



## Dual Degree Program Handbook

# **What is the Dual Degree Program?**

The Dual Degree Program is an early college program that was created through a collaborative partnership between McHenry County College (MCC) and Woodstock Community Unit School District 200. The program provides academically motivated students enrolled in District 200 an opportunity to earn a high school diploma and Associate of Arts degree simultaneously. During their four years of school, students will take a combination of Dual Credit courses offered through District 200 at each high school, and MCC courses offered at the McHenry County College campus.

## **College Tuition**

This program offers an incredible value for a student who is looking to obtain a two-year Associate of Arts degree at a fraction of the typical cost. The college tuition fee will be shared between District 200, McHenry County College and the student. The student will pay one-third of the cost. Additionally, students are responsible for the cost of textbooks, supplies, additional fees and transportation costs when the course is taken at MCC and taught by an MCC instructor. Students who qualify for the National Free/Reduced Lunch Program will have the cost of tuition waived; however, they will still be responsible for the cost of textbooks, supplies, additional fees, and transportation.

## **Dual Degree Program Qualifications**

### **I. Pre-selection Criteria**

- Has consistently exhibited a strong academic standing
- Has a strong attendance record through 8th grade and in high school

### **II. Dual Degree Program Application**

1. Students must complete the Dual Degree Student Application and Dual Degree Essay Questions.
2. Parents/Guardians need to complete the Dual Degree Parent Form.
3. Students must request that a minimum of two teachers complete the Recommendation Form.

### **III. Testing**

Students must complete the MCC ACCUPLACER placement tests for college-level reading and sentence skills. Students must complete the MCC ALEKS placement test for college-level math skills. Students may submit ACT or SAT scores for a possible waiver of the ACCUPLACER and ALEKS exams. Students must score the minimum subject scores below:

Reading – 251                      English – 251                      Writing – 4  
Math – 30 for CHM 170 & 46 for MAT 120

### **IV. Program Acceptance**

Accepted students will be mailed a Dual Degree acceptance letter. Students and families will be required to attend orientation meetings which will be detailed in that letter.

## **What happens after acceptance?**

Students will need to complete the following:

I. For classes taught at McHenry County College, students are expected to:

- Set up their electronic accounts (MyMCC) preceding their initial course(s).
- Begin checking email for correspondence on a daily basis.
- Set up their MCC Alerts; registered MCC students are allowed to sign up for the service. If you choose to, you may enter parents' or relatives' phone number(s) as part of the three phone numbers you are allowed to enter into the system.
- The MyMCC portal will also provide the link to the Practice Math Test that is required prior to taking the ALEKS placement test.

II. Orientation

- Students will be required to attend an orientation event prior to starting summer classes. Invitations will be sent through email.

III. MCC 101 - The College Experience

- Students will be enrolled in this one-credit hour course during the summer preceding their fall semester enrollment.

IV. Advising and Communication

- Both District 200 Counselors and MCC Advisors will be working with the students in this program to recommend the best path for each student.

# **What to Expect as a Dual Degree Student**

Once you begin your MCC or Dual Credit classes, you are considered a college student and will assume greater responsibility for your education and academic life. The faculty will expect the same level of classroom participation and quality of work from you as from adult college students.

## **I. Advising and Communication**

Dual Degree students are expected to:

- Meet with their high school counselor for high school graduation and semester schedules
- Only add or drop classes with their high school counselor
- Meet with an MCC advisor for MCC graduation requirements

## **II. Academic Content**

**Academic Challenges** – Occasionally students struggle with college courses and no longer receive straight A's. Courses can be more challenging as classes at MCC do not meet for 5 days a week; they are faster paced, preparing for courses is a bit different, students need to take full responsibility for their academics, students have to ask questions, etc. MCC provides assistance to students with their college classes ([www.mchenry.edu/success](http://www.mchenry.edu/success)).

- Courses chosen will meet both high school graduation requirements and college degree requirements – students will be advised as to which courses to take. Some of the courses will be taught on the MCC campus.
- Course selection is approved by both MCC and the high school. Courses align in each academic area based on a course-sequencing process and working closely with the designated high school curriculum personnel. In addition, the curriculum for the Dual Degree Program has been designed to prepare a student for transfer to a four-year college or university.
- Regularly scheduled meetings will occur regarding graduation requirements for the high schools and MCC to ensure that students are on track to not only take the correct courses but also to stay within the appropriate timeframe for completion.
- College course advising for students will be handled by MCC academic advising staff and the high school program counselor. Every effort will be made to ensure that each student in the Dual Degree Program is meeting their graduation requirements.
- In some cases, students may not be able to complete all requirements for the Associate of Arts degree. Students are still encouraged to take Dual Credit courses to aim toward partial completion.

