



Dual Enrollment Manual

2023-2024

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SECTION 1- GENERAL INFORMATION

1.1 The Purpose of the Dual Enrollment Manual

The purpose of the Dual Enrollment Policies and Procedures Manual/Handbook is to specify the details of the Dual Enrollment (DE) Program as Germanna Community College (GCC) and the Public School Systems operate it.

1.2 The History of Dual Enrollment

The Virginia Plan for Dual Enrollment/Dual Credit was initiated in 1989 by Donald J. Finley as Secretary of Education, S. John Davis as Superintendent of Public Instruction, and Jeff Hockaday as Chancellor of the Virginia Community College System. The purpose of this program is to allow high school students to take college-level courses and receive both college credit and high school credit toward graduation. The purpose of the plan was to make available a wide range of course options for high school students to meet requirements for graduation while simultaneously earning college credit.

1.3 Germanna Community College Mission Statement

As a public, comprehensive community college, Germanna provides accessible, quality education and training opportunities that meet our communities' changing learning needs. This Mission is achieved through:

- courses, programs, and services that enable students to gain access to and succeed in higher education;
- associate degrees and courses that prepare students to advance to and succeed in four-year colleges and universities;
- training and services to develop successful employees who meet employers' specific needs;
- training, associate degrees, and certificates for students to enter and succeed in the workplace; and
- services and support for community and economic development.

1.4 Dual Enrollment Program Mission Statement

The Germanna Dual Enrollment program allows high school students to meet the requirements for high school graduation while simultaneously earning college credit.

1.5 Program Goals

1. Introduce students to the experience of college studies in a supportive environment.

2. Encourage high school students to attend college by creating a seamless transition from high school to college.
3. Provide an opportunity for high school students to earn college credits.
4. Help students to complete an associate or baccalaureate degree while realizing a saving in both tuition and time.
5. Help meet the Commonwealth's goal of satisfying the demand for appropriate educational programs and services to an increasing number of students.

SECTION 1a - GENERAL ISSUES

1.6 Student Eligibility

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 colleges' established institutional policies. These exceptions will be treated on a case-by-case basis and require recommendation by the Dean of Student Development and formal approval by the College President. Requests by the secondary school for exceptions must be forwarded to the Coordinator of Dual Enrollment, along with relevant academic information regarding the student. The request must demonstrate that the student has met established GCC placement criteria and is ready both academically and emotionally for college-level coursework. Appropriate public school and community college officials should take the necessary steps to assure that every student who is registered under the Dual Enrollment arrangement is amply prepared for the demands of a college-level course and can benefit from the enrichment opportunity. The principal and HS Liaison will provide approval for each student to enroll in Dual Enrollment classes.

1.7 Admission Requirements

The Virginia Board of Education Regulations Establishing Standards for Accrediting Public Schools in Virginia governs the student's participation in dual enrollment arrangements. First, the public school principal must approve the cross-registration of the high school student to the community college. Second, the community college must accept the high school student for admission to the college-level course. All Virginia Community College System and institutional placement criteria must be met by the student prior to enrolling in a dual enrollment course.

1.8 Course Eligibility

Courses may be drawn from the academic, fine arts, and career technical subject areas. All course prerequisites, including placement testing, must be met. Developmental courses are

not eligible for dual enrollment credit, as such students requiring developmental coursework are not eligible for the dual enrollment program. Dual enrollment courses taught at the High Schools may not include non-dual enrolled students without the documented approval of the community college president. Students must meet the admission and course placement requirements of the College. Requirements for admission include the completion of an application for admission to the College, transcripts, and the completion and receipt of satisfactory scores on the College's placement tests when required.

1.9 Credit Awarded

College credit shall be awarded by the community college to the participating high school students upon successful completion of the course. The award shall be in compliance with appropriate accrediting standards for community colleges. The minimum standard is 750 minutes of instruction per academic credit plus 50 minutes of evaluation per academic credit, not to exceed 150 minutes. The total time includes all in-class assessment and evaluation activities and the traditional final examination. Please note lab science courses require 3 hours of lecture and 3 hours of lab weekly, for a total of 4800 minutes per semester. Art courses also have additional lab time, totaling 2.5 hours.

High school credit shall also be awarded to the participating high school students upon successful completion of the course. The award shall be in compliance with state standards.

1.10 Tuition and Fees

According to the Regulations Establishing Standards for Accrediting Public Schools in Virginia, the public school will not be penalized in [its] state appropriation for developing and implementing dual enrollment. Schools and colleges are encouraged to provide high school students the opportunity for dual enrollment at no cost to them or their families. In addition, neither the public school nor the community college shall be penalized in their respective state appropriations for developing and implementing the dual enrollment arrangement. The public school shall receive average daily membership (ADM) credit for its students who participate in the dual enrollment arrangement, and the community college shall receive full-time equivalent (FTE) student credit for the participating high school students.

1.11 Eligibility for In-state Tuition Rates

Dual enrollment students will all be charged in-state tuition for DE courses taught at the high school.

1.12 Compliance with Accreditation Standards

The Virginia Plan for Dual Enrollment complies with the criteria of the Southern Association of Colleges and School[s] and with the Regulations Establishing Standards for Accrediting Public Schools in Virginia.

1.13 Program Coordination

General coordination of the program is the responsibility of the Coordinator of Dual Enrollment. A listing of administrators at Germanna Community College and their contact information is presented in Appendix D.

SECTION 1b - ADMISSIONS AND REGISTRATION PROCEDURES

1.14 Scheduling Courses

High Schools will inform Germanna's Coordinator of Dual Enrollment in writing of TENTATIVE course information for each section scheduled no later than April 1st for the upcoming academic year. The information is recorded on the Dual Enrollment Course Request form (see Appendix B). As tentative information is confirmed, it is the responsibility of the school principal or school representative to provide a written update to the Coordinator of Dual Enrollment. Written notification can be provided through an email sent to the Coordinator of Dual Enrollment.

1.15 High School DE Liaison

Each high school designates a DE liaison who will serve as the contact between the high school and the GCC Coordinator of Dual Enrollment. It is the responsibility of the high school principal to provide written notification to the Coordinator of Dual Enrollment when a liaison is newly designated, whether as an initial appointment or a replacement.

The high school liaison will assist students in completing an application to Germanna Community College and completion of all requisite registration forms. The high school liaison will return the forms to the GCC Office of Dual Enrollment for processing by the date indicated in the Dual Enrollment Academic Calendar. In accordance with the Virginia Community College System (VCCS) policy, registration paperwork must be submitted prior to the start date of the new academic semester. Students who have questions about the applications or difficulty completing the application should contact GCC's Admissions and Records Office.

In early August the Office of Dual Enrollment will request a final high school roster, to aid in enrolling students in the correct section of DE. The high school principal, or their designee, will also be asked to attach a signed letter giving the students permission to take Dual Enrollment.

