

PVCC DUAL ENROLLMENT GUIDE



Piedmont Virginia Community College's Dual Enrollment Resource Guide

Piedmont Virginia Community College's dual enrollment program gives qualified high school students the opportunity to kick start their college careers by enrolling in college coursework while still in high school.

STUDENTS

5 Steps to enroll in Dual Enrollment at your high school:

1. Prospective dual enrollment (DE) students must meet eligibility requirements to enroll. If you have questions about the process, your first point of contact is your high school counselor.
2. Discuss your school's dual enrollment offerings with your high school counselor as you are considering your junior or senior year courses. Obtain permission from your high school to enroll in Dual Enrollment courses.
3. Students who have been enrolled in Dual Enrollment courses through PVCC in the previous year may need to update their PVCC application but do not need to reapply for admission. Students who have dual enrolled at another VCCS college, or plan to dual enroll in two colleges, will need to complete a separate application for each college.
4. Review your high school transcripts with your school counselor or submit qualifying PSAT, SAT or ACT scores. Students without qualifying PSAT, SAT or ACT scores, must meet a minimum GPA to participate in dual enrollment and, depending upon which courses you seek to enroll in, those requirements may differ.
5. Register for classes with your high school counselor by the deadline. You must complete and submit a PVCC form & permission form each year, available at your high school or on PVCC dual enrollment website. Meeting all deadlines is the student's responsibility.

DIFFERENCES BETWEEN THE DE PROGRAMS

- Traditional Dual Enrollment Classes - Juniors/Seniors who meet eligibility, take DE classes at their HS, enroll with your high school counselor.
- Dual Credit Classes - Juniors/Seniors/Homeschooled students who meet eligibility, take PVCC college classes either online or on campus outside of their high school day, required to pay tuition, enroll with PVCC admissions@pvcc.edu

EARLY COLLEGE PROGRAMS

- Early College - high achieving students who meet eligibility, take DE classes at their HS as well as online or on campus, to earn an Associate Degree (minimum credits = 63) or UCGS certificate (minimum credits = 32) at the same time they earn their HS diploma, scholarships in your school district may be available
- UCGS- Universal Certificate of General Studies

The Uniform Certificate of General Studies (UCGS) is a one-year college program in which all courses are transferable and satisfy lower-division general education requirements at any Virginia public institution of higher education. Student course selection should be carefully considered since the UCGS program is not designed to capture the complexities of individual programs of study at the four-year institutions. Students should be advised to take the UCGS course that best suits their intended program of study at the four-year institution. Only classes completed after May 2020 apply toward UCGS completion. The UCGS credential may be awarded starting spring 2022.

***Students are not eligible for Federal Financial Aid programs, but some school systems offer scholarship programs to cover Early College Classes and/or Dual Credit Classes. Reminder - students are not responsible for paying for Traditional Dual Enrollment Classes.

RIGORS AND EXPECTATIONS OF TAKING DE CLASSES

Students are responsible for:

- Reading syllabus, attending class, meeting due dates
- Calendar differences between HS classes and PVCC class dates; if applicable
- Checking PVCC email, using CANVAS (if required)
- Understanding drop/withdrawal deadlines
- Communicating with teacher regarding absences, missed assignments, make up policies
- More time spent outside of class time studying

WHAT CAN I EXPECT IF I WANT TO TAKE A DE CLASS?

- Speak with your HS counselor
- Complete PVCC online application semester prior to taking class
- Give your counselor your PVCC ID# and parent permission form signed (paper or google form)
- Students will not be charged for Dual Enrollment classes taken at their HS

WHAT ARE MY FIRST STEPS IN TAKING DE CLASSES?

