

Dual Enrollment Manual

J. Sargeant Reynolds
Community College



A Training and Reference Manual for Dual Enrollment

Revised March 2012

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Greetings from Our President

Welcome to the Dual Enrollment Program at J. Sargeant Reynolds Community College, *the opportunity college*, where our faculty and staff are dedicated to the philosophy that *“Your dreams are closer than you think!”*

The Dual Enrollment Program is designed to give high school students an opportunity to get personal experience at college-level work before graduating from high school. Your role as an administrator, counselor, or faculty member is most important in helping students attain college-level skills and also in developing the confidence that will result in their success whether they go directly to a four-year college or university or attend J. Sargeant Reynolds Community College enrolling in transfer or occupational career courses.

Thank you for being a part of a winning team that will positively impact the lives of our students for years ahead.



Gary L. Rhodes

President

Statement of Purpose

The purpose of this Dual Enrollment Manual is to serve as a reference guide for administrators, counselors, and faculty working with the J. Sargeant Reynolds Community College Dual Enrollment Program. It is designed to provide parameters for the operational procedures of the program and the ways in which we work with our partners and students. It is our goal to provide excellent services as we seek to respond to the needs of the communities in which we live.

J. Sargeant Reynolds Community College's Mission, Vision, and Values

Mission

J. Sargeant Reynolds Community College provides access to education that develops individuals for employment and career advancement, prepares students for successful transfer to colleges and universities, promotes personal enrichment and lifelong learning, and builds a skilled workforce that contributes to regional economic development.

Vision

J. Sargeant Reynolds Community College will provide a dynamic learning environment that will change people's lives and enrich our community.

Values

J. Sargeant Reynolds Community College will be guided by the following values in all actions and decisions:

Student Success

We are committed to our students' success and support their reach for higher goals.

Serving Our Community

We are committed to meeting the needs of our community through involvement, partnerships, and volunteerism.

Teaching and Learning

We value learning, scholarship, personal growth, and access to diverse learning experiences for our students, employees, and the community.

Inclusiveness and Collaboration

We value inclusiveness of people and ideas, individual diversity, and the unique contributions of all. We work together with respect, trust, and honesty within the college and with the communities we serve.

Excellence

We are committed to upholding high academic standards, maintaining quality in all aspects of our work, and continuously seeking avenues for improvement.

Ethics

We are committed to following ethical practices in all aspects of the college.

Innovation

We seek the best and most creative ways to conduct our work.

Our People

We value our people and are committed to their professional and personal growth.



The Learning Environment

J. Sargeant Reynolds Community College is committed to providing a positive learning environment in which all faculty, staff, and students can learn together in a setting that encourages the free exchange of ideas and information. To accomplish this goal, the members of the college have established the following expectations for learning.

Punctuality – Respect schedules, arrive/depart on time, and notify others when changes are necessary.

Courtesy - Assist others, acknowledge the presence of others, and be considerate of others while they work, study or speak.

Distractions– Turn off cell phones and other electronic devices in class, labs, libraries, and meetings.

Consideration – Keep your college areas clean, orderly, and ready for use by others.

Accountability – Take credit only for work that is yours. Make yourself accountable for the information you release.

Participation – Help everyone feel welcome to participate and freely exchange ideas without interruption.

Preparation – Come prepared and focus solely on the business at hand.

Privacy – Keep confidential discussions in private spaces.

Professionalism – Model and develop behavior that will foster success in the workplace.

Respect – Respect all backgrounds, cultures, and contributions.

Responsibility – Acknowledge errors and express willingness to correct them.

Understanding Dual Enrollment at JSRCC

Understanding Dual Enrollment at JSRCC

Purpose of Dual Enrollment Program

The purpose of the Dual Enrollment Program is to provide an opportunity for qualified high school students to enhance their education by enrolling early in college courses. They will be able to experience college level courses, explore career options, and shorten the time required to complete an associate or baccalaureate degree. These students will be able to earn credit that will count toward their high school diploma and will also carry college credit. The courses may be reflected on both their high school and college transcripts. Participation in this program will allow students to gain insight into the college academic experience.

In an effort to ensure the equivalency of the dual enrollment/dual credit courses, J. Sargeant Reynolds Community College will adhere to best practices pertaining to:

- Course equivalency,
- Student eligibility,
- Course placement procedures,
- Faculty qualifications,
- Faculty evaluations,
- Faculty orientation and development, and
- Student outcomes assessments

Specifically, our goals are to:

- Ensure that dual enrollment classes are taught at the collegiate level;
- Ensure that only qualified high school students enroll in dual enrollment courses and have the same rights of access privileges and levels of support as JSRCC on-campus students;
- Ensure that students in a pre-requisite dual enrollment class are successful in subsequent related dual enrollment courses as students taking both on-campus courses; and
- Ensure that dual enrollment faculty has qualifications that meet both VCCS and SACS requirements, as well as other external accreditation agencies (specialized and professional).

Objectives of Dual Enrollment

- Facilitate a seamless transition from the high school to the college classroom
- Provide an opportunity for students to take core curriculum requirements while still enrolled in high school so that course duplication might be eliminated
- Provide additional opportunities for college bound students to embrace academic challenges
- Provide an opportunity for high school students to start progress on an certificate, associate or bachelor's degree

Definition of Dual Enrollment

Dual enrollment refers to a student who receives both high school and college credit for a particular course. The Virginia Community College System further organizes dual enrollment students in the following categories.

Dual Enrolled (program/plan code 041)

- This category refers to students who are still in high school, including those enrolled in nontraditional programs such as home-school, who are taking college credit courses for which they are also receiving high school credit. *All JSRCC classes will appear on both the JSRCC and high school transcripts. (Reminder: Most students should have this program code.)*

Concurrent (program/plan code 042)

- This category refers to students who are still in high school, including those enrolled in nontraditional programs such as home-school, who are taking college credit courses for which they are receiving only college credit and not high school credit. *JSRCC classes will only appear on the JSRCC transcript.*

Joint Dual Enrolled/Concurrent (program/plan code 043)

- This category refers to students who are still in high school, including those enrolled in nontraditional programs such as home-school, who are taking at least one college course for which they are also receiving high school credit and at least one college course for which they are receiving only college credit. *At least one JSRCC class will on the JSRCC transcript and at least one class will appear on both the JSRCC and high school transcripts.*

Benefits of Dual Enrollment

- Students have the opportunity to earn high school and college credit simultaneously.
- Students gain an early start on achieving an Associate or Baccalaureate degree.
- Students are considered JSRCC students and therefore, allowed access to all services provided by the institution.
- Students may be able to complete certain certification programs while still in high school.
- Depending on the class and the grade achieved therein, students may transfer courses to four-year institutions.

Student Eligibility

According to the [Virginia Plan for Dual Enrollment](#), signed June 2008,

“Dual enrollment coursework is restricted to high school juniors and seniors. Exceptions may be considered for freshman and sophomore students who are able to demonstrate readiness for college level coursework through the college’s established institutional policies.”

Only students who are in participating school divisions may enroll in the Dual Enrollment program.