### **III. Schedules**

**Repeating a course**, if necessary, will be discussed with a student on an individual basis. The tuition costs for repeated classes are at the full expense of the student.

In the Dual Degree Program, students take classes to complete high school graduation requirements as well as an Associate Degree. Most classes are also selected from the Illinois Articulation Initiative (\*IAI) for ease of transfer to a 4-year institution.

- Freshman year, students are encouraged to take one dual credit course at their high school.
- The summer between freshman and sophomore year, students will take the MCC 101 – The College Experience class, and the PDV110 – Career Development class.
- Sophomore year, students will take approximately two dual credit courses and should also consider completing the financial literacy requirement for high school graduation.
- The summer between sophomore and junior year, students will be encouraged to take SPE 151 - Intro to Speech at MCC.
- Junior year, students will take approximately seven dual credit courses of which one or more may require transportation to McHenry County College.
- The summer between junior and senior year, students will be encouraged to take a D200 Summer School Course that will qualify for dual credit.
- Senior year, students will take approximately ten dual credit courses.

The academic day for classes offered through MCC may begin as early as 7:00 a.m. and can run as late as 10:15 p.m. Students entering into the Dual Degree program will work with their high school counselor to request any changes to their schedule.

***\*\*Schedules will not be changed after MCC payment deadlines have passed.***

### **IV. Academic Conduct Policies**

All Dual Degree students in D200 and at MCC are expected to demonstrate qualities of integrity, honesty, civility, and respect in their conduct both in and out of the classroom. All MCC policies can be viewed at [www.mchenry.edu/conduct/studentcode.pdf](http://www.mchenry.edu/conduct/studentcode.pdf). Adherence to all policies is essential and required to stay in the Dual Degree program.

### **V. Acts of Academic Dishonesty**

Dual Degree students are expected to be familiar with McHenry County College's policies, including academic dishonesty which can be found in the MCC Student Code of Conduct at <http://www.mchenry.edu/conduct/studentcode.pdf>.

## **VI. Class Drops/Withdrawals**

A student may be dropped or be withdrawn from a class while in the Dual Degree program on a case-by-case basis. This action must be approved by the high school program counselor for any MCC schedule adjustments and/or discussions to return to high school. Withdrawing or dropping courses may impact your completion of the Dual Degree program.

The MCC withdrawal period begins two weeks after the start date of a class longer than nine weeks or one week after the start date of a class 9 weeks or shorter. The withdrawal period ends three-fourths (3/4) of the way through the class, based on class start and end dates. For example, a student must withdraw from a 16-week class within the first 12 weeks. Refer to [www.mchenry.edu/registration/withdrawing.asp](http://www.mchenry.edu/registration/withdrawing.asp) for more information and for specific dates.

Upon withdrawal, a “W” will be recorded on the student transcript, but will not count in computing the student’s grade point average.

Failure to attend classes does not constitute withdrawal. Withdrawal from class is valid only after the proper procedure has been followed. A failing grade will be posted on the student transcript if college withdrawal procedures are not followed.

To withdraw from a class, students are encouraged to consult directly with their instructor, an academic advisor, and high school counselor in an effort to try to work out a plan in the best interest of the student.

## **VII. Dismissal from the Program**

Dual Degree students may be dismissed from the program as a result of any of the following:

- Failure to complete MCC 101: The College Experience by the summer before sophomore year with a grade of C or higher
- Demonstration of behavior and/or attitudes that undermine the integrity and privilege of program participation, as deemed by MCC and/or the high school district
- Violation of any of the Acts of Academic Dishonesty
- Receiving a failing grade in a required academic core and/or prerequisite course

In addition, if a student feels the program is no longer right for him/her, then there is always the option to not continue with the program. The student will then continue with the high school curriculum as determined by their high school counselor.

## **VIII. Attendance Policy**

For classes taught at MCC, students are expected to attend every class meeting and arrive on time. There is no college policy permitting absences. Each faculty member will decide when and how absences affect grades. It is the responsibility of the student to adhere to the course syllabus. If a student needs to miss class, they must contact their instructor and their high school attendance office.