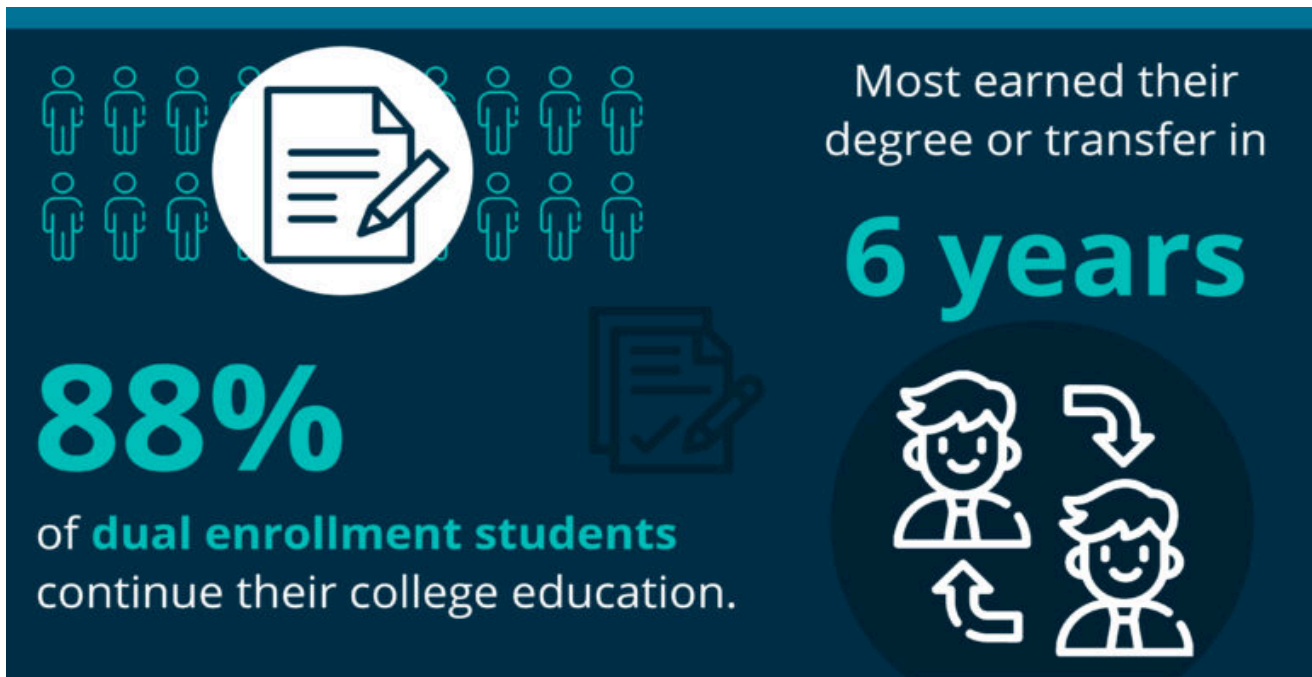
First - speak with your HS counselor

Some questions to ask your HS counselor:

- What is my GPA, am I eligible to take a DE class?
- What DE classes are offered at my HS?
- What is the rigor and expectations of the class?
- Will this class count towards my HS diploma requirements?
- What happens if I do not do well in the class?
- Can I take dual credit classes if a DE class is not offered at my high school?

WHY DO STUDENTS TAKE DE CLASSES?

- Earn college credit while still in high school
- Get a head start on taking college level courses
- Plan on attending 4 year college after HS
- Plan on attending PVCC after HS
- Plan on continuing CTE programs after HS (for example, Healthcare or EMT)
- Cost effective



Source: CCRC in Rio Salado College, 2021

Research.com

WHAT IF MY HIGH SCHOOL DOESN'T OFFER A CLASS I NEED?

- Does your school offer an AP class that will satisfy the requirement? [PVCC Course Equivalencies for AP exams](#)
- Could you take the class either online or on campus outside of your regular HS day? (cost of tuition: \$159.65 per credit hour)
- Does your school offer a scholarship program to help cover the cost of classes not offered at your HS?
- **Make sure to speak with your HS counselor to review all options available.**

WILL MY DE COLLEGE CREDITS TRANSFER?

- Most DE credits transfer to most colleges. You should contact an advisor at the 4 year institution that you are planning to transfer.
- HS students that earn their associate degree will not be considered a “transfer student” and are not eligible for guaranteed admissions agreements with 4 year colleges.
- If you receive a grade lower than a “C”, your credits may not transfer and/or your HS may not let you continue with the dual enrollment program.

Many dual enrollment courses transfer, but some of our classes are not designed for transfer. Use the [SCHEV Transfer Tool](#) and contact the college or university you are considering to discuss the transferability of dual enrollment courses.

All dual enrollment credits apply toward PVCC degrees, diplomas, and certificates. Please consult with the four-year college or university of your choice to determine transferability of dual courses as they transfer differently. You may also want to refer to the Transfer Virginia Portal at <https://www.transfervirginia.org/>

ATTENDING PVCC AFTER HS GRADUATION?

- If you earned DE and/or AP credits in HS, these will transfer to PVCC - please check with your HS counselor or PVCC advisor to determine how this credit MAY count toward your associate degree post-high school.
- In order to be considered a “transfer student” and be eligible for Guaranteed Admissions, you must earn at least 24 credit hours at PVCC AFTER completing your HS diploma regardless if you have earned a degree or certificate in HS.
- UCGS certificate transfers to PVCC. It is a stackable credential for students who wish to complete their General Studies Associate Degree.

