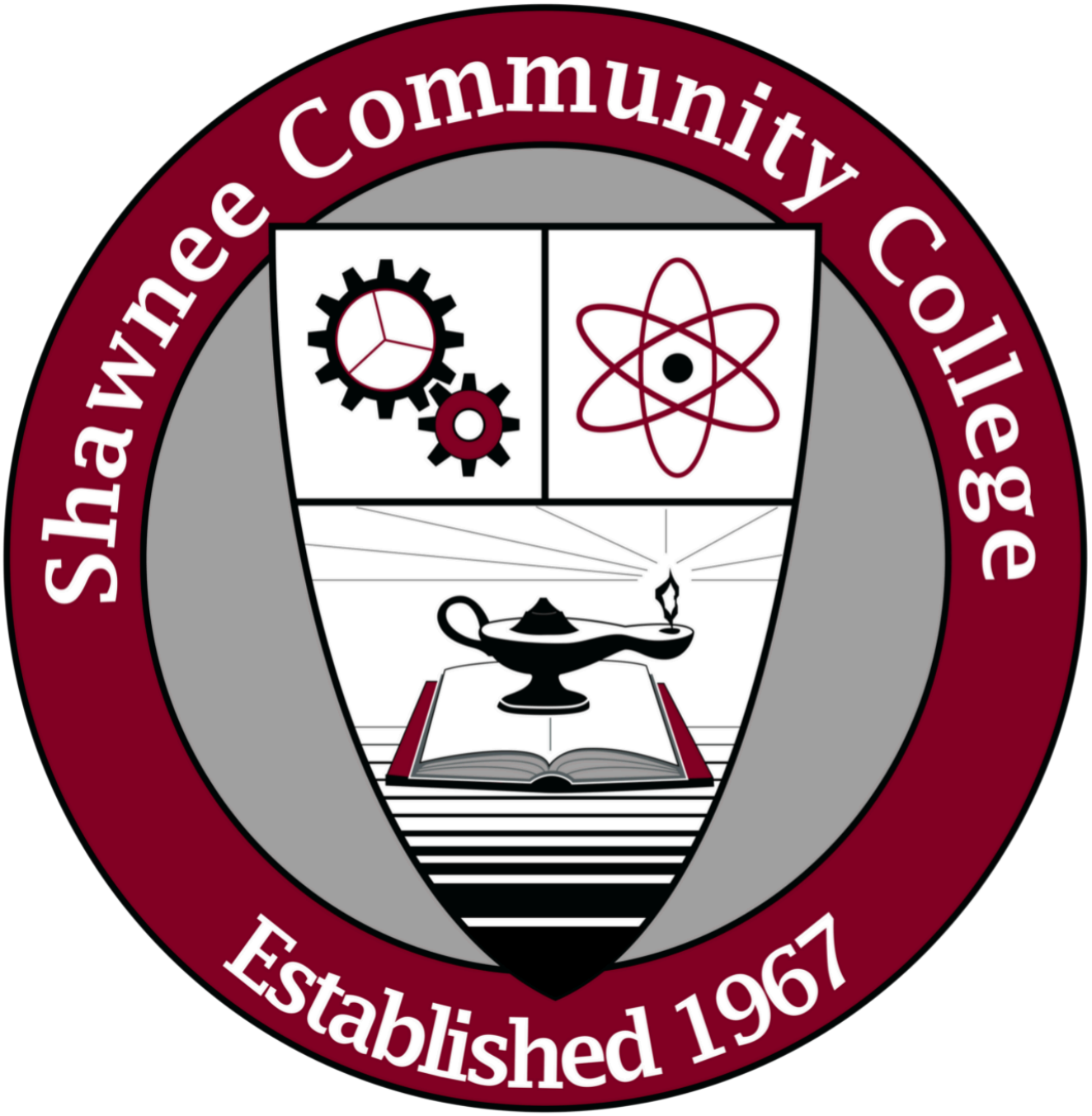
Early College Pathways Handbook for Parents and Students



"Your Future Starts *HERE!*"

Mission
Shawnee Community College's mission is to serve the needs of the students and our diverse community by providing quality higher education, community education, training, and services that are accessible, affordable, and promote lifelong learning.

