



# HandBook

YOUR GUIDE TO DUAL ENROLLMENT

PIEDMONT VIRGINIA COMMUNITY COLLEGE

## WHAT IS DUAL ENROLLMENT?

Piedmont Virginia Community College dual-enrollment 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 counselor.

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

Blue Ridge School..... John O'Reilly, Headmaster

Charlottesville High School.....Don Landis, Career Coach

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 2010-2011 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.

You must apply online at [www.pvcc.edu](http://www.pvcc.edu). Use the application directions in this handbook in order to help you fill it out. You must complete the application in order to enroll in classes.

## 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 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 site 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

- I. Go to [www.pvcc.edu](http://www.pvcc.edu).
- II. Click on Apply Online Now.
- III. Click on continue to the application.
- IV. Click on Returning Users (only if you have filled out the new application before and skip to section VII) otherwise **click on new users**.
  - a. Enter your First Name, Last Name, and E-mail address. You will also need to come up with a username and password. The password must be at least 8 characters long and contain at least one lowercase letter, one uppercase letter, and one number.
  - b. Click Submit.
- V. On the next page Click on Apply.
  - a. Click on Apply Now.
  - b. On the page that opens up you will be asked to enter in the following information:

*Name*

*Social Security Number (If you were not born in the United States of America and do not have a social security number please select I do not wish to provide my ssn at this time.)*

*Date of Birth*

*Which College you plan on attending – Select Piedmont Virginia Community College.*

*In what type of classes you will be enrolling – Select Credit.*

*What Campus will you attend – Select Main Campus.*

*What Term do you plan to begin classes – Select Fall.*

*Have you previously attended, applied for admission to, or been employed by any Virginia Community College? If you have a student number from another school then select YES and enter in that number. If you have not, select NO.*

*Click Save and Continue.*

- c. On the page that opens you will be asked to enter the following information:

*Primary Phone Number – the best number to reach you*

*Mailing Address – your home address*

*Current Residence – Select the county or city that you live in.*

*Have you lived in Virginia your last twelve months? – Click YES, if NO select where you were living.*

*E-mail Address – the best e-mail address to contact you*

*Emergency Contact Information – who we should contact if something were to happen to you*

*Employer Name and Number – You may leave blank.*

*Click Save and Continue.*

- d. On the page that opens you will be asked to enter the following information:

*Ethnicity*

*Gender*

*Citizenship Status – Native means you were born in the United States.*

*Primary Language*

*Military Status – Select No Military Service.*

*Click Save and Continue.*

- e. On the page that opens you will be entering your High School information:

*Under High School Information – click Edit High School.*

*Select High School (Graduated or currently enrolled).*

*Another section will appear. Click on Select next to School Attended.*

*Select your state within the High School*

*Lookup Page, and then select your high school.*

*Since you are still in high school you will need to enter your anticipated graduation date: Select the month and enter in the year.*

*Then select the type of diploma you are going for.*



*Please select your family's education for both your mother and father.*

*Click Save and Continue.*

*Click Save and Continue again.*

- f. Educational Goals will open. Here you will select your Reason for taking a class is Dual Enrollment Student or code number 041.

*Click Save and Continue.*

## VI. In-State Tuition

Click Apply. Please make sure you know the answers to the following questions before you apply:

*Are you a US Citizen?*

*Are you on active duty for the U.S. Armed forces? – Select NO.*

*Are you the dependent of an active duty member of the U.S. Armed Forces?*

*Are you retired or discharged from the U.S. Armed Forces? – Select NO.*

*Are you the dependent of someone retired or discharged from the U.S. Armed Forces?*

*You will need to then select your Parents as your basis for your in-state tuition.*

Then you will be asked:

*Is your parent a U.S. citizen?*

*Is your parent on active duty in the U.S. Armed Forces?*

*Is your parent the dependent of an active duty member of the U.S. Armed Forces?*

*Is your parent retired or discharged from the U.S. Armed Forces?*

*Is your parent the dependent of someone retired or discharged from the U.S. Armed Forces?*

*Has your parent lived in Virginia for the last 12 months?*

*Has your parent held a Virginia driver's license or Virginia DMV ID?*

*Does your parent own or operate a motor vehicle registered in Virginia?*

*Is your parent registered to vote in Virginia?*

*After you answer these questions click on Continue your application.*

Now it is time to submit your application.

