



Wyoming

Dual and Concurrent Enrollment
College Classes for High School Students

Student Handbook



LARAMIE COUNTY
COMMUNITY COLLEGE





WYOMING
DEPARTMENT OF EDUCATION

*A resource and partner
in the education
of Wyoming's students.*

Wyoming

Jillian Balow

Superintendent of Public Instruction



Cheyenne Office

Hathaway Building, 2nd Floor
2300 Capitol Avenue
Cheyenne, WY 82002-0050
Phone: (307) 777-7675
Fax: (307) 777-6234

Casper Office

539 S. Payne
Casper, WY 82609
Phone: (307) 577-4686
Fax: (307) 577-6785

Riverton Office

320 West Main
Riverton, WY 82501
Phone: (307) 857-9253
Fax: (307) 857-9257

On the Web

edu.wyoming.gov
www.wyomingmeasuresup.com

Dear Wyoming High School Student:

It is my honor to join you, and all Wyoming students, on a journey toward academic success. I know the many benefits of dual and concurrent enrollment having been a Wyoming dual and concurrent enrollment English teacher. Some of these benefits are reduced or free tuition, college and high school credits, and an opportunity to demonstrate your ability to manage advanced coursework. Even if your next step after graduation does not include attending a Wyoming college, taking a dual and concurrent class can be a rewarding learning experience. You have little to lose and so much to gain!

As a young adult you will be asked to take more responsibility for your future and life. Dual and concurrent classes are a great way to start taking more responsibility by getting a taste of college while you still have the support of your high school teachers and family.

Each semester I shared a few tips for success with my dual and concurrent enrolled students, I will share them with you as well:

- **Get organized.** In college, professors often post assignments and due dates at the beginning of the semester. It is up to you to complete and turn in the work.
- **Strive for good grades.** While good grades may have come naturally to you, you will have to earn them when taking college-level courses.
- **Take responsibility for your actions.** Own your mistakes, learn from them, and move on.
- **Do not procrastinate.** Give yourself deadlines and stick to them.
- **Do not cut corners.** This might earn an average grade but you will be missing out on great learning opportunities.
- **Be prepared to feel overwhelmed** (and know that everyone else is feeling the same). Hard work and a positive attitude will pull you through the tough times.

My very best to you as you consider this important step in your education. Your hard work is laying the foundation for a successful future in school and life.

Sincerely,

Jillian Balow

Wyoming State Superintendent of Public Instruction

Table of Contents

I. What Are Dual/Concurrent Enrollment Classes and How Will I Benefit?	2
II. What Classes Can I Take?	2
III. How Do I Get Started?	3
IV. General Information for Dual and Concurrent Enrollment.....	3
A. Grading	4
B. Course Change Policies	4
C. Implications of Starting a College Transcript.....	4
D. Transferring Classes to a College.....	5
E. Student Services at the College.....	5
V. Can I Take Any Classes Online?.....	5
VI. Will There Be Any Other Expenses?.....	6
VII. Will My Hathaway Scholarship Be Affected?	6
VIII. Note to Parents	6



*You are
lucky to be
a Wyoming
student!*

Non-Discrimination Statement

Consistent with their mission to value diversity and to treat all individuals with dignity and respect, Wyoming Community Colleges do not discriminate on the basis of race, color, national origin, ancestry, sex, age, religion, or disability in admission or access to, or treatment or employment in its educational program services or activities. The colleges make reasonable accommodations to serve students with special needs and offers services to students who have the ability to benefit. Inquiries concerning Title VI, Title IX, or Section 504 may be referred to the Human Resources Officer at individual community colleges, or the Office of Civil Rights for Wyoming at Denver Office, Office of Civil Rights, U.S. Department of Education, Federal Building, 1244 Speer Blvd, Suite 310, Denver, CO 80204-3582, 303-844-5695, Fax 303-844-4303, TDD 303-844-3417, email OCR_Denver@ed.gov.