The Admission and Records Office will process the applications, establish a file for each student, and process the registration forms; with the assistance of the Office of Dual Enrollment. Class rosters will be prepared for the high school DE Liaison to distribute to the instructors for verification of enrollment. The instructor and the DE Liaison must ensure that the rosters are accurate. The DE Liaison signs the roster confirming the accuracy and returns them to the Office of Dual Enrollment which, will in turn forward the same, to the Enrollment Specialist for Dual Enrollment in the GCC Admissions and Records Office.

The DE liaison at the high school is responsible for forwarding any changes in the class enrollment to the Office of Dual Enrollment by the established deadlines for adding, dropping, and/or withdrawing from a class. The Enrollment Specialist in GCC Admissions and Records Office must receive all Student Registration/Drop Add Forms prior to the last day to add, drop, or withdraw from a class. These changes must be submitted on the appropriate form and must include the student's signature and the approval of the high school dual enrollment liaison. No students can be added after the first full week of class, without authorization from the Vice Chancellor for Academics of the VCCS.

1.16 Placement Testing

All students admitted under Dual Enrollment must demonstrate readiness for college by meeting Admissions specific criteria and all course prerequisites. (See Admissions and Prerequisite Sheet in the appendix). Prerequisites may be accomplished by satisfying VCCS Multiple Measures criteria, taking the Virginia Placement Test (VPT), or submitting qualifying SAT or ACT scores. (There is no SAT Math score to qualify for Calculus; it requires a VPT). Dual enrollment students must complete an application (online) prior to taking a placement test; the response to their application will contain the student's ID number. The Germanna ID number MUST be used when students take the placement tests and in all their communication with GCC. Students can familiarize themselves with the VPT at the following link: <https://www.germannna.edu/are-you-germannna-ready/placement-matters/>

The VPT-trained high school test proctor, (typically the DE Liaison or High School Testing Coordinator), can administer the computerized VPT at the high school. Appendix C lists the GCC Placement Test Cut-off Scores and prerequisites. The high school DE liaison will forward any alternative placement test scores (SAT, ACT, and/or SOL) along with the student's registration forms to the Office of Dual Enrollment, by the deadline date. A dual enrollment student may take one initial Virginia Placement Test and a retest, if necessary, and then there will be a 365-day waiting period after the second test before a student can test again. Students who do not have the appropriate qualifying Admissions and Pre-requisite scores on file cannot be registered for dual enrollment courses

1.17 Verification of Enrollment

Verification of enrollment is crucial and must occur at least two weeks **prior** to the last day to add a class, which is stated in the academic calendar. The Dual Enrollment high school liaison will receive the GCC dual enrollment class rosters two weeks prior to the first week of school and two weeks prior to the first week of the Spring semester from the GCC Admissions and Records office. These rosters should be compared to the high school's rosters to identify discrepancies. Any discrepancies must be reported to GCC at the time the high school liaison reviews, signs, and submits the GCC rosters back to GCC. This process facilitates accurate final grade rolls and accurate billing.

SECTION 2 - INSTRUCTORS

2.1 Selection of Instructors and Instructors Credentials

The school system proposes a candidate to teach dual enrollment courses. GCC must review and approve the candidate's educational preparation prior to the course being designated as a dual enrollment course. The candidate must meet the minimum requirements listed on Form VCCS-29, as well as the requirements of the Southern Association of Colleges and Schools.

To teach courses that are usually applicable to Associate in Arts and Associate in Science degrees, a person must possess a master's degree from a regionally accredited institution, and within or in addition to that degree a minimum of 18 semester hours of graduate work in the field of specialization for which courses are taught. Additionally, the academic preparation must be appropriate to the course to be taught. Instructors teaching courses in more than one field of specialization would be expected to possess a minimum of 18 graduate semester hours in each field of specialization in which courses are taught.

To teach courses that are usually applicable to Associate in Applied Science Degrees, a person is usually expected to possess a master's degree, including a minimum of 18 semester hours of graduate work in each field of specialization for which courses are taught, or possess a baccalaureate degree and professional competency in the area of specialization in lieu of the master's degree. Professional competency may include certificates, licenses, apprenticeships, and training in trade schools or special schools. Some DE Instructors, (in exceptional circumstances), may be qualified by alternative credentialing, if appropriate. This requires a great deal of commitment by the instructor to provide documentation of his/her credentials for consideration. The credentials would need to demonstrate expertise in the learning objectives of the course. The credentials would be submitted for review and approval by the Vice President for Academic and Student Affairs.

Dual Enrollment Instructors are typically employed by the high school, although occasionally some GCC instructors do teach Dual Enrollment Courses. ***NO COURSE CAN BE DESIGNATED AS A DUAL ENROLLMENT COURSE UNTIL THE CANDIDATE'S CREDENTIALS ARE OFFICIALLY APPROVED BY GERMANN COMMUNITY COLLEGE AND ALL PAPERWORK IS COMPLETED BY THE INSTRUCTOR.*** Unofficial transcripts can be reviewed at the school's request for informational purposes; however, until the official transcripts are reviewed by the Coordinator of Dual Enrollment and approved by the Dean of Instruction, the instructor remains in candidate status. All HR paperwork must be completed before the instructor is officially approved as well.

2.2 Hiring Process for Dual Enrollment Instructors

In order to complete the approval/credentialing process, must submit the following to the Coordinator of Dual Enrollment.

1. DE Instructor Information Form.
2. Official copies of all college transcripts. Copies of specialized licenses, degrees, etc., (for occupational-technical courses only).
3. Completion of GCC DE Instructor Application.

After a final review of the completed credentials file the DE instructor will be approved to teach the GCC DE Course. In the case of teacher replacement, the above information should be sent to the Coordinator of Dual Enrollment as soon as possible. The Coordinator will forward all credentials to the Dean of Instruction & Department Chair for final approval. Credentials must include both official graduate and undergraduate transcripts, provided directly by the granting institution.

2.3 Course Preparation; Course Requirements; and Course Outlines

The purpose of the course syllabus is to provide students with an explanation of the objectives of their dual enrollment course and how they must participate in the learning process with the instructor to meet the objectives. The syllabus serves as a written contract between the instructor and the student and documents what students are expected to achieve in order to receive credit for their efforts.

Your course syllabus must be as detailed as possible. Any policies or procedures you plan to enforce should be included in the course syllabus. If a student has questions or complaints about class policies or procedures, the Dean of Instruction will refer to the course syllabus for clarification. The course syllabus delineates the course description, (as established by the VCCS Master Course File), an introductory course overview, the learning objectives, course textbooks and/or materials (both required and supplemental), the explanation of course content, academic

evaluation, attendance standards, and how students may contact the instructor during the semester (See Appendix C, Required Elements for DE Course Syllabus).

