

What is Dual Enrollment?

Piedmont Virginia Community College dual enrollment students are students take college level classes in high school and receive both high school and college credit for their class work. Dual enrollment courses are taught at the local high schools by credentialed high school instructors who are also PVCC adjunct faculty or through online class work. The dual-enrollment program currently is available in the following schools. If you have any questions regarding dual enrollment or academic advising, please contact your high school's guidance counselors

Albemarle High School.....Meghan Parsons, Director of Guidance

Blue Ridge School.....John O'Reilly, Assistant Headmaster for Academics and Administration

Charlottesville High School.....Lisa Morales, Director of Guidance

Fluvanna County High School.....Mary Bright, Director of Guidance

Fork Union Military Academy.....Major Robert Grant, Director of Guidance

Louisa County High School.....Todd Ryan, Director of Guidance

Monticello High School.....Laura Gunlicks, Director of Guidance

Nelson County High School.....Tracy Goode, Director of Guidance

United Christian Academy.....Barbara Powell, Principal

Western Albemarle High School.....Amy Wright, Director of Guidance

William Monroe High School.....Jessica Ayres, Director of Guidance

Benefits of Being a Dual Enrollment Student

- Creates a continuum of learning from high school to college
- Allows you to progress toward your next college goal without having to wait until your high school graduation
- Allows you to earn college credits while attending high school that may apply toward graduation at Piedmont Virginia Community College or another college or university.
- Shortens the time required for you to complete an undergraduate degree
- Eliminates the duplication of courses taken in high school and college such as English or History
- Sharpens your general academic preparedness for college
- You have access to all that PVCC offers: the Learning Center, the Library, the Bookstore, even a student id (which can provide you with great benefits)
- Lowers the cost for college by sometimes having your tuition covered

- Increases flexibility in scheduling courses at the four-year schools, and may provide opportunities for semester long internship experiences or study abroad.

Enrollment Eligibility

Eligibility requirements are the following:

- You should be a high school junior or senior.

If a freshman or sophomore, you will be considered for participation on an individual basis. You and your parent(s) must get permission from the school system, as well as from Piedmont Virginia Community College's president. Please contact your school counselor.

- You must first apply to Piedmont Virginia Community College, even if you have already applied for other community colleges.
- You must take the Compass placement test or have appropriate SAT, ACT or AP scores.
- You must complete class prerequisites as outlined in the PVCC Catalog.
- A parent's written permission to participate in dual enrollment must also be signed and turned in to your school counselor.

Four Steps to High School Dual Enrollment

Please make sure to talk to your counselor and your parents to let them know about your interest in dual enrollment. After meeting with your counselor follow these four steps:

1. Apply for admission to Piedmont Virginia Community College. Use the application directions below to complete the application.
2. Placement Testing

You need to take the placement test in order to determine the appropriate college classes to take. There is no fee for this test. Actually many of the high schools now offer days when you can take the Compass Placement test at your school. Please check with your school counselor or Career Coach for dates and times.

Most likely you will need to take the test in either math or English or both. The placement test is not timed. The English part of the test is made up of two sections: reading and writing. The math test is a progressive test, which takes you from high school pre-algebra to college trigonometry depending on your skill level.

If you are unable to take the placement test at your high school, you may also take it at the Learning Center, located in the main Building at PVCC. You may also use SAT scores or ACT scores.

There are some prerequisites for certain subject areas, please make sure you meet all requirements. You can find all requirements in the PVCC Catalog or ask your high school counselor.

3. Parent/Guardian Signature on Dual-Enrollment Form

Make sure to have your parent or guardian sign the dual-enrollment permission form, which can be obtained from and returned to your high school counselor.

4. Verify Registration

Login to "MyPVCC" on PVCC's Web page and look at your unofficial transcript. The classes you are enrolled in should be listed here. If not please speak to your high school counselor.

How to Apply

Apply online now using the Virginia Community College System's application. After completing your application, you will receive a student ID number and username on your confirmation page. **Print this page or write down this information for your records.**

<https://apply.vccs.edu/oa/launch.action>

These instructions will guide you through completing the application.

http://www.pvcc.edu/admissions/application_for_admission_help.php

please note that since you are still in high school you will need to enter in your anticipated graduation date in the application: **Select the month and enter in the year.** Also, because you are participating in dual enrollment you will not be able to choose a program of study (major). Instead you will choose the option to be a **dual enrollment student** (code 041)

Student Conduct/Attendance

- Courses taught in the high school by an instructor: The policies of the high school division apply
- Courses taught in the high school through an online course: The policies of PVCC apply.
http://www.pvcc.edu/docs/student_handbook.pdf

It is very important to remember that you are taking a college level class; therefore, the work load will be at that level. Students who are taking a class online, it is up to you to contact the professor and maintain a good communication.

