

DUAL ENROLLMENT HANDBOOK



**CENTRAL ALABAMA
COMMUNITY COLLEGE**

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Frequently Asked Questions

What is the Dual Enrollment for Dual Credit Program?

Dual Enrollment for Dual Credit allows eligible high school students to enroll in college courses that award both college credit and high school credit for the same course. For instance, a student might enroll in the English Composition sequence at Central Alabama Community College, which would complete their college composition requirement and count as a high school English requirement.

What are the benefits of participating in the Dual Enrollment for Dual Credit program?

- Students can adjust to college-level work before they attend college, making that transition easier when the time comes.
- Students can earn college credits while in high school, which may enable them to graduate from college early, double major, or spend a semester abroad.
- Students can potentially earn an associate degree or certificate while in high school.
- Students who take dual enrollment courses are more likely to go to college and be successful.
- Students may have the opportunity to take classes unavailable in high school.
- Taking college-level classes builds confidence and encourages students to attend college.

What grade level is required for Dual Enrollment students?

Students must be in the 10th, 11th, or 12th grade.

What is the GPA requirement for Dual Enrollment?

Students must have a minimum cumulative (unweighted) grade point average of 2.5 for academic courses and 2.0 for CTE courses on a 4.0 scale.

What courses are offered for Dual Enrollment credit?

Most courses offered at Central Alabama Community College are eligible. The courses a student chooses each term must be approved by their high school counselor, parent or guardian, and dual enrollment counselor at CACC. Developmental courses and corequisite learning support courses are not eligible for dual enrollment credit.

Where are the Dual Enrollment courses taught?

Dual Enrollment courses are taught CACC's Alexander City, Childersburg, Prattville, and Talladega campuses as well as online and at participating area high schools.

When are Dual Enrollment courses taught?

Dual Enrollment courses are offered in every semester (fall, spring, summer, and mini semester) during morning, afternoon, and/or evening hours on weekdays. Dual enrollment students are encouraged to take summer classes on one of our campuses or online to shorten their time toward a degree.

Are dual enrollment courses as rigorous as any other college course?

Your dual enrollment courses will be taught by fully credentialed Central Alabama Community College faculty. Because dual enrollment courses are college courses, they will use the same curriculum as any other college course.

How does a Dual Enrollment class meet high school requirements?

Typically, students must complete three semester credit hours at the postsecondary level to equal one credit (Carnegie unit) at the high school level in the same or related subject. Each course must be approved by the Local Education Agency (LEA) before high school equivalency credit can be determined for named academic courses. Each participating LEA has the final authority on equivalencies.

What documents are required of the student by CACC to enroll in Dual Enrollment for Dual Credit course?

- An online Application for General Admission
- High school transcript documenting the required grade point average for the course(s) requested
- Statement of Eligibility and Registration for Dual Enrollment for Dual Credit Students form (with required signature of the high school counselor)

What are the costs associated with Dual Enrollment courses?

Tuition and fees are the same as any other CACC college class, regardless of the location of the class. Students are responsible for tuition, fees, textbooks, and materials/supplies as required in the syllabus of each course unless covered by alternative funding sources, such as the CTDE scholarship. Students who fail to pay tuition and fees by the end of the drop/add period are not considered enrolled and will be dropped from course rosters. The current tuition and fee rate is available on the CACC website at www.cacc.edu.

Is financial aid available for Dual Enrollment courses?

Academic Dual Enrollment Courses: Students enrolling in academic dual enrollment courses are not eligible for federal financial aid (such as Pell Grants). Funds from the Alabama Prepaid Affordable College Tuition program (PACT) may be used each semester by submitting a PACT Authorization Form to the Financial Aid office and by contacting PACT at 1-800-252-7228 to change the original enrollment date.

STEM Dual Enrollment Courses: Students enrolling in STEM (Science, Technology, Engineering, or Math) courses may be eligible for a dual enrollment scholarship. Students awarded STEM scholarships are provided tuition, fees, textbooks, and materials/supplies as required in the syllabus of each course.

Career and Technical Education Dual Enrollment Programs: Students wishing to enroll in certain high wage, high demand Career and Technical Education programs may be eligible for a dual enrollment scholarship. Students awarded CTEDE scholarships are provided tuition, fees, textbooks, and materials/supplies as required in the syllabus of each course. These scholarship funds may also be used to cover costs of some academic course(s) in the eligible CTE program of study if the courses are taken concurrently with CTE course(s).

Is the ACT College Entrance Exam or ACCUPLACER Placement Test required?

Neither of these assessments are required for admission to the College; however, students who plan to enroll in an academic course such as English or math are required to complete the ACT and/or ACCUPLACER. Students who score an 18 or higher on the ACT English subtest and an 18 or high on the ACT math subtest are eligible to enroll in college-level English and math courses. Students who do not meet the ACT criteria must complete the ACCUPLACER to determine their placement.

Whom do I contact at Central Alabama Community College regarding Dual Enrollment?

Your school has a designated CACC Dual Enrollment counselor. Below in Section 1, you will see a chart that indicates your point of contact.

Section 1: General Information

1.1 Mission, Purpose, and Goals

Central Alabama Community College Mission Statement

Central Alabama Community College promotes student success in comprehensive and diverse academic and career learning environments to advance quality of life through economic, community, and workforce development.

Dual Enrollment for Dual Credit Mission Statement

The Dual Enrollment for Dual Credit Program supports the mission of Central Alabama Community College (CACC) by enhancing the availability of higher education for students at all locations and instructional sites. In partnership with area high school, the College offers educational programs and services that provide flexibility for administrators while enabling students to achieve their potential and seek continued higher education.

Purpose

Dual Enrollment for Dual Credit permits eligible high school students to enroll in college courses concurrently with high school classes, either at one of the College locations or at the student's high school, to earn college and high school credit simultaneously.

Goals

The goals of the Dual Enrollment for Dual Credit Program are to: (a) provide students with a variety of options to meet rigorous educational and career objectives; (b) enable students who attend geographically isolated high schools or schools with limited curriculum offerings to experience equal learning opportunities; (c) provide a qualified workforce while providing training for students in high demand, high wage careers, and (d) provide flexibility for administrators.

1.2 Dual Enrollment for Dual Credit Contact Information

Central Alabama Community College Dual Enrollment Contact Information			
Dean Brandy Mitchell	Dean of Academics	bmitchell@cacc.edu	334-595-6650
Dean Michael Barnette	Dean of Workforce and Economic Development	mbarnette@cacc.edu	256-215-4319
Kendal Entrekin	Dual Enrollment Admissions Specialist	kentrekin@cacc.edu	334-595-6649
Meri Cashion	Dual Enrollment Admissions Specialist	mecashion01@cacc.edu	256-378-2002

For questions regarding dual enrollment, please contact your assigned Dual Enrollment Admissions Specialist.