Once your application is submitted you will receive a Student EmplID, your username and password. Please write down this information here:

EmplID: \_\_\_\_\_

Username: \_\_\_\_\_ Password: \_\_\_\_\_

- VII. If you have already filled out an application before, click Returning Users. You will then have the option to update an existing application in which you have already entered information.

## PAYMENT INFORMATION

If you are paying for the class yourself (i.e., the high school is **not** paying), your tuition is due by 4:00 p.m. on July 26, 2010 for fall semester 2010 and 4:00 p.m. on January 7, 2011 for spring semester 2011. If you have not

paid tuition by this date, you will be dropped from the class. PVCC does NOT send bills for tuition payment. You can call the Cashier's Office for more information at 434.961.5213.

## PVCC ACADEMIC CALENDAR FOR 2009-2010

*These are very important dates if you are planning on taking an online dual-enrollment class.*

### Fall 15-week classes

Advance registration for current students	04/12/10-06/20/10
Open enrollment for all students	06/21/10-08/22/10
Classes begin	08/23/10
Late Registration	08/23/10-8/27/10
Last day to register/add/audit request	08/27/10
Labor Day holiday	09/06/10
Last day to drop and qualify for refund	09/08/10
Fall Break	10/18/10-10/19/10
Last day to withdraw without grade penalty	11/01/10
Thanksgiving Break	11/24/10-11/28/10
Classes end	12/06/10
Final Examinations	12/07/10-12/15/10

### Spring 15-week classes

Classes begin	01/18/11
Last day to register/add/audit request	01/24/11
Last day to drop & qualify for refund	02/3/11
Last day to withdraw without grade penalty	03/28/11
Classes end	05/2/11
Final Examinations	05/3/11-05/11/11

## 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.

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 good communications.

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.



## GRADING

PVCC has a credit and grading system that uses the grades of A, B, C, and D for passing grades. F is a failing grade, 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:

<b>A</b>	Excellent	4 grade points per credit
<b>B</b>	Good	3 grade points per credit
<b>C</b>	Average	2 grade points per credit
<b>D</b>	Poor	1 grade point per credit
<b>F</b>	Failure	0 grade point per credit
<b>W</b>	Withdrawal	
<b>I</b>	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. All grades on your college transcript are permanent. They can never be erased. If you take a class and receive a 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. 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.

If the Vice President grants the appeal, he or she will schedule a conference via e-mail, telephone, video or in person with the division dean, faculty member and student. Within five school days of the conference, the vice president will prepare a written decision with copies to the student, faculty member and division dean. The Vice President's decision shall be final and binding on all parties.

### *Grade Reporting*

PVCC does not send out report cards. All grades will be sent out on high school report cards and posted on MyPVCC.

Grades are reported to you, not your parents. 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!