Students who have any disabilities and or special needs, the policies and procedures of the school division apply if you are taking a PVCC course at the high school. If you are taking a PVCC course online or on the PVCC campus you must contact the Disability Services Counselor to arrange for accommodations by calling 434.961.5264

http://www.pvcc.edu/counseling_services/disability_services.php

Grading

PVCC has a credit and grading system that uses the grades of A, B, C, D, S and P for passing grades. F and U are failing grades, while W and I are grades signaling special circumstances. The quality of performance in any college course is reported by a letter grade, the assignment of which is the responsibility of the instructor. **As a student you should do your very best work. In order to transfer to four-year schools, a grade of C or better is required.**

These grades denote character of study and are assigned quality points as follows:

A-Excellent 4 grade points per credit

B-Good 3 grade points per credit

C-Average 2 grade points per credit

D-Poor 1 grade point per credit

F-Failure 0 grade point per credit

W- Withdrawal

I-Incomplete

PVCC does not have a standardized numerical grading scale. You and your parents need to be aware that instructors establish their own numerical grading scale that is outlined in the class syllabus. You are strongly encouraged to withdraw from a course if it is likely you will earn a D or F in the class. **A grade of D will not transfer to a four-year school. All grades on your college transcript are permanent. They can never be erased.** If you take a class and receive an F, you may retake it but both grades will be listed on your transcript.

A withdrawal date is established each semester and it is different for the classes taught at the high school verses the online classes. The date is communicated to the high school counselors. You may also consult the college calendar for online classes (http://www.pvcc.edu/academic_calendar.php).

Before withdrawing from a class, especially an online one, please make sure to speak with your instructor to ensure for an online class that a withdrawal is warranted.

Grade Appeal for Online Classes

The grade appeal policy varies from school division when the class is taught at the local high school. Contact your high school counselor if you want to appeal a grade in a dual-enrollment class taught at your high school. For online classes please review below:

Step 1. The student who believes a course grade received to be in error may appeal directly to the instructor within 10 school days after the beginning of classes of the semester following the one in which the grade was reported. Every reasonable effort should be made by both parties to resolve the matter.

Step 2. If Step 1 does not resolve the question, the student may file a written appeal to the PVCC division dean within five school days after an attempt to resolve the matter with the faculty member. The division deans will conference with the student and faculty member via e-mail, telephone, video, or in person in an effort to resolve the grievance. The division dean may within five school days of the conference appoint a committee of three faculty members and two students to review and make a recommendation on the matter. Within five school days of the conference, or if a committee is formed within five school days of the receipt of the committee's recommendation, the division dean will prepare a report of the disposition of the matter with copies to the student, the faculty member and the divisional record.

Step 3. If either the student or the faculty member wishes to appeal Step 2 disposition of the matter, he or she may do so in writing to PVCC's Vice President for Instruction and Student Services within five school days of the receipt of the division dean's report. If, in the Vice President's discretion, the appeal and record of previous actions indicate that further consideration of the matter is not warranted, the Vice President will so notify the student, faculty member and division dean within five school days and the division dean's decision shall be final and binding on all parties.

Grade Reporting

PVCC does not send out report cards. All grades PVCC grades will be posted to the Student Information System (SIS), accessed through MyPVCC.

If you have difficulty with a class, especially an online one, you must be proactive and take the initiative to speak with your instructor before/after class or through e-mail. **Do not wait until the class is almost over!**

It is inappropriate for parents to speak to the online college instructors. This is part of the Family Education Rights and Privacy Act (see below). Parents/guardians are required to contact the student's school counselor or ask the student to show their progress with online classes to them.

Family Educational Rights and Privacy Act (FERPA)

<http://www.pvcc.edu/privacy.php>

Online Classes

Some PVCC dual-enrollment classes are offered online to provide students with distance learning options. PVCC makes every effort to provide you with the tools and support you need to meet your learning goals. To verify that you meet these minimum requirements, please complete the self evaluation test with the link listed below before taking an online course.

