL ACCESS PORTAL

In-Person: Business Office (Enterprise Campus) pay by Visa/MasterCard, Cash, or Check

Please refer to the College Calendar each semester for the drop for non-payment dates. Students must pay by 4:00 p.m. of the drop date listed in the College Calendar, or all the classes will be dropped for students with outstanding charges.

Refunds Policies

- 🌿 No refunds will be made after the first three weeks of any given semester. Computations are made from the first official class day and are computed according to the date the student actually withdraws and not according to the student's last day of attendance.
 - A 75% refund* is given with complete withdrawal during the first week of classes.
 - A 50% refund* is given with complete withdrawal during the second week of classes.
 - A 25% refund * is given with complete withdrawal during the third week of classes.
 - NO refund is given with complete withdrawal or after the fourth week of classes.
- 🌿 If a student withdraws following registration but prior to the first official class day, all tuition and fees are refunded.
- 🌿 Students who do not completely withdraw from the College but drop a class during the regular drop/add period will be refunded the difference in tuition paid and the tuition rate applicable to the reduced number of hours, including fees appropriate to the class dropped. There is no refund due to a student who partially withdraws after the official drop/add period.

FINANCIAL AID

Dual Enrollment students are not eligible for Federal Pell Grant Awards or Federal Direct Student Loans, students may apply for scholarship funds provided by other entities, if available.

Students with a PACT plan who wish to use those funds must contact PACT to update the start date and contact Enterprise State's Business office (Attn: Ms. Tammy Jones 334-347-2623 ext. 2342) to process other required documentation.

Career and Technical Education Dual Enrollment (CTEDE) Scholarship Funds are available for dual enrollment students entering an approved Career Technical Education (CTE) program. The scholarship will pay tuition and fees for up to two (2) CTE courses per student, per semester during the high school academic year (Fall and Spring semesters) and during the summer term students may take up to four (4) courses; if the funds are available. Textbooks are available for many for the approved CTE programs for dual enrollment students use ON LOAN from the Dual Enrollment Office when funding permits. CTEDE scholarship funds may be used to cover the cost of the academic course(s) in the English, math and science areas for eligible CTE programs of study, but **MUST** be taken concurrently with CTE course(s). The CTEDE funds require a 1 to 1 match for academic courses. Career and Technical Education Dual Enrollment (CTEDE) Scholarship Funds are contingent upon allocations by the Alabama Legislature. The College must prioritize the scholarships to be awarded based on the allocation received for the spring, summer, and fall semesters of the school year that funds are received.

Students who receive the CTEDE Scholarship are required to earn a grade of "C" or better in each course to continue in the program. CTEDE Scholarship funds are not available for students to retake courses who did not earn the required grade of "C" or higher or who **withdrew** from the course(s).


COLLEGE GRADING

In general, letter grades will be assigned as follows for all courses for which students have registered. Note that some programs, such as Aviation Maintenance Technology and Medical Assisting, may have more stringent standards. See program handbooks and/or the course syllabus for grading policies for specific courses.

A – Excellent	90 - 100	W - Withdrawal
B – Good	80 - 89	WP – Withdrawal Passing
C – Average	70 - 79	WF – Withdrawal Failing
D – Poor	60 – 69	I - Incomplete
F- Failure	Below 60	AU – Audit (does not apply to Dual Enrollment Students)

Satisfactory grades are "A", "B", and "C". Most college and universities will not accept transfer of grades of "D".

In no case will grades be divulged via telephone or fax. The College's credit and grading system as outlined above applies to ALL students. For Dual Enrollment students, instructors will also submit a numeric grade to the Dual Enrollment Office. The Dual Enrollment Office will report the numeric grade to the student's high school counselor. Important items to remember below:

-  Students will receive a final course grade each semester for the coursework during the semester. Grades are not averaged to determine a yearly grade. College courses are based upon semester.

- 🌿 Students should do the very best work possible in their college courses. In order for courses to transfer to four-year schools, a grade of “C” or above is required.

Schedule Changes/Drop and Add

- 🌿 All schedule changes for dual enrollment students must be made during the official drop and add period (reference the college calendar for the official dates for semester). Students should contact their counselor to initiate a schedule change.

Withdrawal from a Course

- 🌿 After the official drop and add period, a student who drops a course may do so by completing the course withdrawal form. The course withdrawal form can be found at the following website:
https://esccf.formstack.com/forms/course_withdrawal_form
Prior to midterm, a grade of “W” will be assigned. After midterm, a grade of “WP” (Withdrawal Passing) or “WF” (Withdrawal Failing) will be assigned, dependent upon if the student is doing satisfactory or unsatisfactory work at the time of the withdrawal. All dual enrollment students must notify their counselor of the withdrawal.