Kendal Entrekin Dual Enrollment Admissions Specialist 334-595-6649 kentrekin@cacc.edu	Meri Cashion Dual Enrollment Admissions Specialist 256-378-2002 mecashion01@cacc.edu
AIM Academy	Alabama School for the Deaf and Blind
Autauga County Tech Center	Ascension Leadership Academy
Benjamin Russell High School	BB Comer Memorial High School
Dadeville High School	Central High School of Clay County
EDGE Virtual School	Central High School of Coosa County
Edward Bell Career Tech Center	Chickasaw High School
Elmore County High School	Childersburg High School
Elmore County Tech Center	Coosa Valley Academy
Evangel Family Christian Academy	Cornerstone Christian School
Ezekiel Academy	Crossroads Christian School
Holtville High School	Evangel Christian School
Horseshoe Bend School	Fayetteville High School
Marbury High School	Lincoln High School
New Hope Academy	Munford High School
Prattville Christian Academy	Sylacauga High School
Prattville High School	Talladega County Central High School
Reeltown High School	Talladega High School
Southern Preparatory Academy	Vincent High School
Stanhope Elmore High School	Winterboro High School
Wetumpka High School	
Victory Christian Academy	

1.3 Benefits of Dual Enrollment

Imagine you have transferred to a four-year college or university, and you have already completed many, if not all, of your general education credits. While other students might worry about graduating on time, you have given yourself the flexibility to add another major or minor, to study abroad, or to spend a semester on a professional internship. If you are thinking about entering the workforce right after high school, imagine being prepared to start work immediately after graduation. Taking dual enrollment classes in high school is about opening doors and creating opportunities.

Dual Enrollment for Dual Credit provides an opportunity for eligible high school students to enroll early in college courses, allowing them to progress toward their next academic goal without having to wait until they graduate from high school. Students who earn college credits while in high school are more likely to graduate from high school and continue their postsecondary education.

Dual Enrollment for Dual Credit also provides opportunities for first-generation students and students from low-income families to put them on course for educational opportunities they may never have imagined. Enrolling in a dual enrollment class while in high school can give students

that first taste of college coursework or workforce training that might encourage them to continue.

CACC's Dual Enrollment for Dual Credit Program:

- Provides a low-cost alternative to traditional college education
- Allows students to accumulate college credits prior to entering college so they can graduate college early and create room for other opportunities
- Provides students an opportunity to enroll in classes that may not be offered at their high school
- Gives students an opportunity to complete general education courses required at most colleges
- Allows students to explore different fields and professions before declaring a major
- Allow students to complete an associate degree at the same time they graduate from high school

1.4 The Americans with Disabilities Act – Provision for Disability Services and Accommodations

Because participation in a dual enrollment program is a choice on the part of the student, the Individuals with Disabilities Education Act (IDEA) requirements concerning a Free Appropriate Public Education (FAPE) do not apply in a postsecondary setting. Furthermore, since requirements under IDEA do not apply to the postsecondary setting, services described in a student's Individual Education Plan (IEP) will not be required for dual enrollment courses.

CACC will comply with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA), which guarantees that "no qualified individual with a disability may be excluded from participation in, denied benefits of, or otherwise be subjected to discrimination if otherwise qualified." Students with disabilities who meet the prerequisites for the dual enrollment courses may be provided reasonable accommodations that allow equal access.

Students with disabilities who seek accommodations must make their request by contacting Leslie Mitchell with the Office of Disability Services at lmitchell@cacc.edu or 256-378-2003. A faculty member will grant reasonable accommodations only upon written notification from the Office of Disability Services. Students who are registered with Disability Services are responsible for providing the instructor with a copy of their accommodation letter and scheduling a meeting with the instructor to discuss how their approved accommodations will apply to this course. Accommodations will not be implemented until the student and instructor have met to review the accommodation letter.

1.5 CACC Services Available to Dual Enrollment for Dual Credit Students

Students enrolled in CACC's Dual Enrollment for Dual Credit Program have full access to the resources and services provided to all CACC students:

- CACC student number and email account
- Access to CACC's Learning Management System
- An exclusive academic advisor assigned just for dual enrollment students

- Full library privileges
- Ability to participate in student organizations, clubs, and honor societies
- Full access to campus events

1.6 Course Delivery Options

Courses on CACC Sites or Campuses

Students taking dual enrollment courses in Alexander City, Childersburg, Prattville, or Talladega are considered part of the student population and attend regularly scheduled college courses. These courses follow CACC's schedule and may not align with class times in a student's high school. The calendar for each academic year is available on our website at www.cacc.edu.

Transportation to CACC is the responsibility of the parent or guardian of on-campus students unless otherwise arranged between CACC and the LEA. The College is not responsible for the supervision of dual enrollment students during non-class times or periods of absence. Dual enrollment students are responsible for following all CACC policies as outlined in the *CACC Student Handbook* and the *CACC College Catalog*.

Off-Campus Courses at Local High Schools

Many dual enrollment students take classes during normal school hours taught at their own high school. These courses are taught by CACC faculty who travel to the school or by high school teachers who are employed as adjunct faculty members by CACC. These instructors meet all qualifications to teach college courses as required by CACC, the Alabama Community College System, and SACSCOC.

Dual enrollment classes taught on high school campuses typically have different start and end dates than classes taught at CACC or online. Additionally, due to scheduling constraints, students who are enrolled in a dual enrollment course on their high school campus may be required to complete a year-long course in a particular subject even though only one semester is required to earn the credit at the College.

Off-campus courses may be offered as a "mixed" course, which consists of students who are enrolled in the college course along with students who are only receiving high school credit. No student can be retroactively enrolled in an off-campus dual enrollment course after the course is completed. Students should verify their enrollment each semester using the OneACCS portal located on the College's website at www.cacc.edu.

Asynchronous Online Courses (AO)

An asynchronous online course will be offered completely online with no in-person interaction. There are no required video conference meetings, which means that students complete work (watching recorded lectures, exams, essays, discussion posts, etc.) according to a schedule provided on the course syllabus. Asynchronous courses will have weekly deadlines and posting requirements. For courses that don't meet at a fixed time, it is important for students to log in frequently each week, meet deadlines, complete all quizzes and exams, and participate in online discussions and activities.

Students who need direct one-on-one interaction with other students or the instructor might reconsider taking an asynchronous course. Instructors are still available for in-person or video conferencing during scheduled office hours, but the course itself will not provide live instruction.

Synchronous Online Courses (SO)

A synchronous course will be delivered completely online with live instruction at scheduled class times exclusively through video conference meetings. Students complete assignments and submit them through the learning management system. Students enrolled in synchronous online classes will be expected to attend class on a specific day and time just as they would in person. Synchronous courses require a reliable wi-fi connection, speakers, and occasionally, a microphone, to permit online access and participation.

