



# ILLINOIS EASTERN COMMUNITY COLLEGES *DUAL CREDIT HANDBOOK* 2023-24



[iecc.edu/dc](http://iecc.edu/dc)

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## ILLINOIS EASTERN COMMUNITY COLLEGES

Hello! Welcome to the Illinois Eastern Community Colleges Dual Credit Program. The administration, faculty, and staff are delighted that you have chosen to begin your college career with IECC. We hope that your educational experiences are rewarding as well as enjoyable.

The transition from high school to college can be overwhelming and can come with many questions. We hope this guide will serve as a great introduction to the IECC Dual Credit Program and answer many of your questions. The IECC Dual Credit Program is staffed with knowledgeable individuals who are here to assist you. IECC faculty are a great resource. From guiding you through expectations when classes begin with syllabi to encouraging engagement with college-aged peers, faculty work hard to ensure your success. Our goal is to assist you with obtaining courses toward degrees and certificates in a focused and meaningful way.

There are many benefits to beginning your college career through the IECC Dual Credit Program, including:

- An early start on the college experience
- Being a financially-smart choice
- Preparedness for post-secondary paths, such as attending college or moving into the workforce
- Interaction with a diverse student body
- Fulfilling graduation requirements for both high school and college programs

We hope you enjoy your dual credit coursework and wish you the best for a successful start in your college career!



Megan Black  
Frontier Community College



Erin Volk  
Lincoln Trail College



Amy Tarr  
Olney Central College



Tabatha Niduaza  
Wabash Valley College



# DUAL CREDIT BASICS

## WHAT IS DUAL CREDIT?

IECC dual credit courses are college-level courses taught in high schools or at Illinois Eastern Community Colleges (Frontier, Lincoln Trail, Olney Central, and Wabash Valley) during the school day during the school year. Dual credit courses are provided to eligible high school juniors and seniors taught by qualified instructors following the college's master course syllabi and curricula. When students successfully complete a dual credit course, they can simultaneously receive both high school and college credit. These classes are an excellent way for eligible high school students to get an early start on their college education.

## HISTORY OF DUAL CREDIT

The original Dual Credit Quality Act (DCQA) was passed in 2009 to become Public Act 96-194. Its purpose was to enhance communication and align curriculum between high schools and colleges making it easier for students to transition to college.

In 2018, the Dual Credit Quality Act was amended to Public Act 100-1049. DCQA now requires Community Colleges and high schools to enter a partnership agreement to offer purposeful and meaningful dual credit experiences. These amendments provide a framework for the schools to work within and defined the relationship between the two entities. A Model Partnership Agreement (MPA) was created by the Illinois Community College Board and the Illinois State Board of Education. IECC adopted the state MPA and now offers additional support services to both the high school faculty/staff and to the high school students.

## WHY TAKE DUAL CREDIT?

IECC dual credit courses are college courses and may be transferrable to other colleges and universities. The General Education Core Curriculum (GECC) at IECC was developed using the [Illinois Articulation Initiative](#) (IAI) and these courses are guaranteed transferable to more than 100 participating colleges and universities in Illinois. This core curriculum consists of 37-41 credit hours in courses such as communications, mathematics, physical and life sciences, humanities and fine arts, and social behavioral sciences.

Dual credit courses offer a valuable opportunity for students pursuing a degree or certificate in career and technical education (CTE) to get a head start. In fact, some CTE programs allow students to complete their degree or certificate requirements while still in high school, enabling them to immediately start their career path after graduation.

Speak to your high school counselor and an IECC college advisor for additional information concerning transfer courses. To learn more about the IAI system and other transfer information, visit their website at [www.iTransfer.org](http://www.iTransfer.org). While IAI courses are only guaranteed within Illinois, several out-of-state universities also accept IECC credits and may have transfer guides available.

To receive credit at any institution other than an IECC one, students must send a college transcript for evaluation. IECC advisors are available to assist dual credit students with the transfer process.



## PRIORITY TYPE

A new version of the dual credit partnership between IECC and its district high schools was signed in 2021. This agreement is based on the Dual Credit Model Partnership created by the Illinois State Board of Education (ISBE) and the Illinois Community College Board (ICCB). In the agreement, the state highlights priority courses, career pathways, and non-priority courses. We define these areas as the following:

- **Priority:** Courses that will meet the general education core curriculum components. (Ex. Communications, Math, Science, Fine Arts, Humanities, Social and Behavior Sciences.) These courses help students gain credit toward their Associate degree or general education requirements at four-year schools. Students and parents wanting to know what classes meet these requirements should consult with an IECC advisor or with their high school counselor.
- **Career Pathways:** Career-focused courses that lead to a certificate or degree program at IECC (ex. process technology, radio broadcast, nursing, emergency medical responder) or transfer electives that are major specific (ex. business majors should take accounting courses).
- **Non-Priority:** non-priority courses are additional dual credit classes that fall outside the scope of priority or career pathways. These can differ from student to student and should be discussed with an IECC advisor. [www.iecc.edu/advisement](http://www.iecc.edu/advisement)

## TYPES OF DUAL CREDIT & COST

IECC offers an affordable dual credit program with reduced fees for students. Fees for dual credit are billed directly to your high school. It is at each high school's discretion to determine if the district will pay the cost of the dual credit fees or if they will pass the cost on to the student. As part of the agreement between IECC and your school, students considered low-income must not be billed. Please contact your high school if you have any questions about how dual credit costs will be handled at your school.