COUNSELORS

Eligibility to enroll in a dual enrolled class

[Meet eligibility requirements.](#) See section 6.6.3 Criteria for Participation in Dual

Enrollment

Course Type	High School Transcript*		SAT		PSAT		ACT
Transfer** Courses (except Math)	Current cumulative high school GPA of 3.0 or higher	<i>or</i>	ERW score of 480 or higher	<i>or</i>	ERW score of 390 or higher	<i>or</i>	18 or higher on both English and Writing subject area tests
Career and Technical*** Courses (except Math)	Current cumulative high school GPA of 2.0 or higher	<i>or</i>	ERW score of 480 or higher	<i>or</i>	ERW score of 390 or higher	<i>or</i>	18 or higher on both English and Writing subject area tests
MTH 101-133	Current cumulative high school GPA of 3.0 or higher and a 2.0 (C) grade or higher in high school math course	<i>or</i>	ERW score of 480 or higher Math score of 530 or higher	<i>or</i>	ERW score 390 or higher and math score of 500 or higher	<i>or</i>	22 or higher on Math subject area test

MTH 154,155	Current cumulative high school GPA of 3.0 or higher and a 2.0 (C) grade or higher in a high school math course	<i>or</i>	ERW score of 480 or higher and Math score of 530 or higher	<i>or</i>	ERW score of 390 or higher and math score of 500 or higher	<i>or</i>	22 or higher on Math subject area test
MTH 161,167 Individual colleges may establish criteria for direct placement into calculus or other high level math course	Current cumulative high school GPA of 3.0 or higher and a 2.0 (C) grade or higher in Algebra 2 or in a higher level math course	<i>or</i>	ERW score of 480 or higher and Math score of 530 or higher	<i>or</i>	N/A	<i>or</i>	22 or higher on Math subject area test

******A transfer course is any course that a college offers and will transfer in fulfillment of the requirements for a Degree or Certificate that is designed to transfer (e.g., AA, AS, AA&S, AFA, Uniform Certificate of General Studies).

*******A career and technical course is any course that the college offers and will transcript in fulfillment of the requirements for degrees and certificates that are not designed for transfer (e.g., AAS, Certificate, Career Studies Certificates).

STATEMENT REGARDING TRADITIONAL DE & DUAL CREDIT ENROLLMENT:

Dual enrollment is restricted to rising high school juniors and seniors and home school students studying at the high school junior or senior levels. Admitting high school or home school students below the junior or senior level is considered exceptional. The college-ready status of each prospective student below the junior or senior high school level shall be assessed on a case-by-case basis. Such students must meet the above eligibility criteria and any other criteria as may be established by the college for participation of students below the junior or senior level in dual enrollment. Colleges shall have criteria and procedures for the case-by-case assessment of such students. Formal approval by the college president, or designee, is required for applicants who are below the junior or senior high school level to participate in dual enrollment. In order to qualify for early entry, students must have *a) grades of 'A' or 'B' in all high school courses, b) a letter of recommendation from a teacher or school counselor, c) Meet eligibility requirements.*

Process of enrolling a student into the DE Program:

- 1) Determine eligibility & add to Master Spreadsheet. Student meets with HS counselor to determine eligibility using eligibility guidelines (see chart). Add all DE students to the Master Spreadsheet (one per high school) to include their eligibility criteria: GPA, SAT, PSAT or ACT scores. ***Director of Counseling - Please remember to **MAKE A COPY** first and include your high school's name and share with your staff.
<https://docs.google.com/spreadsheets/d/1dzMHTnJ3XOT0qtwIUak0qCBqUMJ4WUw1Fd5QDakF0Hw/edit?usp=sharing>
- 2) Parent permission form: Counselors will send a permission link to all DE students & parents every school year. If a student does not take a Fall DE class, but will be taking a Spring DE class, the counselor needs to send out the link in the Spring. Students/parents must sign this Permission Form. You may use this form by emailing the link out to students/parents. Please **MAKE A COPY first and add your HS name.** <https://forms.gle/M2h3ZuqRWP2KAiPZA>

Class Rosters

- Submit to PVCC a list of all students to be dual enrolled and the identified courses to be taught the upcoming semester (changes in the rosters during the early part of the semester are expected and need to be communicated to PVCC as they take place). These changes in enrollments should be sent to **mbeverage@pvcc.edu**
 - For year-long and fall semester courses, submit list no later than July 1
 - For spring semester courses, submit no later than December 1
- PVCC cannot enroll students in a dual enrollment class until the following steps are met:
 - The student has completed an application to PVCC
 - The student meets eligibility requirements Eligibility Chart
 - The parents and students have signed and submitted a dual enrollment permission form

Communication of Roster Changes

As enrollment in dual enrollment classes change, these changes need to be immediately communicated by the school counselor to PVCC Dual Enrollment Coordinator

When changes are communicated, please indicate the following:

- a. The student's full name and birthdate
- b. The course
- c. Whether the student needs to be added or removed from the roster
- d. If the change is a removal, the student's last date of attendance in the class

DE TEACHERS

ANY STUDENT WHO DOES NOT APPLY TO PVCC AND OBTAIN AN EMPLID#, WILL NOT BE ALLOWED TO STAY IN THE DE CLASS AND WILL BE REMOVED FROM THE ROSTER.