ELIGIBLE COURSES AND COURSE/CREDIT EQUIVALENCIES

Dual Enrollment for Dual Credit courses offered by Enterprise State Community College are of postsecondary/college level. Students may be exposed to and be involved in discussions of mature subject matter. Courses curriculum will not be modified. Courses may be offered at approved locations on or off the College campus(es). Courses may be cancelled at the discretion of the College for reasons such as, but not limited to, low enrollment or lack of credentialed faculty.

Dual Enrollment for Dual Credit courses offered shall be drawn from the College’s existing academic inventory of credit courses. Only courses required in the student’s program of student will be eligible for Dual Enrollment for Dual Credit. Developmental courses (those numbered below 100) are not eligible for this program. Students requiring developmental co-requisite courses along with college English and Math courses (ex: ENG 101/ENG 099, MTH 100/099) to meet program requirements are not eligible to receive the CTEDE funds for these courses. Students may not audit courses.

A detailed list of Dual Enrollment for Dual Credit courses, by program, can be found at the following website:
<https://www.escc.edu/admissions/academic-catalog/>

The Alabama State Department of Education (ALSDE) has determined the high school equivalencies of Alabama Community College System (ACCS) courses that are offered through dual enrollment for dual credit. Each year, the ALSDE issues a memo listing the equivalencies.

The ALSDE course equivalency memo and courses can be found at the following website:
<https://www.alsde.edu/sec/isvcs/Pages/home.aspx>

BOOKS AND SUPPLIES

Book costs vary by class. Books are available at the Enterprise Bookstore, located in Lurleen B. Wallace Hall, Enterprise campus and at the Ozark Bookstore, located in Steagall Building, Ozark campus. The Enterprise State Bookstore is operated by BBA, Corp and provides textbooks and resource materials, school supplies, electronics, and more. Through the bookstore, students have many options in regard to their textbooks: e-textbooks, textbook rental, new or used textbooks, and more. For additional textbook information, students may call the bookstore at (334) 347-2623, ext. 2278 or visit the bookstore website <https://www.escc.edu/bookstore/>

Career and Technical Education Dual Enrollment (CTEDE) Scholarship Funds are available for textbooks and supplies for approved CTE programs for dual enrollment students use **ON LOAN from the Dual Enrollment Office** when funding permits.

Your success as a Dual Enrollment student at ESCC is of importance to us. One of the first things you need to learn as a dual enrollment student is how to login to Canvas, ESCC Email, myESCC, and Alertus.

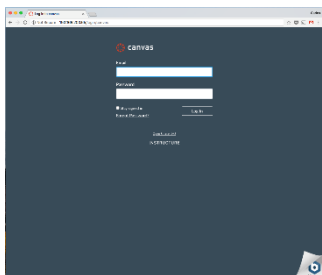
CANVAS



Enterprise State Community College (ESCC) uses Canvas to facilitate all online classes and to supplement all other courses. Whether you are taking a fully online course (which can be assessed 24/7), a Hybrid (a blended course which has some online requirements and some on-campus requirements), or a traditional on-campus course, you will use Canvas. Your instructor will be using Canvas to deliver your assignments, announcements, homework, and more. Be sure to login to Canvas daily and follow instructions posted by your instructor.

How to Login to Canvas

The Canvas User ID is the first initial of your first name, your last name, 2-digit month and 2-digit day of your birthdate (all lowercase letters). Your password will be your 8-digit birth date.



Example:

John Smith born on January 7, 1995

Canvas User ID: jsmith0107

Password: 01071995

As a reminder, be sure to login to Canvas daily and follow all instructions posted by your instructor. If you are taking a fully online course, you will NOT report to a physical classroom. Rather, your class will be conducted via Canvas. As an online student, you can access your course anytime. Keep in mind, that all online courses have weekly deadlines and posting requirements, so it is important to login frequently throughout each week, stay organized, meet all deadlines, take all quizzes and tests, and participate in all online discussions and activities. If you have any login problems, please email helpdesk@escc.edu or contact 334-347-2623, ext. 2500.

NOTE: Courses may not be available (i.e. visible) in Canvas until the first day of class. Courses that have been added during a Drop/Add process may take up to 24-hours before they appear in your Canvas account.

STUDENT EMAIL



All Dual Enrollment students should use their ESCC email address. Please remember this may be the only method your instructor will use in contacting or sending messages, reminders, and notifications to you as a student, particularly if you are an online student.

How to Login to Email:

You can access your email address by going to www.gmail.com and select “Sign On” or on your web browser and device using the link <http://weevilmail.student.escc.edu>. Your login information is the same as your Canvas login plus @*student.escc.edu*.

Example:

John Smith born on January 7, 1995

Email: jsmith0107@student.escc.edu

Password: !ESCC010795

If you have any login problems, please email helpdesk@escc.edu or contact 334-347-2623, ext. 2500.

MyESCC ONLINE



To login to MyESCC, go to www.escc.edu/myescc/ and click in the top left corner, MyESCC. From there you click MyESCC – STUDENTS and will be asked for a User Name, which is your ESCC student email and your password, which is the same as your email password.