Type A	Class at the high school, taught by the high school	\$25
Type B	Class at the high school, taught by IECC faculty	\$40 per credit hour
Type C	Online, distance learning, or co-taught by IECC faculty	\$40 per credit hour
Type D	Class on an IECC campus or satellite location	\$40 per credit hour

## QUALIFYING FOR DUAL CREDIT

Students planning to enroll in dual credit courses must first get approval from their high school. Each school determines how students must qualify. Once students receive approval from their school, they must demonstrate college level readiness.

IECC uses a holistic approach to determine college level readiness. For dual credit students, this means they can place into classes three different ways. Students can use ACT/PSAT10/SAT scores, high school GPA, and ACCUPLACER testing to qualify for dual credit. Your high school may have determined a preferred method of placement using only one of these options. Students and parents should ensure the placement method has been completed (and submitted to IECC) prior to an advising appointment.

### Dual Credit Placement

Option A: Standardized test scores. Includes PSAT10, SAT, and ACT scores.

PSAT10 cutoffs:	430 English/Reading 480 Math
SAT cutoffs:	480 English/Reading 530 Math
ACT cutoffs:	19 English/18 Reading 21 Math

Option B: High school transcript Transfer classes:

3.0 cumulative GPA B average in college track English courses (ENG specific)  
B average in college track math courses (MTH specific)

Option C: ACCUPLACER

English or Writing: 250  
Math: 250

Option D: Counselor Petition Form

Counselors can petition on behalf of students who do not meet the criteria in options A-C. Students may be up to 5 points under the required testing scores and a few tenths of a point away on GPA scores. You must make a request to your high school counselor.

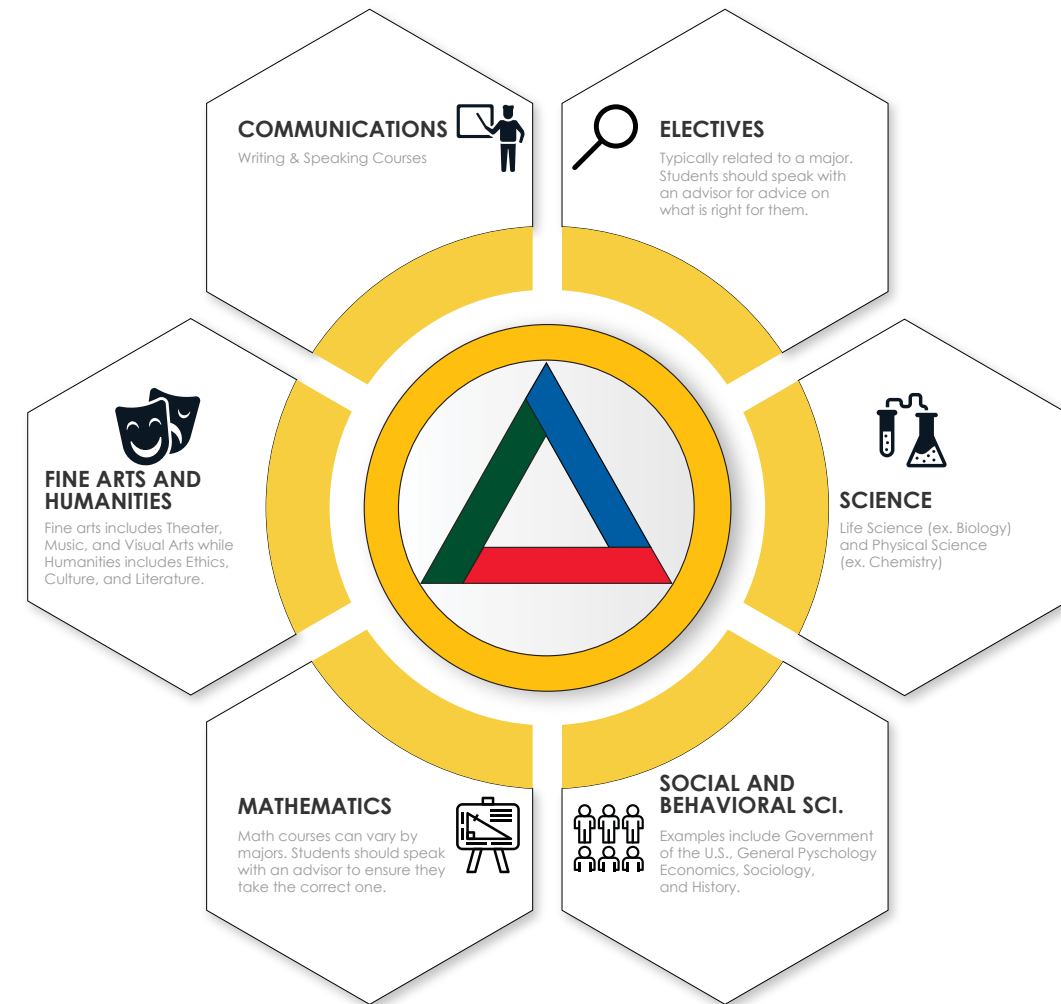
## HOW DO I GET STARTED?