The spirit of free inquiry, which characterizes the educational environment, must be allowed to flourish within the context of mutual respect and civil discourse. Discriminatory, threatening, or harassing behavior against any group or individual based on, but not limited to, gender, color, disability, sexual orientation, religious preference, national origin, ancestry, or age will not be tolerated.

I. What are Dual and Concurrent Enrollment Classes and How Will I Benefit?

Classes count for both high school graduation and college credit

II. What Classes Can I Take?

You are lucky to be a Wyoming student! Our state believes in its young people and proves it by offering qualified high school students a chance to take college classes for FREE. Wyoming students have been encouraged to take both academic and career/technology dual and concurrent enrollment classes since legislation was passed in 1995. In fact, now all Wyoming students should have the opportunity to complete at least 12 college credits while they are still in high school.

Dual and concurrent enrollment courses are offered through all seven community colleges; they count for both high school and college credit. **Concurrent enrollment courses are taught by college-approved high school teachers at the high school. Dual enrollment courses are college courses taught by college instructors; these courses are taught on campus, an outreach center or through distance learning technology (on-line, video conferencing, etc.). The University of Wyoming offers dual enrollment courses only.**

You will benefit from these college classes for high school students in many ways:

- You'll get a chance a to try out college classes and earn credits toward a 4-year college degree, associate's degree or career/technical certificate.
- For those of you who don't think you are "college material," taking a dual or concurrent class will let you find out whether you can succeed in college courses.
- If you apply yourself, you could earn a certificate in a career/ technology field by the time you graduate from high school and be ready for the workforce.
- You'll discover this program is a two-for-one deal: classes count for both high school graduation and college credit.
- You'll be challenged through rigorous college classes while getting a running start at college.
- If you are a senior, you'll avoid "senioritis" by taking relevant classes and starting a college degree or certificate program.
- You'll save money when you do go to college because you won't have to stay as long or pay for as many classes. And, your Hathaway Scholarship dollars will stretch further.

Note: College credit can also be earned through **Advanced Placement Classes (AP)** and the **International Baccalaureate Program**. You will need to check with your high school counselor to see if your school offers these programs. In addition, college credit is available for Jump Start courses through the community colleges and the University of Wyoming.

You can enroll in classes at your high school or those in your community college district if you are eligible and have met course prerequisites. However, you must always seek the advice of your counselor and teachers to make sure space is available and that the courses are offered.

Our state encourages students to complete at least 12 credit hours of dual and concurrent courses starting in your junior year. However, some high schools will be able to offer many more classes while others are just beginning these programs. The best thing for you to do is to inform yourself about which classes you need to take to prepare yourself for your career, whether those are academic transfer classes or career/technical classes.

Dual enrollment courses are listed in community college or UW catalogs; make sure your district approves them before you enroll. They have the same course numbers as the college courses your high school has approved to meet high school graduation requirements. Always talk to your high school counselor or your community college adviser if you have questions.

III. How Do I Get Started?



Depending on your grade level and the advice of your parents and counselors, consider the following:

- If you are an 8th grader, be sure you have chosen a Career Pathway. You will be able to do this when your counselors advise you before you start taking high school classes.
- If you are a 9th or 10th grader, you may be eligible to take a dual or concurrent enrollment class if you have the permission of your parents and a high school official and if you meet the required course prerequisites. Check with your counselor for details.
- If you are an 11th or 12th grader, you need parent permission and you need to meet the required course prerequisites. Check with your counselor for details.

Next, follow these steps:

Step 1: Meet with your high school counselor to decide if taking college credit classes will fulfill your graduation requirements, follow your career pathway and support your future educational/training plans.

Step 2: Choose classes; be sure to select ones that fit your career pathway. If not, be aware that not all classes will be counted for credit as you work toward a certificate or college degree at a community college or university. (See the section on transferability.) Know that some of the college classes require you to take certain prerequisites before you can enroll.