In order to be eligible for dual enrollment courses at JSRCC, students must meet the appropriate prerequisite and placement testing requirements. JSRCC has defined college readiness based on earning minimum “ability to benefit” requirements on the COMPASS examination (Reading 62, and Writing 32.) and the VPT Math placement (must pass MTE 1-3). Students interested in enrolling in courses that require additional placement testing levels(i.e., English, Psychology, History, Mathematics, Chemistry, Biology, etc.) must achieve the minimum curriculum and testing requirements for placement into the requested class. All required prerequisites and placement tests must be completed before the student can be enrolled in the desired class.

Selection Criteria

Potential students are selected for this program based upon the recommendations of the parents and their high school counselor. Each participating high school uses certain criteria to identify students for dual enrollment courses. These criteria may include teacher recommendations, participation in an accelerated program, minimum grade point average, self-selection, etc. Our goal is that selected students be successful in the classes. It is strongly recommended that students show strong academic progress in certain core courses including mathematics and English. Students must understand that their performance in dual enrollment courses can and will affect their future collegiate experiences. For example, if a student does poorly in an ENG 111 class, then the student will not be allowed to take the ENG 112 course since ENG 111 is a course prerequisite.

Also, students must understand that poor academic performance in a dual enrollment class can negatively affect the student’s ability to attain scholarships and financial assistance, especially if the student decides to continue the pursuit of education at JSRCC. The college assumes no responsibility for the impact of failure on a dual enrolled student in college level courses; nor, does the college assume any responsibility for the impact of failure upon the student’s high school academic progress.

Course Selection

With the approval of the high school principal or designee (usually the counselor), students may enroll in any credit course offered by JSRCC. However, they may not take developmental and certain physical education courses for dual credit. For dual enrolled students, courses fall into one of two categories: transfer or occupational/technical.

Transfer courses include those courses that may be used toward the completion of a Baccalaureate degree at four-year colleges and universities for transfer credit evaluation (e.g., English, biology, mathematics, psychology, history, etc.). These general education courses usually transfer to most colleges and universities, both public and private. However, JSRCC cannot guarantee that all colleges and universities will accept all credits. It is strongly recommend that students contact the Admissions Office at the institution of choice regarding questions about course/credit transfer.

Occupational and technical courses include those courses that will be used toward a career preparation program. Students are permitted to take courses for employment and future industry certification. They may enroll at the College to complete the corresponding technical certificate or degree program. Examples of these courses include: nursing, automotive technology, and electronics.

Prior to each upcoming school year, the dual enrollment representative for each locality submits a request for courses to be offered in the following year to the Dual Enrollment Coordinator, who in turn works with the Deans and Program Heads to determine the course schedule. This determination of course offerings is based upon several factors, including the current courses offered, the number of students enrolled in the class, the interest of students in a desired course, the availability of qualified faculty to teach the course, space availability, etc. After course offerings are determined, the counselors then begin to advise students about the availability of these dual enrollment courses during the registration process.

NOTE: Students interested in taking English at JSRCC must have successfully completed three (3) years of high school English through the second semester of the 11th grade. Students interested in taking mathematics must have successfully completed the course prerequisites for college level mathematics.

Enrollment and Registration Processes

A clear understanding of the enrollment and registration processes is important to the successful execution of the dual enrollment program. Following is a step-by-step description of the process.

1. *Meet with the high school counselor and parent(s).* All students interested in participating in dual enrollment classes offered by JSRCC must complete the application process. It is required that students discuss this interest with her/his parent(s)/guardian(s) and school counselor.
2. *Complete the application.* Upon approval of the school counselor, the student should make application to the college which may be found at www.reynolds.edu. A completed application to the dual enrollment program consists of: JSRCC application, student residency form, dual enrollment course request form, and a high school transcript (if requesting a waiver of math placement exams). Upon completion of this online application they will receive an EMPLID number, which serves as their student ID number. Also, students will receive a default password to be used in gaining access to *MyJSRCC*.
3. *Take the COMPASS & VPT Math placement test.* Every student must take the placement tests to meet Ability to Benefit (college readiness) requirements. All Dual Enrollment students must score at least a 62 on Reading and 32 on Writing of the COMPASS placement test and pass MTE 1-3 of the VPT math placement test. Students may be waived from the Ability to Benefit requirement by having the following PSAT scores: Math 40; Reading 34 and Writing 35. Students who desire to take a transferable course(ex. ENG 111) must have a higher level of scores in order to place.
4. *Complete and submit the application for in-state tuition and course request forms.* These forms should be submitted to the school counselors who will, upon approval, forward them to the Coordinator of Dual Enrollment at JSRCC **no later than June 30th**. To ensure that students are appropriately registered for courses, all course request and in-state tuition forms should be submitted prior to the end of the preceding academic year. International students (non-U.S. citizens and residents) may be required to provide additional paperwork and documentation to the JSRCC Admissions and Records Office. If all information is current, returning students need only to submit the course request form.

5. *Verify applications and course requests.* The Dual Enrollment staff will then review course requests and transcripts to verify that students have met all prerequisites as established by the VCCS and JSRCC. Only after all prerequisites and placement testing have been completed will a student be enrolled in a course.
6. *Enroll students in requested (approved) courses.* At the designated time, the Dual Enrollment staff will place students in the requested courses.
7. *Submit preliminary rosters to counselors for review.* At the beginning of each semester, the Dual Enrollment staff will submit a preliminary roster to the high school counselors for review. Together, they will rectify any outstanding issues related to student registration.
8. *Identify any changes prior to the Add/Drop deadline.* After the semester begins, students will have the opportunity to add or drop classes in much the same manner as on-campus students. All changes must be completed by the add/drop (census) deadline. Faculty will be asked to submit signed rosters to the Coordinator of Dual Enrollment at this time.

International/Non-U.S Citizen Students

Students with a Non-U.S citizen status may be required to submit passports and immigration documents to the Reynolds Admissions & Records Office. For additional information, please contact the Admissions and Records Office at 804.523.5029. Non-native English speaking students may be required to take the English Language Proficiency Exam prior to taking a course at the College. Students may be eligible to a waiver of this exam if they:

- hold a college degree from another U.S. college or university.
- have successfully completed a college-level composition course (ENG 111) from another U.S. college or university.
- have a current (within the last 2 years) TOEFL score of 80 (IBT), 213 (computer) or 550 (paper). (A score of “5” on the writing portion of the TOEFL is required to exit from ESL writing.)

For additional information, please contact the ESL Coordinator at 804.523.5020.

Placement Testing

In order to ensure preparedness for college-level coursework, JSRCC uses the COMPASS **and** the VPT Math test as its placement examinations. The COMPASS is a “comprehensive, computer-adaptive testing tool that helps place students into appropriate courses and maximizes the information post-secondary schools need to ensure student success. Any non-curricular student (including dual enrollment students) must take the placement test and meet the Ability to Benefit requirements. Certain students may be able to waive the testing requirement.