Example:

John Smith born on January 7, 1995

MyESCC login: jsmith0107@student.escc.edu

Password: !ESCC010795

The MyESCC is your ALL ACCESS PORTAL and gives students access to information like financial aid, registration, course enrollment, unofficial transcripts, grades, pay fees and much more.

ALERTUS INFORMATION

Weevil Alert is the emergency system used by the college to notify students, faculty, and staff of emergency situations on all ESCC campuses.



To Login to Alertus:

1. Go to your smartphone applications search for Alertus (it will be the one with the yellow icon).
2. Once installed, the organization code is enterprise (all lower case).
3. Enter your student email address. Example: jsmith0107@student.escc.edu
4. Open your email and confirm your account.
5. Click email verified within the app.
6. Allow Alertus to send notifications.
7. Go to my subscriptions and select Enterprise or Ozark, campus students.
8. Select a profile and complete the information: Name, phone number, emergency information.

You are set up to receive emergency notifications.

To Report an Incident:

1. Click the Report Incident Icon.
2. Click Incident Type and the appropriate Incident Type.
3. In the message field type a description and location of the incident.
4. You may take a photograph (helpful if a suspicious person, vehicle, or package)
5. Click Send and Confirm Send.

Reminder: This application only works on campus to report crimes and incidents. You will need to dial 911 for proper law enforcement response.

ENTERPRISE STATE LIBRARY/LEARNING RESOURCE CENTER (LRC)

The Learning Resources Centers are located in Snuggs Hall at the Enterprise Campus and Steagall Building at the Alabama Aviation College at Ozark. They provide a variety of resources and services to support the educational, instructional, recreational, and lifelong learning needs of students, faculty, staff, and community. Desktop computers are available for students during the hours the library is open. Librarians and other trained personnel are available to answer questions and help with the use of the online system, and aid in locating material.

BOLL WEEVIL CENTRAL

Boll Weevil Central is part of Enterprise State Community College's desire to create an atmosphere where every student feels connected to the College and has available services to help you progress toward graduation.

Weevil Central provides academic support services free of charge to all Enterprise State Community College Students. Individualized tutoring is available. In addition to individualized tutoring, Weevil Central also offers group tutoring, career exploration, and College Success Workshops.



ATTENDANCE

I. Students are expected to attend all classes for which they are registered. Each faculty member distributes to students written attendance requirements, if any, for the program of study. Attendance policies specific to a course shall be included in course syllabi, which shall be distributed to students enrolled in applicable course(s). It is the STUDENT’S RESPONSIBILITY to keep up with the exact number of absences and also to check with his/her instructors regarding permission to make up the work missed.

Any class session missed, regardless of cause, reduces the academic opportunities of the student and could adversely affect the grade which the student achieves in a course. Regulations pertinent to attendance are listed below.

- A. Students are expected to attend, on time, all sessions of their registered classes; therefore any absence from class should be due to UNAVOIDABLE CIRCUMSTANCES.
- B. The number of allowable absences in a course is adequate to provide the student the opportunity to take care of emergencies and/or personal business that may occur during the respective academic calendar.
- C. A student officially representing the College off campus, such as on a field trip, will not be counted absent unless required by an external accrediting or certifying body, such as the Federal Aviation Administration (FAA), provided prior notice is given to the instructor by the Dean of Instruction, proper approval is granted, and any work missed is made up. Likewise, a student with documented jury duty or documented military service, will not be counted absent unless required by an external accrediting or certifying body, such as the Federal Aviation Administration (FAA), provided that prior notice is given to the instructor by the Dean of Instruction, proper approval is granted, and any work missed is made up.
- D. Instructors’ class policies determine whether students will be allowed to make up class work, assignments, or tests missed during any absence.
- E. Instructors may implement a class tardiness policy which will be clearly stated in the class syllabus and will be applied to all students in the respective class.
- F. No absence exempts a student from meeting established class policy academic requirements. Students are responsible for all class assignments, tests, or other materials missed during any absence.

Students receiving financial aid should be familiar with the “Required Standards of Satisfactory Academic Progress” portion of the College Catalog and Student Handbook in the Financial Aid section. STUDENTS ENROLLED IN AN AVIATION COURSE MUST MEET ATTENDANCE REQUIREMENTS AS DICTATED BY THE FAA.

Note: A student who wishes to withdraw from a course should contact the Office of the Registrar to complete an official withdrawal form. Withdrawal dates for each full term and mini term are published in the official College academic calendar each year. Students receiving financial aid should be familiar with the “Required Standards of Satisfactory Academic Progress” portion of the *College Catalog and Student Handbook* in the Financial Aid section.



AMERICANS WITH DISABILITY (ADA)

The Americans with Disabilities Act of 1990 (ADA), as amended, provides that no otherwise qualified person shall be discriminated against in the provision of educational service or benefit on the basis of disability. It is the policy of Enterprise State Community College to provide reasonable accommodations to qualified students with disabilities.

