



Illinois Eastern Community Colleges



Frontier



Lincoln Trail



Olney Central



Wabash Valley

Dual Credit Student Handbook 2022 – 2023

*Experience College in High School
Illinois Eastern Community Colleges
Dual Credit Program*

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Welcome to IECC

Welcome to the Illinois Eastern Community Colleges' (IECC) 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 IECC educational experiences are rewarding as well as enjoyable.

Dual credit courses expand student access to affordable higher education, provide challenging academic experiences to qualified high school students during their junior and senior years, and reduce the costs of a college education for students and their families. Successful completion of transfer courses will enable students to simultaneously earn college credit transferable to two- and four-year colleges and universities and to satisfy high school graduation requirements. Successful completion of career and technical courses will allow students to simultaneously earn college credits, to satisfy high school graduation requirements, and to assist in the transition to the community college or job opportunities and careers. Dual credit courses are important transitional links for high school students moving from secondary schools to colleges and universities and/or to high-skill careers.

The Board of Trustees of Illinois Eastern Community Colleges District 529 and the Boards of Education for Clay City, North Clay, Cisne, Flora, Newton, Richland County, Lawrenceville, Red Hill, Robinson, Hutsonville, Palestine, Oblong, Grayville, Edwards County, Fairfield, and Mt. Carmel High Schools developed a partnership to provide dual credit courses that are accessible and beneficial to high school students within the boundaries of the Illinois Eastern Community Colleges District.

The IECC Dual Credit Student Handbook provides information on IECC's Dual Credit Program, including contact information for the four colleges; courses and program information; dual credit eligibility requirements; dual credit rules and procedures; academic and general education information; and available student services.

It is the intent of Illinois Eastern Community Colleges to provide you with a quality dual credit program that will benefit your college career.

Sincerely,

Ryan Gower

Ryan Gower, Ph.D.
Chancellor

*The mission of Illinois Eastern Community Colleges is to deliver exceptional education and services to improve the lives of
our
students and to strengthen our communities.*

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). Dual credit courses are provided to eligible high school juniors and seniors and 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.

A new version of the dual credit partnership between IECC and its district high schools were signed in 2021. These agreements are 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 towards their Associates degree or general education requirements at four-year schools. Students and parents wanting to know what classes meet these requirements should consult with a dual credit advisor or with their high school counselor.
- **Career Pathways:** Career-focused courses within a sequence at LTC. These can be courses in a certificate or degree program at LTC (ex. process technology or office management) 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 advisor.

General Information

What can I 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 does dual credit placement look like?

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. Must make a request to your high school counselor.

What are the 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.

How do I get registered?

Start by talking with your high school counselor and see if you are eligible. Once approved by your high school counselor, create an account and apply at 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 when they visit your high school campus. Students are not registered until they complete an IECC registration form. Parent signature may be required.

What is the cost of dual credit?

For academic year 2022-2023, students attending courses taught in the high school by high school teachers will be charged \$25 per course.

Students attending courses taught by college faculty, regardless of where the student attends, will be charged \$35 per credit hour. Students may also be required to purchase course material and/or textbooks or pay additional course and lab fees for dual credit courses.

Dual credit costs are billed directly to the local high schools. It is up to schools to determine how that bill will apply to their students. If you have questions about dual credit costs, talk to your IECC advisor or your high school counselor.

What is an ENTRATA account and why do I need it?

ENTRATA is your IECC's electronic student account. It is vital that each dual credit student establishes his/her ENTRATA account after the official registration is processed. The ENTRATA account can be accessed through the IECC website, iecc.edu, by clicking on the "My IECC" tab at the top of the page.

Entrata allows students access to many different important features. In the Entrata account, some of the 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 posted. Students will interact with other students, find their syllabus, turn in work, access notes or PowerPoints, and communicate with their instructors. Different instructors use Canvas to differing degrees, but all students should be logging into their Canvas on a regular basis.

How do I set up an Entrata account?