Hybrid Courses (H)

Hybrid courses are delivered both online and in person. For example, one week the class may meet in-person; the next week, it may have online-only activities. Students should expect to meet in person on online at the published times. A hybrid course must include a minimum of 30% face-to-face instruction and a minimum of 30% online instruction (either synchronous or asynchronous).

1.7 Course Eligibility

In accordance with Alabama Community College System (ACCS) policy, all approved courses must be credit bearing. Course offerings must be drawn from CACC's existing academic, health science, and technical inventory of credit courses. Only courses required in the student's program of study will be eligible for dual enrollment. Developmental courses (those numbered below 100) along with corequisite learning courses for English and math (ENG 099, MTH 099, MTH 109, and MTH 111) are not offered through dual enrollment. All course prerequisites, including course specific placement testing, must be met. Where placement testing is required, students will not be admitted without the appropriate score.

1.8 Course Selection and Transferability

Dual enrollment students are strongly advised to consult potential postsecondary institutions of choice to determine if their courses will be accepted as transfer credit. Transfer credit is determined by the credit-receiving institution and not CACC.

Generally, course selection falls into two categories, academic transfer courses and career and technical courses.

Academic Transfer Courses

Academic transfer courses are commonly used toward the completion of a postsecondary degree at four-year colleges and universities. These general education courses include English (composition and literature), mathematics, chemistry, biology, history, psychology, and the arts, etc. Transfer of college credit between public colleges and universities in Alabama is facilitated by a transfer agreement known as the Alabama Transfers Guide. Students should visit the Alabama Transfers website at www.alabamatransfers.com and print their STARS agreement

when beginning dual enrollment coursework. College credit earned through dual enrollment will count just as any other college credit and will remain part of the student's college transcript.

Private and out-of-state institutions vary in their acceptance of dual enrollment courses, and some courses may not be accepted within all program majors. Dual enrollment students should work closely with high school counselors and their CACC dual enrollment counselor when deciding upon a major, transfer institution, and relevant courses.

Career and Technical Courses

Career and technical courses are intended to prepare students for direct employment. While some of these courses may be accepted for transfer, no articulation agreement exists for the guaranteed transfer of these courses. However, career and technical courses taken at CACC will allow students to progress toward earning a certificate or degree from the College.

1.9 Dual Enrollment and Freshman Scholarships

Courses taken as dual enrollment for dual credit while a student is in high school will not adversely affect any institutional scholarship or state grant opportunities for first-time college students when a student graduates and enrolls in a postsecondary institution. Students and counselors should review institutional postsecondary scholarship policies pertaining to dual enrollment for dual credit hours prior to enrollment in the program.

1.10 Course Proposal Deadline

By February 1 of each year, partner schools will submit a Course Proposal Form to request on-site classes. These requests are not guaranteed but do provide an opportunity for the College to meet the needs of each LEA.

1.11 Enrollment Limitations Per Semester

Student enrollment in a combined number of high school and college courses per semester will not exceed that which is educationally sound as determined by CACC and the Local Education Agency (LEA) and/or other secondary educational entity.

1.12 FERPA – Confidentiality of Student Records

The Family Educational Rights and Privacy Act (FERPA) is a federal law that affords parents the right to access their child's educational records, the right to seek to have those records amended, and the right to have some control over the disclosure of personally identifiable information from the education records.

However, if a student is attending a postsecondary institution — at any age — the rights under FERPA transfer to the student. In circumstances where a student is enrolled in both a high school and a postsecondary institution, the two schools may exchange information on that student. To comply with FERPA, CACC must obtain written consent from students before disclosing any personally identifiable information from their education records. For students and parents interested in learning more about FERPA, please visit:

<https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

1.13 Important Considerations Prior to Attempting Dual Enrollment

Even very good students will find that college classes can be more challenging than they expect, but good students are successful because they are able to adjust. Nevertheless, some students do not take dual enrollment classes as seriously as they should and don't realize that a low grade becomes part of their permanent high school and college transcripts. If the student attends a four – or two-year institution, their dual enrollment grades will be factored into their college GPA.

1.14 Rigor of College Course Work

Regardless of where a dual enrollment course is taught, all dual enrollment courses will be taught at the collegiate level according to disciplinary standards. Course content will not be altered to accommodate high school students, and college course curricula are not governed by local school systems. Students may be exposed to or be involved in discussions of mature subject matter. Given the challenging nature of college coursework, it is important for students, counselors, and parents to discuss the student's preparedness for such work.

1.15 Title IX

Central Alabama Community College is committed to the creation and maintenance of a safe learning environment for students and the College community. In accordance with federal policy, all College employees are required to report information related to discrimination and harassment which includes, but is not limited to, sexual assault, relationship violence, stalking, and sexual harassment. For this reason, if you tell an employee about a situation of sexual harassment, sexual violence, or other related misconduct, the employee must share that information with the College Title IX Coordinator. Central Alabama Community College's Title IX Coordinator is the Dean of Students, Jerri Carroll, and she may be reached at jcarroll@cacc.edu.

Section 2: Student Eligibility

2.1 Student Eligibility

High school students are eligible for Dual Enrollment for Dual Credit if they meet all the following criteria:

- The student must meet the entrance requirements of the College as stipulated in ACCS Dual Enrollment Policy.
- The student must be in grade 10, 11, or 12. An exception may be granted by the Chancellor for students documented as gifted or talented.
- Students taking an academic course must have a minimum cumulative (unweighted) high school grade point average of 2.5 on a 4.0 scale; students taking a CTE course must have a minimum cumulative (unweighted) high school grade point average of 2.0

on a 4.0 scale. Transcript must be provided as documentation of the student's cumulative grade point average.

- Students must submit a **Statement of Eligibility and Registration for Dual Enrollment for Dual Credit Students Form**, which serves as the written approval of the appropriate high school administrators. This form must be signed by the high school principal or technical education program representative (if applicable) and high school counselor. Dual Enrollment for Dual Credit eligibility for students enrolled in private, home school/private tutor, parochial, or church/religious secondary educational entities must be documented in writing by an appropriate school official as approved by the Dean of Academics at CACC. **Approval from secondary school officials indicates that the student has demonstrated both academic readiness and social maturity for enrollment in college level courses.**
- Students registering for any college-level English or math courses must take the state approved ACCUPLACER placement assessment to determine their academic preparedness or submit ACT scores which exempt them from the exam (18 or higher on ACT Math and 18 or high on ACT English). Students who do not register for college-level English or math courses are not required to take any English or math placement test, regardless of their grade levels.
- Students must meet all applicable prerequisites prior to enrolling in courses.

