

Dual Credit Handbook

Dual Credit



KC KISHWAUKEE COLLEGE



Contents

Welcome.....	4
Purpose of Dual Credit	5
Benefits of Dual Credit	7
Two Options.....	8
Steps to Registration	10

“Dual credit is a process, dual credit is a tool, and dual credit is a solution. Dual credit amplifies the usefulness and applicability of the 11th and 12th grades, maximizes state and local educational resources, and provides a platform that fosters secondary and post-secondary collaboration and interdependence.”

– Illinois Community College Board (ICCB)





Welcome

to Kishwaukee College!

Our administration, faculty and staff are excited to have students and our high school partners participate in our Dual Credit program! Together, we can provide a challenging and stimulating learning experience for high school students.

Dual Credit courses are college-level classes taken by high school students that concurrently count as high school graduation credit and college degree requirements. Students who enroll in dual credit courses must have appropriate academic qualifications, have a high level of motivation and be prepared to dedicate significant study time to course work.

Kishwaukee College is committed to creating a strong partnership with area high schools and to provide a successful college experience for our students.

Purpose of Dual Credit

Kishwaukee College offers high school students the opportunity to enroll in college-level general education and career technical classes in order to:

- Provide access to affordable higher education
- Decrease the amount of time to college degree or vocational certificate attainment
- Reduce the costs of college for students and their families

Dual Credit courses are an important link in the transition from high school education to the college experience and create a smoother passage to postsecondary education. The Dual Credit Program at Kishwaukee College is closely aligned with the six goals of the Illinois P-20 Initiative:

1. Improving academic achievement
2. Increasing college access and success
3. Improving use of existing data and measurements
5. Requiring greater accountability
5. Promoting lifelong learning – a necessity in today's economy
6. Easing the transition to college and reducing remediation, which reduces tuition costs

Source: <http://igpa.uillinois.edu/system/files/IR09/text/ch6-higher-education.pdf>





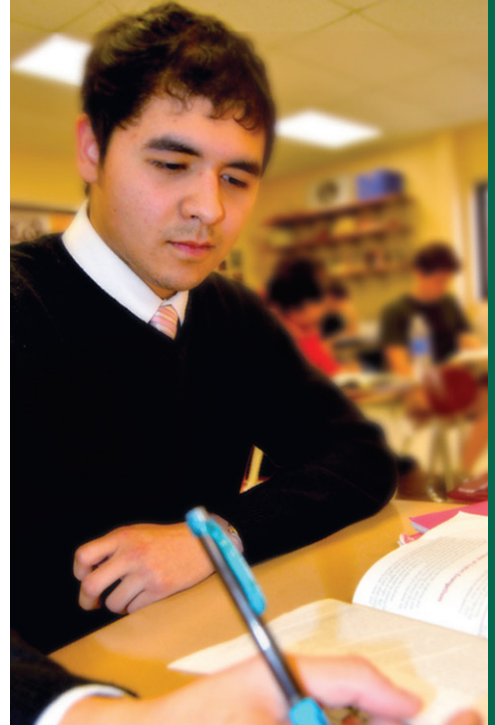
Benefits of Dual Credit

Dual Credit provides numerous benefits to students who participate in the program.

- Students are able to earn college credit at a lower cost than at a four year college or university, while still completing high school
- Students experience the rigor of college work
- Through dual credit success, students demonstrate to other educational institutions an ability to complete college-level work
- Students are offered a wider array of course offerings, and can build a stronger high school transcript and continue to challenge themselves educationally
- Students who earn dual credit can shorten their college undergraduate career by completing entry-level general education, elective or career and technical college courses and, therefore, save time and money at the postsecondary level
- Students increase their level of college readiness by completing college-level work, and experience a smoother transition into postsecondary education.

The benefits listed above help in “facilitating the transition between high school and college.” Another benefit cited by the Dual Credit Task Force Report is “enhancing connections between the high schools and colleges.” High School partners benefit from dual credit courses because junior and senior years of high school are leveraged to improve college readiness and offset the cost of postsecondary education for their students. Additionally, dual credit serves to align the high school curriculum with college and workplace expectations. Moreover, dual credit enhances communication between high schools and colleges.

* <http://ibhe.state.il.us/DualCredit/materials/DCTFReport.pdf>



“These courses provide students with a college experience in a familiar atmosphere. Students get to work with teachers with whom they already have a relationship, making Kish on Campus classes a safe place to accept new challenges and take risks. Additionally, Kish on Campus courses are very affordable. The classes are a great investment for students regardless of where they plan to continue their education after high school.”

**– Ben Doty, Sycamore
High School teacher
(Dual Credit Instructor)**

Two Options

There are two options for Dual Credit at Kishwaukee College.