VERIFY ROSTERS BY DUE DATE (SEE CALENDAR BELOW)

DE teachers MUST verify their roster with the Coordinator after the first week of classes. Every student sitting in the DE class MUST have met eligibility requirements, have applied to PVCC, have an EMPLID#, signed parent/student google forms and listed on the roster/spreadsheet.

When a student adds/drops or withdraws from a DE class, the Coordinator MUST be informed immediately. This will affect billing and their permanent college transcripts. If the student needs to drop a class after the add/drop period, they will receive a W on their college transcript. If the student drops the class after the withdrawal date, they will receive an F on their PVCC college transcript.

Receiving a “W” can affect a student’s completion rate. When students graduate and start attending PVCC as a college student, all the DE classes they have taken are used to calculate satisfactory academic progress (SAP). This is why it is important for high schoolers to be diligent with their DE classes. Students must have a completion rate of 67% to be eligible for financial aid. For example, if a student takes 2 three credit DE classes during the semester and passes one and withdraws from one their completion rate will be 50%. They can receive one warning semester and if they do not come into compliance, they are placed on financial aid suspension and would need to submit a SAP appeal in hopes of regaining financial aid. We do realize that sometimes the W is better than an F on a transcript but just let the students know it can have a negative effect.

GRADING

Grades are due 2 days after the last day of class. This policy MUST be followed. Grades are posted and transcripts are updated. If a DE teacher can not meet this deadline, they may no longer be eligible to teach a DE class.

Grade of Incomplete: If a DE teacher must assign a grade of incomplete, they need to communicate this with their HS counselor and PVCC Coordinator.

- 1) Incomplete Grade Form. The “I” grade is to be used only for verifiable unavoidable reasons when a student is unable to complete a course within the normal course time.
- 2) In addition to the incomplete grade form, documentation of the reason for the incomplete is required. Examples include a note from a healthcare provider for a personal illness, or an obituary for a death in the family.

A student is only eligible for an incomplete if they have already completed at least 60% of the course.

- 3) After assigning a grade of Incomplete, the DE teacher MUST complete and email a grade change form to the Coordinator - Completion dates may not be set beyond the subsequent semester (to include summer term). **If a grade change form is not submitted, the grade of “I” may automatically change to an F.**

***Students should be reminded not to order transcripts to be sent to 4 year colleges until all grades have been posted.**

SECURITY AGREEMENT

DE teachers are required to read and sign the Security Agreement each school year. If they do not teach a fall class, they will need to read/sign the agreement in the spring. If you are unable to digitally sign/scan back to Coordinator, please send Coordinator an email stating that you have read and understood the agreement:

<https://docs.google.com/document/d/1f1nlweF1kM9GGb2kanCNr8EfIOGh09yg/edit?usp=sharing&oid=107347044338363147827&rtpof=true&sd=true>.

MY PVCC/LOG IN

DE teachers MUST log in to myPVCC and familiarize themselves with rosters/grading procedures at the beginning of the semester. DE teachers do not have a PVCC email but they will need to access the SIS system in order to post grades. All new DE teachers will need to authenticate in order to access the system. If teachers need help authenticating and/or username & password, please contact the helpdesk at: 434.961.5261 or email help@pvcc.edu.

PVCC FACULTY LIAISON

DE teachers should contact the PVCC liaison listed [HERE](#) to ask questions regarding content or textbooks. Please keep this list of DE teachers updated or contact the DE Coordinator to add new teachers or remove teachers that no longer teach Dual Enrollment.

SYLLABUS

DE teachers will email the coordinator their syllabi at least one week prior to the class start date. These will be reviewed by the Academic Divisions. Any questions can be directed to the PVCC liaison listed above.

COURSE EVALUATIONS

DE teachers will receive a link from their PVCC Academic Division for course evaluations. DE teachers are responsible for sending this link to their students prior to the last day of class. Teachers will receive the results of the evaluations from the Coordinator.

INTERESTED IN TEACHING DE CLASSES?