Once you are approved for dual credit by your high school counselor, create an account and apply at [www.iecc.edu/apply](http://www.iecc.edu/apply). Make sure to select "I am a high school student taking college classes." Afterwards, either contact an IECC advisor or meet with the advisor that visits your high school campus. **Students are not registered until they complete an IECC registration form.** Parental signature may be required.

# GENERAL INFORMATION

## WHAT TYPES OF CLASSES CAN BE TAKEN AS A DUAL CREDIT STUDENT?

There are many routes to be explored in dual credit. You can take transfer classes and prepare to complete an Associates or Bachelor's degree. You can select a pathway in Career & Technical Education (CTE) and work towards a certificate or degree that will help you move directly into the workforce.

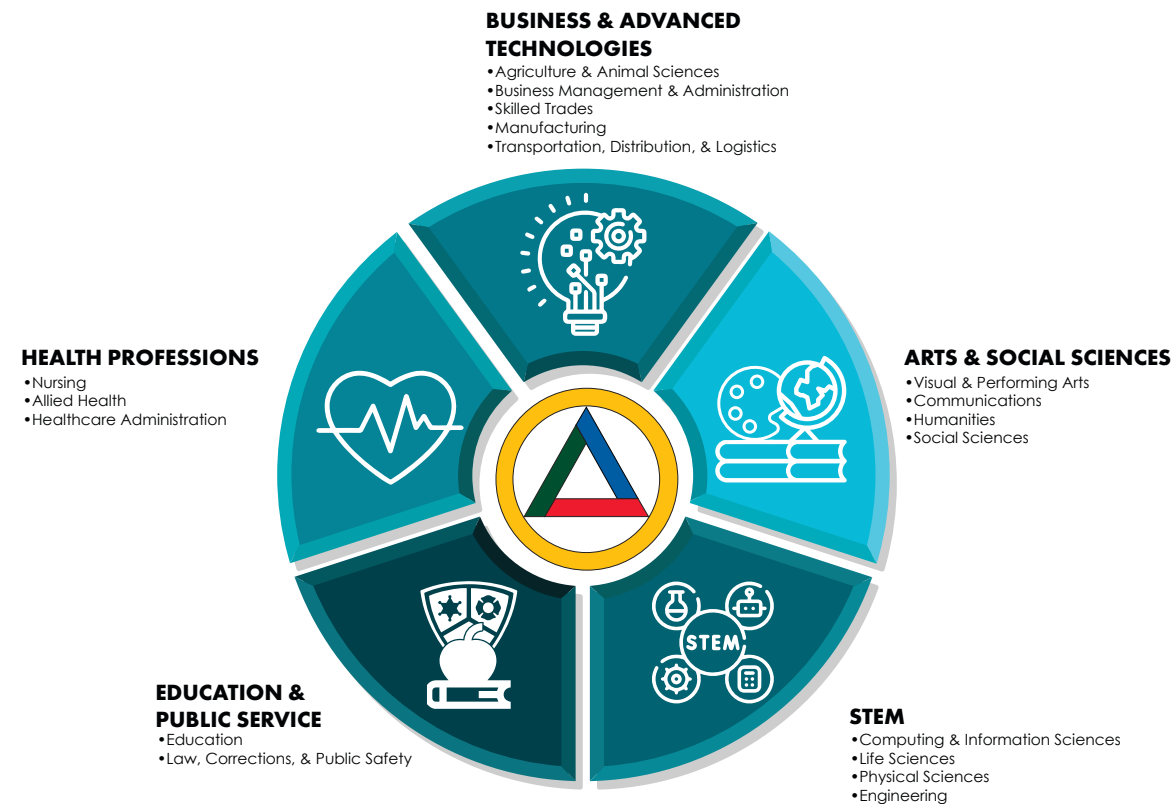


Transfer classes fall into 6 categories. Depending on the transfer degree you choose to pursue, a combination of these classes and a total of 64 credit hours are needed to graduate. While there are common classes across many programs (i.e. Composition I which is a Communications course), many times the career field you are interested in would impact what courses your advisor recommends. Because of the importance of choosing the correct courses for each individual student, IECC works with your high school counselor to determine what is most appropriate for you.

For example, all transfer degrees require mathematics courses. If you plan to go into Psychology, we would recommend you take a statistics course. If you are interested in engineering, we would suggest preparing for and enrolling in Calculus courses.



Career and Technical programs are very specialized and typically require very specific courses in a specific order. There are 114 CTE programs offered across the IECC campuses. If you are interested in a CTE program, you can begin coursework towards that certificate or degree through dual credit. Some programs require general education courses that are easy to take through dual credit. For example, nursing students are required to take Introduction to Psychology and Fundamentals of Effective Speaking (Speech). If you are interested in nursing, you can take these courses as part of your dual credit to help you begin on the pathway to nursing. Some program-specific courses might only work towards a single certificate or degree program.



## TAKE TIME TO MEET WITH AN ADVISOR



To help you make the best course selections possible, IECC provides advising services to all dual credit students. Advisors can assist you with career exploration, understanding degree requirements, and selecting the best courses towards your future major. There are many in's and out's to college decisions and these specialists at IECC campuses are here to guide you and provide expert advice. You are welcome to make appointments at your local college campus or talk to your high school counselor about when the dual credit advisor will be visiting to meet with students. When meeting with an advisor, make sure to let them know about any career fields of interest and indicate future wants and needs. Your relationship with an advisor is a partnership where you work together towards your goals and the more information you share, the better they can assist you.