Take the Self Evaluation. (<http://www.pvcc.edu/distancelearning/selfEvaluation.html>)

There is not an official aptitude requirement for Web class students. However, you should be aware of the computer and study skills necessary in order to successfully complete an online course.

If you have any questions about these aptitude tests email **bbsupport@pvcc.edu**. We'll be glad to help you determine if an online course is right for you.

The following sites are excellent sources for preparing to be an online student:

- <http://www.ion.illinois.edu>
- <http://www.ou.edu/cls/online/success.htm>
- <http://www.cgs.pitt.edu/pdf/SuccessStudent71306.pdf>

But don't just take our word for it. Read what past PVCC distance learning students had to say:

- Pace yourself.
- Don't get behind.
- Like any class, discipline yourself to do a little bit every day or every other day to keep up because there are no reminders like in a traditional class.
- Make sure that you don't save it all until the end and then try to cram. It will not work.
- Make sure you have a strong and comfortable working knowledge of computers in general, make sure you are willing to commit to something that requires a great deal of self-discipline and organization.
- You must be mentally and emotionally ready to learn. This class is time consuming and you must be willing to put forth the effort to learn a lot of information. This class is not a joke.

Blackboard Basics:

Blackboard is PVCC's course management system. It's the place to go for instructional materials and collaboration tools for online, hybrid and web-enhanced courses.

http://www.pvcc.edu/distance_learning/blackboard/student.php

What is MyPVCC?

MyPVCC is your gateway to accessing your Blackboard, Student E-mail (email.vccs.edu) and VIVA (library resources). Plus you can manage your student account information. When logging in for the first time, you must:

- Retrieve your MyPVCC Username and SIS EmplID.
- Create your password.
- Create your security question.
 1. In a Web browser, go to My PVCC at <http://pv.my.vccs.edu>.
 2. Click Look up your username and set your password.
 3. Enter your first and last name as they appear on official college, enter your birthdate (MMDDYYYY), enter your social security number and click **Search**.
 4. On the Set your Password page, create a new password then retype the new password and scroll down to set the security question.
 5. Select a security question from the list of questions or create your own question then enter you answer in the answer box. Click Next.
 6. Your Username and Emplid will be displayed. Print the page and save it for your records.
 7. Wait 10 minutes for your password to be accepted.
 8. Click **Please Log In**.
 9. Enter your password and click **Log In**.

Password Tips:

Your password must have at least seven characters and not more than ten. Your password must contain a combination of:

- At least one UPPERCASE letter
- At least one lowercase letter
- At least one number (0-9)
- Do not use simple, obvious or predictable passwords. Do not use names or nicknames of personal information that can be easily found
- If you do not remember your password, email bbsupport@pvcc.edu

To Access MyPVCC

1. In your Internet browser, in the address field, type www.pvcc.edu
2. Click MyPVCC at the bottom of the right of the page.
3. Enter your username (this is not your EmplID) and password
4. Click **Log In**

Using the Student Information System

Selecting the Correct Information

When you are changing or reviewing your academic or personal information, in the Student Information system or VCCS SIS, you will be prompted to select certain values

For example, when you want to review your class schedule you must indicate the institution and the term.

Fields that require specific values have a drop down arrow to the field data entry box. To select from the list of values for the field, click the drop-down arrow. The magnifying glass allows you to look up needed information.

User preferences allow you to set values that automatically appear in certain fields. Selecting default values for institution, academic career, term, and financial aid year will save you time in using online functions.

1. In the Main Menu. Click on **Self Service**, click on **Student Center**. Click on **Personal Information** and click on **User Preferences**. Review the current preferences. If they are ok, click Save. To make changes, continue to step 2.
2. Click the **Institution** drop-down arrow and select "Piedmont Virginia Community College"
3. Click the **Academic Career** drop-down arrow. Select **Credit**
4. Click in the **Term** box. If you know the value for the term, enter it or click the magnifying glass button and select the term.
5. Review selections and click **Save** when finished.

Check Your Email Account

Your PVCC student email account is automatically accessed through MYPVCC online. Check your student email account frequently to ensure you are promptly notified of events that affect you.