Please have any teacher interested in teaching Dual Enrollment classes, email me at mbeverage@pvcc.edu. I will need them to follow these steps:

Steps for Approval Process

Submit by email copies of your unofficial transcripts (graduate and undergraduate) and a statement of what PVCC courses you are interested in teaching to the Dual Enrollment Coordinator:

_____@pvcc.edu

Complete the state application online:

<https://jobs.vccs.edu/postings/40183>

The application, transcripts and other documentation will be reviewed by the appropriate college dean and the Vice President for Instruction for final eligibility approval. This process can take from one to four weeks. Approval must be obtained prior to the start of the high school teaching term.

General Instructor Guidelines

1. Must review the guidelines for using the PVCC computer system and submit annually an updated Security Awareness Training (Michelle Beverage will send in an email, please sign & return). Failure to do so would prohibit use of the college's Student Information System (SIS) which is required to access class rosters and for grade entry.
2. Must support the college policies/procedures for dual enrollment including:
 - a. Submitting an electronic copy of the course syllabus to the dual enrollment coordinator and the program head prior to the start of the dual enrollment class (refer to the dual enrollment course syllabus template found in Canvas – guide on next page)
 - b. Verify that class rosters are correct at the end of the enrollment, drop/add and withdrawal periods.
 - c. Verify rosters by the due date, email Dual Enrollment Coordinator.
 - d. Enter grades at the end of each semester
 - e. Make course assessment link available to students prior to the last day of class.
3. Communicate with the designated PVCC faculty liaison for textbook, syllabi and course content information. (refer to PVCC faculty liaison link).
4. Provide instruction and classroom time for students to complete Course Evaluations of the instructor and class.
5. Follow the course outlines prepared and approved by PVCC.
6. Notify the college dual enrollment coordinator prior to any extended absences or leaves

Faculty Resources and Syllabus Template

PVCC provides Canvas instruction and other teaching resources through Canvas Courses. Instructors can access these through MYPVCC.

- Log into MyPVCC (www.pvcc.edu – top right corner)



- Need help logging onto MYPVCC?

To Change/Reset Your Password:

1. Go to www.pvcc.edu.
2. Click [MyPVCC](#).
3. Click Look up your username and set your password.
4. Enter the information requested.

Need technical support? Call the Help Desk at 434.961.5261 or email help@pvcc.edu.

- Click on Canvas



- Go to your Canvas Dashboard:

HOME - myPVCC Dashboard

Dashboard

Published Courses (12)

- PVCC Teaching Community - FA20**
PV282.TEACHING.COMMUN...
PVCC Fall 2020
- Dual Enrollment Instructors**
PV282.DE.Instructors.Org
- Dual Enrollment Students**
PV282.DE.Students.Org
- Welcome Back PVCC Students!**
- PVCC Student Resources**
PV282.Student.Resources.org
- Moving Instruction Online**
PV282.MOVING.ONLINEWK...

Coming Up [View Calendar](#)

- Tuesday Touch Point at 10
5026A3 Evening CMC
Aug 28 at 10am

Recent Feedback
Nothing for now

[View Grades](#)

Account
Dashboard
Courses
Inbox
Commons
Studio
Help

PVCC PV282.TEACHING.COMMUNITY.FA20 - Modules

PVCC Fall 2020 [Export Course Content](#) [View Course Stream](#)
[View Course Calendar](#)
[View Course Notifications](#)

Home
Discussions
Grades
Files
Syllabus
Modules
Collaborations
Google Drive
Course Evaluations
Zoom

- FA20 Semester Information**
 - Fall 2020 Syllabus Template
 - Academic Calendar
 - On Campus Instruction Instructor Guidelines.pdf
- Convocation Week**
 - Fall 2020 Convocation Week Schedule.pdf

Account
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Courses
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Studio

Instructor Checklist

_____ Submitted syllabus to PVCC Dual Enrollment Coordinator and to Canvas course

_____ Verified that the class roster is correct

_____ Submitted grades in SIS Faculty Center

_____ Have students complete the course evaluation form (online)

Class Procedures for Verifying Class Rosters

Once you receive your dual enrollment class rosters, be sure to:

- Check each student's name and verify that he/she should be registered for your class.
- Determine if there are any students who are not on the class roster who should be registered for the class. (See due date on calendar below)
- Determine if there are any students on your class roster who should not be in your dual enrolled class. (See due date on calendar below)

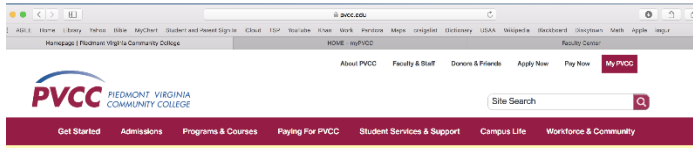
Report any discrepancies to _____ as soon as possible, so those students may be dropped from or added to the class.