The Coordinator of Dual Enrollment will provide DE Instructors with the information needed to prepare the DE course syllabus, at least three weeks prior to the semester start, typically at the July/August DE Faculty Orientations. A portion of the information contained in the course syllabus is standard information and will be included in the required course elements for syllabi that will be sent to Dual Enrollment instructors prior to the new semester. Course Content summaries and sample course syllabi for each discipline will also be made available to Dual Enrollment instructors. These syllabi will provide instructors with the course description, objectives, and other content information. Important Dates, such as the last day to add, drop or withdraw, (that are developed by GCC's Admissions and Records Office, based on the high school's calendar), will be sent to the instructors to be included in the course syllabus.

Other parts of the course syllabus are developed by the individual instructors and are tailored to fit the particular instructor and course. Individual instructors may also include extra explanatory information that they feel is needed by students to clarify course objectives and procedures.

All dual enrollment courses **MUST** meet course objectives and requirements set forth in course syllabi. Additional requirements may be added to meet high school requirements. Dual enrollment instructors must complete course syllabi for specific courses for their students before classes begin and forward a copy to the Coordinator of Dual Enrollment. Syllabi **MUST** conform to the Required Elements for Course Syllabi, (see Appendix C).

The Coordinator of Dual Enrollment will review all course syllabi for the required elements and GCC's Department Chairs will review for course content. If the information included in the course syllabus is incomplete, the instructor will be asked to make the necessary corrections. Course syllabi should be submitted to the DE Coordinator two weeks prior to the first day of class so that the syllabus can be approved prior to the first day of class. Approved syllabi should be distributed to students on the first day of class. No course can be considered an official Germanna course until the syllabi are approved, which is why it must be received by the Coordinator two weeks prior to the first day of class. The dual enrollment course syllabi will remain on file in the Office of Instruction for future reference or review.

2.4 Final Examinations

Teachers are encouraged to use final examinations similar to those used for the same course on campus. Some final exams use embedded General Education Assessment materials. Questions should be directed to the appropriate GCC Department Chair. DE Instructors will retain copies of

mid-term and final exams for one year. DE students are not exempt from exams regardless of their class status or grade point average.

2.5 Assessment and Evaluation

Assessment has long been recognized in Virginia as an important aspect of an effective instructional program. In this spirit, all dual enrollment arrangements developed and implemented under the auspices of the Virginia Plan for Dual Enrollment shall include a formal mechanism to assess DE Instructors' effectiveness and student success. The community college has the responsibility to ensure that all dual enrollment courses taught are equivalent to other instruction offered by the college, specifically in terms of course objectives, components of the syllabi, level and rigor of content, evaluation of students, textbooks, student outcomes and assessment and DE Instructors evaluation.

(1) DE Instructors Evaluation-- The community college will conduct DE Instructors' evaluations for dual enrollment instructors using the college guidelines adopted for adjunct faculty. A copy of the evaluation results will be submitted to the designated school division representative.

(2) Student evaluations on all dual enrollment instructors will be conducted each semester for each course offered through the dual enrollment program. The results of the student evaluations will be compiled and shared with the Dean, DE instructor, and designated school division representative.

2.6 Additional Information - Student Evaluations

Toward the end of the semester, dual enrollment instructors will receive instructions regarding the online evaluations. This evaluation tool is used both to assist dual enrollment instructors in improving teaching and to help the appropriate Dean of Instruction evaluate the classroom teaching methods and strategies.

2.7 Additional Information - Classroom Observations

Classroom observations may occur by the Department Chair or a Germanna Community College full-time faculty member during any given semester. DE Instructors and School Administrators are informed in advance when an observation will occur.

2.8 Continuous Improvement

The appropriate Dean of Instruction prepares a summary and analysis of student evaluations and observations and sends an annual evaluation, with recommendations for improving instruction if necessary, to dual enrollment instructors.

Dual enrollment instructors whose teaching performance fails to earn positive evaluations are subject to requests for remediation.

All instructors teaching dual enrollment courses will be required to attend instructors' orientation and other in-service programs as agreed upon by both parties. The orientation covers expectations, policies, and procedures. It also provides dual enrollment instructors the opportunity to meet GCC's instructional deans, Department Chairs, and share ideas with other dual enrollment instructors.

2.9 Instructors and Instructional Responsibilities and Procedures

A. Classroom Management: The high school officials understand and agree that they are responsible for supervising and maintaining order in the classroom, and the instructors, as agents of the high school, enforce the Standard Disciplinary Code of the high school during DE classes taught under this agreement.

B. Textbook Policy: All DE instructors will use equivalent textbooks as used in courses on the college campus. The Dean of Instruction or Department Chair must approve any textbook substitutions prior to their use in the classroom. The provision of textbooks and payment of their cost will be decided by the public school officials. We ask that you notify the Coordinator of Dual Enrollment when you are considering a new textbook adoption so that the textbook can be reviewed, to ensure that the proposed textbook is equivalent to the on-campus textbook.

C. Duties and Responsibilities of Dual Enrollment Instructors: As a DE instructor it is your responsibility to provide excellence and quality in teaching and to uphold the standards established by the College. Specifically, your duties are to teach courses as assigned, to meet with students as necessary during office hours, and to follow Dual Enrollment policies and procedures, including but not limited to:

1. Distribution of approved course syllabus at the first class—with objectives, requirements, a calendar of topics and activities, grading policy, absence and other class rules, and your office hours clearly articulated—and discuss it with the students. A more detailed description of the required elements for course syllabi is provided in Appendix D. Establish at the first class, unmistakable standards, and expectations, and stick to them. Submit syllabi by email for all your classes to the Coordinator of Dual Enrollment two weeks prior to your first class meeting. The course syllabi must include the required elements and be approved by the GCC Department Chair.
2. Posting and maintaining one office hour per week for each section taught, scheduled at times accessible to students;
3. To explain clearly the grading procedures and standards and to apply them fairly;

4. To present course material clearly and coherently using various methods of presentation according to content and student needs;
5. To design tests and assignments that are related to the material covered in the class and the textbook, and to provide each student with periodic evaluations of his/her progress;
6. To give a final exam during the published exam period or at a minimum a major graded activity. No DE students are exempt from DE exams.
7. To submit final grades electronically in PeopleSoft Student Information System (SIS) by the date listed in the DE Calendar of Important Dates, for your course.
8. To present problems, recommendations, and reports related to courses and instruction to the Coordinator of Dual Enrollment. For course content issues, the appropriate individual is the Department Chair.

2.10 Attendance Procedures

DE students are subject to all state and public school rules and regulations regarding attendance.

Germanna Community College believes that ongoing participation is essential to the successful completion of any college course. Participation includes not only coming to class prepared but also engaging in class discussions and other activities. Appropriate participation cannot occur in an environment of excessive absence.

Each dual enrollment instructor must define his/her attendance policy in the course syllabus, including whether the instructor will distinguish between excused and unexcused absences. The Dual Enrollment instructor's attendance policy should be consistent with their high school's attendance policy. Each instructor should consider the level of consistent and repetitive participation necessary to master course content and contribute to class activities. Such consideration could be different from discipline to discipline and affected by the type of course schedule followed (traditional high school schedule, block schedule, etc).