In order to waive any portion of the placement exam, students must be able to show evidence of proficiency or have previously completed applicable credit courses satisfactorily at another college or university. Waivers may also be granted based upon ACT, AP, SAT, or PSAT (if SAT not yet taken) scores:

Mathematics Placement – minimum SAT-Math score of 500, or minimum PSAT-Math score of 52 if the SAT has not yet been taken. With this waiver students

may take courses at the Pre-calculus level and below (i.e., MTH 115, 151, 170, 163, or 166). A high school transcript is needed reflecting previous math courses with grades of A's and B's. New students interested in taking Calculus or Statistics are required to take the placement exam.

Reading Placement – minimum SAT-Critical Reading score of 500, or minimum PSAT-Critical Reading score of 52 if the SAT has not yet been taken.

Writing Placement – minimum SAT-Writing score of 500, or minimum PSAT-Writing score of 52 if the SAT has not yet been taken.

Students may also waive the English portion of the COMPASS with an AP score of 3 or higher in English, as well as ACT scores of 19 in English and 20 in Reading.

To waive the Ability to Benefit requirements students must have the following PSAT scores: Math 40; Reading 34; Writing 35 and the following SAT scores: Math 430, Reading 440 and Writing 420.

Students are required to pay a \$6 fee for the COMPASS administration. There is no charge for KAPLAN Nursing test. The cash payment may be made at either of the College's Business Offices. (Sorry, no checks or credit cards accepted.) Students will need their EMPL ID number when making payment. *Students will need the receipts in order to take the test.*

The VPT Math placement test is comprised of two parts: a basic math test, and a diagnostic portion that allows JSRCC to accurately place a student in the appropriate math course at the college. This test takes approximately one to three hours to complete and provides recommendations in the form of a report on math courses based on a student's performance on a test at that time. Dual Enrollment students, in order to meet ability to benefit or college readiness must pass MTE 1, 2 & 3 of the VPT Math placement test.

The tests are approximately two hours long but could be longer. It is important that students are aware that the latest spaces are available: Monday-Thursday, 4pm; Friday, 1pm; and Saturday, 11am. The Testing Center at the Downtown Campus is open on the 1st and 3rd Saturdays of each month and the Center at the Parham Road Campus is open on the 2nd and 4th Saturdays of each month. Currently, the Testing Center at the Goochland Campus is open on Wednesdays and Thursdays.

Students who need to take the Nursing examination should contact the School of Nursing and Allied Health at 804.523.5375.

Add/Drop & Withdrawal Policies

We understand that students may not be prepared for the commitment and discipline required to be successful in a college course. Students have the opportunity, in consultation with the counselor, to remove themselves from the selected class. It is the student's responsibility to contact their school counselor immediately if they are

considering not completing a dual enrollment class. Therefore, it is imperative that students be aware of two key dates during the course of the semester: the Add/Drop deadline and withdrawal deadlines. Counselors will be informed of these deadlines at the beginning of each semester. Counselors must submit all required paperwork to the Coordinator of Dual Enrollment by the appropriate deadline.

The *Add/Drop* deadline reflects the point in the semester when 15% of the class has been completed. Classes dropped by this date will not be reflected on the student's JSRCC transcript. Additionally, the school system and/or student will not be financially responsible for these courses. Faculty and/or counselors will be asked to verify class rosters at this point.

The *Withdrawal* deadline reflects that date when 60% of the class has been completed. In order to withdraw from a course, students must have the written approval of their counselor. A "W" will be posted on the student's transcript to reflect the withdrawal. Students (and school systems) will be financially responsible for these courses. Except in documented unusual circumstances, students will not be allowed to withdraw from a course after this deadline.

Dual Enrollment Instructional Guidelines

Dual Enrollment Instructional Guidelines

Determination of Classes Offered

Dual Enrollment course schedules are set each semester by the joint decision of the high school and JSRCC. School system representatives request classes during the spring semester prior to the fall. The dual enrollment course schedule is then established. The College reserves the right to cancel a dual enrollment class due to low enrollment. The final determination of course offerings is based on the number of students planning to enroll in the class, as well as the availability of faculty to teach the course.

Expectations for Student Readiness and Behaviors

Students participating in Dual Enrollment courses will be expected to follow all of the guidelines and procedures as our regular college-aged students. A complete description of all of these policies can be found in the Student Handbook. Instructors are encouraged to review and enforce as necessary the Reynolds Academic and Student Conduct policies. (<http://www.jsr.vccs.edu/catalog/>)

Attendance

Students at J. Sargeant Reynolds Community College are expected to attend classes and to notify the instructor when absences are necessary. Students are responsible for all material, homework, tests, and other assignments missed due to absences from classes. In the course syllabus that is furnished to students, faculty members clearly describe the college's attendance policy and their policies for students concerning attendance. Students attending classes offered at the high school are also expected to adhere to the high school attendance policies.

Daily attendance and grade records must be maintained by the instructor. Necessary class rolls, grade sheets, and other reports will be furnished to the adjunct instructor by the Academic Dean. At the end of the semester, class rolls and grade sheets must be returned to the Academic Dean promptly. (This policy applies to both credit and non-credit classes.)

J. Sargeant Reynolds Community College instructors teaching at a high school campus should always check in with the high school's main office upon their arrival on campus.

If an instructor must miss a class because of illness or some other reason, he/she must notify the appropriate supervisor as soon as possible. Every effort must be made to reach the appropriate contact person at the college and/or high school. In an emergency, if the Academic Dean's office cannot be reached, the principal is usually the primary contact at the high school; at the college it would be the academic program head.

All work for any canceled class meeting must be made up prior to the completion of the semester either in class or through a school approved course management system (i.e., Blackboard). Instructors must inform, in writing, the appropriate Academic Dean or supervisor of all canceled classes and make-up sessions. In the event of an extended absence (a week or more), instructors that teach solely at the high school must notify the appropriate Academic Dean at the college due to accreditation standards.

At the first meeting of the class, it is the responsibility of the instructor to attain both the home (and an alternate telephone number) of each student in that class.

If an instructor must be late for a class session, he/she must notify, as soon as possible, the appropriate supervisor, so that adequate provisions can be made for the class. For evening classes, Security should be notified if the Academic Dean's office is already closed.

Classroom Interruptions

Electronic Devices on Campus

- The use of all electronic sound devices, with or without earphones, such as pagers, cellular telephones, electronic games, portable televisions, radios/tape players, etc., is prohibited in classrooms, laboratories, and Learning Resource Centers (LRC's). Electronic devices generating disruptive sounds on campus, such as boom boxes, auto sound systems, musical instruments, etc., are prohibited.
- Students may be permitted to bring non-sound electronic pagers to class.
- Students with documented disabilities may use approved electronic devices as specified by the Accommodations Notification Form.
- Electronic devices approved by the instructor to be used in the learning process are exempted from this policy.

Children and Disruptive Non-Students in the Classroom

- Children are not permitted in the classroom or in labs. Supervised children are permitted on campus in all other areas. If children are disruptive, both the adult and the child will be asked to leave.
- Unsupervised children will not be allowed on campus.
- Individuals who are displaying disruptive behavior will be asked to leave the campus by the college police.