## **IX. Orientation**

Students and parents/guardians will attend a required Orientation session in spring, prior to summer classes beginning.

## **X. First Summer Semester**

### **MCC 101 – The College Experience**

Students will be required to attend the MCC 101 course the summer prior to their sophomore year. There are no exceptions to this summer requirement. Students must earn a “C” or better in this course to remain in the program.

- MCC 101 – The College Experience is designed to introduce and connect the students to the MCC community and to assist students in the active development of academic and personal goals. Students will work with instructors to learn strategies for their transition into college and are responsible for building the skills needed for college success. Course discussions will include academic preparation, self-awareness, and MCC community resources.
- PDV 110 - Career Development helps students analyze their values, strengths, skills and interests as they consider possible careers. Working in a small group setting, students research a variety of career options and evaluate them in context of their self-assessment.

## **XI. Repeating Courses**

Students may repeat any MCC course for the regular cost of the course if one of the following conditions is met:

- If the student has not completed the course with a grade of C or higher, the student may repeat the course once. After two attempts and if the student has not successfully completed the course with a grade of C or higher, the student may repeat the course one additional time after obtaining approval from the department chair/dean and associate vice president. All attempts on the course will remain on the transcript; however, only the highest grade received will be computed into the cumulative GPA. The repeated grade will be designated by a REPEAT in the hour column
- The student took and passed the course at MCC but is being mandated to repeat the course due to technology changes in the curriculum of Career and Technical Education programs.

- Students who wish to repeat a course after receiving a grade of C or higher with the intent of bringing his/her GPA up to the minimum required for graduation, or to be accepted into limited enrollment program.

NOTE: The repeat policy does not impact the repeatable courses approved by the Illinois Community College Board (ICCB) and identified in the MCC Course Catalog.

## **XII. Online Courses**

Students may only enroll in an online course with the recommendation of the high school program counselor.

## **XIII. Tested Credit**

Tested credit (i.e. AP, CLEP) will be handled on a case-by-case basis according to the McHenry County College policy for AP or CLEP testing. Students will be required to request official test scores to be sent to the McHenry County College records office. The student is responsible for the cost of the AP or CLEP test. To receive a prerequisite waiver the student must request with their high school program counselor and submit appropriate transcripts showing completion of previous coursework.

# **High School Requirements**

## **Physical Education**

District 200 requires students to take a Physical Education (PE) class each semester unless the district has a waiver or the student has a waiver for a sport.

## **Financial Literacy**

A financial literacy course is required for graduation from D200. Students must complete Consumer Ed, Economics, or AP Macroeconomics.

## **Constitution Test**

As a high school requirement, students will take the Constitution Test during their US History class junior year.

## **SAT Testing in High Schools**

The high schools will notify students and the MCC Director of College and Career Readiness of the test dates for the SAT & PSAT in high school. The Director of College and Career Readiness will communicate the dates to the MCC faculty. These tests are required of all high school juniors and are administered by the high schools in the fall and spring of the junior year. Students

are responsible for informing their instructors if they will have to miss class. Missing any MCC class will be handled course by course, instructor by instructor, based on the syllabus for the course.

## **Family Members of Dual Degree Students**

MCC is bound by the Family Educational Rights and Privacy Act of 1974 (FERPA) which helps protect the privacy of student education records. Dual Degree students and their parents/guardians are required to sign off on this privacy so that the college can share information. When signing up for classes at MCC, the statement states the following: “By signing this form, I give permission for MCC to disclose information relative to my enrollment and progress at MCC to my parents and high school/middle school officials.” Signatures are required on the Dual Enrollment Registration Form which will be filled out with the high school counselors and sent home for the proper signatures.

## **Emergency notifications**

Students are required to provide the College with an Emergency Contact name and phone number in case MCC should need to contact a parent/guardian in an emergency situation. This will be completed on the course registration forms filled out with the high school counselors.

## **McHenry County College Student Expectations**

### **Responsibility**

Students are expected to meet course deadlines, be prepared for class, ask questions, and conduct themselves as responsible adults in accordance with the MCC Student Code of Conduct, the Academic Honesty Standards and Procedures, and any other applicable college policy. If you are having difficulty or want additional information, it is your responsibility to seek out the instructor or appropriate college personnel, usually outside of class time. Instructors keep office hours so that students may meet with them outside of class time or if they need additional help. Communication with your instructor early and often is recommended.