The course syllabus must provide clear and enforceable policies regarding attendance. When a DE instructor determines that a student has not met the class attendance requirements in the course syllabus, the DE instructor should notify the student and the high school counselor and high school DE liaison.

A grade of "W" is recorded for all withdrawals through the published "Last Day to Withdraw without Academic Penalty." Students who withdraw or who are withdrawn after the withdrawal deadline receive a grade of "F" except under mitigating circumstances. If a student indicates they plan to transfer to another school, that student must complete a Drop/Withdrawal Form prior to transferring schools. Mitigating circumstances are defined in the GCC College Catalog and must be documented by the student and approved by the appropriate Dean of Instruction. Please see

“Withdrawing from a Course” under “Registration Information” in the Academic Information section of the Catalog for additional policy information.

2.11 Class Rosters

Class Rosters are the official listing of student enrollment in a course. Rosters reflect the changing enrollment status of students. Verification of the accuracy of class rosters is an important instructor task. The ultimate outcome of incorrect rosters is a loss of revenue for the College and/or dissatisfied students. The following guidelines should be followed to ensure the accuracy of class rosters:

1. All instructors have access to GCC’s student information system*, where they can view their class rosters and check the rosters against actual class attendance.
2. If instructors notice an error, they should notify the HS DE liaison.
3. The high school DE liaison will report any errors to the appropriate GCC Admissions and Records staff, forward each teacher's rosters, and the verification form, and drop or add forms if needed.
4. Unless mutually discussed and previously agreed upon, all students in the course/class must take the course for GCC Dual Enrollment credit. Consequently, all **students must apply to GCC, have the qualifying prerequisites, (satisfy VCCS Multiple Measures criteria; Virginia Placement Tests; SAT or ACT scores), register, and pay tuition for the course**. If a student has been placed in your DE course who has not applied, registered, and qualified with appropriate prerequisites or placement tests please notify the liaison at your high school that the student must be removed. Please notify the Coordinator of Dual Enrollment early in the semester if the student has not been moved out.

*Using GCC *PeopleSoft* Student Information System, instructors should preview and print a class roster prior to the last day to add, drop, or withdraw from a DE class; see the instructions in Appendix E for assistance.

Dual Enrollment instructors and liaisons should review rosters each term on the following schedule.

1. **PRELIMINARY ROSTER** – If the high school has submitted all paperwork by the required date the rosters will be available prior to the first class meeting. The high school dual enrollment liaison will review and forward the preliminary roster, with appropriate registration or change forms, to the Germanna Community College Admissions and Records office.
2. **DROP/ADD ROSTER** - Printed at the end of the drop/add period. ALL registration drop/add, and withdrawal activity should be reflected on this roster. In effect, this is the

"final" roster of enrollment for the class. THE HIGH SCHOOL WILL REPORT ANY ERRORS TO THE GCC REGISTRAR.

3. **"W" ROSTER** - Printed by the last day to withdraw. Students officially withdrawing are indicated on this roster with a "W" beside their names.
4. **GRADE ROSTER** – Available through the PeopleSoft Student Information System (SIS). See Appendix G for instructions to enter course grades.

2.12 Grading and Testing

Grading standards must be equivalent to those used by full-time faculty at Germanna. Each DE Instructor is responsible for determining a grading scale to be used for each class being taught. The College does not have an official grading scale but expects its instructors to formulate reasonable grading standards and policies, and to clearly communicate them in the course outline to their students.

Germanna Community College uses a 10-point scale, as seen below:

90-100 = A

80-89 = B

70-79 = C

60-69 = D

0-59 = F

Whatever grading scale used, the instructor's member's grading criteria must be clearly defined in the course outline. Each instructor is responsible for determining and recording final grades at the end of each semester. Germanna does not recognize the plus or minus (i.e., A+ or A-) in reporting grades.

Dual enrollment teachers are responsible for including minimum attendance standards in their course syllabi and for following these standards in their grading policies. High school counselors are responsible for working with teachers to see that appropriate withdrawal forms are submitted to the College if students are no longer attending a dual enrollment class.

In the event of a change of teacher, the Coordinator of Dual Enrollment should be notified immediately and the credentials for the new candidate for this teaching position (listed under Instructors Credentials) must be forwarded to the Coordinator of Dual Enrollment.

2.13 Final Grades, Grade Reports, and Transcripts

Instructors must assign a grade for each student; enter the grade electronically in GCC's PeopleSoft Student Information System by the date given for grades due listed on the GCC Dual Enrollment Calendar. Instructions for entering grades online are included in Appendix E.

Students who have withdrawn should have a grade of "W" already by their name.

A dual enrollment instructor has the option of recording two different course grades for a single student. In this situation, one grade reflects the work completed in the high school course and the other reflects the college-level learning the student gained in the dual-enrollment course. The grade to be recorded on the college transcript must reflect college-level learning. If different grades will be awarded for the high school and college courses should be explained to students in the course syllabus.

Grading errors or questions about final grades should be brought to the attention of the college's Admissions and Records Office. Once verified by the Admissions and Records Office, grades become part of the student's permanent record at the college.

2.14 Student's Grade Report

Students can obtain their final course grades through the web interface using their GCC student ID numbers only if the instructor submits them properly. Students can obtain their student ID numbers following the same instructions printed in Appendix F that instructors follow to obtain their EMPLID numbers. Please make this information available to your students. Student instructions on how to obtain grades online are included in Appendix F.

All instructors must submit their grades on time to assure student access to GCC official transcripts if the students wish to have their college courses transferred to another institution prior to the beginning of the summer term. Students' acceptance into a college or university can depend upon the timely review by that institution of the student's GCC transcript. At some institutions, scholarships are awarded until the funds are depleted and the review of a transcript can be an important part of that review. For these and other reasons, dual enrollment instructors are encouraged to post their grades in a timely way. GCC will contact the high school principal if grades are not posted, regardless of the reason.

2.15 Drop and Withdrawal Procedures

Students may drop a course through the last day to drop a course with a refund by completing the GCC Dual Enrollment Add-Drop Form. No grade will then be recorded for the class, and a refund will be issued to the appropriate party. After the last day to drop a course with a refund,

students may withdraw from a course through the last day to withdraw without penalty, and a grade of "W" will be assigned. After the last day to withdraw, no withdrawals will be processed by the Admissions and Records Office except under mitigating circumstances approved by the high school DE liaison and by the appropriate Dean of Instruction. Mitigating circumstances must be documented by the student in a formal written petition according to the Catalog policy and submitted to the appropriate Dean of Instruction for review and consideration.

SECTION 3 – Student Information

3.0 What is Dual Enrollment?

Dual Enrollment is a unique enrichment program in which high school students are given the opportunity to take college courses in their own school through Germanna Community College's program. Students complete their high school requirements for graduation, while also earning college credits.