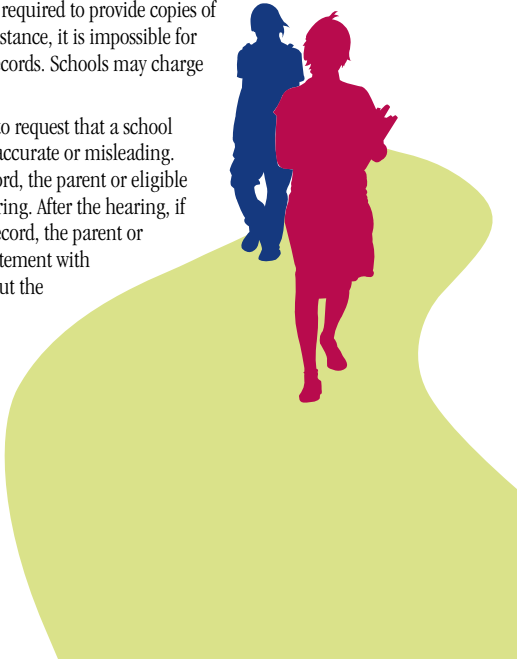
It is inappropriate for parents to speak to the online college instructors. This is part of the Family Education Rights and Privacy Act (see below). Parents/guardians are required to contact the student's school counselor or ask the student to show their progress with online classes to them.

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

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

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;



- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, “directory” information such as a student’s name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information or technical assistance, you may call 202.260.3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 800.877.8339.

Or you may contact the Family Policy Compliance Office at the following address:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5920

## ONLINE CLASS ORIENTATION

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. However, to ensure your success as an online student you should be aware of the computer aptitude and minimum hardware requirements. To verify that you meet these minimum requirements, please complete the self evaluation below before taking an online course.

Take the Self Evaluation: [http://www.pvcc.edu/center\\_for\\_excellence/self\\_evaluation.htm](http://www.pvcc.edu/center_for_excellence/self_evaluation.htm)

Technical Requirements: [http://www.pvcc.edu/center\\_for\\_excellence/self\\_evaluation.php](http://www.pvcc.edu/center_for_excellence/self_evaluation.php)

There is not an official aptitude requirement for Web course 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 your ability to be successful in this class, e-mail [bbsupport@pvcc.edu](mailto:bbsupport@pvcc.edu). We’ll be glad to help you determine if an online course is right for you. There is a mandatory tutorial that students need to complete. You may be tested on the contents of this tutorial during the first week of class.

Complete the mandatory orientation: [http://www.pvcc.edu/center\\_for\\_excellence/orientation/](http://www.pvcc.edu/center_for_excellence/orientation/)

*This orientation aims to answer the following questions:*

What can I do to make sure I am successful as an online student?

1. Stay on top of your work and realize that YOU are responsible for your learning.
2. Review our study tips below.

### *Study Tips:*

- Have reliable computer access.
- Carefully read all written material from your instructor.
- Follow the course outline, paying attention to scheduled assignments and tests.
- Complete all activities in the time specified.
- Schedule your course time accordingly.
- Plan to spend 8 to 10 hours per week on each distance learning course.
- Work in a quiet place without distractions.
- Whenever you have questions or concerns, contact your instructor by their preferred method of communication.
- Check the class announcements and Discussion Board frequently.

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."

## 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 MyPVCC 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 an official college transcript, 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 your 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, e-mail [bbsupport@pvcc.edu](mailto:bbsupport@pvcc.edu).

### *To Access MyPVCC*

1. In your Internet browser, in the address field, type [www.pvcc.edu](http://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.

## BLACKBOARD BASICS

After you have logged in to Blackboard and clicked on your Course Name, you will be taken to the course site. The first thing you will see are the announcements. Be sure to read them carefully so you can stay up-to-date in your course.

On the left side of the screen are your navigation buttons. These buttons will differ from course to course, but in general you will find the following buttons listed in your navigation panel:

### *Course Information/Syllabus*

Use the Course Information button to access the course syllabus, attendance and testing policies, course guidelines, and any other administrative information about your course.

### *Course Documents/Course Materials/Homework/Lecture*

The Course Documents (may also use the other names listed above) button links you to the area that holds handouts, lecture materials and related readings. These are usually organized in folders, labeled by chapter or by week. To access the documents, click on the appropriate folder for each lesson.

## *Assignments*

Some courses may use the assignments buttons. This is where you would go to find your course work and assignments. Instructors also post Assignments here where you can submit your work.