Disruptive Students

Disruptive behavior will not be tolerated. Individuals who engage in disruptive behavior will be asked to cease/desist and warned that further disruption will be subject to disciplinary action. Depending upon the severity or repetitive nature of the act, disciplinary action by college personnel may include asking the student to leave the area; exclusion from class, activity, or area; and/or contacting campus security for assistance. Further disciplinary action may be taken by the Associate Vice-President of Student Affairs in accordance with the Student Handbook. *In the case of violation of this policy, a dual enrollment student enrolled in a college-sponsored course taught at the high school site would be subject to both high school and college disciplinary procedures.* If the form of the disruption is in violation of state or federal law, the college reserves the right to notify the appropriate agencies of the U.S. Government, the Commonwealth of Virginia, county and/or city governments for investigation, and if warranted, prosecution.

Course Syllabus

The course outline and course syllabus are required for each course offered by the college. Course outlines are required for accreditation; they are also used to assist instructors in their course preparation, to determine that courses are parallel to ones offered in four-year colleges or universities, and for curriculum development. Each Academic Dean keeps on file both course outlines and course syllabi for courses offered

in the division and is responsible for the development of course outlines for new courses proposed. Instructors should post their course syllabus on Blackboard or another course management system for students to access.

Every course outline should list the course prefix and number, course title, credit hours, prerequisites, course description, course content, and course objectives. Adjunct faculty can obtain copies from the appropriate Academic Dean; copies are also available in the office of Academic Services and Research. Each course syllabus should be submitted to the appropriate Academic Dean prior to the census date (last day to drop with a refund).

A copy of the syllabus and course outline should be given to each student during the first class meeting. In certain extenuating circumstances, it may be necessary to distribute the course syllabus after the first class meeting, but in no case should it be given to students later than the add/drop date for that class (last day to drop with a refund).

The course syllabus must reflect the course content and objectives as stated in the most current official course outline. The course syllabus must include the following elements:

1. Course prefix and number
2. Name of course
3. Effective date
4. Information about the instructor: name, office telephone number, office location, and office hours
5. Required textbooks including laboratory manuals, workbooks, etc.
6. Learning activities (projects, papers, presentations, reading, oral participation, tests, etc.)
7. Applicable learning resources (published materials--books, periodicals, informational packages, etc.; films, tapes, slides, specimen models, charts, etc.)
8. Evaluation (grading scale, make-up policy, etc.)
9. Mid-term assessment
10. Attendance requirements
11. Schedule of class events--topics, tests, other learning activities
12. Statement that the course and college comply with the guidelines stated in the Americans with Disabilities Act

Depending upon the degree of specificity needed in the course, instructors may elaborate on the expected student outcomes or course objectives on the course syllabus. (General course objectives are listed on the course outline.) Additional information may be included on the syllabus as deemed necessary and appropriate by the instructor.

A sample course syllabus format appears in the Adjunct Faculty and Faculty Handbooks.

Grading Policies

The assignment of grades is the sole responsibility of the instructor. The posting of grades is the prerogative of the instructor, provided student names, initials, social security numbers, student identification numbers, driver's license numbers, or any portion thereof, are not posted for identification means without the student's written permission.

Final grades must be submitted in writing to the Academic Dean no later than 48 hours after the final examination is administered or as requested by written notice from the Dean of Instruction or Director of Admissions and Records.

The quality of a student's performance in any academic course is reported by the instructor as a letter grade. These grades denote the character of work and are assigned grade points as follows:

- A** Excellent 4 grade points per credit
- B** Good 3 grade points per credit
- C** Average 2 grade points per credit
- D** Poor 1 grade point per credit
- F** Failure 0 grade point per credit
- P** Pass No grade points.

W Withdrawal: No credit. Withdrawal from courses without academic penalty may be made within the first 60% of the course. The student will receive a grade of "W" for withdrawal. See section on Withdrawal from Courses for late withdrawals.

I Incomplete: No credit awarded. The instructor may award an "I" for documented, unavoidable reasons, only when the student was passing the course, and has completed most of the course requirements. Since the "Incomplete" extends enrollment in the course, requirements for satisfactory completion will be established through student/faculty consultation. Courses for which the grade of "I" (Incomplete) has been awarded must be completed by the end of the subsequent semester. Another grade (A, B, C, D, F, P, R, W) must be awarded by the instructor based upon course work which has been completed or the "I" will convert automatically to a grade of "F." (If an "I" grade is awarded at the end of the spring semester, the student will have until the end of the subsequent fall semester to complete the requirements.) A grade change of "I" to "W" or an extension of the "I" is awarded only under mitigating circumstances and must be approved by the associate vice president of Academic Affairs.

Grades available under the Pass/Unsatisfactory option are "P" and "U". A student under this option receives one or the other of these two grades, except where an "I" or "W" is appropriate. Permission of the school dean is required for utilizing the Pass/Unsatisfactory option, except for those courses where all students enrolled in the course are permitted this option. The "P" grade is not included in GPA calculations. A maximum of 7 semester credit hours from courses for which the "P" grade has been awarded may be applied toward completion of a degree or certificate. Students may change from the standard grade to the P/U grading option at any time before the official date for withdrawal provided they have the required permission of the school dean offering the course. Minimum performance level for the grade of "P" is equivalent to that required for a grade of "C" in the course.

Final grades for each semester and summer term will be available by phoning REYNET, or they can be viewed and printed using My JSRCC. Students must have their JSRCC EMPLID and password to obtain their grades.

Textbooks

All textbooks must be approved by the Academic Dean. Textbooks can be purchased by the students from the college bookstore. High schools may also elect to purchase approved textbooks for their students. The bookstore carries, in addition to a supply of required textbooks, a large variety of student supplies and college-related materials. Hours for the bookstore are posted during registration periods, the summer semester, and first week of classes. If you are a faculty member and need an instructor's edition textbook, please contact your Program Head or Academic Dean's office. They will be able to furnish you with the necessary materials.

Class Rosters

Class rosters can be accessed using the PeopleSoft system. Instructors are expected to verify their rosters during the first week of class. In addition, they will be required to submit a form to administratively drop and withdraw students at two points during the semester based upon the student's attendance during the course of the semester. For those classes held on the high school's campus, instructors must provide signature verification of rosters within 24 hours after the census date (drop deadline & withdrawal deadline). Further details regarding this process can be obtained through your Academic Dean's office or Program Head. Instructors may also contact the Dual Enrollment staff. To access the PeopleSoft system, go to www.reynolds.edu and select "My JSRCC".

Dual Enrollment Faculty

Dual Enrollment Faculty

All persons teaching dual enrollment courses in the high schools are considered shared faculty. Thus, in some situations, they dually report to J. Sargeant Reynolds Community College as well as the local school system.

VCCS-29: Faculty Selection and Qualifications

The minimum qualifications for part-time teaching faculty are identical for full-time appointments as listed in form VCCS-29. (A copy of the VCCS-29 may be found in the appendices of this handbook.)