3.1 What are the advantages of taking dual enrollment courses?

- Credits earned are based on academic performance throughout the semester.
- May shorten the time to college degree completion.
- Gives students early exposure to the academic rigors of a college-level course at their own high school.
- The student is both a high school student and enrolled in college as well (dual-enrolled).
- College credit is earned at the same time as high school credit.
- Instructors for dual enrollment have the credentials to teach at the college level.
- Credit earned for many dual enrollment courses may be applied toward a degree or certificate once the student is enrolled in college.
- Transfer applicable college credit to all Virginia community colleges and most 4-year colleges and universities. Four-year colleges and universities make an ultimate determination regarding the transfer of DE credits; students should consult the institution they plan to attend to ensure transferability.

3.2 Dual Enrollment Steps for Admission

See Appendix A.

3.3 Academic Policies, Grade Review Procedure, and Student Rights

Refer to the GCC College Catalog:

<https://catalog.germannna.edu/>

3.4 Transferability

Normally, academic courses intended for transfer with a grade of “C” transfer to most colleges and universities. Community college career/technical course credits apply to specific curricula and are intended to prepare students for employment in those areas. Students and parents should check with the institution they are transferring to, to determine whether the course they are taking will transfer into the program they intend to enroll.

3.5 Dual Enrollment Course Syllabus

Dual Enrollment instructors will provide Dual Enrollment students with a course syllabus. Students need to read and refer to the syllabus carefully as it will provide important information and is a contract between the instructor and the student. The Dual Enrollment syllabus will include:

- Instructor’s name, contact information, and office hours
- The course description, learning outcome, objectives, and requirements
- Grading and evaluation information
- The tentative schedule of assignments
- Important Dates

It is the student’s responsibility to follow the important dates and submit assignments when they are due. This is a college-level course if students find themselves struggling or confused, they should discuss their concerns with the instructor. All DE Instructors are required to offer one hour a week of office hours to meet with students.

3.6 Dropping from Class

Students can drop with a refund from the course by the last day to drop with a refund, which will be listed in the Important Dates section in the course syllabus. Students must complete the GCC drop form and submit it to their high school DE Liaison by the last day to drop with a refund. If a situation arises where a student must transfer to another school mid-semester, that student must complete a Drop/Withdrawal Form and submit it to their high school counselor and DE liaison prior to transferring schools.

3.7 Withdrawal from Class

Students have the ability to withdraw from dual enrollment if they are struggling. All students are encouraged to speak with their high school counselor before withdrawing from any course. The last day to withdraw without academic penalty can be found in the course syllabus under Important Dates. Students must complete the GCC withdrawal form and submit it to their high

school DE Liaison prior to the date for withdrawal.

3.8 Attendance

DE students are subject to all state and public school rules and regulations regarding attendance.

Germanna Community College believes that ongoing participation is essential to the successful completion of any college course. Participation includes not only coming to class prepared but also engaging in class discussions and other activities. Appropriate participation cannot occur in an environment of excessive absence.

3.9 Sequence Courses

Students are advised to earn a C or better in the first course of a two-semester sequential course to be considered for continuance in the second course in the sequence. For example, a student should earn a C or better in English Composition I/ENG 111 to continue in English Composition II/ENG 112. Students should be advised that grades lower than C may negatively affect the transferability of those credits to other colleges and universities.

Important: When students take a dual enrollment course, they are establishing a permanent college transcript that could impact their high school GPA, as well as impact their acceptance at a four-year college or university.

3.10 Final Transcripts

Students must submit a Transcript Request form to GCC's Admissions and Records office to request that a copy of their GCC college transcript be sent to other colleges and universities from the GCC Office of Admissions and Records once coursework is complete.

Please see the information regarding MyGCC under the "Student Resources," (3.11 and 3.11a) sections of this handbook.

The Admissions and Records Office can produce official transcripts after grades have been verified. This process normally takes at least 10 working days from the end of the semester, once grades are entered by the instructor. In order to have an official transcript mailed to another college or agency, students must submit a completed online Transcript Request:

<https://www.parchment.com/u/registration/32506/institution>

3.11 Student Resources

As enrolled Germanna Community College students, Dual Enrollment students have access to many Student Resources which can facilitate their success in Dual Enrollment courses. While students can come on campus for academic services, many of these learning resources are accessible online.

3.11a MyGCC

Germanna Community College's Student Information System (SIS), called MyGCC, is the Dual Enrollment student's portal to Germanna online Student Resources. *All Dual Enrollment students are required to use Pictograph Multi-Factor Authentication when logging into MYGCC (see Appendix E).*

By logging onto MyGCC, Dual Enrollment students have access to the following resources:

GCC Email and Canvas Learning Tool—All Dual Enrollment students are given a Germanna Community College email address, and a Canvas account, providing them opportunities to become familiar with technology-based learning tools which are widely used in higher education.

Tutoring Services—Germanna's Tutoring Services offers a variety of instructional support services, including online tutoring through Brainfuse, online and on-campus workshops, and supplementary academic handouts.

Library Services—a resource designed to facilitate college-level research and information literacy. Many Library resources can be accessed remotely, including online databases for journal article research, interlibrary loan, and online and in-person research assistance.

Technical Support—Dual Enrollment students have access to the Student Technical Help Desk, which provides tech support regarding the MyGCC student information system and classroom technologies, as well as online tutorials to assist students who experience technical difficulties.

3.12 Additional Opportunities for High School Students

High school students can take advantage of the services Germanna Community College offers by taking courses on campus. The following guidelines apply:

1. The applicant must be currently attending high school (summer semester excluded).
2. The applicant must have successfully completed all requirements for the sophomore year at the high school level.
3. The applicant must furnish a High School Permission Form from the high school principal or counselor outlining the course(s) for which approval is granted and attesting to the

student's good academic and behavioral standing at the high school. The GCC Office of Admissions & Records should receive this letter prior to registration.

4. The applicant must submit a GCC Application for Admission to the Admissions & Records Office prior to registration.
5. The applicant must satisfy VCCS Multiple Measures criteria or take appropriate placement tests or submit qualifying SAT or ACT score reports.
6. The applicant must schedule an appointment with a GCC counselor through the Counseling Center.

3.13 Categories of High School Students Taking GCC Courses

Independent Dual Enrollment (High School Non-Dual Credit): High school students, independently, enrolled in a community college course and may or may not receive high school credit, including homeschool students. (Some high schools might award credit for work completed at the community college toward meeting high school requirements.)

Dual Enrollment: Dual Enrollment contract exists. High school students enrolled in public, private, or Governor's school and receive both high school and community college credit – a contract exists between the high school and the college outlining the dual enrollment agreement.

Combination/Dual Enrollment and Independent Dual Enrollment: High school students who are enrolled in a dual enrollment course offered as part of a high school/college contract, receiving high school and college credit, AND also enrolled in college a course approved by the student's high school principal.

Early College Students: High school students who intend to complete an associate degree while they are in high school.