2.2 Continuous Eligibility

Students who meet the criteria for initial admission to CACC's Dual Enrollment for Dual Credit Program will remain in continuous eligibility if a grade of "C" or better in all attempted college courses is earned, and the student maintains a 2.5 high school GPA (academic dual) or 2.0 high school GPA (CTE dual). Students who fail to meet this minimum grade requirement will be suspended from the program for a minimum of one term. The one term suspension may not be served during the summer term. The student may not re-enroll until the suspension has been served.

If a student has been awarded a CTEDE scholarship and withdraws from a technical course, the student will be financially responsible for the tuition of any remaining academic course previously covered by CTEDE funds. Students who are awarded the CTEDE Scholarship are required to pass each course with a grade of "C" or higher to continue in the CTEDE Scholarship Program.

For re-entry, the student must reapply to the program and must meet the minimum (unweighted) grade point average of 2.5 for academic courses and 2.0 for CTE courses on a 4.0 scale. Students may apply for reinstatement to the dual enrollment program in the event of extenuating circumstances. The Dean of Academics must approve the reinstatement to waive the suspension prior to re-enrollment.

2.3 Entrance Exam / Placement Testing Criteria

Dual enrollment students wishing to enroll in an English and/or math course must complete the **ACT College Entrance Exam** and/or the **Next-Generation ACCUPLACER Placement Exam** to determine placement courses and to meet all applicable prerequisites prior to enrolling in dual

enrollment courses. A general admissions application MUST be completed prior to taking the ACCUPLACER placement test.

High school grade point averages (GPA) are not used to determine placement for dual enrollment students. Either an appropriate ACT or ACCUPLACER score must be met prior to enrollment in a dual enrollment course.

Academic Courses

Students who do not meet the ACT placement criteria must successfully complete the required subject-specific Next Generation ACCUPLACER placement test (writing and/or math) prior to enrolling in a college-level English and/or math course.

CTE Programs

Students wishing to concurrently enroll in an academic course who do not meet the ACT placement criteria must complete each subject-specific Next Generation ACCUPLACER placement test (writing and/or math) prior to enrolling in an academic course.

Writing Placement Criteria		
ACT English	Next Generation ACCUPLACER WritePlacer Essay	Course Placement
18 or higher	5 or higher	ENG 101

Math Placement Criteria		
ACT Math	Next Generation ACCUPLACER QAS* Test	Course Placement
18-19	253-266	MTH 100 or MTH 110
20 or higher	267-300	MTH 112 or MTH 113

*QAS – Quantitative Reasoning, Algebra, and Statistics

A student who wishes to challenge the ACCUPLACER Placement Exam results may retest once per calendar year. There will be a \$10 fee for retesting. Students wishing to retest should contact their Dual Enrollment Specialist. Placement test scores will be valid for three years from the date of the original or retest assessment.

2.4 Tuition and Fee Payments

Payment is due prior to the published start date of each semester. After this, students must pay on the date they register. Unpaid students must re-register during the drop/add period if they are purged from classes for non-payment. Students making payments have two options. They may pay in person at the Business Office in Alexander City or Childersburg, or they may pay online using the instructions below.

- Navigate to www.cacc.edu

- Click on OneACCS at top right
- Login using CACC credentials
- Click on STUDENT tab at top
- Click on STUDENT LANDING PAGE
- Under Student Account, click on MAKE PAYMENT
- Click on CURRENT ACCOUNT BALANCE or PAY BY TERM
- Continue following on-screen prompts

Section 3: Admission and Registration Processes

3.1 Apply to Central Alabama Community College

Deadline: March 1 (Summer), May 1 (Fall), November 1 (Spring)

All potential dual enrollment students should discuss their plans for dual enrollment with a parent or guardian and their high school counselor. Students, parents, and counselors should review the CACC Student Handbook and the CACC Catalog to determine which college course(s) to enroll in and the equivalent high school course(s).

All new dual enrollment students must complete and submit an online Application for General Admission to the College. This application is available on our website at www.cacc.edu by clicking the Apply tab in the upper right-hand corner of the homepage.

3.2 Enroll in the Dual Enrollment for Dual Credit Program

Deadline: March 1 (Summer), May 1 (Fall), November 1 (Spring)

All dual enrollment students must complete and submit the following items to enroll in our Dual Enrollment for Dual Credit Program prior to March 1 for the Summer semester, May 1 for the Fall semester, and November 1 for the Spring semester.

Statement of Eligibility and Registration for Dual Enrollment for Dual Credit Form

All dual enrollment students must complete and submit the Statement of Eligibility and Registration for Dual Enrollment for Dual Credit form to their high school counselor each semester. This form identifies each student's list of approved courses and must be signed by the student, the student's parents or legal guardians, and the high school counselor. These approved course(s) will be determined by the list of eligible courses for your school system and the current CACC schedule.

High School Transcript

All dual enrollment students must submit a copy of the current high school transcript to verify the 2.5 GPA requirement for academic courses or 2.0 GPA requirement for CTE courses.

Placement Test Scores (If Applicable)

Any dual enrollment students wishing to enroll in college-level English or math courses must complete the ACT College Entrance Exam and/or the Next Generation ACCUPLACER Placement Test. Please refer to back to Section 2 for placement criteria.

A general admissions application **MUST** be completed prior to taking the ACCUPLACER placement test.

3.3 Register for Classes

Deadline: March 1 (Summer), May 1 (Fall), November 1 (Spring)

After submitting the Statement of Eligibility and Registration for Dual Enrollment for Dual Credit Form, a CACC Dual Enrollment Counselor will register each student based on the approved course(s) specified on the form. Students should not register themselves. The Dual Enrollment Counselor will notify the student via email once registration is complete.

3.4 Pay Tuition and Fees

Deadline: Prior to the first day of classes for each term

Students must pay any balance due for course(s) not covered by a Dual Enrollment Scholarship. Students may pay in person in Building A on the Childersburg campus or the Betty Carroll Graham Center on the Alexander City campus.

Students may also make payments online using the following directions.

1. Navigate to www.cacc.edu
2. Click OneACCS at top right
3. Login using CACC credentials
4. Click on STUDENT tab at top
5. Click on STUDENT LANDING PAGE
6. Under Student Account, click on MAKE PAYMENTS
7. Click MAKE A PAYMENT
8. Click CURRENT ACCOUNT BALANCE or PAY BY TERM
9. Follow on-screen prompts to complete the payment.

3.5 Purchase Textbooks and Obtain Parking Pass / Student ID

Deadline: Prior to the first day of classes for each term

Textbooks

Student textbooks will be available through the CACC Bookstore prior to the start of classes each semester. For more information, contact your Dual Enrollment Specialist.

Parking Permit and Student ID

Students must obtain a parking decal and student ID card from the Campus Police Department on each campus.

