MID VALLEY
SCHOOL DISTRICT
52 Underwood Road
Throop, Pa 18512
p 570·307·1150 | f 570·307·1107

Dr. Cassandra Stout | Secondary Center Principal Grades 10-12
Ms. Rachael Laboranti | Secondary Center Principal Grades 7-9

Mid Valley Secondary Center
College Based Dual Enrollment Handbook

Dual Enrollment programs allow high school juniors and seniors to take college courses while still enrolled in a traditional high school program. Students are welcome to enroll in these MVSD courses or to apply to on-campus programs, but should notify their counselor that they do.

Courses taken are usually first-year level courses, which are transferable to other colleges allowing students to start towards their postsecondary pathway.

Dual Enrollment is an opportunity for additional academic challenge and rigor, but it is not an early release program for the purpose of a lessened academic schedule. Please be advised that it is not for everyone. Not all schools accept Dual Enrollment credit, and this should be discussed and researched prior to paying for courses.

Expectations of the Dual Enrolled Student

Please understand that if you are choosing to be a dual enrollment student, you will be expected to have a level of commitment that leads to success. This includes good attendance, good study habits, and a demonstration of college level communication skills. Students are responsible for communicating any academic or personal needs to the college professor and to your high school teacher(s)/counselor. They are expected to abide by the information provided in this document as well as the MVSC Dual Enrollment Contract/Notice of Intent to Participate.

Eligibility/Qualifications

- Students must have completed **13** credits to be eligible for off campus dual enrollment in **grade 11** (or summer following the conclusion of grade 10).
- Students must have completed a minimum of **20** credits to be eligible for off campus dual enrollment in **grade 12** (or summer following the conclusion of grade 11)
- Students who have failed any high school class are **ineligible** to participate in dual enrollment
- Students must have at least a **3.0** or **85% GPA** to be eligible to participate.
- MVSC administration reserves the right to deny students participation in dual enrollment due to attendance, disciplinary or similar student issues.

Local College Options

- Johnson College - Industry Fast Track & Dual Enrollment
- Keystone College - Dual Enrollment
- Lackawanna College - Dual Enrollment & Level Up Lackawanna
- Marywood University - Momentum Program
- Penn State Scranton Campus - Dual Enrollment
- University of Scranton - High School Scholars Program & Business High School Scholars Program
- Penn West University - Dual Enrollment Information

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How to Enroll

Enrollment is slightly different at each college. Students should contact the college directly to initiate the application process. Links are provided above for application and contact information at each of our local colleges and universities. Students can apply at any time, but this does not mean that they are a dual enrollment student yet. All students must **communicate with their counselor**, and complete the **MVSC Dual Enrollment Contract/Notice of Intent To Participate** prior to the start of the school year in order to be a dual enrollment student.

Cost

Cost varies from college to college however a three credit college course taken via Dual Enrollment is discounted up to 80% off of the regular tuition cost. Students are responsible for their own costs. There is limited reimbursement available from Mid Valley for students who meet financial eligibility requirements. This information, when available, will be distributed to students in the fall semester. If available, financial support will be provided upon successful completion of a course. When available, requests for reimbursement must be made prior to the end of the school year in which Dual Enrollment courses are being taken. Students should be prepared to pay for the full total amount of the tuition. Tuition, textbooks and other required class supplies, and parking/transportation are common costs associated with Dual Enrollment.

Financial Aid

As per the Office of Federal Student Aid, an office of the U.S. Department of Education, "A student enrolled in elementary or secondary school is not eligible for aid from the FSA programs, even if she is simultaneously enrolled in an eligible college program. A student is considered to be enrolled in secondary school if she is pursuing a high school diploma or if she has completed the requirements for a diploma, has not yet received it, and either she is taking college coursework for which her high school gives credit or her high school still considers her to be enrolled there." Federal Student Aid Handbook, Volume 1, Chapter 1, School Determined Requirements, page 1-11.

Start Dates & Times

Students are responsible for finding out what date and time class starts. Some colleges start prior to the start of MVSC in the fall and winter. Students are responsible for attending even if MVSC is not in session. It is recommended that courses be scheduled in early morning (8:00 AM) or late afternoon (1:00 PM or later) in order to best accommodate Mid Valley courses. Both prior to scheduling courses and throughout the semester, students will communicate regularly with their counselor for the best fit for courses within their schedule.

Dual Enrollment can be a rewarding experience, but students are cautioned to remember that their high school education needs to be prioritized over their college courses. Students will be dismissed from school to attend their college course at the discretion of building administration. Except in special circumstances such as weather delays or early dismissals, students should expect to attend their full course schedule at Mid Valley preceding or following their college course(s).

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How Many College Courses Are Allowed

- Students who have completed **grade 10** are allowed to take up to 1 course over the summer
- Students in **grade 11** are allowed to take up to 3 courses (1 in the fall semester and 2 in the spring semester).
- Students who have completed **grade 11** are allowed to take up to 2 courses over the summer.
- Students in **grade 12** are allowed to take up to 6 courses (3 per semester).
    - *If a student in grade 12 has not previously completed any dual enrollment courses, they may not be eligible to take the full 6 courses.
- On a case by case basis, and with administrator approval the above requirements may be adjusted.

Additional Course Information

- Board Policy 217: Graduation clearly states "The fourth year of high school shall not be required for graduation if a student has completed all requirements for graduation and attends a postsecondary institution as a full time student." If you have completed all graduation requirements, then proceed to the next step.
    - In rare circumstances, students may be able to enroll in a full college course load during their senior year of high school. This will be done in collaboration with the student's school counselor and at the discretion of the building principal.