When students apply to an IECC, this begins their account creation. An email from accounts@iecc.edu will go to the email address used on the application with their log-in information. Make sure to monitor your folders, including junk or spam, to make sure you 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.

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 to view contact information for other ADA Coordinators across the district.

Nondiscrimination: The Illinois Eastern Community Colleges District does not discriminate on the basis of race, color, sex, sexual orientation, age, marital status, religious affiliation, veteran status, national origin, disability, genetic information, or any other protected category in educational programs, activities, admission, or employment practices. Inquiries about this policy should be made to the IECC Title IX/ADA Coordinator at 618-393-3491 or www.iecc.edu/nondiscrimination.

I'm doing poorly in a class and not going to pass. What do I do?

If a student is performing poorly in a dual credit course, they may withdraw from that college course. In order to officially withdraw from a course, a college withdrawal must be completed. The student must contact their high school guidance counselor and the college student services office either in person or by phone to complete this process. Students who withdraw from a college course before the official drop date or do not meet the specific grade requirement for a class will receive a "W" (no grade) on their permanent college transcripts. If a student is failing a class, but does not officially withdraw, he or she will receive an "F" on his/her permanent college record.

A high school student who is enrolled in dual credit college courses on campus that follow the college semester calendar must complete his or her withdrawals from each course by the date printed on his or her course schedule.

However, as indicated in the policy below, a student who is not successful in a dual credit course that follows the high school calendar may withdraw from the college course after the college drop date to protect his or her academic standing. This policy (500.29) only applies to dual credit courses taught at the high school.

Each high school may handle dropped dual credit courses differently. Make sure you speak with your high school counselor to know how the drop/withdraw will impact you on your high school transcript.

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. FAFSA opens on October 1st and students and parent/guardians will use tax information from two years prior to filing.

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. Please bear in mind 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.

Transfer

IECC dual credit courses are college courses and may be transferrable to other colleges and universities. The general education core curriculum at IECC was developed through the Illinois Articulation Initiative (IAI) and these courses are transferable to more than 100 participating colleges and universities in Illinois. This core curriculum includes courses in communications, mathematics, physical and life sciences, humanities and fine arts, and social and behavioral sciences. The general education core curriculum is the starting point for students pursuing an associate transfer degree (60 or more semester credits) or a bachelor's degree (120 or more credits).

Be sure to talk 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. While IAI courses only apply to Illinois, we work with several out-of-state universities that accept IECC credits and may have transfer guides available.

To request a transcript, go to www.iecc.edu/transcript and use the National Student Clearinghouse link to send your transcript electronically. You may also visit the Admissions and Records window and fill out paperwork to send your transcript. Your transcript is only official if you do not open the envelope or if it is received by another institution's records department electronically. You may request your own transcript to be sent to yourself, but it is not official if you forward it on elsewhere. There is a small fee of between \$5-\$8 to send your transcript, dependent on if you send it electronically or through the mail. You may view your own unofficial transcript through Entrata in the Student's tab.

Illinois Articulation Initiative

Transfer is made easier by IECC's participation in the Illinois Articulation Initiative (IAI), a statewide agreement that allows for the transfer of a core curriculum that is transferable among more than 100 participating colleges and universities in Illinois. The agreement became effective for those who entered participating institutions as first-time students in the summer of 1998 (and thereafter). In addition to being able to transfer general education courses, students can also transfer courses that will apply to specific baccalaureate majors.

The General Education Core Curriculum is the starting point for students pursuing an associate transfer degree or a bachelor's degree. These students must take a set of core courses considered an essential foundation for a well-rounded education. This core consists of 37 to 41 credits that participating colleges and universities have agreed to accept as a package in lieu of their own comparable lower-division general education requirements.

Beginning in 2019, students who successfully complete this "package" receive the GECC Credential, via a notation on their transcript, signifying this accomplishment. Students graduating with an Associate in Arts or Associate in Science and Arts degree at IECC will typically be awarded this credential in addition to their degree. Completion of this credential ensures the student can seamlessly transfer to an in-state four-year institution, having completed their general education requirements.