## WHAT IS ENTRATA? WHY DO I NEED IT?

ENTRATA is IECC's electronic student account. It is vital that each dual credit student establishes an ENTRATA account after the official registration is processed. The ENTRATA account can be accessed through the IECC website, [iecc.edu](http://iecc.edu), by clicking on the "My IECC" tab at the top of the page. Entrata allows students access to many important features. Some features include student access to grades, unofficial transcripts, student schedule, and our learning management system (LMS). The LMS, Canvas, is where online course content is delivered. Students will interact with other students, find course syllabi, turn in work, access notes or PowerPoints, and communicate with instructors. Instructors use Canvas in different ways, but **all students should be logging into their accounts on a regular basis.**

## HOW DO I SET UP AN ENTRATA ACCOUNT?

When students apply to IECC, this begins their account creation. An email from [accounts@iecc.edu](mailto:accounts@iecc.edu) will be sent to the email address used on the application with their log-in information. Make sure to monitor your folders, including junk or spam, and log in after your email is received. If you have difficulty with set-up or do not receive an email, please contact your IECC advisor for assistance. You can also contact the HELP desk directly at 1-855-519-4357.

## OBTAINING TEXTBOOKS

College level courses may require college textbooks. Classes taught at the high school may provide textbooks for students. Speak with your advisor when you register about textbook information. Each IECC campus has a bookstore that provides texts for their courses. Face-to-face classes on a campus will typically require textbooks from that campus's bookstore. Textbooks for online classes will be sold by the campus administering the online course. When registering for classes, it is important to verify with your advisor what campus bookstore to order from for online classes. Online ordering directions can be found in the Resources section on page 13.

College textbooks and materials may come in a variety of formats, including textbooks, looseleaf books, access codes, lab manuals or kits, and open educational resources.

## DUAL CREDIT ORIENTATION

Your IECC dual credit team will provide an orientation for dual credit students. This will help you orient to your campus, answer dual credit questions you might have, and remind you of important information as you start your semester. Check with your high school counselor or IECC dual credit team for date and time information.

## STUDENT ID'S

Dual credit students are not required to get an IECC student ID; however, they are encouraged to do so. Some campuses may offer the option of getting your ID during dual credit orientation. ID cards can be linked to your account with the IECC library. You can also load money onto an ID to use in the cafeteria if you would rather not carry cash or a card with you while on campus.

Some programs, specifically CNA courses/Health Occupations, may require students to get an ID. Speak with your IECC advisor or instructor on how to obtain your ID.



## WHAT TO EXPECT FROM MY DUAL CREDIT COURSE

College courses are both interesting and challenging. Students should remember that a dual credit course is a college course from the college curriculum. Student course responsibilities are the same as for other college students. The teaching methods are the same as those taught at the college, and students will be expected to conduct themselves as college students. College courses sometimes deal with controversial, sensitive, and/or adult material. Students are expected to be prepared for college-level content. If the student is not comfortable with the material, it is important to contact the advisor and high school counselor within the first ten days of class to change courses. It is important to review the syllabi as soon as possible to view course information.

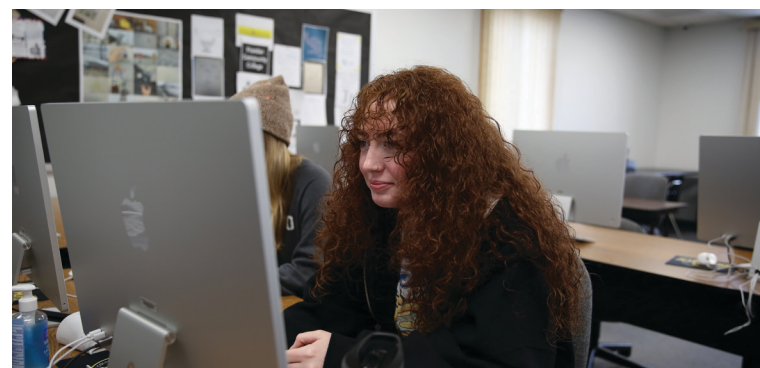


## WHAT IS A COURSE SYLLABUS?

For every course taught by IECC, students receive a syllabus. The syllabus provides information such as the course description, learning outcomes for students, grading methods, grading scale, classroom policies, instructor contact information and office hours, and a semester schedule including due dates. Instructors are required to provide the syllabus to students on the first day of class and it will be uploaded electronically into Canvas. Many instructors will review the syllabus with students on the first day of the course. The syllabus acts as a contract between the instructor and their students, outlining important information. The instructor does have the discretion to make changes to the syllabus, but due notice will be given to students of any changes.

Students should keep their syllabus throughout the semester and refer to it often to keep track of deadlines.

## ATTENDANCE EXPECTATIONS



Regular class attendance is necessary if a student is to receive maximum benefits from their courses. Regular attendance is the responsibility of the student. All absences and arrangements for make-up work are arranged directly with the student and instructor, who is responsible for determining whether the absence is excused.

## IF I HAVE ACCOMMODATIONS AT THE HIGH SCHOOL, CAN I USE THEM AT THE COLLEGE?

IECC is committed to maintaining an inclusive and accessible environment in compliance with the Americans with Disabilities Act (ADA) of 1990, its amendments, and Section 504 of the Rehabilitation Act of 1973, as amended. Reasonable accommodations will be considered on behalf of students who require modifications to policies, practices, or procedures in order to participate in college-directed and supported functions. Students who desire special accommodations should contact the ADA Coordinator at their college of attendance.