The Academic Dean or Program Head must certify that the instructor meets the qualifications necessary to teach college courses. Personnel files should be updated annually as returning adjunct faculty complete additional course work. New official transcripts should be forwarded to the appropriate Program Head.

Orientation

The college offers an orientation session for all adjunct faculty. Each faculty member is expected to attend at least one orientation session each year. These meetings provide information on the college, updated expectations and procedures, and a chance to meet with the Program Heads and other faculty members. In addition, attendees are given the opportunity to participate in one or more training opportunities including Blackboard and PeopleSoft. To view a current orientation schedule, register for a session, or access a full catalog of training opportunities, look for the *Professional Development Opportunities* link under STAFF RESOURCES at <http://inside.reynolds.edu>.

Technology in the Classroom/Course Maintenance

PeopleSoft (SIS – Student Information System)

The Virginia Community College Systems uses PeopleSoft as its web-based student and class record management system. Through this system, students can access their unofficial transcript information, class schedules, register for classes, check on their financial aid, and look at available courses for future terms. Faculty members can access their class rosters, class schedules, and submit final grades. To access this system go to www.reynolds.edu and select “My JSRCC”.

Every dual enrollment faculty member must complete the Information Technology Employee Acceptable Use Agreement (Form 40-0009). This Computer Ethics Agreement must be completed before the faculty member can receive an EMPL ID#. Faculty members are expected to adhere to all components of this agreement. It is strongly encouraged that all first-time faculty (and persons desiring a refresher course) participate in a PeopleSoft training session.

Blackboard

J. Sargeant Reynolds Community College uses Blackboard as its web-based course management system both for distance learning and traditional on-campus classes. All faculty will be expected to have a minimum presence (course syllabus and contact information/office hours) for each of their classes on Blackboard or another school approved course management system. To learn about the college’s Blackboard system, to request space on the system for your classes, or to sign up for training on using

Blackboard, go to <http://inside.reynolds.edu/blackboard>. This information can also be accessed by using the *Blackboard Information* link under TEACHING RESOURCES at <http://inside.reynolds.edu>. To log in to the Blackboard system, which is centrally managed by the Virginia Community College System, go to <http://bb.vccs.edu>.

Faculty persons in the high schools who utilize a different technological support system should notify their respective Academic Dean and/or Program Head.

Audio-Visual Equipment (For on-campus classes only)

Faculty should submit requests via the web for A-V equipment for use in their classrooms at least a week in advance. The *Request AV Equipment* link can be found under TEACHING RESOURCES at <http://inside.reynolds.edu> or you can contact the AV Department as follows:

Downtown Campus A-V Department

Telephone: 523-5176 E-Mail: avdtc@jsr.vccs.edu

Parham Road Campus A-V Department

Telephone: 523-5910 E-Mail: avprc@jsr.vccs.edu

Goochland Campus AV Department

Telephone: 523-5889 E-Mail: avprc@jsr.vccs.edu

Professional Development

Throughout the year, the college offers technology training in the form of Professional Development Opportunities (PDOs). Training classes may be offered on-site at one of the campuses or online. To see a catalog of training opportunities, to sign up for a class, and to learn about the college's full professional development program, look for the *Professional Development Opportunities* link under STAFF RESOURCES at <http://inside.reynolds.edu>. Faculty members are also encouraged to participate in regular departmental meetings. For more information, contact the Academic Dean or Program Head.

Email Access

All adjunct faculty are assigned a college email account to communicate with students. In general, email addresses are your first initial + your last name + @reynolds.edu (for example, John Smith's email address would be jsmith@reynolds.edu). The default password is your social security number (without hyphens). If you are a new adjunct faculty, your school dean must request the account for you. To read your email via the web, go to <http://webmail.utility.vccs.edu> or use the *WEBMAIL* link at the top of <http://inside.reynolds.edu>. Please check your email frequently, as emails with information about college events, policies and other important issues are commonly sent via distribution list emails to all faculty and staff.

@Home Software

All college employees may install a free licensed copy of several major software titles on their home computer. Available software includes Microsoft Windows XP Professional, Microsoft Office 2007 Professional Suite (Word 2007, Excel 2007, Outlook 2007, PowerPoint 2007, Access 2007, Publisher 2007, OneNote 2007), Microsoft FrontPage 2003, and Symantec Antivirus. To request one or more of these titles, use the *SOFTWARE@HOME* link under TEACHING RESOURCES at <http://inside.reynolds.edu>.

Help Desk Support

Many of your technology support questions can be answered on the college's Help Desk web page. Look for the *HELP DESK* link at the top of <http://inside.reynolds.edu> or email helpdesk@jsr.vccs.edu or call 523-5555.

Computer Labs & Classrooms

The college has open computer labs for use by students and faculty on all campuses. The Parham Road Campus computer lab is located in Room 113, Burnette Hall. The Downtown Campus lab is in Room 462. The Western Campus lab is Room 209. To learn more, look for the *COMPUTER LABS* link under TEACHING RESOURCES at <http://inside.reynolds.edu>.

The Adjunct and Faculty Handbooks

The Adjunct and Faculty Handbooks outline all of the rules, expectations, and responsibilities of an instructor with the college. In it you can find information on personnel issues such as paycheck, faculty evaluations, and conditions of employment as well as resources for both the instructor and the student (i.e., audio/visual equipment, library resources, and computer labs). This manual also includes the expectations with regards to the classroom environment (i.e., Grading and testing policies, attendance, and office hours). You can pick up a copy of the handbooks at your Academic Dean's office. Additional resources for adjunct faculty can be found at <http://inside.jsr.vccs.edu>.

Evaluations

Student evaluation forms are administered to all Dual Enrollment classes. These evaluations are reviewed by the appropriate Academic Dean, and conferences between the faculty member and Academic Dean are held as necessary. All Dual Enrollment faculty should be evaluated on a regular basis by using the plan for adjunct evaluation included in the appendices or by another mutually agreed upon assessment technique.

Emergency Situations

Occasionally, emergencies do arise and faculty members may be unable to complete the instruction for the course. It is important that any changes in instructor due to personal or family illness, resignation, etc. be communicated to the academic dean as soon as possible so that an appropriately qualified replacement can be found.