Resources

Academic Success Center/Learning Resource Center

The Learning Resource Centers and Academic Success Centers together offer resources beneficial to all college-level students. The Library is part of the CARLI (Consortium of Academic and Research Libraries in IL) and a great resource for students needing assistance with research. Students can use the online catalogs, the physical catalog at IECC schools, or order texts from other members of CARLI. The Academic Success Center (ASC) has many services, including ADA coordination, ACCUPLACER testing, tutoring, and study skill resources.

Office Hours of Instructors

Instructors are a great resource for dual credit students and there are many ways students can utilize them as a resource. Many instructors are available within their classroom shortly before classes and after classes. We know dual credit students are usually on a strict schedule to return to their high school but are able to utilize this time whenever possible.

Students can also refer to their syllabus to find out what office hours their instructor offers. Each instructor is required to provide office hour information on their syllabus as well as their office location. For students taking online classes or who are unable to meet in person, you can look for virtual office hours or request a virtual meeting with your instructor.

Tutoring

IECC offers face-to-face tutoring. For face-to-face tutoring, please see the Academic Success Center or ask your advisor.

Retention/Progress Reports

Students who are struggling or having issues in classes can reach out to their advisor or their campus's retention office for support and to be connected to resources.

Progress reports are also a large part of IECC retention efforts. Progress reports are submitted by faculty members whenever they notice any kind of absenteeism, missing assignments, lack of understanding in coursework, behavior changes, or other concerning signs. These are followed up on by reaching out directly to the student.

For high school students, there may be additional lines of communication between these offices and the high school counselors. Progress reports are not punishment and should be seen as an extra boost of encouragement to help you be successful in your courses. Any students needing support are always welcome to reach out; a progress report is not required to start communication if you have a need.

Bookstores

IECC bookstores are a great resource for acquiring textbooks for students. To obtain textbooks, students can go in person to the bookstore or order online.

Students who want to go in person will need to stop at the Admissions & Records window or go online through Entrata to print their student schedule before heading to the bookstore. The printed schedule will allow the bookstore to ensure the correct texts for the class(es) are purchased.

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

For online classes or if students want to order textbooks online, please visit <https://www.iecc.edu/bookstores>. If you are ordering for face-to-face classes or for classes that are online through your local campus, select that campus's bookstore. If you are taking a class online through one of the IECC sister institutions (your advisors will make sure to notify you), you will need to select the corresponding bookstore. For the sister campuses, students can have their boxes shipped to them but will have to pay the shipping costs.

To order textbooks:

- 1) Visit www.iecc.edu/bookstores and select the IECC school that corresponds to your class.
- 2) Under the "Textbooks" tab, select the "ORDER TEXTBOOKS" option
- 3) Check that your selected term is correct - (Aug-Dec = FALL / Jan-May = SPRING)
- 4) Enter the appropriate 5-digit, CRN/Unique ID found on your Schedule in your ENTRATA account
- 5) Click the small blue arrow next to the CRN/Unique ID
- 6) Repeat for additional courses if necessary
- 7) Click the larger blue arrow titled "View Your Materials"
- 8) On the "Course Materials" page it may provide you with options: new, used, textbook with or without code, etc...
- 9) Add desired material to cart for each class by clicking "Add to Cart"
- 10) Click on "Continue Checkout"
- 11) Confirm your selections to make sure that your order is complete & correct
- 12) Click on "Continue Checkout"
- 13) The system will ask questions – pick your answers & click "Continue"
 - If used/new is unavailable – then used/new is ok?
 - If materials have changed, how would you like us to continue with your order?
 - Substitution condition?
- 14) Click on "Payment Options"
- 15) Create an account or continue as guest
- 16) Select how you would like to receive your order: Ship or In-Store Pickup (Use the comment section to indicate if someone other than you will be picking up your order)

Pick your payment method & click on "Submit Payment"

Career & Technical Education

All IECC schools offer Career and Technical Education (CTE) programs. These programs lead to certificates and/or degrees that allow students to enter into the work field upon graduation. Programs vary across IECC campuses. Speak with your high school counselor to learn about programs available at your local IECC campus and get more information.