Students taking classes through an IECC school should ask their advisor who serves as the disabilities coordinator at that location. If a student is taking classes online at a different campus, please visit [www.iecc.edu/ada](http://www.iecc.edu/ada) to view contact information for other ADA Coordinators across the district.

## WITHDRAWING FROM COURSES

If a student is performing poorly in a dual credit course, they may withdraw from that college course. Seek advice from your high school counselor or a member of your IECC dual credit team to see if withdrawing is the right decision for you. In order to officially withdraw from a course, a college withdrawal request must be completed. Students should contact their high school counselor and/or the college student services office to begin this process.

Students who withdraw from a college course before the deadline will receive a "W" (no grade) on their permanent college transcripts. If a student is failing a class, but does not officially withdraw, they will receive an "F" on their permanent college record. Refer to page 19 for links to the withdrawal deadlines.

Each high school may handle dropped dual credit courses differently. Speak with your high school counselor to learn how the drop/withdraw will impact your high school transcript.

## FINANCIAL AID CONSEQUENCES

Withdrawing from a course may be necessary to help maintain your college GPA; however, there are consequences to be mindful of even as a dual credit student. Withdrawing from a course can affect your completion rate, academic standing, and satisfactory progress.

## FINAL GRADES

Final grades are applied to the college transcript at the end of each semester. Students will utilize their Entrata account to view and access grades.





## FAQ

### Can I get financial aid as a dual credit student?

Unfortunately, high school students are typically not eligible for financial aid. Students are encouraged to file the Free Application for Federal Student Aid (FAFSA) during their senior year of high school to begin the process of receiving financial aid the following year when they attend college. Students and parent/guardians will use prior tax information to file.

### I'm a parent and I want to speak to someone at the college...

General questions about course offerings or how dual credit works can be addressed with any of the IECC dual credit staff. Specific student information is covered by the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) which 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.

It is IECC policy that students must complete a Release of Information form and return it to the Admissions & Records Office for anyone else to receive access to that student's education records. Release of Information forms are valid indefinitely unless removal is requested by the student. Students and parent/guardians should discuss whether a release should be on file. This form simply allows information to be released. This does not give right for a parent to act on a student's behalf, including registering or dropping a course.

### I'm doing poorly in a class. What do I do?

Struggling with a dual credit course can be a daunting experience, but don't worry, you're not alone. Here are some proven strategies to help you improve your performance and succeed in the class.

First, don't be afraid to ask for help from your instructor. They can provide valuable feedback and support that can make a big difference in your understanding of the material. Additionally, take advantage of the many resources available to you, such as study groups, online tutorials, and peer tutoring programs.

Students have access through their Canvas account to IECC's TutorMe. Tutors are available 24/7 across a wide variety of subject matters. Get real-time collaboration with a tutor who can meet with you at your convenience.

Additional external issues can impact students' performance in the classroom. Creating a schedule and sticking to it can help you stay on track and avoid falling behind.

If you're having trouble navigating the Canvas learning management system, visit our Welcome to Canvas introduction for tips and guidance. Remember, it's important to act early and seek out support before things get out of hand. With a little bit of effort and the right resources, you can successfully complete your dual credit course and achieve your academic goals.



## RESOURCES

### ACADEMIC SUCCESS CENTER/LEARNING RESOURCE CENTER

The [Academic Success Center](#) and [Learning Resource Center](#) pair together to offer resources beneficial to all college-level students.

The IECC Learning Resource Centers are part of CARLI and a great resource for students needing assistance with research. Students can use the online catalogs, the physical catalog, and order texts from other members of CARLI. Every IECC student can get a library card using their student ID. See your ASC/LRC to activate the library card.

The Academic Success Center has many services including ACCUPLACER testing, tutoring, and study skill resources. Some locations offer peer reviews of essays and papers.

### BOOKSTORE



Each IECC campus has a bookstore that is great for acquiring textbooks as well as picking up academic supplies such as writing utensils, notebooks, folders, and much more. Each bookstore sells textbooks for the classes on or administered by their campus. When you meet with an advisor, make sure to verify what campus is administering your course for any online courses. You should have a copy of your schedule when you visit the bookstore or go online to order textbooks. This will ensure you select the correct textbooks. If you need to order textbooks online, visit [www.iecc.edu/bookstores](http://www.iecc.edu/bookstores), select your location, and use the directions below.

Course textbooks can take many forms. Students may need a textbook, an online access code, a workbook, a lab manual, or something else. Make sure you refer to the syllabus and the bookstore to ensure you obtain all required materials. If you choose to buy your book elsewhere, we would emphasize how important it is to use the ISBN number when ordering. Many textbook companies release revised and updated texts where information or work might vary between editions.



## OFFICE HOURS OF INSTRUCTORS

Your instructor is a great resource for dual credit students and there are many ways you can utilize them. Many instructors are available within their classroom shortly before and after classes. You can also refer to your syllabus to find out what office hours your instructor provides as well as the location for office hours. If you take online courses or are unable to meet in person, you can look for virtual office hours or request a virtual or phone meeting with your instructor.