Step 3: Be sure to take the required placement tests to meet course prerequisites. ACT or COMPASS tests are needed for English, some math and science. If you do not have the required score or have not taken placement tests, talk to your high school counselor to see if you can take these tests at your school. Statewide minimum scores are noted below. Higher scores are required for more advanced classes.

Placement Test	Math	English	Reading
ACT	21	21	21
COMPASS	64	75	75

Step 4: Be sure you register for the classes you wish to take each semester. For concurrent enrollment, your high school counselor and concurrent enrollment teacher will help you with this step. For dual enrollment, your high school counselor and the college student adviser will help you.

Remember, for dual enrollment courses, you may have to provide your own transportation to the college or outreach center. It is important to note that some dual enrollment courses and dual distance courses are available outside of the school day, for example, in the evening or even on weekends.

As a high school student, you will be graded according to college or UW standards and expectations. You will be required to work hard and complete the same assignments and tests as a college student.

Your concurrent enrollment teachers at the high school have been approved by a community college to teach a college course; these teachers will provide the same rigorous course as the college instructor. They will use equivalent syllabi (course outlines), assignments and end-of-course assessments.

IV. General Information

As a high school student, you will be graded according to college standards and expectations.

A. Grading

At the beginning of every dual and concurrent enrollment course, you should receive a syllabus from the instructor that provides grading criteria for the course. The courses for which students receive high school and college credit will be recorded on official high school and college transcripts.

You should be aware that a college instructor's grading criteria may differ from that of teachers in high school. It may also differ from college instructor to college instructor, and students should pay close attention to course expectations, attendance, and grading information provided in the instructor's course syllabus.

If an instructor fails to provide a grading scale in the course syllabus, you should ask the instructor to provide a written copy of it. Students are also encouraged to speak with their instructors directly if there are concerns about course requirements, testing or grades.

Parents should note: Once a student is registered for a dual enrollment or concurrent enrollment class, their U.W. or community college academic record cannot be shared with others—even parents—unless the student gives written permission. This rule is due to the Family Educational Rights and Privacy Act (FERPA), a federal law designed to protect the privacy of a student's educational records. It applies to schools receiving funds through a U.S. Department of Education program. The law does allow an institution to disclose records without consent in some special cases, including health and safety. For more FERPA information, please visit the U.S. Department of Education website at <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

B. Course Change Policies

Students should pay close attention each semester to the deadlines for adding, dropping, and withdrawing from college credit courses. Deadlines for concurrent enrollment courses offered on each high school campus will be set jointly by the high school and the cooperating community college.

Deadlines for adding, dropping or withdrawing from dual credit courses taken through any college are established by that college. **Each high school student taking a class is personally responsible for also knowing and adhering to those effective dates.** Missing one of these critical dates could result in negative consequences, especially to your college transcript, future financial aid, and/or high school transcript (and therefore graduation requirements).

The final bit of advice here is to know your responsibilities as a college student; when you don't know, ask your counselor or college student adviser!

C. Implications of Starting a Transcript

Once you start a college transcript, even while you are in high school, you have created an official, legal document that will be your permanent record for the rest of your life. You cannot ever alter it nor can you deny that you have previously enrolled in a college course. If you fail a college class while you are in high school, it can affect your eligibility for activities when you enroll in college. A failing grade can also affect your eligibility for financial aid when you enter college.

You need to know that if you attend an out-of-state college, your Wyoming college transcript is filed in national data bases or clearing houses which keep all such records. Students who falsify information on application forms for college, scholarships and financial aid face serious consequences.

Dual and concurrent enrollment credit is generally transferable to public colleges and universities throughout the United States

V. Can I Take Any Classes Online?

Warning: It is extremely important to note that the college transcript you start through a concurrent/dual enrollment program will be used to determine your eligibility for Federal Financial Aid after you've graduated from high school and have entered either a community college or university.