Correct My Mailing Address

1. Click **Self Service**, click **Student Center**. Under **Personal Information** click **Mailing Address**. Your current address information appears. **Mail** is your official address.
2. Click **edit** next to Mail address type.
3. Enter the correct **Address, City, State, Postal** and **Residence/juris** (click hourglass, select county or city) information
4. Click **OK**
5. Enter the date you wish the new address to take effect.
6. Click **Save**.
7. Confirm the Save by clicking **OK**.

Add a New Address

1. Click **Add a New Address** button
2. Enter the correct new **address, city, state, postal** and **residence/juris** (click hourglass, select county or city) information
3. Click **OK**
4. Verify address and select address type. Enter date the new address will take effect
5. Click **Save**
6. Confirm the Save by Clicking **OK**

Update My Telephone Number

1. Click **Self Service**, click **Student Center**. Under **Personal Information** click **Main Phone**. A list of your current phone numbers appears.
2. To **change** an existing **phone number**, click in the box of the current phone number, highlight and delete it, and enter in the correct **phone number** in the box. Click **Save**. Click **OK** to confirm
3. To **add a new phone number**, click **Add a phone number**. Enter the new Phone Number in the new row of boxes. *Each phone number must have a unique type*. You may indicate your main contact phone number by selecting main under phone type. Click **Save** Click **OK** to confirm.

View My Grades

1. Click **Self Service**, click **Student Center**, click on **Grades**
2. Select the term to view
3. Click on the “green” **continue** button
4. Click the **Printer Friendly Version** button to print your copy.

Unofficial Transcript-View and Print

1. Click Self Service, click on Student Center
2. Click Unofficial Transcript in the other academic...drop-down box.
3. Click the round blue button next to the dropdown box
4. Select Piedmont Virginia Community as Academic Institution
5. In the Report Type dropdown box select Unofficial transcript
6. Click the green go button
7. Print a copy using the print icon on the browser toolbar

Student Services

Betty Sue Jessup Library:

Dual enrollment students have complete access to the resources at the Betty Sue Jessup Library at Piedmont Virginia Community College. In addition to our circulating and reference books, the library offers a variety of electronic databases, including: EBSCO, Literature Resource Center, CQ Researcher and Factiva. These databases are available to all currently-enrolled students both on and off campus.

To log in to a restricted database from the Jessup Library Web page (<http://www.pvcc.edu/library>), you will need to enter your MyPVCC <<http://pv.my.vccs.edu/>> username and password. If you need further assistance, please refer to the library's Remote Access Instructions <http://www.pvcc.edu/library/remote_access_instructions.php> link on the library Web page or call a librarian at 434.961.5308. Materials not part of the library's collection can be borrowed from other libraries through interlibrary loan. To place a request, please use the Interlibrary Loan Request Form <http://www.pvcc.edu/library/interlibrary_loan_form.htm> located on the library's Web page. When your items arrive, you will be notified by e-mail or phone.

Reference assistance is available during library hours. Call 434.961.5309 or e-mail reference@pvcc.edu. E-mails are answered within 24 hours except on weekends and holidays. Online chat reference service is available through the Ask a Librarian link on the library's Web page.

<http://www.pvcc.edu/library/>

The Learning Center:

The Learning Center (TLC) provides an important element of the quality education PVCC students have come to expect. It is the place to go for tutoring, study and time management, test taking, and test taking skill development. Students who want to improve their grades, learn more efficiently, and get help in subjects that are challenging, take advantage of TLC's nationally certified tutoring, academic coaching, and consulting.

Additionally, TLC provides specialized support services for students with documented disabilities. The fees for all TLC Services are included in tuition. Students and faculty members often arrange to use TLC as a secure area in which to leave papers for each other.

Faculty members use TLC as a proctoring center for make-up tests. Almost all students first encounter TLC when they take the college's computerized placement index for English, math, and/or foreign languages. TLC also has computers available for testing for web-based courses, both from PVCC and other colleges. Tutoring for most courses is available almost anytime during the day on an appointment (434.961.5320) and walk-in basis at TLC in room 607 of the main building. Students can find center hours, tutoring schedules, testing information, and resources for efficient and successful approaches to college.

http://www.pvcc.edu/tutoring_learning/learning_center.php

Smarthinking.com

This service is a free online tutoring site that is available to you 24 hour a day, seven days a week.

http://www.pvcc.edu/tutoring_learning/writing_center/online_tutoring.php

The Math and Writing Centers

The Math and Writing Centers provide instructional support to all PVCC students with math and writing needs.