### **Class Attendance**

It is your responsibility to be prepared for class and to meet all deadlines. Grades may be based on attendance and participation, and late work may not be accepted. If you must miss class, make arrangements to have your assignments turned in on time and to catch up on missed work. Additionally, instructors may drop students who fail to attend class on the first day of the semester.

## **Class Pace**

The speed at which college classes are taught is much faster than in high school. There is little time for faculty to stop and review lessons for students who missed class or don't understand assignments. Instructors keep office hours so that students may meet with them outside of class time or if they need additional help.

## **Homework/Syllabus**

At the beginning of every semester, each of your instructors will give you a class syllabus that will outline the curriculum schedule. Typically, homework assignments and due dates will be detailed in each course syllabus. College classes generally demand two hours of homework for each hour in class. A three-credit class will have approximately six hours of homework each week. This may include assignments, researching paper topics, and/or group projects. Classroom time is not provided to complete homework assignments. Schedules may provide breaks between classes, which should be used to work on homework, read, and study. If you are having difficulty keeping up with assignments or understanding material, ask for help or visit your instructor during his or her office hours. Free tutoring is also available on campus.

## **Class Participation**

Participation is an integral part of college, and most faculty will require you to participate in classroom discussions. Your classmates may range in age from 15 to 80 allowing for the expression of a variety of opinions and discussion of mature materials.

## **Registering for Classes: Planning and Class Selection**

- Each fall, students will meet with their high school counselor to review their progress in the program and discuss courses that will meet your long-term academic goals. Additional appointments can be set up as needed. Students can also schedule meetings with MCC Academic Advisors to learn more about their college degree requirements and opportunities. For MCC Academic Advising, please call 815-479-7565 to schedule an appointment. The student and high school counselor will complete the registration process.
- Payment/bills: District 200 will bill the student directly for their portion of tuition and fees associated with the classes taken at MCC.
- Class Schedule: You may access your class schedule via MyMCC at [www.mchenry.edu/myMCC](http://www.mchenry.edu/myMCC).

Viewing your final grades, changing your address and printing your class schedule is easy via Canvas. You can access these services at [www.mchenry.edu/myMCC](http://www.mchenry.edu/myMCC).

## Reading the Class Schedule on Canvas

The MCC class schedule is available online at [www.mchenry.edu](http://www.mchenry.edu). Students are encouraged to log in and view possible course opportunities to discuss at the advising appointment with their high school counselor as well as the MCC advisor. Although every effort is made to ensure the accuracy of the schedule, courses are sometimes added or canceled or class times may change.

## Finding Your Class

The following steps will help you locate your classroom:

1. Which Building? Determine which building your class is in by looking at the letter at the front of the room number. For example, if your class is in C106, it is in the C Building.
2. Which Floor? The first digit of the room number indicates the floor.

Take a walk around campus and locate your classrooms before the semester begins!

## Grading System/Accessing Your Grades

**Grade reports are not mailed.** Semester grades will be available 7-10 days after the official last day of the semester. You may access your grades via Canvas at [www.mchenry.edu/myMCC](http://www.mchenry.edu/myMCC).

### MCC Grading

**Letter Explanation** (more information found at [www.mchenry.edu/grades/gradeletters.asp](http://www.mchenry.edu/grades/gradeletters.asp))

- A Outstanding performance in mastery of the subject. 4 grade points per credit hour.
- B Consistent performance. 3 grade points per credit hour.
- C Performance of a satisfactory nature. 2 grade points per credit hour.
- D Minimally acceptable performance. 1 grade point per credit hour.
- F Achievement insufficient to demonstrate understanding. 0 grade points per credit hour.
- W Withdrawal from a course
- I Incomplete (temporary grade)

Additional MCC grading policies are available in the MCC Course Catalog. Students who do not successfully complete a course, and do not officially withdraw from the course, will receive an F (failing grade). This means that you do not receive credit for the course and it will not count toward your high school graduation requirements. An F grade will affect both your high school and college GPA.

**YOUR GRADES WILL FOLLOW YOU FOREVER!!** You are creating a college transcript that will follow you for the rest of your life. Most universities and graduate schools require that you submit transcripts from all colleges that you have previously attended when you apply for admission.