What is a Disability?

Under the Americans with Disabilities Act of 1990 (ADA), a disability is defined as a “mental or physical impairment which substantially limits one or more major life activities.” Walking, eating, talking, breathing, writing, listening, and learning are examples of major life activities. If you have a documented physical or mental impairment, you may be entitled to certain accommodations and/or academic adjustments under the ADA.

Requesting Accommodations

Students with permanent or temporary disabilities that affect their participation in the academic environment are encouraged to request accommodations in a timely manner. Students needing disability services or information should contact the appropriate Disability Support Services staff member as listed below.

Requests for reasonable accommodations should be directed to:

🌿 Enterprise Campus/Online – Ms. Dava Foster (ADA Compliance Officer)
Enterprise State Community College
Snuggs Building (LRC) Weevil Central
600 Plaza Drive
Enterprise, AL 36330
Office (334) 347-2623, ext. 2293 - Fax (334) 347-5569 or
E-mail dfoster@escc.edu

🌿 Ozark Campus – Ms. Valeria Pryor
Alabama Aviation College
Steagall Building
3405 U.S. Highway 231 South
Ozark, AL 36360
Office (334) 774-5113, ext. 3657 - Fax (334) 774-6399 or
E-mail vpryor@escc.edu



For TDD users in Alabama, the Alabama Relay Center is available by calling 1-800-548-2546.

Documentation of Disabilities

It is necessary to provide ESCC Disability Support Services with recent documentation of disabilities in order to obtain appropriate classroom accommodations. Guidelines for the documentation of disabilities are available with the ESCC Disability Support Services office.

After your completed documentation is received, you will meet individually with the ADA Officer to discuss your accommodations. ADA services are not retroactive; therefore, students are advised to register with the ADA Officer before they begin classes. To ensure that ADA services are continued, it is the student's responsibility to contact the ADA coordinator at the beginning of each semester. ADA does not provide financial aid, attendant (personal) care, transportation services, or tutoring.

Progression

- 🌿 Students are allowed to take two (2) classes (suggested) per semester during the high school academic year (Fall and Spring semesters; during the summer term, students may take up to four (4) classes). Unless the College has an approved waiver allowing students to take more than two classes during the fall and spring semesters.
- 🌿 Students in the CTE programs who require academic courses to graduate, and whose placement scores are sufficient, may also take academic courses in English, math, and science that are included in the CTE program of study AND taken concurrently with a CTE course, for Dual Enrollment credit. The dual enrollment grant (CTEDE Scholarship) require a 1 to 1 match for academic courses.
- 🌿 Students who receive the CTEDE Scholarship are required to earn a grade of "C" or better in each course to continue in the program.
- 🌿 Students are encouraged to take summer classes to shorten their time toward a career and technical education certification or degree.

COLLEGE CALENDAR

The annual academic calendar in the catalog applies to all students including dual enrollment students. The calendar also appears on the schedule of class, along with the final exam schedule. Students are responsible for noting such relevant dates as holidays and the last day to withdraw without penalty.

Important: When taking a college course as a dual enrollment student the college calendar is followed for the course. The College does not follow the high school calendar (e.g., the College does not have a fall break regardless if the high school is out students are still expected to attend the college classes).

Fall Semester 2021

The last day to pay for pre-registration for fall 2021 is August 16, 2021. Payment is due by 4:00 p.m. for pre-registrations received prior to that time. Unpaid pre-registrations will be deleted each day at 4:00 p.m. after these dates.

August 16, Monday

Payment Due for Pre-Registration by 4:00 p.m.
(Beginning August 17, payment is due at the time of registration.)

August 23, Monday

The New 2021-2021 Calendar year begins

August 17, Tuesday

Faculty Duty Days - (Faculty Returns)

August 19, Thursday

Local Professional Development

August 19-20, Thursday & Friday

Registration Days

August 23, Monday

First Official Class Day (Full Term and 1st Mini)

August 24, Tuesday

Last Day to Drop/Add (Full Term, 1st Mini, 10 week Block)

August 26, Thursday

Attendance Verification Open for Full Term, 1st Mini, 10 wk block

August 30, Monday

Attendance Verification Due from ALL faculty by 9:00 a.m.

September 6, Monday

State Holiday, Labor Day, College Closed

October 2, Friday

Last Day to Withdraw, 1st Mini

October 13, Wednesday

1st Mini Exams (M/W classes)

October 14, Thursday

1st Mini Exams (T/TH classes)

October 15, Friday

Midpoint of Full Term

October 18, Monday

Begin of 2nd Mini Term

October 19, Tuesday

Last Day to Drop/Add 2nd Mini Term

October 20, Wednesday

Attendance Verification Opens for 2nd Mini

October 22, Friday

Attendance Verification Due to 2nd Mini by 9:00 a.m.