The centers are staffed by full and part-time faculty and trained tutors. Math Center assistance includes: pre-placement review, computer assisted review through Algebra II and individual and small group assistance with math questions.

The Writing Center assists in developing the content and organization of any writing assignment for any class, as well as strategies to address grammar and mechanical problems. Assistance is available by appointment or walk-in. Tutoring for math and writing are available on a posted schedule each fall, spring and summer session. For math appointments, students may call 434.961.5494.

http://www.pvcc.edu/tutoring_learning/math_center.php

For writing appointments, students may call 434.961.5478.

http://www.pvcc.edu/tutoring_learning/writing_center/

Bookstore

Open Monday through Thursday from 9 am to 7 pm and Fridays from 9am to 1pm. You can also check out the bookstore online.

<http://www.bkstr.com/webapp/wcs/stores/servlet/StoreCatalogDisplay?storeId=10411&langId=-1&catalogId=10001>

Where to Get Help

We all need a little help sometimes! The important part is to know where to go and what to ask in order to receive assistance. So that you may have all your questions regarding your course answered as quickly as possible, please follow these guidelines for asking questions:

Blackboard Student Help

There is a Blackboard help site for PVCC students. We recommend that you consult this site first when experiencing Blackboard problems. There is a frequently-asked questions section as well as updates, links to this tutorial and other useful resources. You may also want to visit the VCCS Blackboard Help site.

http://www.pvcc.edu/distance_learning/blackboard/student.php

Computer Problems

The PVCC Help Desk offers a list of self-paced tutorials to answer basic questions about using the Internet and software such as Microsoft Word .

http://www.pvcc.edu/information_technology/help_available_services.php

Unfortunately, we are UNABLE to assist you with specific questions regarding the configuration or hardware problems with your personal computer. Since computers are built and configured differently, it is your responsibility to ensure that your computer is working properly.

For problems with your Internet connection, contact your Internet Service Provider.

Transcripts and Transfer Information

If you are not planning on attending PVCC or once you finish your time at PVCC and want to transfer you need to put in a for a transcript request. You can request official PVCC transcripts free of charge online at [MyPVCC](#)

To have your transcript sent to another college or university, go to the Self-Service menu in [MyPVCC](#). Select the Official Transcript Request link to submit the form online.

1. Click on **Request Official Transcript**
2. Select **Institution**
3. Select **Option** indicating when to issue transcript.
4. **Select Quantity of Transcript Requested**
5. Complete **Recipient Address Information**. If transcript is to be mailed to your address, select send to my Address.
6. Click **Edit Address** to enter address information
7. Click **Ok** and then **Submit**
8. If you would like to pick up your transcript at the welcome center, click **Edit Address** and enter your full name in the Address 1 and Student Pick Up in Address 2. Click Ok and submit the request.

You may also request a transcript in person at the Admissions and Advising Center or by faxing or mailing a transcript request form.

http://www.pvcc.edu/alumni_friends/transcript.php

You will need the recipient's complete mailing address to complete the form. You may request up to five copies at one time. Please allow five business days for PVCC to process your request

PVCC has Guaranteed Admissions Agreements with several public and private four-year colleges and universities in the Commonwealth. This means that qualified PVCC graduates holding a transfer associate degree will have met all general education requirements and are eligible for guaranteed admission to the participating colleges and universities. You can see the list on this webpage:

http://www.pvcc.edu/transfer_opportunities/participating_colleges.php

If you have questions regarding transfer information, please contact the **Admissions and Advising Center**.

http://www.pvcc.edu/admissions_advising_center/

Transitioning into PVCC after graduation

1. Contact your Career Coach or see an advisor located in the Admissions and Advising Center for possible updates to your admissions application and to be placed into a PVCC program of study.
2. Apply for financial aid. We encourage all degree-and certificate-seeking students to apply for financial aid. Financial aid may come in the form of grants, scholarships, loans, and work-study positions. The first step is to complete the FAFSA (Free Application for Federal Student Aid – PVCC school code: 009928).

<http://www.fafsa.ed.gov/>

Visit Financial Aid for more information.

http://www.pvcc.edu/financial_aid/

3. Retake any necessary placement assessments. Your advisor or Career Coach can assist you in determining if this is necessary.
4. Register for a Student Orientation, Advising and Registration Session ([SOAR](#)).