Steps for Dual Enrollment

2023-2024

Enrolling in Dual Enrollment (DE) coursework offered at your high school is a five-step process. If you have questions about the process, your first point of contact is your high school guidance counselor. Please note, high school students taking college courses on a Germanna campus follow a slightly different registration process. For more information on that process, please visit the High School/Home School Admissions page on the Germanna website: <https://germanna.edu/degrees-programs/start-college-high-school>

Discuss your school's Dual Enrollment offerings with your high school guidance counselor as you are considering your junior or senior year courses. Obtain permission from your high school to enroll in Dual Enrollment courses.

Step Two:

Complete the Germanna application for admission. The Germanna application must be completed before your high school can submit your DE registration form to Germanna and before you can be enrolled in a Dual Enrollment class. After completing the Germanna application, the system will give you a 7-digit Germanna ID#. Please keep this ID# for your records and future use. ******(The Germanna application will ask for a Parent/Guardian to sign the Parent Certification form and return it to Germanna. The new Google DE Registration form that will be emailed to you and your Parent/Guardian will take the place of the Parent Certification form, so there is no need to complete the Parent Certification form).******

Students who have been enrolled in Dual Enrollment courses with Germanna this past year (Fall 2022 - Spring 2023) may need to update their GCC application for admission, but do not need to complete a new application. If you are a student that has been dual enrolled at another VCCS college, or if you plan to dual enroll in two colleges, you will need to complete a separate application for each college.

Apply online at Germanna's homepage:

<http://www.germanna.edu/admissions/apply-online/>

Step Three:

Guidelines for admission and placement for a DE class will continue to follow the VCCS Multiple Measures Policy. VPT testing is allowed under certain conditions. Please discuss the Multiple Measures policy with your Counselor.

<https://germanna.edu/student-experience/advising-enrollment-help/steps-dual-enrollment-students>

Step Four:

Register for classes at your high school by the deadline. Your High School Counselor will complete a Google DE Registration form and then a google registration form link will be emailed to you and your Parent/Guardian for signature. Please make sure your Counselor has the most recent email for your Parent/Guardian. **It is imperative that you and your Parent/Guardian complete these links with your 7-digit Germanna ID# ASAP.** You will NOT be enrolled in your DE class until we receive the completed DE google registration form from you and your Parent/Guardian. Once the Google form is completed by you and your Parent/Guardian, it will be sent to Germanna Community College for DE registration.

Step Five:

Submit tuition payment to your high school by the deadline. Your high school will collect DE tuition at the beginning of each semester. Check with your high school for the Dual Enrollment tuition rate and due date.

If you have application questions or need assistance completing your application, please contact Kelly Crowder, Program Assistant for the Office Dual Enrollment: (540)423-9131, kcrowder@germanna.edu or the Assistant Registrar, Jennifer Hamilton: (540) 423-9154, jhamilton@germanna.edu

****For exceptional approval (Rising Sophomores), please see your Counselor for more information.**

2023-2024 Dual Enrollment Transfer Course Placement Requirements and Prerequisites

GCC Course #	GCC Course Title	Credits	Qualifying Placement Levels		GCC Prerequisite
			English	Math	
ADJ 100	Survey of Criminal Justice	3	ENG 111 Eligible	Placed MTE 1	
ADJ 105	The Juvenile Justice System	3	ENG 111 Eligible	Placed MTE 1	
BIO 101	Biology I	4	ENG 111 Eligible	Passed MTE 1-5	
BIO 102	Biology II	4			Completion of BIO 101 w/ C or better
BIO 141	Human Anatomy and Physiology I	4	ENG 111 Eligible	Placed MTE 1	Completion of BIO 101 OR (Allied Health only) two units college-prep. high school Science w/ C or better
BIO 142	Human Anatomy and Physiology II	4			Completion of BIO 141 w/ C or better
BUS 100	Intro to Business	3	ENG 111 Eligible	Placed MTE 1	
BUS 111	Principles of Supervision I	3	ENG 111 Eligible		
CHM 101	Introductory Chemistry I	4	ENG 111 Eligible	Placed MTE 1-5	
CHM 111	General Chemistry I	4	ENG 111 Eligible	Placed MTE 1-9 or MTH 161 Eligible	
CHM 112	General Chemistry II	4			Completion of CHM 111 w/ C or better
CST 100	Principles of Public Speaking	3	ENG 111 Eligible	Placed MTE 1	
EDU 200	Foundations of Education	3	ENG 111 Eligible		
EDU 207	Human Growth and Development	3	ENG 111 Eligible		
ENG 111	College Composition I	3	ENG 111 Eligible	Placed MTE 1	
ENG 112	College Composition II	3			Completion of ENG 111 w/ C or better
ENG 245	British Literature	3			Completion of ENG 112
ENG 246	American Literature	3			Completion of ENG 112
ENV 121	General Environmental Science I	4	ENG 111 Eligible	Placed MTE 1	
ENV 122	General Environmental Science II	4	ENG 111 Eligible		
ENV 136	Survey of Environmental Concerns	3	ENG 111 Eligible	Placed MTE 1	
FRE 101	Beginning French I	4	ENG 111 Eligible		
FRE 102	Beginning French II	4			Completion of FRE 101 or minimum placement recommendation for FRE 102
FRE 201	Intermediate French I	3			Completion of FRE 102 or equivalent or minimum placement recommendation for FRE 201. Part I of II
FRE 202	Intermediate French II	3			Completion of FRE 201 or equivalent or minimum placement recommendation for FRE 202
GOL 105	Physical Geology	4	ENG 111 Eligible		
GOL 106	Historical Geology	4	ENG 111 Eligible		
HIS 121	US History I	3	ENG 111 Eligible	Placed MTE 1	
HIS 122	US History II	3	ENG 111 Eligible		Completion of HIS 121 w/ C or better
HIS 269	Civil War Reconstruction	3	ENG 111 Eligible	Placed MTE 1	
HLT 100	First Aid and Cardiopulmonary Resuscitation	3	ENG 111 Eligible		
HLT 106	First Aid and Safety	2	ENG 111 Eligible		
HUM 201	Early Humanities	3	ENG 111 Eligible		Completion of ENG 111 prior to enrollment is recommended
ITE 152	Intro to Digital & Information Literacy & Computer Applications	3	ENG 111 Eligible		
LAT 101	Beginning Latin I	4	ENG 111 Eligible		
LAT 102	Beginning Latin II	4			Completion of LAT 101 or minimum placement recommendation for LAT 102
LAT 201	Intermediate Latin I	3			Completion of LAT 102 or equivalent or minimum placement recommendation for LAT 201. Part I of II
LAT 202	Intermediate Latin II	3			Completion of LAT 201 or equivalent or minimum placement recommendation for LAT 202