A student seeking a parking decal must present a valid driver's license and vehicle registration. Parking decals are not transferable from one vehicle to another or from one student to another. A registered vehicle is the responsibility of the registered owner, regardless of who is driving.

Parking decals must be displayed in the manner designated at the time the decal is issued. Each permit expires at the end of summer term each year. A parking decal should be removed if

a registered vehicle is sold or traded or if the student is no longer enrolled at Central Alabama Community College. Any change in ownership of a registered vehicle must be reported immediately to the Safety and Security Coordinator.

Section 4: Administrative Responsibilities

4.1 Dual Enrollment for Dual Credit Agreement

The participating Local Education Agency (LEA) and CACC will develop a Dual Enrollment for Dual Credit Agreement that includes but is not limited to the following:

- Determine the student eligibility
- Approval of course(s) to be offered and the high school equivalency for each course shall be determined through the mutual agreement of the College and the participating LEA
- Confirmation that three semester credit hours at the postsecondary level will typically equal one credit (Carnegie unit) at the high school level in the same or related subject
- Identification of and provision for quality control indicators concerning course content and methods of evaluation
- A Dual Enrollment for Dual Credit Agreement must be on file in the College President's office before an Off-Campus Course Agreement Form will be accepted.

4.2 Course Proposals for Off-Campus Courses

High schools interested in offering a Dual Enrollment for Dual Credit course on their high school campus should contact the Dean of Academics, Brandy Mitchell, at bmitchell@cacc.edu to fill out an Off-Campus Course Proposal Form.

The point of contact at the high school should complete and submit an Off-Campus Course Proposal Form for the upcoming academic year by February 1. Submission of an Off-Campus Course Proposal Form does not guarantee approval. The scheduling of courses on high school campuses depends on the location, the availability of instructors, and other needs of the College.

Due to scheduling constraints, students who are enrolled in dual enrollment courses on a high school campus that offer yearlong courses may be required to complete an entire year of a particular subject even though only one semester is required to earn the credit.

4.3 Course Development and Policies

General Guidelines

- Minimum enrollment for a Dual Enrollment for Dual Credit class is determined by the College. If a proposed class does not meet the minimum enrollment, the class may proceed if the instructor and school system agree to compensation that is prorated based on student enrollment.
- The College reserves the right to cancel courses when the minimum enrollment requirements are not met or if instruction becomes unavailable.

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- High schools may offer “mixed” dual enrollment courses, which combine students enrolled in the college course with students who are receiving only high school credit.
- Each course offered will be a traditional college level academic or CTE course in accordance with accreditation standards. These courses will be drawn from the College’s existing academic inventory of credit-bearing courses.
- Certain courses will require a site visit by the division chairperson or designated faculty member to ensure that the facilities and/or equipment, including computer labs, are adequate to support the course. All science classes will require a lab evaluation through a site visit.
- Courses numbered below 100 are developmental courses and are not eligible for Dual Enrollment for Dual Credit.
- Corequisite learning support courses (ENG 099, MTH 099, MTH 109 and MTH 111) are not eligible for Dual Enrollment for Dual Credit.
- CTE Special Topics courses are not eligible for Dual Enrollment for Dual Credit.
- Dual Enrollment students may not audit courses.

Course Content

- Dual Enrollment for Dual Credit courses will be taught at the collegiate level. Instructors are required to follow ACCS Plans of Instructions and/or the prescribed departmental course syllabus while meeting all course objectives. The division chair must approve modifications to the course syllabus.
- Instructors are required to follow SACSCOC seat time requirements, which means that classes taught on-site at high schools may not be cancelled for any reason beyond scheduled holidays or state-mandated testing. If high school scheduling conflicts with dual class times, students will be expected to make up missed work.
- Course content will be monitored by site visits. The appropriate division chair or a faculty designee will visit each class to observe instruction and review evaluation instruments.

Methods of Evaluation/Assessment

- Dual Enrollment for Dual Credit instructors will adhere to the course syllabus regarding student evaluations/assessments. A sufficient number of evaluations/assessments should be determined and administered during a semester.
- Depending upon course content, the following may be appropriate for evaluation/assessment of student competence in the course: quizzes, exams, essays, research projects, portfolios, oral presentations, journals, labs, and homework.
- The instructor should follow the College/department policy regarding grading procedures.
- Grades awarded for dual enrollment coursework should be aligned with grades awarded in the traditional college setting. Dual Enrollment for Dual Credit instructors should work closely with the appropriate division chair concerning expected outcomes and the difficulty level of evaluation instruments.

4.4 College Responsibilities and Functions

Dean of Academics

The Dean of Academics will serve as the primary contact for dual enrollment information and will be responsible for:

- Answering questions and addressing concerns of dual enrollment students, parents, and high school officials
- Serving as the point of contact for the College in the establishment of class sites
- Determining if a valid dual enrollment agreement exists between the College and each participating high school
- Drafting a dual agreement between the two parties if one does not exist
- Annually updating dual enrollment agreements between the College and participating high schools
- Scheduling of classes
- Communicating with the appropriate division chair regarding instructor qualifications, classes to be offered, textbooks, class evaluations, and adherence to faculty compensation
- Overseeing the adherence to USDOE, ACHE, SACSCOC, and ACCS requirements, to include 'Substantive Change' submissions for offsite locations, new programs, etc., as well as ensuring course contact hours are properly met
- Notifying the LEA of any students who have been dismissed from the College due to failure to abide by the published guidelines for dual enrollment students
- Submitting reports to the Alabama Community College System regarding dual enrollment
- Providing Off-Campus adjunct dual enrollment instructors with a list of important dates each semester

Dual Enrollment Admissions Specialists

The Dual Enrollment Admissions Specialists will serve as a point of contact for dual enrollment information and are responsible for:

- Answering questions and addressing concerns of dual enrollment students, parents, and high school officials
- Coordinating the admissions and registration for all dual enrollment students
- Receiving and processing dual enrollment forms for off-campus dual enrollment students
- Enrolling dual enrollment students in the classes listed on each student's Statement of Eligibility and Registration for Dual Enrollment for Dual Credit Student form
- Submitting the names of dual enrollment students who are eligible for the CTEDE and STEM scholarships to the Business Office
- Informing off-campus dual enrollment students who are not eligible for scholarship funds when their tuition and fees are due
- Notifying the LEA of missing and/or incomplete forms required for students to participate and enroll in dual enrollment courses
- Reporting final grades and/or attendance reports for dual enrollment students to the appropriate high school counselor

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- Sending suspension notification letters to students who have failed to meet the continuous eligibility requirements
- Notifying the appropriate high school counselor of students who have been suspended for failure to meet the continuous eligibility requirements

4.5 High School Responsibilities and Functions

High School Counselors

Unless otherwise designated, the high school counselor will serve as the high school point of contact and will be responsible for:

- Submitting an Off-Campus Proposal Form to the Dean of Academics by February 1 to identify the dual enrollment courses requested for the upcoming year
- Distributing information to eligible high school students
- Collecting and submitting forms to the appropriate Dual Enrollment Specialist for processing by the published deadlines
- Submitting the appropriate postsecondary course name and number on each student's Statement of Eligibility and Registration for Dual Enrollment for Dual Credit Student Form
- Ensuring that only completed Statement of Eligibility and Registration for Dual Enrollment for Dual Credit Student Forms are submitted for Dual Enrollment Students
- Coordinating with Dual Enrollment Specialists on recruiting events and registration days

Dual Enrollment Students

Dual enrollment students are responsible for:

- Complying with all College policies and procedures as outlined in the College Catalog and Student Handbook
- Complying with the syllabus requirements of each course
- Completing and submitting all coursework on time
- Attending all class meetings, logging in to Blackboard, arriving on time, and staying in class for the entire scheduled time
- Notifying the instructor (in advance if possible) of any absence(s)

Section 5: Off-Campus Dual Enrollment Instructor Information

5.1 Selection of Off-Campus Sites and Instructors

High schools interested in offering dual enrollment courses on their campus should contact the Dean of Academics, who will speak with the high school's representatives to determine interests, arrange to visit the high school to gather additional information, and explain the dual enrollment program. The local school system typically proposes one of its high school teachers as a candidate to teach dual enrollment courses on their campus; however, a current adjunct or full-time instructor from the College may teach the proposed course(s). A high school teacher who teaches dual enrollment is considered an adjunct instructor, so CACC must review and

approve the candidate's credentials prior to the course being designated a dual enrollment course.

All dual enrollment instructors must be faculty of CACC. Adjunct faculty must meet the credentialing requirements of the Alabama Community College System and the Commission on Colleges of the Southern Association of Colleges and Schools (SACSCOC). Documentation of the appropriate faculty credentials which meet or exceed these requirements must be on file with Human Resources. All dual enrollment faculty must be under the ultimate control and supervision of the College for all dual enrollment courses. CACC is responsible for providing faculty orientation, supervision, and evaluation for all dual enrollment faculty.

****NOTE:** No course can be designated as a dual enrollment course until the instructor's credentials are officially approved by CACC and all necessary personnel forms have been completed and submitted to CACC's Human Resources.

5.2 Faculty Credentials

An instructor teaching dual enrollment **academic courses** at the associate degree level must possess a master's degree from a regionally accredited institution. Also, the instructor must have completed a minimum of 18 semester hours or 27 quarter hours of graduate work in the instructional discipline.

An instructor teaching dual enrollment **health sciences courses** must possess a bachelor's degree with 27 semester hours in the teaching field, documented professional competency, and 3 years of full-time experience in the occupational area. The instructor must meet other appropriate requirements for certification as required by accreditation entities. Nursing instructors are required to have a Master's degree in nursing, an Alabama registered nursing license and 3 years of clinical experience.

An instructor teaching dual enrollment **technical courses** must possess an Associate in Applied Science degree or an Associate in Occupational Technology degree in the assigned teaching area and 3 years of full-time in-field work experience. A bachelor's degree is preferred.

The appropriate division chair will review all transcripts and recommend any new adjunct dual enrollment instructor prior to the authorization of a class. The division chair must also authorize all courses before the beginning of the semester.

Unofficial transcripts can be reviewed by the College for initial credentialing purposes; however, the instructor must provide official transcripts from all institutions attended, both graduate and undergraduate, to Human Resources if they are selected for the position.

In some exceptional instances, adjunct dual enrollment instructors may be qualified through alternative credentialing. This requires a great deal of commitment by the instructor to provide documentation of their credentials for consideration. These credentials must demonstrate expertise in the learning objectives for the course. The credentials would be submitted for review and approval by the appropriate Dean of Instruction.

5.3 Adjunct Faculty Orientation

All instructors teaching dual enrollment courses will be required to attend the annual Adjunct Faculty Orientation which is held prior to the beginning of each fall semester. The orientation

meeting covers expectations, policies, and procedures for all dual enrollment instructors. It also provides dual enrollment instructors the opportunity to meet with CACC's instructional deans and full-time faculty members to share ideas with other dual enrollment instructors.

5.4 Course Syllabus

On the first day of class, instructors will provide each dual enrollment student with a copy of the course syllabus. The course syllabus should provide students with an explanation of course objectives, a schedule of topics to be covered, assignments and other requirements of the course, how the course will be taught, student responsibilities, attendance, and how grades will be determined. The course syllabus serves as a written contract between the instructor and the student and documents what students are expected to achieve. All dual enrollment instructors must submit a syllabus for each class per semester they teach. Each course syllabus must contain the following:

- Course information including course name, number of credit hours, delivery method, and semester
- Instructor's name, CACC and/or high school email address and office hours
- Course description
- Prerequisites
- Textbooks and required materials
- Student Learning Outcomes
- Instructional Learning Methods and Learning Strategies
- Course Outline and Schedule
- Course Activities and Evaluation and Assessment Methods
- Course Requirements
- Grading Scale
- Academic Integrity
- Attendance policy
- Americans with Disabilities Act Accommodations
- Continuity of Instruction Policy
- COVID-19 Policy
- Emergency Readiness
- Statement of Discrimination, Harassment, and Title IX
- Administrative Withdrawal policy
- Withdrawal Date

5.5 Official Class Rolls

Official class rolls are the official listing of student enrollment in a course. Verification of the accuracy of official class rolls is an important instructor task. The due dates for this report along with explicit directions for the report are emailed to instructors' CACC email addresses each semester. It is imperative that all reporting be completed before the designated deadlines. Failure by a faculty member to file a report by the deadline can result in significant problems for the entire College.

5.6 Attendance Procedures

Each Off-Campus Dual Enrollment instructor’s attendance policy should be consistent with the local high school’s attendance policy and must be defined in the course syllabus, including whether the instructor will distinguish between excused and unexcused absences. The course syllabus must provide clear and enforceable policies regarding attendance. When a dual enrollment instructor determines that a student has not met the class attendance requirements, they should notify the student, the high school counselor, and appropriate dual enrollment counselor.

5.7 Grading System

The quality of performance in a dual enrollment courses is reported by a letter grade and a numerical grade. The assignment of grades is the sole responsibility of the instructor.