Effective July 1, 2011, changes to Federal Student Financial Aid rules regarding Satisfactory Academic Progress (SAP) will impact students enrolling in concurrent and dual enrollment courses:

- Federal law requires that all college course work be measured to determine academic success, including concurrent and dual enrollment courses.
- This means that before each term (fall, spring, and summer) colleges and universities will review grades, including concurrent and dual enrollment courses taken in high school, to make sure students maintain a 2.0 GPA and a 67% course completion rate. If not, students will have one term to correct this or potentially lose their federal student financial aid.
- Failing a course and not completing a course carry the same consequence.

D. Transferring Classes

Concurrent and dual enrollment courses taken through Wyoming community colleges are transferable to community colleges in the state and the University of Wyoming. Dual and concurrent enrollment credit is generally transferable to public colleges and universities throughout the United States. They are not differentiated from other courses on your college transcripts.

You should be aware, however, that not all courses will fulfill the requirements for a chosen degree program, even when a college accepts the credit. So while COSC 1200 (Computer Information Systems) will be accepted by the University of Wyoming if a student majors in Business, it won't necessarily fit into a degree in Chemical Engineering.

Please consult your counselor to determine which classes will transfer to your college major or career/tech certificate program. You should also know that some classes will only count as electives.

E. Student Support Services

If you begin to struggle in a course, it is your responsibility to seek help. First, you should talk to your teacher. Other support services available to you from the community college and/or the university include, but are not limited to, tutoring, technical assistance, library resources, counseling, advising, and peer support.

In some cases, and if your high school can afford it, you might want to take distance learning dual enrollment classes through either the community college in your district or through one of the other six community colleges in the state. In the situations where your high school does not offer a specific classes you'd like to take, this is a reasonable solution. Again, you must talk to your counselor about how to enroll in such classes.

Generally, distance education courses will be delivered via telecourse, videotape, video conferencing system such as the Wyoming Equality Network (WEN) or online.

- The college will provide the course syllabus and/or course outline for each distance course to the high school.
- Each distance education course will be conducted following the regular schedule of the college.
- All course prerequisites must be met before you will be eligible to register for distance education courses, including English, reading and math placement scores.

VI. Other Expenses?

- Your high school will provide a classroom facilitator to monitor and report your progress and success.
- Your high school will be responsible for the monitoring of its own standards.

Note: Distance courses for dual enrollment offered by Wyoming community colleges and the University of Wyoming may be located through the **Wyoming Switchboard Network** (WSN) at <http://wyomingswitchboard.net>, **Wyoming Course Locator and Support Services** (WyClass) at <http://wyclass.wy.edu/Distance+course> or the **Wyoming Distance Learning Center** (WyoDLC) at <http://www.wyodlc.org>. Remember, you can't sign up without your counselor's knowledge, and permission from your parents and a school official.

The Wyoming state law says that you or your parents or guardians cannot be charged for or required to pay for textbooks, materials, student services or any other fees for **approved** dual and concurrent enrollment courses. If this becomes an issue or a barrier to your taking a class, you should contact the Wyoming Community College Commission for clarification.

Your Hathaway Scholarship will not be reduced to fewer semesters if you take dual enrollment and concurrent enrollment courses; in other words, if you take a college class for a semester in high school, you will still have 8 semesters to use the Hathaway Scholarship when you enter a Wyoming community college or university.

However, the amount you receive for the Hathaway might be affected if your high school grade point average is lower due to poor performance in a dual or concurrent class. The bottom line is for you to be responsible to monitor your grades and for you to seek advice from your counselor if you have academic problems.

VII. Will My Hathaway Scholarship Be Affected?

VIII. Note to Parents

Please take time to read this information so that you can support your student's successful completion of dual and concurrent enrollment courses. Of particular interest to you should be the section on the implications of your student's starting a college transcript and the new regulations for federal financial aid. If you have questions about any of these items, please consult your child's high school counselor and/or a college student adviser.