Resources & Appendices

Campus Resources

Resource	Description	Location & Phone Numbers by Campus		
		Parham Road (PRC)	Downtown (DTC)	Goochland (WC)
Main Number & Addresses*	General information, school closings, registration information, and events at the college	(804) 371-3000		
		1651 E. Parham Rd. Richmond, VA 23228	700 E. Jackson St. Richmond, VA 23219	1851 Dickenson Rd. Goochland, VA 23063
Outreach & Recruitment	Main number for Dual Enrollment	(804) 523-5789 Ginter Park – Dubose Hall		
Reynet	Automated telephone system for current students for records & course enrollment	(804) 371-3308		
PeopleSoft	Automated enrollment, schedules, grades, & unofficial transcripts for current students	www.reynolds.edu Select the “My JSRCC” button on the left		
Blackboard	Online course content and class announcements	www.reynolds.edu Select the “My JSRCC” button on the left		
Admissions & Records	Web application, domicile-residency form, & official transcript information	(804) 523-5029 Georgiadis Hall Room 351		
Success Centers	Registration, schedule advising, & financial aid	(804) 523-5368 Georgiadis, Lobby	(804) 523-5455 1 st Floor Lobby	(804) 523-5400 Main Lobby
Academic Support Centers	Faculty & peer tutoring	(804) 523-5927 Burnette Hall, Rm 114	(804) 523-5687 Room 174	(804) 523-5927 By appointment
Bookstores	Textbooks and supplies	(804) 371-3266 Behind Georgiadis Hall	(804) 786-8580 1 st Floor Lobby	(804) 371-3266 (Temporary by semester)
Business Office	Pay for classes and placement tests	(804) 523-5186 Georgiadis, Rm 204	(804) 523-5285 Room 148	(804) 523-5404 Room 108A
Career, Placement, & Transfer Services	Information on career planning, job seeking, & transfer advising	(804) 523-5061 Rooms 209-210	(804) 523-5970 Room 406	(804) 523-5061 (PRC)
Computer Labs	Open computer labs for use by all students	(804) 523-5377 Burnette Hall, Rm 113	(804) 523-5158 Room 462	(804) 523-5423 (In the LRC)
Financial Aid	Financial aid information	(804) 523-5137 Georgiadis Hall Room 362		
Learning Resource Centers (LRC)	Library and other resources	(804) 523-5220 Library Technology Center, Rm115	(804) 523-5211 Room 231	(804) 523-5419 Bldg C20, Room 201
Police & Security	Safety & security	(804) 523-5219 Bldg B, Rm 102	(804) 523-5472 1 st Floor Lobby	(804) 523-5407 Bldg C20, Main Lobby
Student Accommodations	Services for students with learning, psychological, or physical disabilities	(804) 523-5572 Rooms 209-210	(804) 523-5628 Room 160	(804) 523-5572 (PRC)
Student Life	Information about student events	(804) 523-5983 Bldg B, Rm 256	(804) 523-5082 Room 116	(804) 523-5983 (PRC)
Testing Centers	Placement, Ability to Benefit, and Make-up testing	(804) 523-5368 Bldg B, Rm 203	(804) 523-5470 Room 162	(804) 523-5421 Bldg C01, Rm 229

Steps to the Dual Enrollment Process

List of Activities and Responsible Parties

March—June

- JSRCC:**
- Deans and Program Heads approve schools requests for courses.
 - Deans and Program Heads verify credentials of high school teacher for the dual enrollment course.
 - DE Coordinator notifies school systems of approved course offerings.
 - Enrollment Liaisons submit placement results to schools for review
- School System:**
- Publicize DE offerings to eligible students and parents.
 - Students submit complete DE Application Packet.
 - Students make appointment to take COMPASS Placement Test.
 - School counselors review placement test scores to determine course request approval.
 - School counselors or designees submit completed DE application packets for approved students to DE Liaison.
- Faculty:**-Submit Final Grades for spring and year long courses to JSRCC

July—August

- JSRCC:**
- DE Liaisons review student application packets and communicate with students and school as needed.
 - DE Liaisons enroll students in approved classe(es).
 - DE Liaisons provide course rosters to high school counselors for initial verification.
- Faculty :**
- Attend DE Faculty Orientation before start of semester.

September—December

- Faculty:**
- Review rosters and submit changes to DE Liaison by add/drop deadline.
 - Submit necessary withdrawal request by the census date
 - Submit grades for classes that end in December
- JSRCC:**
- DE Coordinator submits authorization requests to school systems for approval.
- School System:**
- Review authorization request and return signed copy to DE Coordinator.
- JSRCC:**
- DE Liaisons enroll students in requested spring class(es).

January- February

- JSRCC:**
- DE Coordinator submits authorization requests to school systems for approval.
 - Grades from Fall semester are sent to school counselors
 - DE Liaisons enroll students in approved spring courses
- School :**
- Review authorization request and return signed copy to DE Coordinator
 - Submit request for **new** dual enrollment course offerings
- Faculty:**
- Review spring rosters and submit changes to DE Liaison by add/drop deadline.

FERPA - Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (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.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For more information or to learn more about this Act, please visit the FERPA Web site at: <http://www.ed.gov/offices/OM/fpco/ferpa/index.html>



J. SARGEANT REYNOLDS COMMUNITY COLLEGE
CHANGE OF PROGRAM/PLAN

This form must be presented in person.

PLEASE UPDATE YOUR NAME, ADDRESS AND TELEPHONE NUMBER WITH THE CAMPUS ACCESS CENTER!

Student's SSN: _____ EmplID: _____

_____ Last Name _____ First Name MI Jr.,3rd

Plan Codes are listed on back of this form

Present Plan:

Change Plan To:

Plan Code: _____

Plan Code 1: _____

Plan Name: _____

Plan Name 1: _____

Plan Code 2: _____

Plan Name 2: _____

SIGNATURE OF STUDENT: _____ DATE: _____

APPROVAL NEEDED FOR SECTION 1 OR SECTION 2

SECTION 1:

For **Inside Wireman I**, **Inside Wireman 2** and **Technical Studies** Plans, take this form to the School of Engineering, Agriculture & Manufacturing Technologies:

School Approval: _____ Date: _____

SECTION 2:

For all other Plans except **Inside Wireman I**, **Inside Wireman 2** and **Technical Studies** Plans, take this form in person to the Campus Access Center for approval:

Access Center : _____ Date: _____

For Office Use Only

The following official documents have been received (check one):

- H.S. GED *Not for Health & Medical Technologies:* ATB 10 YRS
- Has graduated from a JSRCC program and is approved for non-curricular status.

This student's curriculum change request has been processed:

A&R Initial: _____ Date: _____



J. SARGEANT REYNOLDS COMMUNITY COLLEGE
Request For Official JSRCC Transcript

Please mail or fax this form to:

TRANSCRIPTS
Central Admissions and Records
P.O. Box 85622
Richmond, VA 23285-5622
FAX Number (804) 371-3650

Student's SSN: _____ EmplID (if known): _____

_____ Last Name First Name MI Jr.,3rd

Daytime Phone#: _____ Evening Phone#: _____

SIGNATURE OF STUDENT: _____ DATE: _____

IMPORTANT INFORMATION ABOUT TRANSCRIPTS

- A new form must be completed for each transcript request.
- You may mail **or** FAX this request form **or** bring it to a Campus Access Center.
- There is no fee. All bills owed to the college must be paid in full before the transcript is sent out.
- Please allow 1 to 2 weeks for delivery. All official transcripts will be sent by mail to the address that you provide.
- **The College does not FAX official transcripts.**
- To view your unofficial transcript please log on to *Reynolds Online*. Click on For Students>Academic Summary>Unofficial Transcript

PLEASE PRINT CLEARLY

Mail an official JSRCC transcript to: Check only **one** option

as soon as possible

OR

as soon as this semester's grades are available

OR

transcript(s) should be mailed after I graduate from JSRCC.