High School Schedule

- A typical full day schedule at Mid Valley allows for students to take 7 classes and earn up to 7 credits per school year. Dual Enrollment students must schedule their college courses and Mid Valley courses being mindful that they should still be earning a minimum of 7 credits per school year.
- Dual Enrollment Courses of 3 credit hours are equivalent to 1 high school credit for the purpose of scheduling. Students will have a 'dual enrollment' course listed on their schedule at the time they are out of the building. Based upon the allowance of 2-3 courses in **grade 11**, students will need to have **4-5 credits** scheduled at Mid Valley. Based upon the allowance of 6 courses in **grade 12**, students must have at least **1 course** scheduled at Lakeland. On a case by case basis in collaboration with school counselors and administration, this may be adjusted
- Mid Valley runs a traditional academic year schedule with limited semester/trimester based options. Students who enroll in dual enrollment are **required** to enroll in both fall and spring semester courses as our schedule does not allow for half year scheduling.
    - *If a student fails to take courses in both semesters or does not take the required number of credits, he or she may not be permitted to continue with dual enrollment courses, and may risk a deficiency of credits towards graduation.*
- Scheduling high school and dual enrollment courses will be done on an individual basis involving the student, school counselor and high school principal. The high school principal has discretion to review and adjust schedules and credit requirements as long as the student is meeting all graduation requirements in district board policy and in cooperation with parent/guardian.

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Reporting your College Schedule and Final Grades

Please send or bring a copy of your **college schedule** to your school counselor as soon as your registration is complete. For the fall semester, this must occur first in order to sign the MVSC Dual Enrollment Contract/Letter of Intent, and have the Mid Valley schedule adjusted. Students will be assigned a full Mid Valley schedule until an official college schedule is shared with their school counselor. Students may schedule their dual enrollment courses and still be denied dual enrollment status by Mid Valley. A copy of the **college schedule** must also be submitted for the spring semester. Students will also need to send or bring a copy of the **final grade report** to the school counseling office as soon as the final grade is reported after final exams. This is necessary for transcript purposes.

High School Transcript

Dual enrollment courses will be reported on the high school transcript. Credits may count toward graduation, and are counted toward GPA on a weighted scale. CAUTION: Some private colleges do not allow dual **enrollment** courses to count for dual **credit**.

College Transcript

Upon high school graduation, it is the student's responsibility to request their college transcript to be sent to their college that they are planning to attend after graduation. This service is typically done through the institution's registrar's office, and information should be found on their website.

Transferability of Courses

Acceptance of dual enrollment credit is subject to specific institutional policy for transfer credit. Before enrolling in a dual enrollment course, it is important to determine how the course will transfer to each university or college the student may be planning to attend. Mid Valley Secondary Center is not able to control credits awarded, withdrawals from the course, refunds or reimbursements, or other issues with the university credit. Students must work with the individual university. Where necessary, an official letter can be supplied from the high school principal or school counselor stating that the courses were taught on the college campus by a member of the regular college faculty, open to enrollment by, and graded in competition with regularly matriculated undergraduates at the college, and a regular part of the normal curriculum published in the college catalog. Students can check on the transferability of courses to PA TRAC programs, by clicking here.

Consequences For Failing the Course

It is expected that a dual enrolled student will regularly attend and meet all requirements of the college course. Failure of a college course is reflected on both the high school and college transcript and may be cause to deny approval of future dual enrollment requests. Failure of these courses could both adversely affect a student's progress toward graduation or their application to college.

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Contract/Notice of Intent to Participate

At this time, the below named student is providing Notice of Intent to Participate in Dual Enrollment Programming. Signing this contract indicates that you have read and agree to all requirements to enroll in Dual Enrollment programming. Please note that signing this contract does not guarantee participation in Dual Enrollment, and MVSC reserves the right to deny participation.

By signing this document, you are acknowledging the following:

- I have met with my school counselor to determine my eligibility to participate.
- I have read and understand all Dual Enrollment rules and policies per the MVSD School Counseling office and website.
- It is the student's responsibility, not the school's, to apply for Dual Enrollment, and work with advisors to select and schedule courses that are conducive to completing all high school responsibilities and graduation requirements.
- I am responsible for all costs and transportation as well as any other fees (such as books and supplies) that may be associated with my enrollment.
    - If available, financial support will be provided upon successful completion of a course.
    - When available, requests for reimbursement must be made prior to the end of the school year in which Dual Enrollment courses are being taken.
- I will be taking Dual Enrollment classes in both the fall and spring semesters, and will complete the minimum number of high school credits for the school year.
- I am responsible for providing the school counseling office with the following for each term I am taking Dual Enrollment courses:
    - A copy of my anticipated course schedule prior to classes starting
    - A final grade report at the end of each term
- I am not a high school graduate, and therefore realize that my high school obligations and progress toward earning my high school diploma supersede my college Dual Enrollment obligations.
- If my academic obligations at Mid Valley are not met, I understand that I will not be able to continue to participate in Dual Enrollment.
- Mid Valley reserves the right to deny or rescind Dual Enrollment status at any time based on grades, attendance, behavior, etc.

Student Name: _____ Student Grade: _____

School Year Taking Dual Enrollment Courses: _____

College/University I Intend To Take Dual Enrollment Courses At: _____

Number of Courses I Intend To Take For Dual Enrollment: _____

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

School Official Signature: _____ Date: _____

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