October 26, Tuesday

60% Title IV Tuition Adjustment Date

November 11, Wednesday

State Holiday, Veteran's Day

November 16-17, Tuesday & Wednesday

Priority Registration begins for Spring Term

November 18, Thursday

Open Registration begins for Spring Term

November 22-24, Monday - Wednesday

Student Holidays, (State Professional Dev.)

November 25-26, Thursday & Friday	State Holidays, Thanksgiving
December 3, Friday	Last Day to Withdraw Without Academic Penalty , Full Term & 2 nd Mini
December 10, Friday	Last Class Day (Full Term and 2 nd Mini)
December 13-16, Monday- Thursday	Final Exams (Full Term and 2 nd Mini Classes)
December 17, Friday	Grades Due – 10:00 a.m.
December 17, Friday	Last Faculty Duty Day
December 20-21, Monday & Tuesday	Duty Non-Instructional Personnel
December 22, Wednesday	Local Holiday
December 23-24, Thursday & Friday	State Holidays, Christmas Eve & Christmas Day
December 27-30 Monday - Thursday	Local Holidays
December 31, Friday	State Holiday, New Year's Day

Spring Semester 2022

The last day to pay for pre-registration for spring 2022 is January 4, 2022. Payment is due by 4:00 p.m. for pre-registrations received prior to that time. Unpaid pre-registrations will be deleted each day at 4:00 p.m. after these dates.

January 3, Monday	Duty Non-Instructional Day
January 4, Tuesday	Payment Due for Pre-Registration by 4:00 p.m. (<i>Beginning January 4, payment is due at the time of registration.</i>)
January 6-7, Thursday & Friday	Dual Enrollment Orientation for Spring Term (Virtual & Canvas)
January 4-7, Tuesday - Friday	Faculty Duty Day
January 5, Wednesday	Local Professional Development
January 6-7, Thursday & Friday	Registration Days
January 10, Monday	First Official Class Day (Full Term and 1 st Mini)
January 11, Tuesday	Last Day to Drop/Add (Full Term and 1 st Mini)
January 13, Thursday	Attendance Verification Open for Full Term and 1st Mini
January 17, Monday	State Holiday, Lee – King Birthday(s)
January 18, Tuesday	Attendance Verification Due from <u>ALL</u> faculty by 9:00 a.m
February 24, Wednesday	Last Day to Withdraw , 1st mini
March 2, Wednesday	1 st Mini Exams (M/W classes)
March 3, Thursday	1 st Mini Exams (T/Th classes)
March 4, Friday	Midpoint of Full Term
March 7, Monday	Begin of 2 nd Mini Term
March 8, Tuesday	Last Day to Drop/Add 2 nd Mini Term
March 10, Thursday	Attendance Verification Opens for 2nd Mini
March 14, Monday	Attendance Verification Due for 2nd Mini by 9:00 a.m.
March 16, Wednesday	60% Title IV Tuition Adjustment Date
March 28–April 1, Monday-Friday	Duty Non-Instructional Personnel (<i>Spring Break</i>)
April 5, Monday	Classes Resume/Faculty Return
April 12, Tuesday	ESCC-Enterprise Campus Honors Day
April 12-13, Tuesday & Wednesday	Priority Registration for Summer Term
April 14, Thursday	Open Registration begins for Summer Term
April 22, Friday	Last Day to Withdraw, Full Term & 2nd Mini
April 26-27, Tuesday - Wednesday	Priority Registration begins for Fall Term
April 28, Thursday	Open Registration begins for Fall Term
May 2, Monday	Last Class Day (Full Term and 2 nd Mini)
May 3- May 5, Tuesday- Thursday	Final Exams (Full Term and 2 nd Mini Classes)
May 6, Tuesday	Grades Due – 10:00 p.m.
May 10, Tuesday	Graduation-Faculty Duty Day (Enterprise Campus)
May 10, Tuesday	Last Faculty Duty Day
May 12, Thursday	GED Graduation
May 11-17, Wednesday-Tuesday	Duty Non-Instructional Days

Summer Semester, 2022

Last day to pay for preregistration for Summer 2022 is May 17, 2022. Payment is due by 4:00 p.m. for pre-registrations received prior to that time. Unpaid pre-registrations will be deleted each day at 4:00 p.m. after these dates.