I plan to graduate:

FALL TERM (Aug - Dec) 200_____

SPRING TERM (Jan - May) 200_____

SUMMER TERM (May - July) 200_____

Department or Name of Individual: _____

Name of College or Business

Street Address

City

State

Zip

JSRCC Form No. 11-0005 Transcript Request form 7/04

This institution promotes and maintains educational opportunities without regard to race, color, sex, ethnicity, religion, gender, age (except when age is a bona fide occupational qualification) handicap, national origin or other non-merit factors. Employer, date of birth, social security, sex and race information are optional and used for research, reporting and management of student records.

J. Sargeant Reynolds Community College Placement Testing Guidelines for Dual Enrollment Students

Dual enrollment students are required to meet the Ability to Benefit minimum requirements of Math 25; Reading 62; Writing 32. Students may be granted a waiver from the Ability to Benefit requirement, prior to enrolling by having the following PSAT scores; Math 40; Reading 34 and Writing 35 and the following SAT scores Math 430; Reading 440; and Writing 420. Students must also meet any requirements for courses that require higher placement (such as ENG 111), as stated in the course description as published in the college catalog. Placement tests cost \$6.00.

Mathematics

Dual enrollment students who score 500 or higher on the math portion of the SAT, or 52 or higher on the math portion of the PSAT if the SAT has not yet been taken, and who meet the prerequisites of a course may receive a waiver of the VPT Math test. Below are the levels required for placement into the various math courses:

MTE 4: MTH 50, MTH 120, MTH 121, MTH 126

MTE 5: MTH 146, MTH 150, MTH 151, MTH 152

MTE 6: MTH 115, MTH 116, MTH 170, MTH 240

MTE 7-9: MTH 163, MTH 166, MTH 240, MTH 270, MTH 173, MTH 240, MTH 270, MTH 287, MTH 174, MTH 277, MTH 279, MTH 285

Students may take courses at a level lower than their placement recommendation. Students who plan to pursue a curricular program at the college should complete the math course that is required for that program. **Students who are using an SAT or PSAT score to waive the math placement must submit a high school transcript and have “Cs” or better in any prior math courses .**

English

Dual enrollment students who score 500 or higher on the critical reading portion of the SAT, or 52 or higher on the critical reading portion of the PSAT if the SAT has not yet been taken, and who meet the prerequisites of a course may receive a waiver of the COMPASS reading test. Students who score 500 or higher on the writing portion of the SAT, or 52 or higher on the writing section of the PSAT if the SAT has not yet been taken, and who meet the prerequisites of a course may receive a waiver of the COMPASS writing test. Students who achieve a minimum ACT English score of 19 and a Reading score of 20 may receive a waiver for the writing and reading tests, respectively. These students will place into ENG 111 or any course that requires a placement recommendation for ENG 111.

To place into ENG 111 on the COMPASS, students must:

1. Score a 65 or higher on the COMPASS writing test; or
2. Score from 50 through 64 on the COMPASS writing test and 80 or above on the reading test; or
3. Receive an ENG 111 placement on the basis of a writing sample.

Students who receive an ENG 04 or 05 reading placement may not take ENG 111 or social science courses. Students who receive a recommendation of ENG 107 may take ENG 111 and may optionally take ENG 107 to improve their reading. Student interested in taking social science courses who receive an ENG 05 or 107 recommendation must take these classes prior to or concurrent to enrollment in the social science class. It is strongly recommended that these students receive a “no reading” recommendation on the Reading portion of the exam to avoid taking any developmental courses.

Students who place into developmental ENG or MTH courses (course numbers 01-09), may take these at the college with concurrent rather than dual status during the summer, with the principal’s permission.

Retakes

Students shall not be permitted to take a particular placement test more than once every four months.

Placement Tests- A Guide for Students

Do I need to take the COMPASS Placement Test?

Yes! Any non-curricular student planning to take courses must take the COMPASS and score the minimum Ability to Benefit requirements(Reading 62; Writing 32) Courses with reading, writing, or mathematics prerequisites must take the corresponding placement tests. Other courses (e.g., chemistry, nursing, physics, etc.) may also have placement tests requirements. All dual enrolled students are considered non-curricular.

Can the Placement Test be waived?

Yes, certain students can have these tests waived. In order to have a test waived, you must be able to show evidence of proficiency or have previously completed applicable credit courses satisfactorily at another college or university. Waivers may also be granted based upon AP, SAT, or PSAT scores:

Mathematics Placement: SAT-Math score of 500 or higher, or PSAT-Math score of 52 or higher if the SAT has not yet been taken. (This will place you into Level 4 math courses: MTH 115, 151, 170, 163, or 166.)

Reading Placement: SAT-Reading score of 500 or higher, PSAT-Reading score of 52 or higher if the SAT has not yet been taken, ACT-Reading score of 20, or an AP score of 3 or higher in English

Writing Placement – SAT-Writing score of 500 or higher, PSAT-Writing score of 52 or higher if the SAT has not yet been taken, ACT-English score of 19, or an AP score of 3 or higher in English

For more information, please see Placement Testing/Test Waiver in the College Catalog.

Before Taking the Tests

You must first complete the application for admission to JSRCC so that you may obtain your JSRCC Student ID (EMPL ID) number.

You must prepay for the test at the one of the Business Offices. The fee is \$6 and must be paid in cash. (Sorry, no checks or credit cards accepted.) Please have your JSRCC Student ID # when you pay. *Keep your receipt as you will need it in order to take the test.*

Students who wish to take the placement test at the Goochland Campus, must call and make an appointment (523-5421). The Downtown and Parham Road campuses take students on a walk in basis.

Review the sample questions available at www.act.org/compass/sample.

When Taking the Test

The test will take approximately 2-3 hours. Be sure to plan for enough time to take them.

You will need to bring:

- Photo ID
- A receipt marked paid from the Business Office
- Calculator (Please see www.act.org/compass/sample/calc.html for acceptable models.)

Other Important Information

Retakes:

Students are only permitted to take a particular placement test once every four months .

Testing Center Locations and Information:

<p>Downtown Campus Room 162 804/523-5470</p> <p>Hours Monday - Thursday 8:30 A.M. - 8:00 P.M.</p> <p>Friday 8:30 A.M. - 3:00 P.M.</p> <p>Every 1st and 3rd Saturday 8:30 A.M. - 1:00 P.M.</p>	<p>Parham Road Campus Burnette Hall, Room 119 804/523-5411</p> <p>Hours Monday - Thursday 8:30 A.M. - 8:00 P.M.</p> <p>Friday 8:30 A.M. - 3:00 P.M.</p> <p>Every 2nd and 4th Saturday 8:30 A.M. - 1:00 P.M.</p>	<p>Goochland Campus Building C-20 Room 239 804/523-5400</p> <p>Hours Tuesday 9:15 A.M – 1:00 P.M.</p> <p>Wednesday 3:15 P.M. - 6:00 P.M.</p> <p>Thursday 9:15 A.M – 1:00 P.M.</p>
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NOTE:

Testing Centers are closed on Sundays and Holidays

*** Information regarding the Business Office, specific prerequisites, and course offerings can be found on our website: www.Reynolds.edu .*

**Checklist for Dual Enrollment Students Transitioning to
J. Sargeant Reynolds Community College as Regular Students**

Oftentimes, dual enrollment students are unsure of the steps that they need to complete in order to enroll as a regular student at J. Sargeant Reynolds Community College upon graduation from high school. This uncertainty can sometime slow down the process to executing a smooth transition.

