



JOLIET
JUNIOR COLLEGE

DUAL CREDIT



*In my junior and senior years I will be able to take 8 JJC Dual Credit classes which will allow me to have 24 credit hours. I will be able to start college as a sophomore.
--Sarah Knight, Minooka High School Dual Credit Student*

2018/2019

Student Handbook

The Dual Credit program is a partnership between JJC and area high schools and career centers. Junior and senior high schools students earn both high school and college credit upon successful completion of Dual Credit courses.

Dual Credit

Student Handbook

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WELCOME

Welcome to college at JJC! As a Dual Credit student, you have the opportunity to experience life as a college student while still in high school. However, this also means you now have responsibilities that are part of college life.

This handbook is designed to help familiarize you with the Dual Credit program at JJC and provide an overview of the policies governing Dual Credit, your responsibilities as a student, and resources available to help ensure your success.

If there is anything the Office of Dual Credit can do to help you better navigate your college experience, please do not hesitate to contact us.

Contact

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JJC Main Campus
1215 Houbolt Road, D-1004

Phone: (815) 280-6927
Fax: (815) 280-6930
Email: officeofdualcredit@jjc.edu
www.jjc.edu/dual-credit

PURPOSE OF DUAL CREDIT

Dual Credit offers an opportunity for high school students to conveniently earn college credit during their regular high school day. Students are able to reduce their overall college costs, as JJC-approved Dual Credit courses are free to high school students. An enhanced high school curriculum better prepares students for the rigors of college-level coursework, easing the transition from high school to college. Many Dual Credit courses are transferrable, allowing students to complete their college degree or certificate in less time.

BENEFITS OF DUAL CREDIT

Earn College Credit Prior to High School Graduation

Dual Credit courses are transferable and speed up the time to college degree completion.

Reduces Overall College Costs

JJC Dual Credit courses are free to high school students.

Student Access

Dual Credit students are considered JJC students, and therefore are granted access to JJC resources and activities on campus.

Convenience

High school students can take the courses as part of the regular school day.

Facilitates the Transition between High School and College

Dual Credit courses help prepare students for the transition to college by engaging them in college-level work and developing pathways to degree attainment.

COURSES AVAILABLE FOR DUAL CREDIT

General Education

General education courses are introductory courses in the arts and sciences intended to provide students with a broad educational experience.

Career and Technical Education (CTE)

Career and technical education is a term applied to schools, institutions, and educational programs that specialize in the skilled trades, applied sciences, modern technologies, and career preparation.

Most CTE courses offered as Dual Credit may be applied to the Associate of Applied Science (AAS) degree at JJC, but they generally do not transfer. A student who attends JJC after high school may use this earned credit, but the AAS degree itself is not intended for transfer.

ELIGIBILITY INFORMATION

To qualify for enrollment in Dual Credit courses, you must:

- ✓ Be a junior or senior in high school.
- ✓ Meet the required placements and prerequisites.
- ✓ Register for courses at the beginning of each semester.
- ✓ Be highly motivated and able to devote adequate time to studying for a college-level course.

ENROLLING IN DUAL CREDIT

Visit a High School Counselor

Visit a high school counselor to learn which Dual Credit courses are available at your high school or career center.

Complete the JJC Dual Credit Application

Students must complete the JJC Online Dual Credit Application at jjc.edu/dual-credit/pages/application.aspx.

Take the JJC Placement Test

A JJC ID number is required to take the JJC Placement Test. Test scores must meet mandatory requirements for the Dual Credit courses. A substitution of ACT scores can also be used to meet placement requirements.

Register for Courses

Complete a paper registration for each Dual Credit course.

STUDENT RESPONSIBILITIES AND RIGHTS

Academic Honor Code

Students are expected to demonstrate integrity, honesty, and responsibility in completing their college level coursework.

Transferring

Accepting courses for transfer depends on the individual college or university. Students should contact the transferring institution directly to inquire about the transferability of their Dual Credit coursework.

Withdrawals

If a student is not earning a "C" or better by midterm, it is time to consider a withdrawal. If the student completes a withdrawal through JJC prior to the midterm date, the student is deleted from the course. After the midterm date, the student receives a "W" on the JJC transcripts. Failure to withdraw by the deadline may result in a failing grade on the student's academic transcript.

Moving/Graduating Early

If a student moves or graduates early, the student must withdraw from their Dual Credit course through their high school or career center and JJC by the deadlines listed on their course registration. Failure to withdraw from the JJC course may result in a failing grade on your JJC transcript.

Right to Privacy and Access to Records

JJC Dual Credit students have complete academic rights under the Family Education Rights and Privacy Act (FERPA) of 1974. Students have the right to:

- Inspect and review their educational records.
- Request an amendment of inaccurate records.
- Consent to disclosure of personally identifiable information contained within their academic record.
- File a complaint to the Family Policy Compliance Office regarding an alleged violation.

GRADES AND TRANSCRIPTS

Academic Records

Dual Credit students begin their official transcript with JJC. College credit is awarded immediately upon successful completion of each Dual Credit course. In most cases, students earn the same grade for both the high school and the JJC course. Dual Credit grades will be part of the student's records throughout their college career.

Future College Implications

Failing grades and withdrawals from college courses can restrict eligibility for future college admissions, scholarships, and financial aid.