Kishwaukee Education Consortium (KEC):

KEC classes are offered in partnership with five area high schools: DeKalb High School, Genoa-Kingston High School, Hiawatha High School, Rochelle Township High School and Sycamore High School. Students register at their high school in the spring for career classes, and are then registered at Kishwaukee College the following fall term. These courses prepare students to pursue an occupational pathway, which may not require preparation beyond a two-year Associates of Applied Science degree to enter the workforce. These courses are offered at no cost to the student.

For KEC: Students enrolling in KEC Dual Credit courses must have a high school minimum GPA of 2.5 and display sufficient emotional maturity and study habits to benefit from the program. As a general rule, KEC Dual Credit courses will be offered to students 16 years of age and older, and in the 11th and 12th grades.



General Education (Academic Transfer)

Academic Transfer courses are offered on the high school campus and can be applied towards an associate degree or certificate program at Kishwaukee College, OR can be transferred to a four-year university or college (students should check with the university/college to which they plan to transfer for course compatibility). Dual Credit opportunities are currently available at selected high schools, including DeKalb High School, Sycamore High School, Paw Paw High School and Rochelle Township High School. Students currently pay half price tuition for these dual credit classes.

For Academic Transfer: Students enrolling in certain academic transfer classes, such as English 103 and MAT 150, need to meet course prerequisites, including placement testing at Kishwaukee College or ACT qualifications, and must have both parent/guardian and counselor permission.

Any junior or senior high school student may participate with written approval from their high school principal or counselor.

On-Campus Option: With the permission of the student's high school, a qualifying student may elect to take college classes on the Kishwaukee College Campus. Dual credit status is determined by the high school. Students must meet all college requirements for the class and pay full tuition for on campus classes.

Eligibility for Dual Credit

Students enrolling in dual credit classes must satisfy the same prerequisite for a college-level class as any other student. A prerequisite is a requirement, such as a placement test score or a completed course, the student must meet before registering for a course. This requirement insures that all students in the program have the same qualifications and preparation to perform college level work.

Kishwaukee College administers the COMPASS placement test. The COMPASS is an adaptive, computerized test with no time limit. All testing is scheduled through Kishwaukee College Counseling and Student Development office (815-825-2086, ext. 5070) in coordination with the high schools. Students should contact their high school counselor for available testing dates and location of testing. The three tests (Reading, Writing and Math) typically take at least 2 hours when taken together. Students with qualifying ACT subject scores may be waived from all or part of a placement test requirement.

An ACT English sub-score of 23 or higher will waive a student from both the Reading and Writing skills portion of COMPASS and allow a student to enroll in ENG 103, Composition I.

An ACT Math sub-score of 25 or higher will waive a student from the math portion of COMPASS and allow a student to enroll in MAT 150, College Algebra.

Library Services

College level research requires students to dig deeper, accumulate evidence from a broader range of scholarly sources, and become familiar with leading figures in a topic field. By using the Kishwaukee College myKC portal Library resources, you will have access to over 8,000 full-text scholarly journals, almost 100,000 e-Books, 24/7 Reference Librarian help from "Ask a Librarian" and video tutorial and resource guides to help. By getting your Kishwaukee College Student ID, you can use our 65,000 print book collection, use our computer lab, and request inter-library loan books from 84 Academic Libraries in Illinois including Northern Illinois University and University of Illinois.

Tutoring Services

Tutoring Services, located in the Learning Skills Center (A1300) on campus, provides free tutoring to all Kishwaukee College students. Tutoring is available in most academic areas: mathematics, chemistry, physics, English, reading and study skills. One-on-one peer assistance for these academic areas is available during hours of operation: Monday through Thursday 8:00 am to 7:00 pm. An appointment is recommended. On Friday the hours are from 8:00 am to 4:00 pm with tutoring available only by appointment. A Writing Lab is available to answer all writing-related questions regardless of the class or assignment. Also, a 12-station academic Computer Lab is available for student usage for their college programs. For tutoring schedules, or to schedule an appointment, please call 815-825-2086, ext 3880.

Tuition and Textbooks

Students enrolled in academic transfer credit courses as part of the dual credit program pay 50% tuition per course. The student activity fee and technology fee are waived for all courses; all other fees apply and are the responsibility of the student. Kishwaukee College offers several convenient ways to pay tuition. Please contact the Business office for more information (815-825-2086, ext. 3410). Textbooks are purchased by the student or the high school and are in alignment with the current textbooks being used at Kishwaukee College. All textbooks are available through the college bookstore, or can be purchased from online vendors.

Students enrolled in KEC classes for dual credit do not pay for tuition or fees.

Drop and Withdrawal Policies

Drop: Students paying tuition may drop a class with a full tuition refund within the first 6% of the class. (Typically, this is by the end of the first week of classes.) If a student drops a class within 6-12% of the class progress (usually by the end of the second week of classes), the student will receive a 50% refund. After 12% of the class, a course drop is viewed as a withdrawal.