Vision Statement
Student Centered, Community Connected

Philosophy
Shawnee Community College promotes student learning through the values of the community college concept, recognizing the uniqueness of each individual and the diversity of their needs. The College is dedicated to utilizing the resources of the institution to provide a comprehensive program to meet those diverse needs and improve the quality of life for each individual.

Education is the key to preparing individuals to confront this century's economic, social, and multicultural issues The College takes pride in providing quality education and training programs that incorporate the most recent technologies to meet the ever-changing needs of our students and district residents.

Shawnee Community College is dedicated to providing quality, cost-effective comprehensive programs to all individuals within the district and region who can benefit from such activities. The College strives for continuous improvement through the evaluation of programs, institutional effectiveness, and through the assessment of student academic achievement. The College maintains an "open door" admissions policy, thus providing educational, economic, and community service opportunities to all, regardless of race, sex, religion, ethnic origin, marital status, handicap, or socioeconomic level.

To the extent permitted by fiscal resources, technical expertise, and inter-agency cooperation, Shawnee Community College is dedicated to a significant role in the district's future.

[1]Updated: 8/5/24

Student Centered, Community Connected

www.shawneecc.edu

Main Campus
8364 Shawnee College Road
Ullin, Illinois 62992
(618) 634-3200
(618) 634-3300 (fax)

Alexander County Extension Center	**Johnson County Extension Center**	**Massac County Extension Center**	**Union County Extension Center**
2035 Washington St. Cairo, IL 62914 (618) 634-3490	Vienna High School 601 N. 1st Street Vienna, IL 62995 (618) 634-3440	5385 Industrial Park Rd. Metropolis, IL 62960 (618) 524-3003	1150 E. Vienna St. Anna, Illinois 62906 (618) 833-3399

Accredited by:
The Higher Learning Commission (HLC)
230 South LaSalle Street, Suite 7-500
Chicago, IL 60604-1411

Recognized by:
Illinois Community College Board (ICCB)
Illinois Board of Higher Education (IBHE)
Illinois State Board of Education (ISBE)
Illinois Department of Veteran Affairs

Early College Pathways Opportunities

What is Dual Enrollment?
Dual Enrollment is when a high school student takes college courses while enrolled in a high school. If a student is interested in taking a Dual Enrollment course, they and their school counselor should submit an SCC Early College Application. Students in dual enrollment classes receive only college credit. Homeschooled students work with an SCC Advisor for enrollment.

What is Advanced Placement (AP)?
Advanced Placement courses are taught by High School instructors, allowing students to earn college credit after successfully passing the corresponding College Board AP exam.

What is Dual Credit?
Dual Credit courses are taken by high school students for credit and receive both high school and college simultaneously (Higher Education Act 110 ILCS 27/5).

Dual Credit and Dual Enrollment courses are college courses in all aspects. Students should be academically prepared for college-level content.

Mission of SCC Early College Pathways
The mission of the early college program is to offer high school students living in one of the five counties in the Shawnee Community College district the opportunity to earn college credit while enrolled in high school. Eligible students must attend a public or private high school in the Shawnee Community College District.

Benefits of Early College Pathways
- Earn college credit and high school credit, which is dual credit simultaneously at no cost;
- Explore career pathways;
- Build self-confidence and familiarity with the college environment easing the transition from high school to college;
- Courses are fully accredited, fulfill SCC's Associate degree requirements, and are transferable to most colleges and universities;
- Early College Pathway students have access to campus facilities, including the library, computer labs, and Learning Resource Center.
- Early College courses can be taught at the high school, Interactive Television (ITV), online, or one of five Shawnee Community College campuses: and
- College credit a student receives for successfully completing dual credit and dual enrollment courses is part of the permanent college record.

Admission Requirements

Admission is restricted to students in their junior and senior years of high school.