## *Communication*

The Communication tools are EXTREMELY important in your course since it's how you stay in touch with your instructor and your classmates and participate in the course. This site includes the Discussion Board, chat, e-mail and student and group Web page functions. Remember to log on to your course site everyday to check announcements, and to visit the Discussion Board. NOTE that the Discussion Board may have its own button. This is up to the instructor in each course.

## *Tools/Student Tools*

This area holds the tools needed to check your grades, view a course calendar, manage your homepage, and edit your profile.

## *Edit Your Homepage*

Template for students to quickly and easily create and post a personal course Web page.

## *Course Calendar*

Note your own important events, such as test and due dates. Instructor may also post course events to the calendar.

## *Check Grade*

Online grade book. Not all courses may use this option. Check with your instructor.

## *Manual*

Online user manual for Blackboard. Blackboard Student Manual (online) <http://library.blackboard.com/ref/5f1bc8fa-3f32-4f83-8e87-8c94790c77f6/index.htm>

## *Tasks*

The tasks page organizes projects, defines task priority, and tracks task status. Each user can post personal tasks to their page, plus instructors can post tasks to students.

## *Address Book*

Keep a contacts list for your course.



# BLACKBOARD DISCUSSION BOARD

## *Discussion Board*

This is an extremely useful communication tool. The Discussion Board is designed so users do not have to be available at the same time to have a conversation. Conversations are grouped into FORUMS that contain threads and all related replies. A Forum must be created by the instructor for you to start a new thread.

## *Entering the Discussion Board*

Click on the Communication button on the navigation tool bar.  
From the Communication Center, select Discussion Board.

## *Opening a Message*

Simply click on the underlined name of the forum. This will take you to a list of all posted messages within that forum.

## *Replying to a Message*

Click the name of the message.  
Click the Reply button.  
Enter in your text.  
Click Preview and then click Submit.

## *Starting a New Thread*

Click "+Thread"  
Give your message a subject (you must enter this information or you cannot post a message).  
Type your message in the text box.

We recommend that you Preview your message to check for typos before sending it .

Click Submit. Remember, in some courses, you do not have the option to remove your own messages from the Discussion Board (this is the instructor's discretion to assign those options). Therefore, be sure to Preview your message before sending it and verify that you have communicated what you really want to say.

Now we will learn about the Digital Drop Box. May instructors use this method for you to submit assignments.

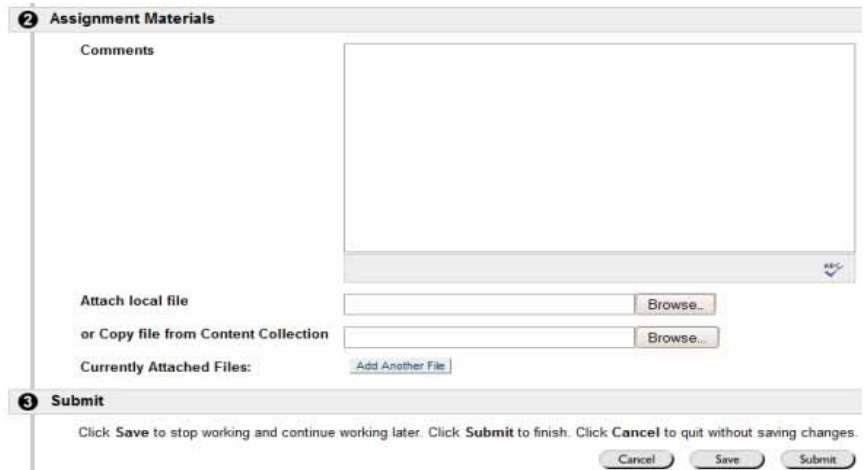
## POSTING ASSIGNMENTS

The Assignment feature is a common way to submit documents to your instructor.