NOTE: Your school will be billed for the students who are listed on your class roster(s); as a result, rosters should be as accurate and correct as possible, so no rebilling needs to occur.

By the end of the drop/add period (consult the dual enrollment calendar found within this guide), your class roster should list the correct number of students registered for your dual class(es).

Grade Reporting

- Log into MyPVCC (www.pvcc.edu – top right corner)





- Click on SIS (Student Information System)



- Click on Faculty Center by default, you should see your current Class schedule, if not you will need to change the term.

****If you teach at more than one community college you must set the user preferences to PVCC: (under Campus Personal Information/User preference)**

- To view Class Roster, click on 
- Please check class roster to ensure that it is correct. If it is incorrect, please contact mbeverage@pvcc.edu before entering grades.
- To View Grade Roster, click on 
- In the Roster Grade Column before entering Grades, select the “Not Reviewed”
- Enter all student Grades and hit the “SAVE” button.
- Then select the “Ready to Review” and verify grade entries. Hit the “SAVE” button again.
- Finally select “Approved”, then hit the “SAVE” button at the bottom of the page.

IMPORTANT You must SAVE after Grade Approval

If you have a student that has not completed work prior to the due date for grades, please contact _____@pvcc.edu before entering grades. PLEASE REFRAIN FROM USING "INCOMPLETES" IN THESE INSTANCES.

HS Dual Enrollment Calendar for the 2023-2024 school year

Class Start Date: Rosters are due prior to the start date of the PVCC class. Verify Rosters by emailing mbeverage@pvcc.edu by due date.

Last day to ADD or DROP a class: Teachers need to print out their PVCC SIS class roster and verify that it is correct. Billing to the school divisions will initiate after this date.

Last day to WITHDRAW from a class (no refund to school division; student will have a "W" on their transcript providing they are passing the class at the time of withdrawal)

*****dates need to be entered for the 24-25 school year

Albemarle County Public Schools (Albemarle, Center One, Community Lab School, Monticello, Western Albemarle)		
	FALL	SPRING
Fall Courses: 8/23 - 1/24	Verified Rosters Due by:	Verified Rosters Due by:
Spring Courses: 1/29 - 6/7	Drop Deadline: Withdraw Deadline: Course Evals Due: Grades Due:	Drop Deadline: Withdraw Deadline: Course Evals Due: Grades Due:
Year Long Courses: 8/23 - 6/7	Verified Rosters Due by: 9/6 Drop Deadline: 10/17 Withdraw Deadline: 2/18 Course Evals Due: 6/7 Grades Due: 6/11	

BRVGS

Fall & Spring Courses 8/22 - 12/12	Verified Rosters Due by: 8/29 Drop Deadline:9/19 Withdraw Deadline: 11/3 Course Evals Due:12/5 Grades Due: 12/14	Verified Rosters Due by: Drop Deadline: Withdraw Deadline: Course Evals Due: Grades Due:

CATEC		
Year Long Courses 8/23 - 6/7	FALL Courses	SPRING Courses
Verified Rosters Due by: 9/6 Drop Deadline:10 /17 Withdraw Deadline: 2/18 Course Evals Due:6/7 Grades Due: 6/11	Verified Rosters Due by: Drop Deadline: Withdraw Deadline: Course Evals Due: Grades Due:	Verified Rosters Due by: Drop Deadline: Withdraw Deadline: Course Evals Due: Grades Due:

Charlottesville City Schools (Charlottesville)		
	FALL	SPRING
Fall Courses: 8/23 - 1/24 Spring Courses: 1/25 - 6/7	Verified Rosters Due by: 9/6 Drop Deadline: 9/27 Withdraw Deadline: 11/29 Course Evals Due: 1/24 Grades Due: 1/26	Verified Rosters Due by: 2/5 Drop Deadline: Withdraw Deadline: Course Evals Due:6/7 Grades Due: 6/11
Year Long Courses: 8/23 - 6/7	Verified Rosters Due by: 9/6 Drop Deadline:10/17 Withdraw Deadline: 2/18 Course Evals Due:6/7 Grades Due: 6/11	

Fork Union Military Academy		
	FALL	SPRING
08/24 – 09/29 (Term 1)	Verified Rosters Due by: Drop Deadline: Withdraw Deadline: Course Evals Due: Grades Due:	
10/01 – 11/18 (Term 2) TBA	Verified Rosters Due by: Drop Deadline: Withdraw Deadline: Course Evals Due: Grades Due:	