MTH 154	Quantitative Reasoning	3	ENG 111 Eligible	Placed MTE 1-5	
MTH 155	Statistical Reasoning	3	ENG 111 Eligible	Placed MTE 1-5	
MTH 161	Pre-Calculus I	3	ENG 111 Eligible	Passed VPT 1-9 MTH 161 Eligible	
MTH 162	Pre-Calculus II	3	ENG 111 Eligible		Completion of MTH 161 w/ C or better
MTH 167	Pre-Calculus w/Trigonometry	5	ENG 111 Eligible	Passed VPT 1-9 MTH 161 Eligible	
MTH 245	Statistics	3	ENG 111 Eligible	MTH 162/245/261 Eligible- through VPT OR Fulfills prereq(s)	Completion of MTH 154 or MTH 161 w/ C or better
MTH 261	Applied Calculus I	3	ENG 111 Eligible		Completion of MTH 161 or equivalent w/C or better
MTH 263	Calculus I	4	ENG 111 Eligible	Passed VPT 1-9 & MTH 263 Eligible OR Fulfills prereq(s)	Completion of MTH 161/162 or MTH 167 w/ C or better
MTH 264	Calculus II	4	ENG 111 Eligible		Completion of MTH 263 w/ C or better
PHI 220	Ethics	3	ENG 111 Eligible		
PHY 201	Physics I	4	ENG 111 Eligible	MTH 162/245/261 Eligible- VPT OR Fulfills prereq(s)	Completion of MTH 167 or equivalent
PHY 202	Physics II	4			Completion of PHY 201 w/ C or better
PHY 241	University Physics I	4	ENG III Eligible	MTH 263 or 273	
PHY 242	University of Physics II	4	ENG 111 Eligible	MTH 264 or 274	Completion of PHY 241 w/C or better
PLS 135	American National Politics	3	ENG 111 Eligible	Placed MTE 1	
PLS 136	State and Local Politics	3			Completion of PLS 135 w/ C or better
PSY 200	Psychology	3	ENG 111 Eligible	Placed MTE 1	
SOC 200	Intro to Sociology	3	ENG 111 Eligible		
SPA 101	Beginning Spanish I	4	ENG 111 Eligible	Placed MTE 1	
SPA 102	Beginning Spanish II	4			Completion of SPA 101 or minimum placement
SPA 201	Intermediate Spanish I	3			Completion of SPA 102 or minimum placement
SPA 202	Intermediate Spanish II	3			Completion of SPA 201 or minimum placement

2023-2024 Dual Enrollment Career & Technical Education (CTE) Course Placement Requirements and Prerequisites

GCC Course #	GCC Course Title	Credits	Qualifying Placement Levels		Course Prerequisites
			English	Math	
AUT	Automotive Program	-	ENF 1	MTE 1-3	
CAD 151	Engineering Drawing Fundamentals	3	ENG 111 Eligible	Placed MTE 1	
CAD 201	Computer Aided Drafting & Design	3	ENG 111 Eligible	Placed MTE 1	
EMS 111	Emergency Medical Technician	7	ENF 1 & EMS 100/Equivalent		EMS 120 co-requisite requirement
EMS 120	Emergency Medical Technician - Clinical	1	ENF 1		EMS 111 or EMS 113 co-requisite requirement
HCT 101	Health Care Technician I	4	Placement ENG 111	Placed MTE 1	HCT 102 co-requisite requirement
HCT 102	Health Care Technician II	3	Placement ENG 111	Placed MTE 1	HCT 101 co-requisite requirement
HCT 115	Medication Administration Training	3	Placement ENG 111	Placed MTE 1	
PNE 161	Nursing in Health Changes I	6	ENG 111 Eligible	Placed MTH 1-5	Admission to EVHS or SCTC Practical Nursing Program
SDV 110	Orientation to Teaching as a Profession	3	ENF 1	Placed MTE 1	

All students admitted to the College under Dual Enrollment must first demonstrate readiness for college by meeting the criteria below. Then they also need to meet the qualifying placement score and prerequisite for the course they are taking. Students should see the list of courses and requirements above, (on pages 1 and 2).

Admission Criteria

Course Type	High School Transcript*	SAT	PSAT	ACT	VPT
Transfer** Courses (except Math)	Current cumulative high school GPA of 3.0 or higher	or ERW score of 480 or higher	or ERW score of 390 or higher	or 18 or higher on both English and Writing subject area tests	or Placement into ENG 111
Career and Technical*** Courses (except Math)	Current cumulative high school GPA of 2.0 or higher	or ERW score of 480 or higher	or ERW score of 390 or higher	or 18 or higher on both English and Writing subject area tests	or Placement into ENF 1 or higher
MTH 101-133	Current cumulative high school GPA of 3.0 or higher and a 2.0 (C) grade or higher in high school math course	or ERW score of 480 or higher and Math score of 530 or higher	or ERW score 390 or higher and math score of 500 or higher	or 22 or higher on Math subject area test	or Placement in MTH 111 or higher (Satisfaction of MTE 1-3)
MTH 154,155	Current cumulative high school GPA of 3.0 or higher and a 2.0 (C) grade or higher in a high school math course	or ERW score of 480 or higher and Math score of 530 or higher	or ERW score of 390 or higher and math score of 500 or higher	or 22 or higher on Math subject area test	or Placement in MTH 154 or higher (Satisfaction of MTE 1-5)
MTH 161,167 Individual colleges may establish criteria for direct placement into calculus or other high level math course	Current cumulative high school GPA of 3.0 or higher and a 2.0 (C) grade or higher in Algebra 2 or in a higher level math course	or ERW score of 480 or higher and Math score of 530 or higher	or N/A	or 22 or higher on Math subject area test	or Placement into MTH 161 or higher (Satisfaction of MTE 1-9)

* Cumulative GPA may be weighted or unweighted and may be self-reported.

** A transfer course is any course that a college offers and will transcript in fulfillment of the requirements for a Degree or Certificate that is designed to transfer (e.g., AA, AS, AA&S, AFA, Uniform Certificate of General Studies).

*** A career and technical course is any course that the college offers and will transcript in fulfillment of the requirements for degrees and certificates that are not designed for transfer (e.g., AAS, Certificate, Career Studies Certificates).

Appendix D

Contact Information for Germanna Administration

To access other GCC resources available for instructors and students, please visit our website at:
<http://www.germannacollege.edu/>

To access GCC's Dual Enrollment Information Page:
<http://www.germannacollege.edu/dual-enrollment/>

Acting President	Dr. Shashuna Gray	540-891-3032
Vice President, Academic Affairs & Workforce Development	Dr. Shashuna Gray	540-891-3032
Vice President, Student Services & Equity Advancement	Dr. Tiffany Ray	540-891-3037
Dean of Arts & Sciences	Dr. Eric Earnhardt	540-891-3000
Interim Dean of Arts & Sciences	Dr. Sarah Hall	
Dean of Professional & Technical Studies	Ms. Tina Lance	540-834-1906
Dean of Nursing & Health Technologies		540-423-9824
Dean of Student Development	Dr. Frank Cirioni	540-423-9125
Registrar/Director of Enrollment Services	Ms. Cheri Maea	540-891-1980
Coordinator of Dual Enrollment	Ms. Lawana Burnett	540-891-3069

Dual Enrollment Student Multi-Factor Authentication Instructions

Setting up Dual Enrollment Student Multi-Factor Authentication (MFA)

The purpose of this document is to assist Dual Enrollment Students with setting up Multi-Factor Authentication (MFA). Dual Enrollment Students are required to use Pictograph Multi-Factor Authentication when logging into MYGCC.