May 17, Tuesday	Payment for Pre-Registration by 4:00 p.m. (Beginning May 18, payment is due at the time of registration.)
May 16-17, Monday-Tuesday	Duty Non-Instructional Personnel
May 18-20, Wednesday-Friday	Faculty Duty Days (Faculty Returns)
May 19, Thursday	Registration Days
May 23, Monday	First Official Class Day (Full Term and 1 st Mini)
May 24, Tuesday	Last Day to Drop/Add (Full Term and 1 st Mini)
May 25, Wednesday	Attendance Verification Open for Full Term and 1st Mini
May 30, Monday	Holiday, Memorial Day
May 31, Tuesday	Attendance Verification Due from <u>ALL</u> faculty by 9:00 a.m
June 20-23, Monday-Thursday	Camp Weevil 2022
June 24, Friday	Last Day to Withdraw, 1 st Mini
June 27, Monday	1 st Mini Exams (M-Th classes)
June 27, Monday	Midpoint for Full Term
June 28, Tuesday	Begin of 2 nd Mini Term
June 29, Wednesday	Last Day to Drop/Add 2 nd Mini Term
June 30, Thursday	Attendance Verification Open for 2nd Mini
July 4, Monday	State Holiday, Independence Day
July 5, Tuesday	Attendance Verification Due for 2nd Mini by 9:00 a.m
July 9, Friday	Last Day to Withdraw Without Academic Penalty , Full Term
July 6, Wednesday	60% Title IV Tuition Adjustment Date
July 22, Friday	Last Day to Withdraw, Full Term & 2nd Mini
July 29, Friday	Last Class Day (Full Term and 2 nd Mini)
August 1-2, Monday & Tuesday	Final Exams (Full Term and 2 nd Mini Classes)
August 3, Wednesday	Grades Due – 10:00 a.m.

Approved by Calendar Committee: 3/15/2021

Approved by President's Council: 3/16/2021

FREQUENTLY ASKED QUESTIONS

1. What is Dual Enrollment?

Dual Enrollment offers high school students an opportunity to complete college-level coursework that will meet the requirements for high school graduation and may be applied toward a college degree.

2. How do I know if I'm eligible for Dual Enrollment?

The criteria for being a Dual Enrollment student are outlined on page 9, but if you are in the 10th, 11th or 12th grade in high school and have a cumulative, unweighted GPA of 2.5, we recommend that you speak with your counselor about the program.

3. Will I need to take the ACT before I take classes?

A placement score is needed to determine students' eligibility for certain classes, such as English or math. The ACT is one exam that is used, and the other is ACCUPLACER, available through Enterprise State Community College.

4. How do I get started?

Complete the admissions process to become an Enterprise State Community College student. Complete and submit all of the required Dual Enrollment forms. Take the ACCUPLACER test, or submit your ACT scores to the Dual Enrollment Office. Register for classes through the Dual Enrollment Office and your high school. Pay for your classes. To stay on track for becoming a Dual Enrollment students use the checklist on Page 10.

5. How much does it cost?

Dual enrollment students pay Enterprise State tuition and fees based on the number of semester credit hours. Payment is required at the time of registration for classes. Dual Enrollment students are also required to purchase books and materials for each class.

6. Do my courses transfer to other colleges and universities?

In most cases, Enterprise State courses do transfer to other colleges and universities. To ensure classes transfer register with STARS (Statewide Transfer Articulation System). STARS provide information on courses that transfer from Enterprise State to Alabama's public four-year institutions. For more information on STARS and transfer credit in Alabama, consult the STARS link on the ESCC website, www.escc.edu or go to www.stars.troy.edu

7. If my high school is closed for any reason, am I still required to attend my dual enrollment class?

Dual Enrollment students must follow the academic calendars of both their high school and Enterprise State. For example, if your high school is closed due to a holiday or inclement weather, but Enterprise is open, you are required to attend your college class and complete assignments as assigned. If Enterprise State is closed, but your high school is open, then you must attend your high school. It is the students' responsibility to be familiar with the academic calendars of both their high school and Enterprise State.

8. Do I qualify for grants or scholarships to pay for my dual enrollment classes?

Dual enrollment students not eligible to apply for Pell Grant or student loans because of quality, students must already have a high school diploma or GED credential. Scholarships through Enterprise State are currently not available for Dual Enrollment students.

9. If I take college courses in high school, will that make me ineligible for freshman scholarships to attend college after high school?

NO, No matter how many college courses you complete in high school, you would still be considered a freshman entering college and would be eligible for freshman scholarship awards.

10. What classes can I take as a Dual Enrollment student?

Students may enroll in any classes for which they have qualifying placement scores and for which they have met prerequisite course requirements. Prerequisite requirements for courses are listed in the courses described in the College Catalog.

11. If I take college classes as a Dual Enrollment student, am I automatically enrolled as a full-time college student once I graduate high school?

NO, Dual Enrollment students attending Enterprise State after high school graduation are required to complete an Admissions Application (Online). The completion of the admission process is also a requirement for applying to the scholarships awarded by Enterprise State.

12. What is the difference between Dual Enrollment and Advanced Placement credit?

Students completing an Advanced Placement course receive high school credit, but they have to earn a passing score on the end-of-the-course AP exam to earn subsequent college placement credit for the course. Students successfully completing a college class automatically receive both high school and college credit for the course.

13. What is the difference between Dual Enrollment and Accelerated students?

Accelerated high school students enroll in college courses for college credit only. Dual Enrollment students enroll in college courses for both college credit and high school credit.