1. The student must complete all admission requirements for enrollment at SCC including providing a copy of the current official high school transcript to the college, taking the Next-Generation Accuplacer or providing your SAT/ACT scores, complete any course prerequisites required by SCC and high school.
2. An SCC representative will work with school counselors to ensure early college students meet all registration admission requirements and deadlines.
3. Make course selections in consultation with their school counselor and Shawnee Community College Advisor. Dual enrollment courses are offered in the fall, spring, and summer semesters. Dual credit courses are offered in the fall and spring semesters.

How does a student enroll in Dual Credit?

1. Students meet with their school counselor to discuss courses of interest.
2. The school counselor determines student eligibility for enrollment. Students must demonstrate college readiness. College readiness is determined using multiple measures such as GPA, standardized test scores, and successful completion of course prerequisites.
3. Complete an Early College Application & Registration form and submit it to SCC. Each high school will have a list of Dual Credit courses available to them at their prospective high school. SCC representatives will be in local high schools to help with the registration process.

How does a student enroll in Dual Enrollment?

1. Students meet with an SCC representative to discuss courses of interest.
2. The SCC Representative determines student eligibility for enrollment. Students must demonstrate college readiness, determined using multiple measures, such as GPA, standardized test scores, and successful completion of course prerequisites**.**
3. Students will complete an Early College Application & Registration form. Parent and school official signatures are required. Once the form is completed and returned, the SCC Representative will enroll the student.

Family Educational Rights and Privacy Act (FERPA)

The College adheres to the Family Educational Rights and Privacy Act. It is permitted to share some student information with partner institutions. Please contact the Registrar at Shawnee Community College for more information. If parents have questions about student progress in dual credit courses, please contact their high school counselor. Due to FEPRA, SCC cannot discuss students' class work with parents.

Tuition and Fees

Currently, SCC waives the tuition and fees for dual credit courses taught at the high school. Some district high schools have Early College Agreements with Shawnee Community College, which will determine the district's course cost.

Saints Email and MySCC
Students enrolled in dual credit and dual enrollment are assigned a Shawnee Community College email account and receive important information from instructors and college staff in their SCC email account.

Students should visit www.shawneecc.edu to log in to MySCC. Through MySCC, students can access Moodle (for courses), Microsoft Office 365, Zoom, the SCC events calendar, and more. MySCC allows the students to put their most used Student Apps on their initial login page.

SCC Student ID

Students can obtain a virtual ID card through ID.123. Students must log in to their MySCC account and click on Virtual ID requests under the Student App. Virtual ID will ask for the following information: First Name, Last Name, SCC Email, and SCC ID number. Your ID will be virtual and available on an electronic device.

Saints Alerts
The campus alert notification system, Saints Alerts, sends text messages with important updates. Students can sign up via https://shawneecc.edu/alerts to stay informed of campus events, closings, Moodle and other technical service outages, and emergencies.

In Case of Inclement Weather
All faculty, staff, and students should be prepared for remote learning in inclement weather. The SCC District covers a wide geographical area, and weather conditions differ in certain regions. A decision as to whether or not classes will move to remote learning will be made as early as possible, usually by 6:00 am. An announcement will be made through Saints Alert and official news media. Unless otherwise specified, a remote learning day pertains to all Shawnee Community College classes (on-campus day, on-campus evening, and all off-campus extension centers). The absence of such an announcement means that classes will be in session as scheduled if the course meets at a Shawnee Community College location, that course will follow SCC inclement weather announcements. Keep in mind that when enrolled in a SCC course, students follow the SCC decision regarding inclement weather for that course. If the high school is remote or canceled and SCC is in session, the student should still attend the SCC course or follow the course syllabus for absences.

Semester Hour
The SCC academic calendar is two 16-week semesters of instruction and one summer session. One semester hour of credit represents the work done by a student in a lecture course attended one hour per week for one regular semester (about 16 weeks). Additional class time is required for each semester hour if a course has a lab component.

Students should expect to spend at least three hours out of class for every hour in class reading, studying, and preparing for course requirements. They should keep this in mind when scheduling classes and only attempt to enroll in hours they can handle in a semester.

Course Syllabi
The syllabus outlines the main points of focus in the course. Students will receive a syllabus for each class at the beginning of the semester. The syllabus includes the instructor's name, email, phone number, office location, office hours, and other guidelines and dates for successful course completion.