Withdrawal: A withdrawal from a class is entered permanently into a student's record and may affect future financial aid. Students are encouraged to weigh this in their consideration of taking dual credit. **Please Note:** A grade of *F*, *W* (withdrawal) or *I* (incomplete) in a dual credit course is recorded on your official transcript and could affect a student's future financial aid, either at Kishwaukee College or other institutions.

Steps to Registration

General Education Transfer Classes (includes Kish on Campus courses)

- 1 Sign up** for general education dual credit classes at your high school during regular high school registration.
- 2 Complete a Student Information Form online** by clicking Apply at www.kishwaukeecollege.edu.

Important: You must complete this form before any required testing and registration.

- 3 Prepare for the COMPASS placement test** if your course selection requires Compass testing. Information and sample questions for test preparation are available when you click on Academics/Resources/Placement Testing at www.kishwaukeecollege.edu.

Please Note: Not all courses require placement testing. Please check with your high school counselor.

- 4 Take the COMPASS placement test.**
 - Please sign up with your high school for a scheduled time. A photo ID is required for testing.
 - Scratch paper is provided.
 - You may bring a pencil and an approved calculator to the test. A list of prohibited calculators is available at <http://www.act.org/compass/student/calculator.html>

- 5 Fill out the Orange Registration forms (paper), available through your high school counselor.**

Obtain the proper signatures. You, your parent/guardian, and high school counselor must sign the form.

- 6 Pay for your course(s).** Tuition bills will be mailed to your home after your registration is complete.

If you register for the class, but fail to pay the tuition by the due date, you will need to reregister in person with payment at Kishwaukee College before the first day of your class.

Students interested in KEC classes:

- 1** Register with your high school counselor at high school registration.
- 2** The following fall semester students will be given the opportunity to apply and register for dual credit during their KEC class.

Note: Health Occupations has a prerequisite of taking the COMPASS reading test at Kishwaukee College. If enrolling in Health Occupations, please see your high school counselor to find out about testing requirements. Testing must be completed after high school registration.

Our goal is to increase the proportion of Illinoisans with high-quality degrees and credentials to 60 percent by the year 2025. Today, only about 41 percent of the state's nearly 7 million working-age adults (25-64 years old) hold at least a two-year degree.

Source: <http://www2.illinois.gov/gov/P20/Pages/About.aspx>, The Illinois P-20 Council

Financial Information

Tuition bills will be sent prior to the semester of the dual credit class and are due before the start of the class. If tuition is not paid in full by the due date, the student will be dropped from the class for nonpayment. To register after the drop date a student will need to appear in person in the Admissions, Registration & Records (ARR) office. The College offers several convenient ways to pay:

myKC: To pay online through a secure payment site, visit the myKC link at www.kishwaukeecollege.edu. You will need your KishID, username and password, which is used to log-in to KishSOS and student email. If you do not know them, or do not have your account set up, click on "set up your account" under Need Help? on the left side of the myKC page. Credit cards (Visa, MasterCard, and Discover) or check are accepted.

Phone: Pay by credit card or check by calling the Business Office at 815-825-2086, ext. 3410.

In Person: Pay by credit card, cash, check and/or money order in full. Make checks payable to Kishwaukee College.

Mail: Pay by check or money order (do not send cash) in full. Make checks payable to Kishwaukee College, and mail to:

**Kishwaukee College
c/o Business Office
21193 Malta Road
Malta IL 60150**

Note: A 2.5% fee is charged on all credit and debit transactions.

Transfer Information

Transferring Credits: By taking a dual credit class, a student is establishing a college transcript. Upon completion of the course, a student may request a copy of the transcript be sent to another institution.

Students attending Kishwaukee College after high school do not need to request a transcript, as the dual credit class is automatically part of the student's Kishwaukee College transcript. Students attending other colleges and universities after high school graduation will need to request that an official transcript from the ARR (Admissions, Registration & Records) office be sent to the college or university to receive college credit.

The cost of an official transcript from Kishwaukee College is \$5, and the request form is available at the bottom of the Kishwaukee College website at www.kishwaukeecollege.edu.

Please check with the school you will be attending to obtain the correct address to send the transcript.



State Laws and Regulations

To ensure the academic integrity of college-level courses offered by Illinois community colleges, the Illinois Community College Board (ICCB) has adopted Administrative Rules pertaining to dual credit (ICCB Rule Section 1501.507). Kishwaukee College endorses these rules and adheres to their intent.

All state laws, ICCB regulations, accreditation standards specified by the Higher Learning Commission of the North Central Association and local college policies apply to college-level courses offered by the college for dual credit. These policies, regulations, instructional procedures and academic standards apply to students, faculty, and staff associated with these courses.

The Dual Credit Quality Act (Public Act 96-0194) was approved by the Governor on August 10, 2009, with an effective date of January 1, 2010. The Act requires the Illinois Community College Board (ICCB) and the Illinois Board of Higher Education (IBHE) to develop policies regarding dual credit.

Source: <http://www.ncahlc.org>

More Questions?

Contact

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