14. What college courses can I take?

A dual enrollment student can take any college-level course (100-level courses and above) for which the student is eligible and has been approved by the high school.

15. Is financial aid available for Dual Enrollment Courses?

Academic Dual Enrollment

While high school students are not eligible for Pell grants, students may apply for scholarship funds provided by the college or other entities, if allowable.

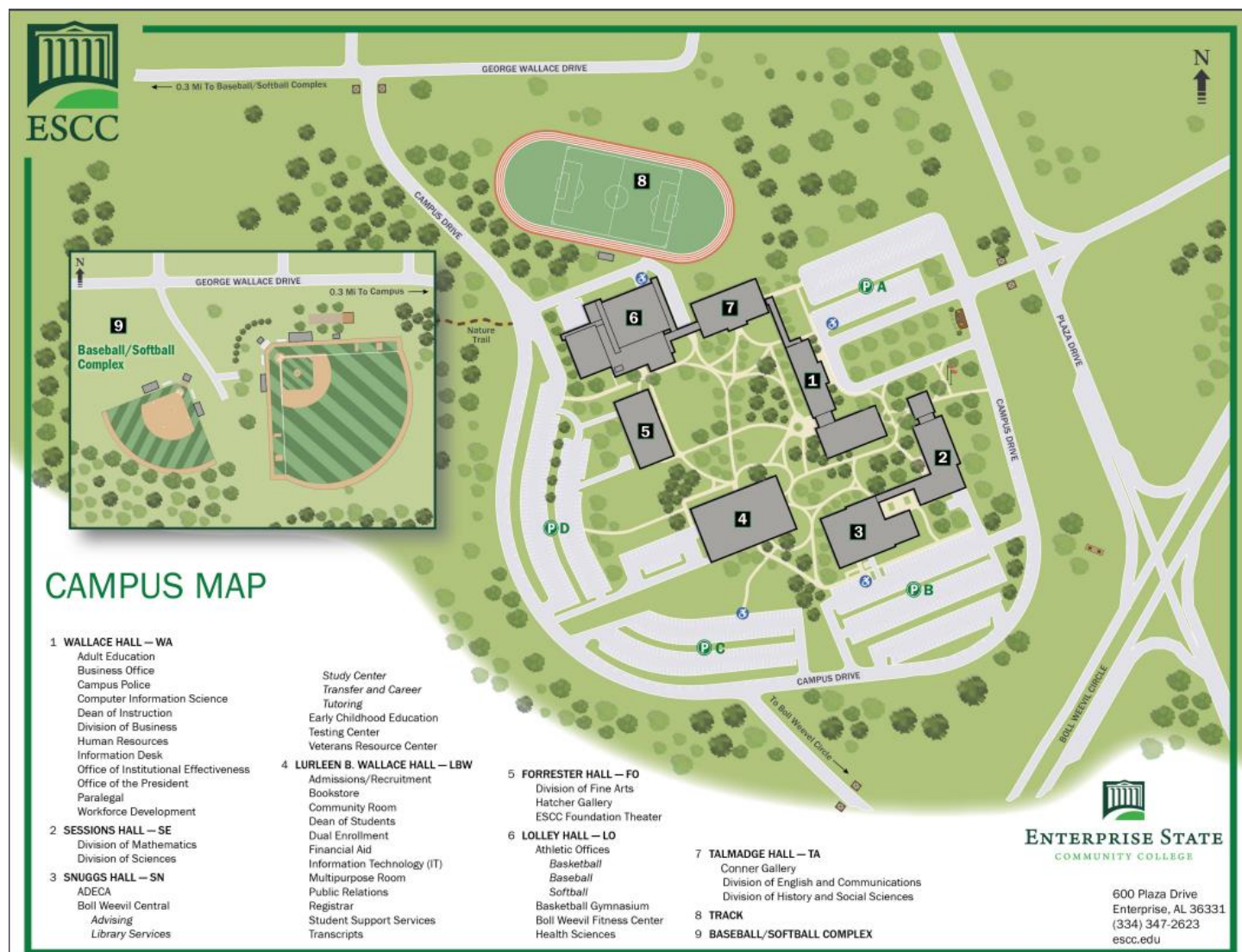
Career and Technical Education Dual Enrollment

Students wishing to enroll in Career and Technical Education Dual Enrollment programs may request for funding through the Career and Technical Education Dual Enrollment (CTEDE) Scholarship which provides funding for tuition and fees. If enough funding is available and at the discretion of the college, the CTEDE Scholarship may also cover the cost of textbooks, materials, and supplies as required in the syllabus of each course. CTEDE Scholarship funds may also be used to cover costs of specific academic course(s) that are required in the eligible CTE program of study, but must be taken concurrently with the CTE course(s).