Impact on Further Dual Credit

Students enrolled in Dual Credit who do not earn a grade of "C" or better will not be allowed to enroll in additional Dual Credit courses. These students are placed on Academic Caution.

ON-CAMPUS RESOURCES

Academic Skills Center

Testing services for the JJC Placement, CLEP, GED, and TEAS exams, preparation, and review.

Career Services

- Major and career assessment, planning, and assistance
- Resume, cover letter, and interview assistance
- Job fairs and workshops

Library

- Laptops, eReaders, and MP3 players available for check-out
- Borrow materials (books, audiobooks, magazines, DVDs, CDs, etc.)
- Private study rooms available with reservation

Tutoring and Learning Center

1. Free in-person and online tutoring for all Dual Credit classes.
2. Assistance brainstorming, organizing, and outlining a paper
3. Record and review speech presentations

JJC TECHNOLOGY RESOURCES

iCampus/Canvas

The Dual Credit Canvas site hosted by iCampus will serve as the primary means of communication between students and the Office of Dual Credit. Through Canvas, students have access to Dual Credit resources such as the student handbook, transfer information, discussion boards, and important dates/announcements. Students are also able to send messages directly to Dual Credit Specialists through Canvas.

Canvas is the same online learning platform utilized by colleges and universities nationwide, and by using Canvas to stay connected to the Office of Dual Credit while still in high school, students will experience how to become active participants in an online learning community.

Free online tutoring is available through JJC iCampus. Students must first contact the Academic Skills Center at (815) 280-2730 to schedule a one-time, in-person appointment to become registered for this program. Once a student is registered for online tutoring, a student may log into their JJC iCampus account, and select the [ACADEMIC SKILLS CENTER ONLINE TUTORING](#) link.

DUAL CREDIT REGULATIONS AND ACCREDITATION

Dual Credit Regulations

All state laws, regulations, standards, and policies that apply to courses on JJC campuses must also be followed when offering Dual Credit courses at high schools and career centers.

For detailed information on the Illinois Legislation and Dual Credit Act (110 ILCS 27), please visit ilga.gov/legislation/ilcs/ilcs3.asp?ActID=3117&ChapterID=18

For more information on the Illinois Community College Board (ICCB) rules regarding Dual Credit (1501.507-11), please visit: www.iccb.org/pdf/manuals/systemrules10-08.pdf

Dual Credit Course Accreditation

JJC is accredited by the Higher Learning Commission (HLC) of the North Central Association. The HLC establishes guidelines to assure academic integrity of Dual Credit programs at accredited institutions. For detailed information, please visit:

www.hlcommission.org/Accreditation-Processes/dual-credit-programs-and-courses.html

DUAL CREDIT FAQs

How do I contact the Office of Dual Credit by phone?

You can reach us at 815-280-6927 or 815-280-6928

Who can I email for help or assistance?

You can reach Dual Credit Specialists at jmajchrz@jjc.edu and aengleha@jjc.edu.

How do I become a Dual Credit student?

- ✓ Complete the online JJC Dual Credit application.
- ✓ Meet the placement test and prerequisite requirements (through JJC placement test(s), ACT score(s), and high school transcripts).
- ✓ Complete the registration form at the beginning of each course.

Where do I take the JJC placement test?

Main Campus - Academic Skills Center

Monday-Thursday: 7:30am-8:00pm - *Testing ends at 7:50pm to allow staff to shut down lab.*

Friday: 7:30am-4:30pm - *Testing ends at 4:20pm to allow staff to shut down lab.*

Saturday: 8:00am-12:00pm – *Testing ends at 11:50am to allow staff to shut down lab.*

Romeoville Campus - Academic Skills Center

Monday-Thursday: 8:00am-8:00pm - *Testing ends at 7:50pm to allow staff to shut down lab.*

How do I register for a Dual Credit course?

The Dual Credit instructor will provide a course registration form.

- ✓ The student must complete the form and return it to the instructor.
- ✓ Each Dual Credit course requires its own registration form.

How do I look up my JJC ID number, username, and password?

1. Go to www.jjc.edu
2. Choose **Current Students** at upper right.
3. Select **ID/Username/Password Help**.
4. Follow the prompts to retrieve your information.

DUAL CREDIT FAQs

How do I access my Canvas account?

1. Go to www.jjc.edu
2. Choose **ICAMPUS** at upper right.
3. Login using your JJC username and password.

How do I obtain an official copy of my transcripts?

1. Go to www.jjc.edu.
2. Choose the **Student Resources** tab.
3. Select on **Records & Transcripts**.

How can I view my grades?

4. Go to www.jjc.edu
5. Choose **Current Students** at upper right.
6. Select **eResources**.
7. Enter your login information.
8. Select **My Grades**.

How do I withdraw/drop a course?

After the course midterm date, only a student can withdraw/drop a course up to the **last day to drop** listed on the final roster sent to the instructor. Obtain this date from your instructor.

A student who does not withdraw/drop by the **last day to drop** may receive a failing grade for the dual credit course which will be reflected on the JJC transcript.

If the **last day to drop** falls on a holiday, weekend, or school break, you must drop the course by noon on the last business day before the holiday, weekend, or school break.

How do I get a copy of my course syllabus?

You need to obtain a course syllabus from your teacher. It is recommended to keep a copy of your course syllabi throughout your academic career. Many times your transferring institution may require a copy of a syllabus before issuing credit.