CTE programs sometimes have additional requirements like applying for admission or purchase of materials students must use throughout the program. Examples include welding courses requiring hood, jacket, and gloves or nursing requiring a stethoscope and scrubs. Questions about supplies can be directed to your high school counselor or local advisor.

Contact Information

Frontier Community College, Fairfield

618-847-9107

Megan Black	Director of Instructional Services	blackm@iecc.edu	Ext. 4007
Eric Resor	Recruiter/Advisor	resore@iecc.edu	Ext. 4106
Lori Noe	Dir. Of Instructional Support Serv./ADA	noel@iecc.edu	Ext. 4510

Lincoln Trail College, Robinson IL

618-544-8657

Erin Volk	Director of Instructional Services	volke@iecc.edu	Ext. 1137
Angel Kerner	Advisor	kenera@iecc.edu	Ext. 1122
Rena Gower	Dir. of Instructional Support Serv./ADA	gowerr@iecc.edu	Ext. 1427

Olney Central College, Olney

618-395-7777

Amy Tarr	Director of Instructional Services	tarra2@iecc.edu	Ext. 2005
Jodi Schneider	Advisor/Recruiter	schneiderj@iecc.edu	Ext. 2018
Chad Groves	Dir. Of Instructional Support Serv./ADA	grovesc@iecc.edu	Ext. 2264

Wabash Valley College, Mt. Carmel

618-262-8641

Tim Zimmer	Director of Academic Advising	zimmert@iecc.edu	Ext. 3151
Tabatha Niduaza	Dir. Of Academic Success Center	niduazat@iecc.edu	Ext. 3510

August 2022						
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. 2- Dual Credit Orientation
 Aug. 18- First Day of Classes
 Aug. 31- 10th Day Last Day to Register Or Withdraw Without Cost

September 2022						
S	M	T	W	R	F	S
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September

Sept. 5- Labor Day College Closed
 Sept 16- Constitution Day Classes in session

October 2022						
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30	31					

October

Oct. 4- District Workshop No classes
 Oct. 10- Columbus Day College Closed
 Oct. 13- Midterm
 Oct. 14- 2nd 8 Week Classes Begin
 Oct. 18- Spring Registration Begins (Subject to change)

November 2022						
S	M	T	W	R	F	S
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27	28	29	30			

November

Nov. 11- Veterans Day College Closed
 Nov. 23- Last Day to Withdraw
 Nov. 24/25- Thanksgiving College Closed

December 2022						
S	M	T	W	R	F	S
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December

Dec. 9- Last Day of Classes
 Dec. 12-15- Final Exams
 Dec. 16- Last Day of Term
 Dec. 20-Jan. 2- Winter Break; College Closed

January

Jan. 2- Winter Break; College Closed
 Jan. 3- College Reopens
 Jan. 9- First Day of Classes
 Jan. 16- Martin Luther King Jr. Day; College Closed
 Jan. 23- 10th Day Last Day to Register or Withdraw Without Cost

January 2023						
S	M	T	W	R	F	S
1	2	3	4	5	6	7
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February

Feb. 20- Presidents Day College Closed

February 2023						
S	M	T	W	R	F	S
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March

Mar. 3- Midterm
 Mar. 6- Casimir Pulaski Day; College Closed
 Mar. 7-10 Spring Break No classes
 College Open
 Mar. 28- Summer & Fall Registration Begins

March 2023						
S	M	T	W	R	F	S
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12	13	14	15	16	17	18
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April

Apr. 7- Spring Holiday College Closed
 April 21- Last Day to Withdraw

April 2023						
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16	17	18	19	20	21	22
23 30	24	25	26	27	28	29

May

May 5- Last Day of Classes
 May 8-11- Final Exams
 May 12- Last Day of Term; Graduation

May 2023						
S	M	T	W	R	F	S
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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			