In order to facilitate a seamless process in the changing of status from dual enrollment to a curricular program, students who plan to attend JSRCC after high school should complete the following tasks.

- ⌚ **Complete the Scholarship Application by March 31.**
 - Must have at least a 2.0 GPA
- ⌚ **Apply for Financial Aid (if needed) by April 15th deadline.**
 - Ensures that *eligible* student will receive funding for the fall semester in a timely manner
- ⌚ **Submit an official high school transcript after graduation.** The transcript must show that the student has completed high school requirements and verified credit requirements. It must also include the high school graduation date. The transcript may be mailed from the school directly to: Office of Admissions and Records; P.O. Box 85622; Richmond, VA 23285 OR hand-delivered to a campus ACCESS Center in a sealed envelope.
- ⌚ **Meet with a Success Center Specialist to complete a “Change of Program/Plan” Form.**
 - Changes student status from dual enrollment to curricular program
 - Necessary for financial aid and graduation
- ⌚ **Take the COMPASS Placement Exam (if not previously done).**
 - Helps determine level of course placement
- ⌚ **Attend SOAR (Student Orientation) during the summer prior to first semester.**
- ⌚ **Meet with Advisor in the Success Center during the first semester of enrollment.**
 - Important to the establishment of clear academic goals and plans to ensure shortest time to degree and transfer

Administrative Contacts

Gary L. Rhodes, President	523-5200
Gene D. LeRosen, Executive Vice President	523-5550
David Loope, Associate Vice President of Academic Affairs	523-5660
Thomas N. Hollins, Jr., Associate Vice President of Student Affairs	523-5296
Tracy Green, Director of Outreach & Recruitment	523-5789
Tracy I. Banks, Coordinator of Dual Enrollment	523-5789
Barbara Glenn, Dean of School of Humanities, & Social Sciences	523-5263
Charles Swaim, Asst. Dean School of Business & Engineering	523-5454
Dr. Susan Hunter, Dean of School of Nursing and Allied Health	523-5375
Raymond Burton, Dean of School of Mathematics & Sciences	523-5374
David Barrish, Acting Dean of School of Business & Engineering	523-5069
Arthur F. Biehler, Jr., Business Manager	523-5186
Nicole Page, Scholarship Programs Manager	523-5084
Office of Admissions and Records	523-5029

Mailing Address:

J. Sargeant Reynolds Community College
PO Box 85622
Richmond, Virginia 23285-5622

Student Conduct Policy (1-35) Codes & Violations (Section III B)

Please select the violation code(s) applicable to the disruptive behavior and place them on the front side of this sheet with a full description of the incident.

1. All forms of academic dishonesty including cheating, collusion, plagiarism, and forgery. (See Academic Dishonesty Policy 1 - 34).
2. Disruption or obstruction of College or College-sponsored activities which may include, but is not limited to teaching, research, administration, disciplinary proceedings, studying, cultural events, fire, police, or emergency services, or other college activities.
3. Physical and/or psychological abuse, assault and battery, molestation, or threat of such actions against any member of the community, or visitors to the College, or conduct which threatens or endangers the health or safety of any such person.
4. Acts of harassment, written, verbal or physical, that stigmatize or victimize an individual on the basis of, but not limited to the following: race, ethnicity, religion, sex, sexual orientation, creed, national origin, ancestry, age, mental status, or disabilities. In instances of alleged sexual harassment, the College's Sexual Harassment Policy (1-14) takes precedence.
5. Engaging in any form of forcible or non-forcible sexual offense
6. Indecent, lewd, disorderly, or obscene conduct or expression.
7. Participating in or inciting a riot or an unauthorized or disorderly assembly.
8. Damaging, defacing, destroying, or misusing College property or property under its jurisdiction, or the property of a member of the College community, or campus visitor.
9. Unauthorized entry into or presence in a college facility.
10. Refusing to depart from any property or facilities of the College upon direction of by college officials, VCCS officials, or other persons authorized by the President.
11. Use of alcoholic beverages, including the purchase, consumption, possession, or sale of such items, except where specifically authorized within regulations of the college.
12. Gambling or holding a raffle or lottery on the campus or at any college function without proper college and other necessary approval.
13. Unlawful use, possession, manufacture, sale or distribution of any illegal or controlled substance.
14. Using, possessing, or storing illegal or unauthorized arms classified as weapons, fireworks, explosives, or dangerous chemicals.
15. Littering, defacing, destroying or damaging property of the college, or property under its jurisdiction, or removing or using such property without authorization.
16. Theft or attempted theft of College or personal property of a member of the College community or campus visitor, or knowingly possessing such stolen property.
17. Physically detaining or restraining any other person or removing such persons from any place where they are authorized to move, or in any way obstructing the free movement of persons or vehicles on college premises or at college activities.
18. Forging, unauthorized altering, falsifying or unauthorized use of any College documents, records, keys, or instruments of identification.
19. Furnishing false information to the College or to members of the College community who are acting in exercise of their official duties.
20. Abuse of computer and network access.
21. Unauthorized or fraudulent use of College facilities and/or equipment, including, but not limited to, the telephone system, mail system, computer system, transportation system, or use of any of the above for an illegal act.
22. Using sound amplification equipment, systems or devices, except as permitted by the College.
23. Violating fire and other safety regulations, which include the misuse or damage of safety equipment.
24. Willfully encouraging others to commit any of the acts which have been herein prohibited.
25. Abuse of the Student Discipline system which include, but is not limited to: failure to appear for hearing; falsification, distortion, or misrepresentation of information before hearing officer or committee; disruption or interference of the orderly conduct of student conduct hearings; false accusation of student misconduct, knowingly without cause; attempting to influence impartiality of a member of the hearing committee prior to and during the hearing process; harassment of witnesses or members of hearing committees, and the like.
26. Knowingly violating the terms of any disciplinary sanction imposed as a result of official findings of a violation of the conduct policy.
27. Violation of local, state, and / or federal laws.
28. Violation of Campus or College parking regulations.
29. Violation of College policy on demonstrations.
30. Violation of College policy on solicitation and sales.
31. Violation of College policy on smoking (ie. in classrooms, laboratories, lecture halls, and libraries).

We would also like to thank the following resources for their use in this manual:

Student Handbook

<http://www.jsr.vccs.edu/catalog/>

Adjunct Faculty Handbook

<http://inside.jsr.vccs.edu/manuals/adjunct.pdf>

College Catalog

<http://www.jsr.vccs.edu/catalog/>

College Website

<http://www.reynolds.edu>

College Intranet Website

<http://inside.reynolds.edu>

U.S. Department of Education

<http://www.ed.gov>