16. What programs are eligible for the Workforce Scholarship Career Technical funding?

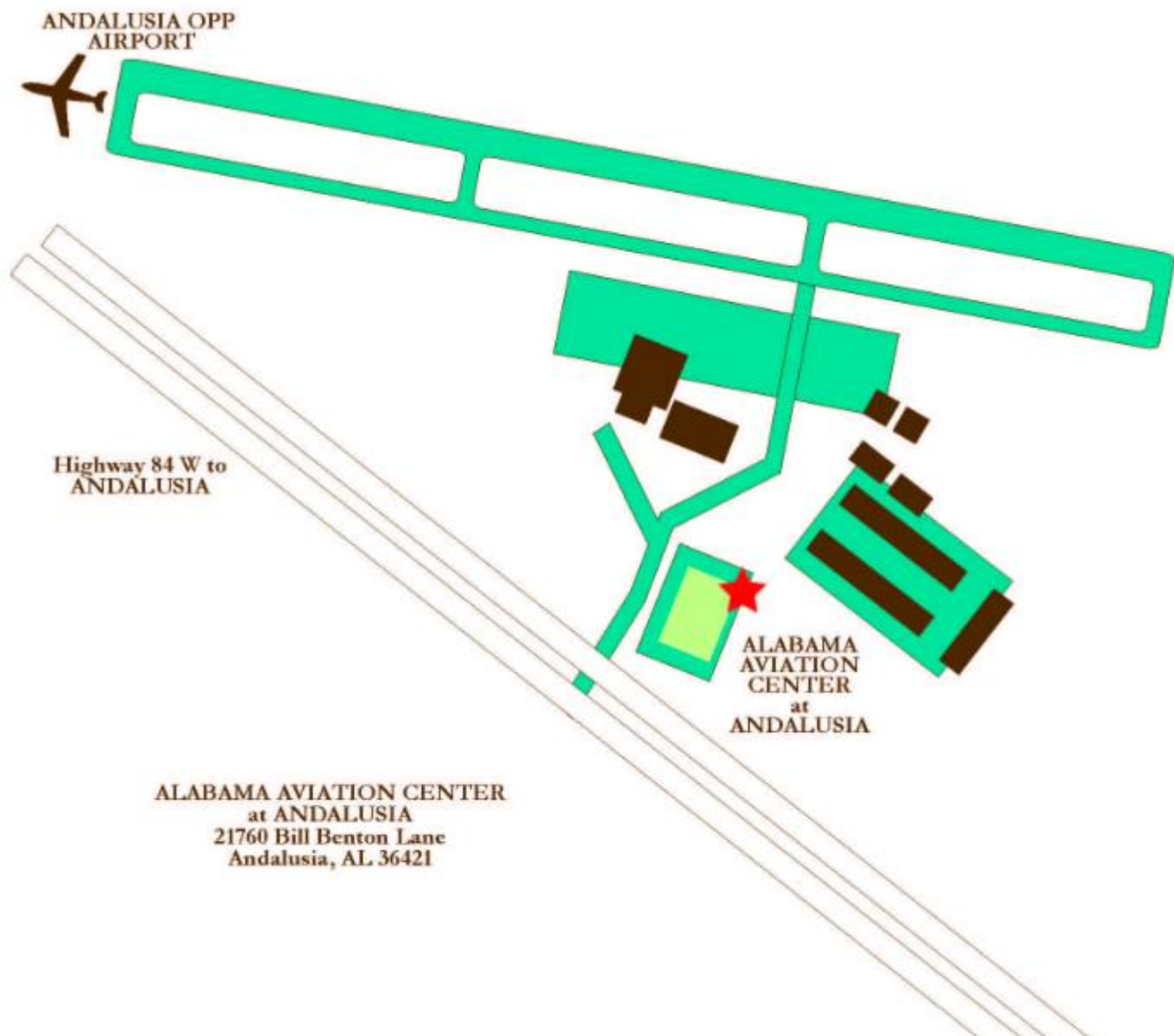
Currently, Aviation Maintenance Technology, Avionics Technology, Business Administration and Management (Accounting option), Child Development, Computer Information System, Emergency Medical Services, Paralegal, Mechatronics, Medical Assisting Technology, Office Administration, and Health Information Technology. Approved programs are subject to change from semester to semester.

Enterprise





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WHAT'S NEXT?

Checklist for Dual Enrollment Students Transitioning to ESCC (after high school graduation)

- 🌱 Complete Admission Application (Re-Admit - Online)
- 🌱 Apply for Scholarships before the January deadline
- 🌱 Apply for Financial Aid during the senior year
- 🌱 Request the high school send an official high school transcript to Enterprise State after graduation
- 🌱 Provide updated ACT or SAT scores
- 🌱 Take Placement test if not taken as a dual enrollment student
- 🌱 Complete Orientation

Students planning to transfer to a public university in Alabama can use the **STARS Guide** to ensure all courses will transfer. Students planning to transfer to private universities in Alabama can use the **AAICU 2-to-4 Transfer Program** to determine course transferability.