When your instructor posts an Assignment the post is followed by the text

>> *View/Complete Assignment*:

When you click the link a form appears:



The screenshot shows the 'Assignment Materials' submission interface. It features a 'Comments' section with a large text area. Below this are two options for file selection: 'Attach local file' and 'or Copy file from Content Collection', each with a 'Browse...' button. A 'Currently Attached Files:' section includes an 'Add Another File' button. At the bottom, a 'Submit' section contains instructions: 'Click **Save** to stop working and continue working later. Click **Submit** to finish. Click **Cancel** to quit without saving changes.' Three buttons labeled 'Cancel', 'Save', and 'Submit' are positioned at the bottom right of the form.

- Write your comments in the Comments field.
- Choose your file by clicking the first Browse button.
- Once you've picked your file click Submit to send the file to your instructor.

If you submit the wrong file contact your instructor and ask him or her to "clear the attempt" for you.

When your instructor has graded your submission, you can see the grade, along with any comments, by clicking the >> *View/Complete Assignment* link again or by checking the *My Grades* area of Blackboard.



# 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 8.9, 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 E-mail Account*

Your PVCC student e-mail account is automatically accessed through MYPVCC online. Check your student e-mail 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.

## **GETTING STARTED - WHAT IS BLACKBOARD?**

Blackboard is a course management system that Piedmont Virginia Community College (and all other VCCS colleges) that allows instructors to easily put their course material such as, the syllabus, handouts and exams on the Internet without needing to know web development. Blackboard also has an online grade book. Blackboard can be used for online and some dual enrollment face-to-face classes.

### ***Who has access to Blackboard?***

In order to log into Blackboard a user must be an active student PVCC.

Logon at MyPVCC – <http://pv.my.vccs.edu>.

All active students have access to only their registered Blackboard courses for the current semester. Student enrollments are generated by the college's Blackboard.

System Administer and based on the enrollment listing in PeopleSoft. Enrollments in Blackboard are updated two weeks before classes begin through that semester's Refund Date.

# 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](#) username and password. If you need further assistance, please refer to the library's [Remote Access Instructions](#) link on the library Web page or call a librarian at 434.961.5308. To access our collection of ebooks, you will need a NetLibrary account. Contact a librarian to obtain a username and password.

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](#) 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](mailto: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.

### **Library Hours for Fall and Spring Semesters:**

Monday - Thursday: 8:00 a.m. to 9:30 p.m.

Friday: 8:00 a.m. to 5:00 p.m.

Saturday: 9:00 a.m. to noon

## *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 and walk-in basis at TLC in room 607 of the Main Building or call 434.961.5320. Students can find center hours, tutoring schedules, testing information, and resources for efficient and successful approaches to college work on the PVCC Web site: [www.pvcc.edu](http://www.pvcc.edu).

## *Smartinking.com*

Is a free online tutoring site that is available to you 24 hours a day, seven days a week.

## *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. For writing appointments, students may call 434.961.5478.

### *Bookstore*

Open Monday through Thursday from 9:00 a.m. to 7:00 p.m. and Fridays from 9:00 a.m. to 1:00 p.m. You can also check out the Bookstore online by going to [www.pvcc.edu](http://www.pvcc.edu), click on Quick Links and then select Bookstore.

## WHERE TO GET HELP

If you have questions about the dual-enrollment program, please contact Jennie Patteson at 434.961.6551.

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 a tutorial and other useful resources.

You may also want to visit the [VCCS Blackboard Help site](#).

### *Access Problems*

If you have problems logging in remember to wait three business days after registering before attempting to look up your username and access your course:

#### **VCCS Username Lookup**

[myVCCS login](#) (Access Blackboard, Student Information, and e-mail)

If you continue to have problems, contact the PVCC Blackboard System Administrator at [bbsupport@pvcc.edu](mailto:bbsupport@pvcc.edu). You **must** include your **full name**, Blackboard courses in which you are enrolled, and how to contact you. If we don't know who you are, we can't help you!