12/07 – 02/11 (Term 3) TBA		Verified Rosters Due by: Drop Deadline: Withdraw Deadline: Course Evals Due: Grades Due:
02/05– 03/26 (Term 4) TBA		Verified Rosters Due by: Drop Deadline: Withdraw Deadline: Course Evals Due: Grades Due:
04/06 – 05/20(Term 5) TBA		Verified Rosters Due by: Drop Deadline: Withdraw Deadline: Course Evals Due: Grades Due:

Fluvanna County Public Schools (Fluvanna)		
	FALL	SPRING
Fall Courses: 8/9 - 12/15 Spring Courses: 1/4- 5/22	Verified Rosters Due by: 8/23 Drop Deadline: 9/9 Withdraw Deadline: 10/31 Course Evals Due: 12/15 Grades Due: 12/19	Verified Rosters Due by: 1/11 Drop Deadline: TBD Withdraw Deadline: Course Evals Due: 5/22 Grades Due: 5/24
Split Courses: 1st section	Verified Rosters Due by: Drop Deadline: Withdraw Deadline: Course Evals Due: Grades Due:	Verified Rosters Due by: Drop Deadline: Withdraw Deadline: Course Evals Due: Grades Due:
2nd section	Verified Rosters Due by:	Verified Rosters Due by:

	Drop Deadline: Withdraw Deadline: Course Evals Due: Grades Due:	Drop Deadline: Withdraw Deadline: Course Evals Due: Grades Due:
Year Long Courses	Verified Rosters Due by: Drop Deadline: Withdraw Deadline: Course Evals Due: Grades Due:	

Greene County Public Schools (William Monroe)		
	FALL	SPRING
Fall Courses: 8/16 - 12/15 Spring Courses: 1/2 - 5/24	Verified Rosters Due by: 8/30 Drop Deadline:9/15 Withdraw Deadline: 11/2 Course Evals Due:12/15 Grades Due: 12/19	Verified Rosters Due by: 1/9 Drop Deadline:TBD Withdraw Deadline: TBD Course Evals Due:5/24 Grades Due: 5/28
	Verified Rosters Due by: Drop Deadline: Withdraw Deadline: Course Evals Due: Grades Due:	

Louisa County Public Schools (Louisa)		
	FALL	SPRING
Fall Courses: 8/9 - 12/15 Spring Courses: 1/4- 5/23	Verified Rosters Due by: 8/23 Drop Deadline:9/9 Withdraw Deadline: 10/31 Course Evals Due:12/15 Grades Due: 12/19	Verified Rosters Due by: 1/11 Drop Deadline:TBD Withdraw Deadline: TBD Course Evals Due:5/23 Grades Due: 5/28
(TBD)	Verified Rosters Due by: Drop Deadline: Withdraw Deadline: Course Evals Due: Grades Due:	

(TBD)	Verified Rosters Due by: Drop Deadline: Withdraw Deadline: Course Evals Due: Grades Due:	Verified Rosters Due by: Drop Deadline: Withdraw Deadline: Course Evals Due: Grades Due:
(TBD)	Verified Rosters Due by: Drop Deadline: Withdraw Deadline: Course Evals Due: Grades Due:	Verified Rosters Due by: Drop Deadline: Withdraw Deadline: Course Evals Due: Grades Due:
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(TBD)	Verified Rosters Due by: Drop Deadline: Withdraw Deadline: Course Evals Due: Grades Due:	Verified Rosters Due by: Drop Deadline: Withdraw Deadline: Course Evals Due: Grades Due:

Miller School of Albemarle County		
	FALL	SPRING
TBD	Verified Rosters Due by: Drop Deadline: Withdraw Deadline: Course Evals Due: Grades Due:	Verified Rosters Due by: Drop Deadline: Withdraw Deadline: Course Evals Due: Grades Due:
	Verified Rosters Due by: Drop Deadline: Withdraw Deadline: Course Evals Due:	