## RETENTION/PROGRESS REPORTS

If you are struggling or having issues in classes, you can reach out to an advisor or retention coordinator for support and be connected to resources. Progress reports are also part of the IECC retention efforts. Progress reports are submitted by instructors whenever they notice any kind of continued absence, missing assignments, lack of understanding, behavior changes, or other concerning signs. Progress reports are followed up on by an advisor or retention coordinator by reaching out directly to students. For dual credit students, there are additional lines of communication between the dual credit team and your high school counselor. Progress reports are not punishment and should be seen as an extra boost of encouragement to help you be successful in your courses.

If you know you are having issues, but a progress report has not been submitted yet, you are welcome to reach out to your advisor or a dual credit team member. We will assist you in seeking support.

## TUTORING

Each IECC campus offers tutoring free of charge. Contact your advisor, retention coordinator, or a dual credit team member to request a tutor. Typically tutoring will be offered through the Learning Resource Center.



# AFTER HIGH SCHOOL

## CONSIDER IECC AFTER GRADUATION

As a dual credit student, you have a unique opportunity working with IECC. Throughout your time in the dual credit program, you will have a College Admission Representative regularly visiting your high school campus. As you begin planning for life post high school graduation, the college admissions rep and your IECC dual credit team will help you identify next steps towards completing your degree or certificate. Oftentimes students are able to finish an Associate's degree within one year of high school graduation after being part of the dual credit program. These college personnel will remind you of upcoming deadlines and events to help seniors prepare for college. Important things to remember are FASFA night, when registration begins, and scholarship deadlines. Let us help you get through these next steps in life!

## TRANSFER

IECC dual credit courses are college courses and may be transferrable to other colleges and universities. The core classes students can take at IECC, including those in communications, mathematics, physical and life sciences, humanities and fine arts, and social and behavior sciences, were developed with the ability to be transferred. Be sure you talk to your high school counselor and an IECC college advisor for additional information regarding transfer courses.

## HOW DO I GET A TRANSCRIPT?

College level credit is always transferred from institution to institution through the evaluation of transcripts. Even though your dual credit classes might show on your high school transcript, your college (outside of IECC) will require you to send them a college level transcript before they will recognize dual credit classes at the college level. To submit a request to send your IECC transcript, you may go to [www.iecc.edu/transcript](http://www.iecc.edu/transcript) or visit the Admissions and Records department at your local IECC campus. Sending your transcript includes a small processing fee of \$5-8, depending if it is sent electronically or through the mail. Transcripts should be resent if you take more classes with IECC after sending your first transcript or if you complete classes that were listed as "In Progress" when you first sent your transcript. Students can view their unofficial transcript through Entrata in the Student tab.

## HOW TO TRANSFER CLASSES

While most people outside of higher education are not familiar with the IAI agreement, it is very important that dual credit students and parent/guardians of dual credit students are aware of it. IAI is a statewide transfer agreement among more than 100 participating colleges and universities. IECC's transfer degrees (Associates in Arts, Associates in Science, and Associates in Science and Arts) are designed to meet the IAI General Education Package. Completing one of these degrees at IECC, you can transfer your associates degree to a participating school where it should meet all lower-division general education requirements. Usually this will set students up to complete their bachelor's degree within two years their next school. These courses do NOT always meet major requirements, so make sure to talk to your advisor about your transfer path.

Most courses will transfer on an individual basis as well. Speak with an advisor if you have any questions on how your classes will transfer. There is no statewide agreement in place with Indiana colleges and universities that IECC can participate in, but advisors can help you identify how courses will transfer across state lines.



## FAFSA

The Free Application for Federal Student Aid (FAFSA) is an application for Federal Student Aid through the U.S. Department of Education. By completing the FAFSA, you are applying to receive student aid monies for college. Student aid comes in many forms: grants, loans, and scholarships. Grants are aid monies that a student does not have to be paid back as long as they complete the course. Loans can be obtained through a variety of sources, but many student loan programs provide loans that are not paid on until 6 months after you graduate or stop attending. Scholarships are provided by external sources, but many scholarships at IECC require you complete the FAFSA for eligibility purposes. Applying for federal student aid does not mean you have to take out loans. FAFSA requires information from the student and the parent/guardian. IECC will work with your high school to provide a FAFSA night where we can help you through the application process.

## SCHOLARSHIPS

IECC colleges and their Foundations provide many scholarship opportunities for college-level degree-seeking students. Visit [www.iecc.edu/scholarships](http://www.iecc.edu/scholarships) to see what scholarships are available at your IECC campus and find the applications. IECC's priority deadline for scholarships is in October and the final deadline is in March. Many scholarships require you to complete the FAFSA to be considered eligible. Speak with your high school counselor, your College Admissions Representative, or a member of your dual credit team for more information.



# STUDENT POLICIES

## STUDENT HANDBOOK

Each IECC school publishes a Student Handbook. There are many policies in it that are important for all students, including dual credit students, to know. Find the link to your campus's handbook below. Below the links, you will find a small selection of policies that are found on your syllabus or that dual credit students often ask about.

[FCC Student Handbook](#)

[LTC Student Handbook](#)

[OCC Student Handbook](#)

[WVC Student Handbook](#)

## ACADEMIC INTEGRITY POLICY

Illinois Eastern Community Colleges is committed to Academic Integrity and believes in responsibility, honor/truth, fairness, respect/self-respect, and compassion free from fraud or deception. This implies that students are expected to be responsible for their own work and that faculty and academic support services staff members will take reasonable precaution to prevent the opportunity for academic dishonesty. (Reference also [www.iecc.edu/studentconduct](http://www.iecc.edu/studentconduct).)