### *Course Questions*

So that your question is answered as soon as possible, please follow these guidelines for posting questions regarding course content:

- If your question is regarding the content of the course (homework assignment, page numbers, can't find a link, etc.), **please** post your question to the Course Questions thread in the Discussion Board. Someone else probably has the same question that you do.
- Check the Assignments page and the Announcements page frequently to stay posted on any changes in the course syllabus. You may find that the information you need has already been posted by your instructor.
- If your question is of a personal nature, and **not** regarding course content or an assignment, call or e-mail your instructor.

- All e-mail correspondence to your instructor should include the course name or ID number in the subject line. That way your instructor can sort through their In-Box more easily and respond to your question more quickly.

### *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. You can reach the Help Desk by calling 434.961.5261 or e-mailing [helpdesk@pvcc.edu](mailto:helpdesk@pvcc.edu). The Center for Excellence in Instruction can assist with problems regarding specific CD-ROMS you are using for a course. Contact them at 434.961.5316 or [bbsupport@pvcc.edu](mailto:bbsupport@pvcc.edu).

Unfortunately, we are **unable** to assist you with specific questions regarding the configuration of or hardware problems with your 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

If you are not planning on attending PVCC, or once you finish your time at PVCC you want to transfer, you need to make 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.
  - In person at the [Welcome Center](#)
  - By faxing to 434.961.5425 or mailing a transcript request form to the Welcome Center at the listed address on the back of this handbook

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.

## TRANSFER INFORMATION

The Virginia Community College System has Guaranteed Admissions Agreements with numerous 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 Web page: [http://www.pvcc.edu/transfer\\_opportunities/participating\\_colleges.php](http://www.pvcc.edu/transfer_opportunities/participating_colleges.php). Completing your first two years of a bachelor's degree at PVCC then transferring to a four-year school under the guaranteed admission will result in a savings of at least \$10,000 on your degree.

If you have questions regarding transfer information, please contact the counseling office.

## TRANSITIONING INTO PVCC AFTER GRADUATION

1. Make sure your information is up-to-date and you have applied for the correct term. You will also need to fill out a program plan of study change form that can be done in the Welcome Center or Counseling Office to switch out of dual-enrollment and into a program of study.
2. Complete any placement tests, or submit SAT, ACT and AP scores.
3. Complete any financial aid information, and feel free to meet with the [Financial Aid Office](#). Make sure to have your social security number in our system or your financial aid will not come through.
4. Sign up for a Freshman Orientation session.
5. You can reach the Counseling Office by calling 434.961.5264 or e-mailing [counseling@pvcc.edu](mailto:counseling@pvcc.edu).

Crystal St. Bernard ..... Transfer College Guide

Susan Hannifan ..... Disability Service Counselor

Robyn Lane ..... Administrative Assistant

David Lerman ..... Student Success Advisor

Janet Reed..... First Year Programs Counselor

Lynda Smethurst ..... Career Specialist

Annette Williams ..... Coordinator of Counseling,  
Career and Transfer Services

6. Register for class and pay for tuition.

## NOTES

## CHARACTERISTICS THAT HELP TO ENSURE SUCCESS:

- Self-motivation
- Work well independently
- Not a procrastinator
- Ability to follow directions
- Like to read
- Good communicator
- Good organizational ability



## STUDY TIPS:

- Have reliable computer access.
- Carefully read all written material from your instructor.
- Follow the course outline, paying attention to scheduled assignments and tests.
- Complete all activities in the time specified.
- Schedule your course time accordingly.
- Plan to spend 8 to 10 hours per week on each distance learning course.
- Work in a quiet place without distractions.
- Whenever you have questions or concerns, contact your instructor by his or her preferred method of communication.



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THE WELCOME CENTER  
501 COLLEGE DRIVE, ROOM 144  
CHARLOTTESVILLE, VA 22902  
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VISIT PVCC ON FACEBOOK. | [WWW.PVCC.EDU](http://WWW.PVCC.EDU)