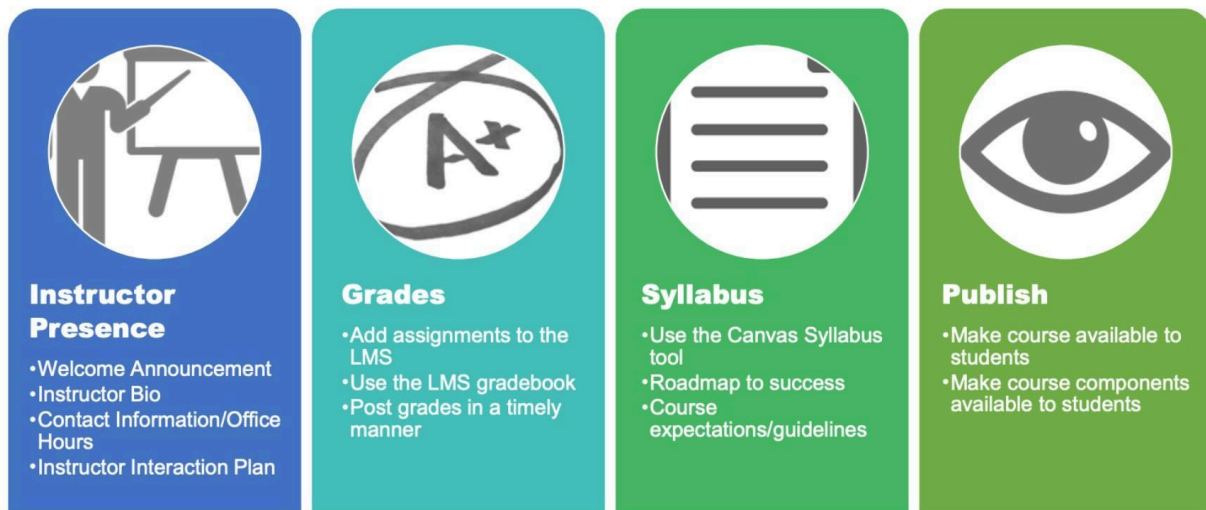
	Grades Due:	
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Nelson County Public Schools (NCHS)		
	FALL	SPRING
Fall Courses: 8/14 - 12/15 Spring Courses: 1/4 - 5/24	Verified Rosters Due by: 8/28 Drop Deadline:9/13 Withdraw Deadline: 11/2 Course Evals Due:12/15 Grades Due: 12/19	Verified Rosters Due by: 1/11 Drop Deadline:TBD Withdraw Deadline: TBD Course Evals Due:5/24 Grades Due: 5/28
	Verified Rosters Due by: Drop Deadline: Withdraw Deadline: Course Evals Due: Grades Due:	

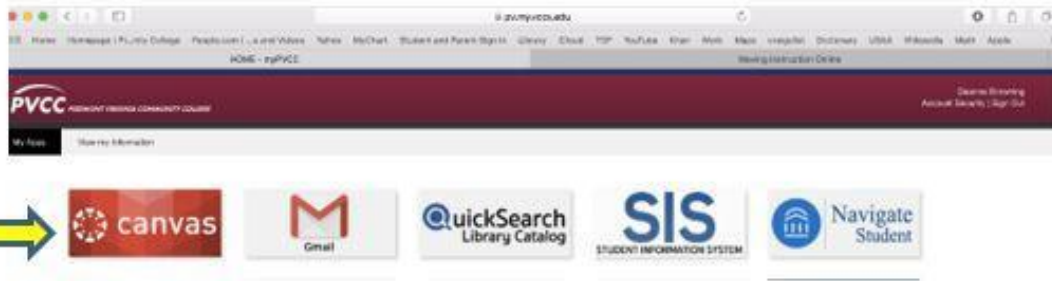
Canvas

PVCC utilizes the Learning Management System called Canvas and there are minimum requirements that are set for Dual Enrollment instructors. These include the following:

1. Instructor Presence
2. Grades
3. Syllabus
4. Publish



For more detailed information regarding Canvas requirements and tutorials, access the Dual Enrollment Instructors course by logging into your MyPVCC account through the webpage (www.pvcc.edu):



PVCC Contacts

Please direct all inquiries regarding academic standards, course content, grading, student evaluations, or other matters related to the teaching of your particular subject to the appropriate dean.

Humanities, Fine Arts and Social Sciences

Dr. Leonda Keniston, Dean

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Business, Math and Technologies

Mr. Olugbemiga Adekunle, Dean

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Health and Life Sciences

Ms. Nicole Winkler, Dean

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Please direct all inquiries regarding class scheduling, student registration for dual enrollment classes or any DE administrative issue to the Dual Enrollment Coordinator.

_____ [@pvcc.edu](mailto:_____@pvcc.edu)

REFERENCES:

- I. PVCC Course Equivalencies for AP Examinations
- II. Incomplete Grade Form
- III. Grade Change Form
- IV. PVCC Application instructions for High School Students
- V. Dual Enrollment Instructor Steps for Approval Process
- VI. General Studies Associate of Science Degree Requirements
- VII. UCGS - Universal Certificate of General Studies Requirements
- VIII. Instructor Information Security Training
- IX. MyPVCC instructions
- X. Grade Reporting Instructions
- XI. PVCC Programs of Study
- XII. Transfer Course Electives
- XIII. Criteria for Permission in Dual Enrollment, VCCS policy