Let's get started by introducing Multi-Factor Authentication.

What is Multi-Factor Authentication (MFA)?

MFA is sometimes referred to as two-factor authentication or 2FA. This is a security enhancement that adds a layer of security to online accounts by requiring you to verify that you are who you say you are. This is a method of providing an additional layer of security to the college and our students.

Setup Options

Dual Enrollment Students are required to authenticate with Pictograph Authentication. Dual Enrollment Students may follow these written instructions or watch a video tutorial.

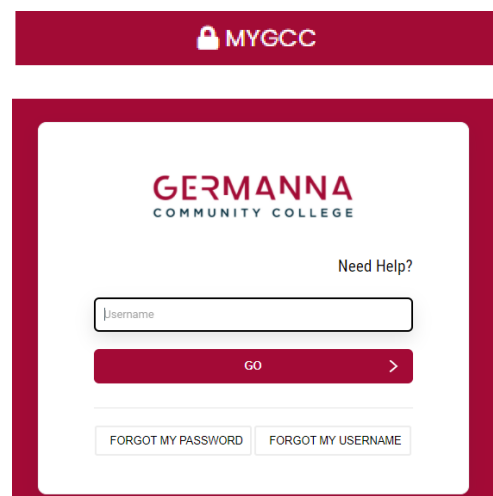
Here is the link to the **Video Tutorial**:

<https://myvccs-support.vccs.edu/multi-factor-authentication/dual-enrollment-students>


Now, it is time to setup Pictograph MFA.

- Click on **MYGCC**

- Enter **Username**
- Click **GO**



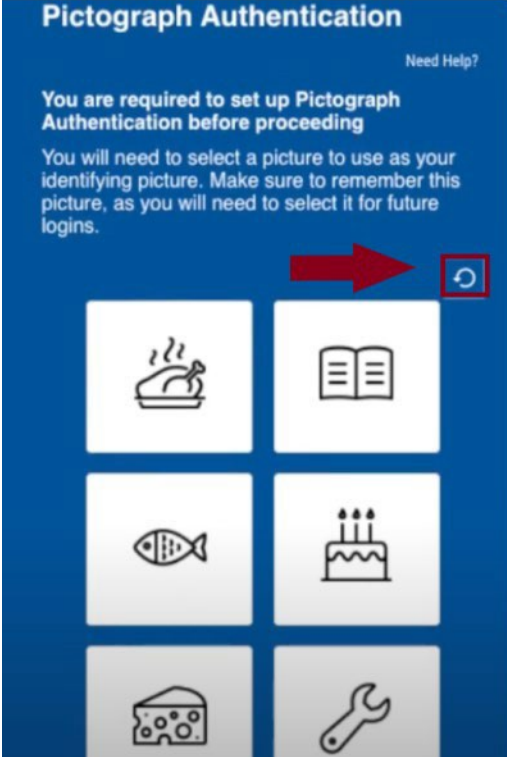
- Enter **Password**
- Click **GO**



Dual Enrollment Students are required to select a Pictograph to enable MFA.

- Select a Pictograph

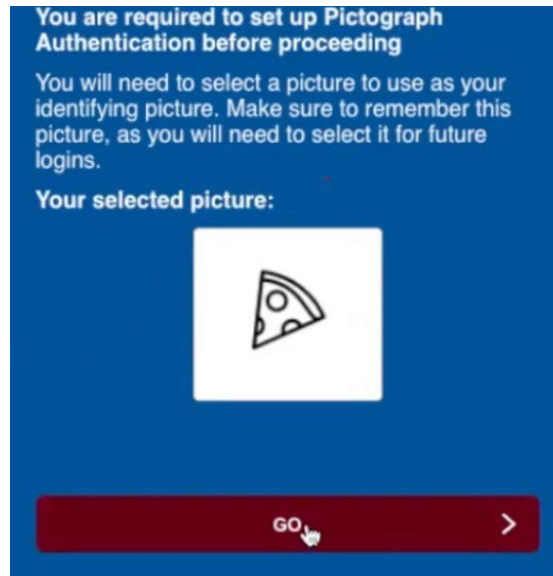
Note: To see new image options, select the refresh button several times.



➤ **Click GO**

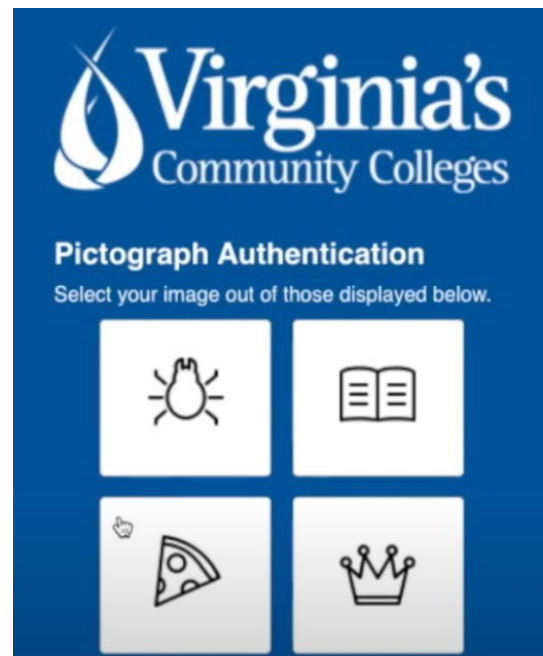
The user has selected the pizza Pictograph in this example.

Users are reminded to remember the image that was selected because they will need to select the image each time, they logon to MYGCC.



All future logins will require the user to select the Pictograph they selected out of a group of images.

Now, it is time to log off and back into MYGCC to test that Pictograph MFA was setup successfully.



Congratulations! Pictograph MFA has now been setup.



Frequently Asked Questions (FAQ)

Q: How can I get help logging into MYGCC?

A: If you need technical assistance logging into MYGCC, please visit <https://www.germanna.edu/admissions/help-desk/>, call Student Technical Services at 540-891-3077 or submit a ticket at <https://support.vccs.edu/studentssupport>.

Q: What happens if I am a Dual Enrollment Student who enrolled with another MFA option?

A: Dual Enrollment Students who have enrolled with an alternative MFA option will be automatically switched over to the pictograph MFA option on March 1st, 2022.

Q: Can I continue to use Pictograph MFA after I've enrolled as a regular Germanna student?

A: Dual Enrollment Students cannot continue to use Pictograph MFA after they are enrolled as a regular Germanna student.