## APPROPRIATE USE OF INFORMATION TECHNOLOGY RESOURCES

What you need to know: By accessing and utilizing the computer resources owned by IECC, users agree to the policy statements regarding the use of district-owned computers, the network, Internet and any other technology as described in the [Appropriate Use of Information Technology Resources Policy \(200.2\)](#)

## ATTENDANCE REQUIREMENTS

Regular class attendance is necessary if a student is to receive maximum benefits from work. Regular attendance is the responsibility of the student. All absences and arrangements for makeup work are arranged directly with the instructor, who is responsible for determining whether the absence is excused. When the quality of work has been affected by absences or tardiness, the instructor may recommend that the student be dropped from the course. The student will be notified of the administrative withdrawal. Instructors will permit students to make up work missed because of field trips and activities approved by the college. Make up work for illness and other absences may be accepted at the discretion of the instructor.

## COMPLAINT POLICY

Students are encouraged to make an effort to resolve concerns in an informal manner by first talking directly with the college representative involved. IECC strives to respond to student concerns in a prompt and responsive manner. If the informal manner does not resolve the issue, please visit [www.iecc.edu/studentcomplaint](http://www.iecc.edu/studentcomplaint) for the steps to file a formal complaint.



## DISABILITY SUPPORT SERVICES

IECC is committed to maintaining an inclusive and accessible environment in compliance with the [Americans with Disabilities Act](#) (ADA) of 1990, its amendments, and Section 405 of the Rehabilitation Act of 1973, as amended.

Support is available in the form of accessible facilities, individualized plans, and reasonable accommodations to students who meet the requirements of a person with a disability. A disability requiring additional staff or funding, contractual arrangements through an outside vendor, or structural modifications (such as adaptive or assistive technology) may require several weeks to be arranged. To receive appropriate accommodations in your classes, please see the guidelines that follow.

Guidelines for Requesting Reasonable Accommodations:

1. Contact the ADA Coordinator at your college as soon as possible to begin the process.
2. Complete a student request for accommodations form and submit to the ADA Coordinator, along with the required supporting documentation which must:
  - a. Be on types or printed on official letterhead
  - b. Clearly state the diagnosed disability
  - c. Describe the functional limitations resulting from the disability
  - d. Be signed and dated by an evaluator qualified to make the diagnosis
  - e. Be current (within five years for learning disabilities and one year for psychiatric disabilities)
  - f. Include complete educational, developmental, and medical history relevant to the disability for which testing accommodations are being requested
  - g. Include a list of all test instruments used in the evaluation report and relevant subtest scores used to document the stated disability.

After the Request is Approved:

1. ADA Coordinator determines if the request can be granted and will advise you within 7 days. Every effort will be made to honor a request for a reasonable accommodation unless it is determined that doing so would pose an undue hardship or fundamentally alter the operation of the institution
2. A comprehensive plan is developed
3. An accommodation letter is prepared on your behalf and you are responsible for providing it to applicable faculty/staff
4. Faculty/staff will provide the approved accommodations
5. You can expect accommodations to be implemented in an effective and timely manner; if not, you should contact the ADA Coordinator as soon as possible.

Students should meet with the ADA Coordinator every semester for which you require accommodations. You must secure and distribute an Accommodations Letter every semester.

## DROPS AND WITHDRAWALS

Per IECC's Withdrawal Policy ([www.iecc.edu/withdrawalpolicy](http://www.iecc.edu/withdrawalpolicy)), students may drop or withdraw from a course during specifically set forth days (see [www.iecc.edu/semesterdates](http://www.iecc.edu/semesterdates) for the current semester). If you are considering a drop or withdrawal, you are encouraged to meet with your instructor, academic advisor/retention coordinator, and financial aid representative prior to initiating the action.

## FERPA

The [Family Educational Rights and Privacy Act of 1974](#) (FERPA) 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.

The rights afforded students under FERPA include:

1. The right to inspect and review education records
2. The right to request amendment of education records
3. The right to consent to disclose personally identifiable information contained in education records
4. The right to restrict the release of directory information
5. The right to file a complaint.

For questions or requests related to a student's education records, visit the Student Services Office at the college of attendance.

You can identify additional people able to access your student records by submitting a Release of Information form. This form can be obtained during dual credit orientation or by visiting your Student Services Office. The release of information requires you identify anyone you want to have access by name and determine what you want them to have access to. The Release of Information form only allows for information to be shared; it does not allow the person to take action on your behalf.

## STUDENT CONDUCT POLICY

IECC is committed to the personal growth, integrity, freedom of civility, respect, compassion, health and safety of its students, employees, and community. To accomplish this commitment, IECC is dedicated to providing an environment that is free from discrimination, harassment, retaliation, and harmful behavior that hinders students, employees, or community members from pursuing IECC education or services. IECC's Student Conduct Policy 500.8 establishes the [Student Code of Conduct](#) to communicate its expectations of students and to ensure a fair process for determining responsibility and appropriate sanctions when a student's behavior deviates from those expectations. IECC sanctions are independent of other sanctions that may be imposed by other agencies.

Students, through the act of registration at IECC, obligate themselves to obey all rules and regulations published in the college catalog, program and student handbooks, and/or on the website. It's highly recommended that all students review the Student Code of Conduct immediately upon enrolling. It can be viewed by clicking the link above, and is available upon request in the Student Services Office at each campus.