Reading Materials
Instructors expect students to have read the assignments and be prepared for class. Preparation for what will be discussed in the course will help students succeed. Students should also listen, ask questions, take notes, and participate in class discussions.

Helpful Hints for Success

Supplies and Equipment
A Chromebook or laptop (Chromebooks may not be suitable for some classes based on limited capabilities and programs), notebook, folder, planner, and a USB/Flash Drive to store work are great tools for organization skills. Cell phones are not optimal for course completion.

Time Management
Students should prioritize coursework and be realistic about commitments. Refrain from overbooking yourself. Be sure to use a planner or organizer to stay organized. Students must have a high level of motivation and adequate time to study for a college-level course.

Participation
Students are expected to be on time and attend class regularly. Regular attendance promotes the successful completion of courses.

Library
The SCC Library has many resources available to students. Students can see availability at www.shawneecc.edu/library. Students who need a Chromebook or laptop must log into their MySCC and go to the Students App card. Students must click on Request for Equipment (looks like a mini laptop). Students will need to fill out and submit the application. Students will then be able to pick up equipment in the Library. Students can apply for an SCC Library card. Students will need to fill out the Patron Registration form to do this. SCC Library has an online database, Illinois Heartland Library System members, and many other resources.

Learning Accommodations
Students in *dual credit* courses must seek accommodations through their respective high schools. If the high school cannot provide the accommodation, the College will attempt to provide accommodations. SCC provides reasonable accommodations to students who have disclosed a disability, completed an application, and provided appropriate documentation. In the college setting, students need to advocate for their learning needs. **From PA 102-516 from Dual Credit Quality Act**- Through this process and criteria, the student shall have access to the supplementary aids and accommodations included in the student's individualized education program under Article 14 of the School Code or Section 504 plan under the federal Rehabilitation Act of 1973 while the student is accessing a dual credit course on a high school

campus, in accordance with established practices at the high school for providing these services. A student who accesses a dual credit course on a community college campus shall have access to supplementary aids and accommodations provided in the partnership agreement, including access to the community college's disability services. A school district and community college district shall collaborate to provide seamless communication and student progress.

Students in *dual enrollment* courses must complete the documentation at https://shawneecc.edu/student-success-center/accessibility. Students will click on Apply for Services to complete an application and submit the appropriate documentation requested. SCC provides reasonable accommodations to students who have disclosed a disability, completed an application, and provided proper documentation. Please contact the Director of Student Success at 618-634-3516 for more information.

Grades:
Students who have concerns about grades should contact their instructor. Final grades will be posted and accessible in your MySCC account.

Grading System:
A = Excellent Performance (4 Points)
B = Good Performance (3 Points)
C = Average Performance (2 Points)
D= Inferior Performance (1 Point)
F= Failing Performance

Grade Point Average
The grade point average (GPA) is computed by multiplying the grade points earned in a course by the number of college credit hours, adding these products for each course, and dividing by the total number of college credit hours. An "F" grade is computed in the GPA unless the course is later repeated with a satisfactory grade at SCC.

Financial Aid
Dual Credit students do not qualify for financial aid. Dual Credit & Dual Enrollment are included in calculating Satisfactory Academic Progress for Financial Aid purposes. Grades and withdrawals will impact student financial aid. The complete Financial Aid Standards of Academic Progress are in the Shawnee Community College catalog.

Official Transcripts
Official Shawnee Community College transcripts can be ordered on SCC's website at www.shawneecc.edu/admissions/transcripts or by contacting the Registrar. Unofficial transcripts can be obtained through the student portal at MySCC.

Illinois Articulation Initiative (IAI)
SCC participates in the Illinois Articulation Initiative (IAI), a statewide agreement that allows the transfer of completed Illinois General Education Core Curriculum (GECC) between participating institutions in Illinois. Completing the transferable General Education Core Curriculum (GECC) at any participating college or university in Illinois assures transferring students that lower division general education requirements for an associate or bachelor's degree have been satisfied. A maintained database contains all

the statewide IAI articulated courses at each participating institution. Students who plan to transfer during their college career should access this IAI information on the IAI website.