Academic and Technical Courses		
A	90-100	4 quality points per credit
B	80-89	3 quality points per credit
C	70-79	2 quality points per credit
D	60-69	1 quality point per credit
F	59 and below	0 quality points per credit

Health Sciences Courses		
A	90-100	4 quality points per credit
B	80-89	3 quality points per credit
C	75-79	2 quality points per credit
D	60-74	1 quality point per credit
F	59 and below	0 quality points per credit

The following grade options apply in ALL college divisions:

W – Withdrawal

I – Incomplete

CACC does not recognize plus (+) or minus (-) in reporting grades. (i.e., A+ or A-)

5.8 Faculty Observations and Course Evaluations

Assessment is an important aspect of an effective instructional program. CACC is responsible for ensuring that all dual enrollment courses are equivalent to the other courses offered at the College in terms of content level and rigor, course syllabus, student learning outcomes, course objectives, evaluation of students, textbooks, assessment, and dual enrollment instructor observations/evaluations.

CACC uses the following to assess the effectiveness of our dual enrollment instructors and student success:

- Dual Enrollment Instructor Observation/Evaluation: CACC will conduct faculty observations/evaluations for all dual enrollment instructors using the guidelines found in the College's Evaluation Procedures manual. The appropriate division chair will visit each class site to observe instruction. Dual enrollment instructors will be informed in advance when an observation will occur.
- Course Evaluations: Toward the end of each semester, all dual enrollment instructors will receive instructions regarding course evaluations for their students. All dual enrollment students will receive an email for the College inviting them to complete a course evaluation survey for each class that they are enrolled in. This evaluation tool is used to assist dual enrollment instructors in improving teaching and to help the appropriate department chair evaluate the classroom teaching methods and strategies.

The appropriate division chair prepares a summary and analysis of the faculty observation and course evaluations. All adjunct dual enrollment faculty members will receive a copy of the division chair's summary with recommendations for improving instruction, if necessary. Dual enrollment instructors whose teaching performance fails to earn positive evaluations may be required to complete an Employee Performance Improvement Plan.

Section 6: Student Information

6.1 What is Dual Enrollment?

The Dual Enrollment for Dual Credit program allows academically talented students to earn college credit while in high school. Dual enrollment courses are offered online and on each of the College's four campuses. These courses are also offered on area high school campuses and are taught by high school instructors who have been approved by the College to serve as adjunct faculty.

6.2 Why is it Important?

Dual Enrollment for Dual Credit provides an opportunity for a seamless transition from high school to the college classroom. In addition, Dual Enrollment courses cost significantly less than tuition and fees for the same course at a four-year institution. You can take general education college courses while in high school to avoid course duplication and earn credits leading to a certificate, associate degree, or bachelor's degree.

6.3 Who is Eligible?

To be eligible, you must be at least a sophomore, have a 2.5 GPA on a 4.0 scale for completed high school courses (or a 2.0 to take CTE courses), and have written approval from your high school. Finally, you must have completed the ACT College Entrance Exam and/or the Next Generation ACCUPLACER Placement Test to determine placement in certain courses.

6.4 What is Continuous Eligibility?

Students who meet the criteria for the initial admission to the CACC Dual Enrollment for Dual Credit Program will maintain continuous eligibility if a grade of 'C' or better is earned in all attempted college courses.

- Students who fail to meet this minimum grade requirement will be suspended from the dual enrollment program for a minimum of one term.
- The one term suspension may not be served during the Summer term.
- The student may not re-enroll until the suspension has been served.
- For re-entry, the student must reapply to the program and must meet the minimum (unweighted) grade point average of 2.5 on a 4.0 scale (or 2.0 for CTE courses).

6.5 How Do I Enroll?

Enrolling in CACC's Dual Enrollment for Dual Credit Program is easy! First, you will need to complete an online General Admission application at www.cacc.edu/admissions/apply/. You must then provide your current high school transcript along with a copy of your ACT College Entrance Exam and/or the Next Generation ACCUPLACER Placement Test scores. Finally, complete the Statement of Eligibility and Registration for Dual Enrollment for Dual Credit Students form, which must be signed by a high school official.

6.6 How Many Courses Can I Take?

Student enrollment in a combined number of high school and college courses per term will not exceed that which is educationally sound as determined by CACC and the LEA and/or other secondary educational entity.

Students in CTE programs who require academic courses to graduate and have met the appropriate placement score criteria may also take academic courses for Dual Enrollment credit. Payment of tuition, fees, and textbooks are covered by their CTEDE Scholarship. For example, if a student taking ILT 106 – Concepts of Direct Currents meets the placement criteria for ENG 101 – English Composition I, that student may also take the English class for dual credit during the same semester as the ILT class, with both classes being covered by the scholarship.

The CTEDE scholarship is available for up to (2) classes (either 2 CTE courses or 1 CTE course paired with 1 academic course) per student, per semester, during the high school academic year.

The STEM scholarship is available for 1 STEM course per student, per semester, during the high school academic year.

6.7 Student Responsibilities

Students are expected to:

- Comply with all College policies found in the CACC Student Handbook and Catalog
- Comply with the syllabus requirements of each course

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- Complete and submit coursework on time
- Attend all class meetings, arrive on time, and stay in class for the entire scheduled time
- Notify the instructor (in advance if possible) of any absence(s)

6.8 Academic Integrity Policy

Maintaining academic honesty and integrity is of vital concern to the college community. Dual enrollment students will be upheld to CACC's student code of conduct. Any student found guilty of academic dishonesty shall be subject to both academic and disciplinary sanctions. Students should familiarize themselves with CACC's code of conduct found in the CACC Student Handbook and Catalog.

6.9 Dual Enrollment Course Syllabus

Each Dual Enrollment instructor will provide dual enrollment students with a course syllabus. It is important for students to read and refer to the syllabus carefully as it will provide important information and serves as a contract between the instructor and the student. The syllabus should include:

- Course information including course name, number of credit hours, delivery method, and semester
- Instructor's name, CACC and/or high school email address and office hours
- Course description
- Prerequisites
- Textbooks and required materials
- Student Learning Outcomes
- Instructional Learning Methods and Learning Strategies
- Course Outline and Schedule
- Course Activities and Evaluation and Assessment Methods
- Course Requirements
- Grading Scale
- Academic Integrity
- Attendance Policy
- Americans with Disabilities Act Accommodations
- Continuity of Instruction Policy
- COVID-19 Policy
- Emergency Readiness
- Statement of Discrimination, Harassment, and Title IX
- Administrative Withdrawal Policy
- Withdrawal Date

6.10 Class Attendance

Class attendance is considered an essential part of the educational process. Students are expected to punctually attend all classes in which they are registered. Excessive absences, regardless of the reason or circumstance, may interfere with the student's ability to successfully complete the requirements of the course.

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- Students will follow the College schedule of classes to include holidays and breaks unless agreements have been made between the College and high schools that dictate otherwise.
- Students are expected to attend each class session, to arrive on time, and to remain for the entire class session.
- Absences that occur because of emergencies or school-scheduled functions may be excused with proper notification to the instructor.
- Attendance for CTE students whose tuition is paid by the CTEDE Scholarship funds will be reported as required to the high school point of contact.
- When a student is absent from class, the student is responsible for all material covered in the class and for any assignments made in class. The instructor is not required to review any material missed due to a student's absence, nor is the instructor required to provide an opportunity for makeup work.
- In cases of excessive absences, the student should withdraw from the course before the last day to withdraw, as published in the College's Academic Calendar.