## STUDENT RELIGIOUS OBSERVANCES POLICY

In accordance with the [Student Religious Observances Policy](#), IECC does not discriminate against students based on religious observances and will reasonably accommodate the religious observances of individual students in regard to admissions, class attendance, and the scheduling of examinations and work requirements. It is the student's responsibility to notify IECC instructors of absences pertaining to religious observances. It is the instructor's responsibility to reasonably accommodate these requests.

1. By the second week of the term, a student must provide written notification to instructors of the date(s) of anticipated absence(s) due to religious observances when such absence would affect participation in class, completion of examinations, and work schedule.
2. It is the instructor's responsibility to provide the student with an opportunity to make up any coursework when written notification was received prior to the deadline.
3. A student who believes that they have been unreasonably denied an educational benefit due to their religious belief or practice may file a grievance in accordance with IECC's Policy to Address a Complaint (100.16).



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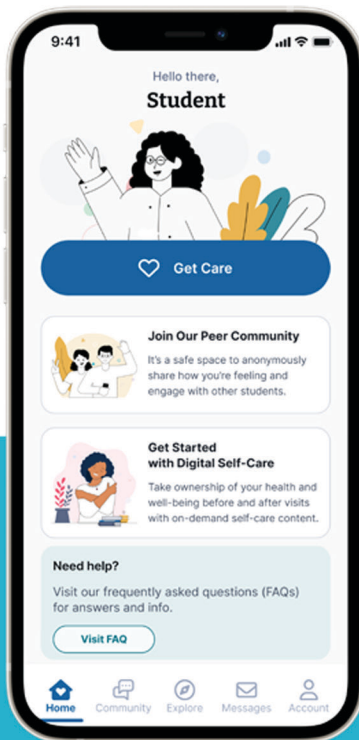


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BE YOUR CONSTANT  
VARIABLE**



**TutorMe**  
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to Virtual Care –  
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**Download the TimelyCare app to get  
24/7 virtual health and well-being  
support from a variety of providers.**

**August 2023**

S	M	T	W	R	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**August**  
Aug. 1- Dual Credit Orientation  
Aug. 17- First Day of Classes  
Aug. 30- 10th Day Last Day to Register Or Withdraw Without Cost

**September 2023**

S	M	T	W	R	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

**September**  
Sept. 4- Labor Day College Closed  
Sept 18- Constitution Day Classes in session

**October 2023**

S	M	T	W	R	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**October**  
Oct. 9- Columbus Day College Closed  
Oct. 10- District Workshop No classes  
Oct. 12- Midterm  
Oct. 13- 2nd 8 Week Classes Begin  
Oct. 17- Spring Registration Begins (Subject to change)

**November 2023**

S	M	T	W	R	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

**November**  
Nov. 10- Veterans Day Observed, College Closed  
Nov. 22- Last Day to Withdraw  
Nov. 23/24- Thanksgiving College Closed

**December 2023**

S	M	T	W	R	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24 31	25	26	27	28	29	30

**December**  
Dec. 8- Last Day of Classes  
Dec. 11-14- Final Exams  
Dec. 15 Last Day of Term  
Dec. 19-Jan. 1- Winter Break; College Closed

**January**  
Jan. 1- Winter Break; College Closed  
Jan. 2- College Reopens  
Jan. 8- First Day of Classes  
Jan. 15- Martin Luther King Jr. Day; College Closed  
Jan. 22- 10th Day Last Day to Register or Withdraw Without Cost

**January 2024**

S	M	T	W	R	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**February**  
Feb. 19- Presidents Day College Closed

**February 2024**

S	M	T	W	R	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

**March**  
Mar. 1- Midterm  
Mar. 4- Casimir Pulaski Day; College Closed  
Mar. 5-10 Spring Break No classes  
Mar. 26- Summer & Fall Registration Begins  
Mar. 29- Spring Holiday College Closed

**March 2024**

S	M	T	W	R	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24 31	25	26	27	28	29	30

**April**  
April 19- Last Day to Withdraw

**April 2024**

S	M	T	W	R	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

**May**  
May 3- Last Day of Classes  
May 6-9- Final Exams  
May 10- Last Day of Term; Graduation

**May 2024**

S	M	T	W	R	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	



# ILLINOIS EASTERN COMMUNITY COLLEGES DUAL CREDIT REGISTRATION CHECKLIST



## STEP 1

Gain approval from your high school counselor.



## STEP 2

Complete the Dual Credit Application at [www.iecc.edu/apply](http://www.iecc.edu/apply)



## STEP 3

Provide testing scores or complete an ACCUPLACER.



## STEP 4

Complete a registration form.



## STEP 5

Meet with an advisor and enroll in classes.



## STEP 6

Set up your Entrata account.



## STEP 7

Take a copy of your schedule to your high school counselor.

*There are no classes offered as dual credit in the summer or intersession semesters. You are welcome to take classes but will pay regular cost for tuition, fees, and books. If you are interested in transferring the class to the high school for credit, it is your responsibility to communicate with your high school counselor about doing so you must request/provide a transcript from IECC. While counselors are notified of grades in all dual credit classes, IECC is not responsible for providing information for summer or intersession classes.*



[iecc.edu/dc](http://iecc.edu/dc)

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