Grievance Procedure for Grades:
The procedure can be found on the SCC website in the Student Handbook.

Academic Dishonesty/Plagiarism:
Academic dishonesty is defined as but is not limited to:
1. Cheating – Using or attempting to use unauthorized materials, study aids, or information in any academic exercise, including copying another person's work or preparing work for another person to be presented as the other person's work.
2. Fabrication – Furnishing false information to a College official relative to academic matters, including, but not limited to misrepresentation of written information provided in admission documents.
3. Plagiarism – Representing the words or ideas of another as one's own in any academic exercise. Plagiarism is stealing ideas or creations from others and taking credit for that work as if it were one's creation. Please get in touch with the Shawnee Community College Library or the Student Success Center for assistance or further clarification about plagiarism.

Types of Plagiarism:
- turning in someone else's work as one's own, whether borrowed, copied, or purchased
- copying words, ideas, statistics, phrases, music, or artwork from someone else without giving credit through the use of quotation marks and correct citation
- paraphrasing or summarizing someone else's ideas (expressing the other person's ideas in the student's words) without crediting that person for the ideas
- supplying false citation information for sources
- using more material from sources than from the student's thoughts (even if sources are cited, they cannot make up most of one's work because instructors usually require original work).

Penalties of Plagiarism:
The complete Penalties for Plagiarism can be found on the SCC website in the Student Handbook.

Harassment (4511) & Sexual Misconduct – Title IX (4515)
Check the SCC Handbook for the entire Title IX policy and procedure.

For further questions, contact:

Coordinator of High School Partnerships and Pathways
Teale Betts
Shawnee Community College
8364 Shawnee College Road
Ullin, IL 62992
(618) 634-3216
tealeb@shawneecc.edu

Frequently Asked Questions

What is MySCC?
MySCC is the college's academic portal. It provides access to a range of information and resources—from academic planning to college documents, grades, and news and information! To get to MySCC, click on the logo on the college's homepage. Once there, you may want to bookmark the site on your computer using the site address myscc.shawneecc.edu.

What determines who can teach dual credit classes in high schools?
Instructors eligible to teach dual credit courses with Shawnee Community College must meet the minimum instructor requirements required for faculty who teach on all of our campuses. These guidelines are set forth by the Illinois Community College Board (ICCB), the Higher Learning Commission (HLC), the Dual Credit Quality Act, and the Shawnee Community College Board of Trustees.

What are the dual-credit delivery systems?
High School—The course is taught in the high school facility by an ICCB and HLC-qualified high school instructor. The instructor must meet all qualifications for faculty teaching each respective course.
Shawnee Community College—The course is taught at a SCC location by a SCC instructor
Online—The course is taught online by either an ICCB and HLC-qualified high school instructor or a SCC instructor.

Who is responsible for getting the textbooks for dual credit and dual enrollment courses?
The local high school will provide textbooks for dual credit courses offered at their high school. The student is responsible for textbooks for dual enrollment courses.

What should students do if they cannot get into their MySCC, which includes email?
Students must call the SCC Help Desk at 618-634-3333 for assistance.

How can you get an unofficial copy of your college transcript?
After logging in to your MySCC account, click the Student Self-Service icon. Self-Service will open in a new tab. Click to open the Academics menus. On the right icon is a graduation hat (mortarboard). On the Academics menu, click to open the Student Planning menu. The menu will open, and more options will appear below it. Click on the Unofficial transcript link, the last item at the bottom of the Student Planning menu. A link to download a PDF copy of your unofficial transcript should now appear on the screen. Click the link to download your transcript and to view or print it on your computer.

Note: Students can access unofficial Shawnee Community College transcripts through MySCC. Current semester courses are listed as IP or In Progress until grades are entered at the end of the semester. If a dual credit course takes place over an entire academic year, the course will appear on an SCC schedule in the spring semester. Students will be graded for the entire year's work but only receive one semester's credit for the course.

Do you have a schedule for Shawnee Community College when you are enrolled in a dual credit course?