****NOTE:** Administrative Withdrawal Policy for CTE Dual Enrollment classes: Prior to the published 'last day to withdraw', a student may be administratively withdrawn from any course for excessive absences when the student has missed more than 20 percent of the total number of hours that the class meets.

6.11 Academic Calendar

The current academic calendar is available by visiting our website at www.cacc.edu and selecting 'Calendar'.

6.12 Holidays and Breaks

Holidays and breaks vary with the location of the course. Courses taught on high school campuses will adhere to the calendar of the high school, while courses taught at CACC or online follow the posted dates published by the College.

6.13 Drop/Add Period

Scheduled changes are only allowed during the College's official Drop/Add Period. The dates for the Drop/Add Period are published in the Academic Calendar for each semester. Students may drop a course through the last day of the Drop/Add Period. No grade will be recorded for the course and a full refund will be issued to the appropriate party. Students may add courses during the Drop/Add Period and pay additional tuition/fees based on the number of credit hours.

6.14 Withdrawal from Class

After the Drop/Add Period has expired, a student may withdraw from a course(s). All students are encouraged to speak with their high school counselor before withdrawing from any dual enrollment course. Students wishing to withdraw from a course(s) must reach out to their designated Dual Enrollment Specialist to begin the withdrawal process. A grade of 'W' will be recorded for all withdrawals submitted before the published 'last day to withdraw'. Students cannot withdraw from a course after the published 'last day to withdraw' date has expired.

6.15 Final Course Grade

Students will receive a final course grade for the coursework completed during each semester which will consist of a 'letter' grade and a 'numerical' grade. Since college courses typically follow a semester schedule, students will receive their final course grades at the end of each semester. However, off-campus students who are enrolled in a year-long course at their local high school will receive their grades at the conclusion of Spring semester. Students may view their grades by logging into their OneACCS web portal.

6.16 Transferring Credit

Academic courses will transfer to most four-year colleges and universities in Alabama. The Alabama Transfers articulation agreement provides information on courses that transfer from CACC to Alabama's public four-year institutions. For more information on Alabama Transfers and transfer credit in Alabama, visit www.alabamatransfers.com.

Though some do, most Career and Technical Education courses are not designed for transfer. However, these courses allow students to get a jump start in a technical career program at CACC. These courses can lead to a certificate or an Associate in Applied Science degree and can help with early employment opportunities in today's highly-skilled workforce.

6.17 Ordering Official Transcripts

Once you have graduated from high school, you may order your official college transcripts online. To order transcripts online, please visit www.cacc.edu/transcripts/.

Section 7: Student Resources

7.1 Students Right to Know

Central Alabama Community College students and prospective students have the right to review certain relevant information concerning Central Alabama Community College graduation and transfer rates, retention rates, gainful employment, and athletic program participation and financial support as well as any instance(s) of on-campus criminal activity. Information related to these items may be obtained at the College website, www.cacc.edu.

7.2 Bookstore

Central Alabama Community College has partnered with Barnes and Noble to provide bookstore services on the Alexander City campus and online. Students may access the online bookstore at www.cacc.bncollege.com.

7.3 Book Loan Process

Textbooks for students received a CACC Dual Enrollment Scholarship may be available contingent upon funding and demand. When textbooks are provided, students taking online courses or attending campus for their courses will be required to check out their academic books at the assigned Learning Resource Center/location. Students will be required to sign a

Book Agreement regarding the required return of the academic books. Books for students who are taking courses at other off-campus locations will be given to the instructor for dissemination to the appropriate students. The instructor will be responsible for getting the student to sign the Book Agreement, disseminating the books, and collecting the books at the end of the semester. The books will be returned to the campus Learning Resource Center or established locations on one of CACC's four campuses.

7.4 Blackboard Ultra Learning Management System

Blackboard is a Learning Management System (LMS) with a user-friendly web interface that connects students and instructors for traditional, online, and hybrid courses. To log into Blackboard for CACC, click on the 'Students' tab on the homepage of the CACC website. Then, click on 'Blackboard'. Use the drop-down menu to select 'CACC' to log in.

****NOTE:** If you are new to CACC, you must be registered for classes before your Blackboard account can be created.

Once your Blackboard account has been created, your classes will be visible on your Dashboard under the 'Courses' button; however, your courses will not appear on your Dashboard until the instructor has published the course. Courses should be published by the first day of class as noted in the College's academic calendar.

If you experience problems viewing or accessing links or documents, then you should check to see if you are using one of the supported web browsers. Some browsers, such as Internet Explorer, may not work appropriately with Blackboard. The Google Chrome browser tends to work best with Blackboard. The Blackboard interface was optimized for desktop displays, so using mobile devices such as phones and tablets may not work correctly.

For technical support, students may email the IT Helpdesk at helpdesk@cacc.edu. Include your official name on record, CACC email address and A number. Some courses may not be available on Blackboard until the first official day of class as indicated on the Academic Calendar. If you have trouble with links, viewing PowerPoints or embedded videos, and accessing outside websites that your instructors has linked with Blackboard while using one of the supported browsers, you may use the Blackboard Help Folder on your Blackboard course home page.

7.5 Respondus LockDown Browser

Respondus LockDown Browser is a secured browser used solely for taking online exams and quizzes for courses at CACC. It prevents you from printing, copying, going to another URL, or accessing applications during an assessment. If your instructor has chosen to require the Respondus LockDown Browser for your quizzes or exams, you will need to install it one time on the computer that you will be using for your course. If an assignment requires Respondus LockDown Browser, the assignment will prompt you to download the browser, then take the assignment/quiz/exam/etc. If you have already installed the browser, simply click the assignment/quiz/exam/etc. and Respondus LockDown Browser will automatically open. For more information about the Respondus LockDown Browser, locate the Respondus LockDown Browser folder on your Blackboard course home page.

7.6 College Closure Dates

The College observes the following holidays each year, and will be closed:

- New Year's Day
- Martin Luther King Holiday
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Holidays
- Christmas Holidays

In addition, the College will observe Spring Break each year. For these dates, students should refer to the website or college catalog.

7.7 OneACCS Student Portal

Your OneACCS student portal is set up during the admission process and will remain active even after you leave CACC.

The OneACCS student portal is where students go to:

- Print schedules
- Pay tuition
- Check financial aid status
- View grades
- View unofficial transcripts
- Request official transcripts

To access your OneACCS student portal, visit www.cacc.edu and click on the 'ONEACCS' icon on the top border. To login, use your CACC single sign-on credentials.