Yes, students will receive a schedule of classes before classes start. Students will have instant access to their schedules through MySCC. After logging in to your MySCC account, click on Student Self-Service and click on Student Planning. Then click on Go to Plan & Schedule and click the print button for a printable schedule.

What are the requirements to be in dual credit classes?
Students must follow the college catalog for eligibility requirements. If they have questions about eligibility, they should see their high school counselor or an SCC advisor.

What are college resources available for dual credit students?
Students are eligible to use any of the college's resources, such as the writing lab, career services, and fitness centers. To get tutoring, students need to contact Student Success at 618-634-3516. Students are also eligible to use the SCC Library; for more information, contact the SCC Library at 618-634-3271.

Are students able to drop their dual credit courses?
Before course withdrawal, students must speak with their dual credit instructor and school counselor. Please consult the Official College Calendar for each semester's final drop and withdrawal dates.

Can a student get an SCC ID card?
Students can obtain a virtual ID card through ID.123. Students must log in to their MySCC account and click on Virtual ID requests under the Student App. Virtual ID will ask for the following information: First Name, Last Name, SCC Email, and SCC ID number. Your ID will be virtual and available on an electronic device.

Will Dual Credit classes transfer to another college?
SCC participants in the Illinois Articulation Initiative (IAI), which guarantees credit transfer to Illinois colleges and universities for core courses. It is best practice to contact prospective colleges/universities to ensure that the desired credits will transfer. Students must request their official transcript be sent to their chosen college/university. Students should understand that while most IAI courses will transfer to another college, those courses may only count as elective credit and not as major-specific courses. Students need to inform the SCC Advisor of the intended major and college/university they are transferring to as soon as possible, which will help with course selections.

Are there ramifications if a student does poorly in Dual Credit?
Yes, there can be. We advise that dual credit students be responsible and proficient in the discipline in which they hope to achieve college credit, as they are held to the same standards as traditional college students. Dual credit courses are included in Satisfactory Academic Progress calculations for financial aid regardless of the use of financial aid. It is also essential that a student does well in their courses, as a failing grade or withdrawal (W) will remain on their Shawnee Community College transcript and can affect future financial aid eligibility. Please consult the Official College Calendar for each semester's final drop and withdrawal dates.

Are students eligible for Financial Aid?
Dual Credit students do not qualify for financial aid. However, SCC offers Honor Escrow scholarships to a certain number of juniors and seniors of each high school. The School Counselor at each high school will

determine who those students will be. The School Counselor will have the selected students complete the needed paperwork and return to be eligible for Honors Escrow.

The federal government requires students to receive a high school diploma or equivalent to be eligible for federal grants and loans. Students must apply for the Free Application of Federal Student Aid (FAFSA) during their senior year of high school for the following school year. Students and parents will have the opportunity to attend a FAFSA workshop at our local county extension centers. During students' senior year, SCC will come to their high school and present the available scholarships to the student. Please check your high school calendar for these dates.

Shawnee Community College

Early College Registration Form

SCC ID: _____	Birthdate: _____	Enrollment Term: Fall_____ Spring_____ Summer_____

Name: _____
Last First Middle

Address: _____
Street/Route/P.O. Box City State Zip

Home Phone: (____)_____ **Program of Study:** **HS.Dual**

High School: _____ **High School Graduation Year:** _____

___**Dual Credit**-Enrollment in a college-level course, and upon successful completion, earns college AND high school credit.

___**Dual Enrollment**-Enrollment in a college-level course, and upon successful completion, will earn college credit. No high school credit is given.

Course Prefix	Course Number	Course Section	Hours	Time	Mon	Tues	Wed	Thur	Fri

- I certify that all the information that I have provided on this form is complete and accurate to the best of my knowledge, and I agree to observe all of the rules and regulations of the institution at which I am enrolled including those included in the Early College Pathways Handbook for Parents & Students, which is available on the Shawnee website, or by request from your Shawnee representative.

Student Signature _____ **Date** _____

Advisor Signature _____ **Date** _____

Dual Enrollment Only:
School Official Signature _____ **Date** _____

Parent/Guardian Signature _____ **Date** _____

Notes

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shawneecc.edu

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