# **What's different from high school outside the classroom?**

## **Academic Records**

Students successfully completing classes through the Dual Degree Program will receive both high school and college credit. At the end of each semester, MCC will send copies of students' college transcripts to their high school for placement on their school grade reports. Grades received at MCC will be a part of your permanent high school and college transcripts.

## **College Calendar**

College and high school calendars can be different. Spring breaks, winter breaks, and some holidays are often at different times. Students must follow the MCC Academic Calendar located here: [www.mchenry.edu/academiccalendar/index.asp](http://www.mchenry.edu/academiccalendar/index.asp).

## **Student Support Services**

MCC offers a variety of student support services to you on campus including counseling, tutoring, and career advising. Please schedule an appointment with a coordinator in the MCC Early College office at 815-455-8569, if you would like to connect with a student support service.

## **Campus Security**

At MCC, the safety and well-being of students, faculty, and staff is important. A truly safe campus can only be achieved through the cooperation of everyone at McHenry County College. The McHenry County College Police Department is responsible for law enforcement, security, and emergency response at MCC. The office is located in the B Building across from the cafe and can be contacted by dialing 911 for an emergency (campus police will respond) or (815) 455-8733 for non-emergency situations. All crimes occurring on campus should immediately be reported to the McHenry County College Police Department.

## **MCC Graduation Requirements and Procedures**

Always make sure that your MCC courses are meeting your MCC degree requirements (Associate of Arts) by keeping in close contact with your high school counselor. You will need to understand what your chosen Associate's degree requirements are, how you are progressing academically, and how courses apply to your MCC graduation. Every student planning to receive a degree from MCC is required to: Meet all degree requirements, receive a minimum GPA, and apply for graduation.

**Applying for MCC graduation must be done during the spring semester deadline of senior year: Spring graduation – Apply by April 1.**

Additional MCC graduation requirements and procedures can be found at [www.mchenry.edu/commencement/](http://www.mchenry.edu/commencement/).

## **Tuition, Fees, and Other Expenses**

### **Tuition and Fees**

Tuition costs will be covered one-third by the student, one-third by District 200 and one-third by MCC. If a student doesn't successfully complete a course, students must repay District 200 and MCC the amount they invested. Students are required to pay for books and fees when taking courses at MCC.

### **Transportation**

You are responsible for your own transportation.

### **Textbooks**

While the school district, student, and college will each split the cost of tuition, students will be responsible for the cost of the textbook for MCC courses. If the course is offered in District 200, the district will be responsible for the cost of the book.

You can purchase the MCC textbooks through the McHenry County College Bookstore (<https://mccbookstore.mchenry.edu/>). Make sure that you have your course schedule with you so that you can locate the course number and section number so that you purchase the right materials. If the tag says “required,” then you must have this book for the class. If it says “recommended,” then the instructor feels it is a good book to assist with the class, but you are not required to have it.

### **MCC College ID**

MCC issues IDs that contain your name and student ID number. With your ID, you will be able to check out books from the library, utilize online database resources, access the fitness equipment in the Fitness Lab, and show proof of student status for discounts at local and national stores, restaurants and entertainment venues. Dual Degree students will receive a MCC ID during Orientation. Students must have a photo identification card (either high school ID, state ID or driver's license) to receive a student ID. MCC ID cards are issued in the Registration Office located in the A building on the second floor.

# **Transferring to a Four-Year College**

## **Transferability of MCC Credits**

Many public and private colleges and universities in the State of Illinois will accept college-level academic dual credits in transfer. Students should check with out-of-state and private colleges/universities regarding the transferability of MCC credits. Acceptance of MCC credits is at the discretion of each institution.

Consult with the admissions office at each university or college you wish to attend to determine whether you will be considered a transfer student or an incoming freshman. Determining transfer or freshman status is important for a variety of reasons including scholarships, deadlines, and housing. The individual university admissions office can provide the most current information based on the number of credits earned at the time of application.

## **Explore college majors and begin preparation**

Select your coursework wisely and prepare as much as possible for potential college majors. Preparation is especially important if you plan to pursue a major that requires many prerequisite courses such as engineering or business. Explore requirements for majors at the college or university you plan to attend by searching their website, contacting admissions staff, and working with the transfer advisor.

### **Resources to explore college majors and requirements:**

- **MCC Academic and Transfer Advising:** Links to the websites of most colleges and universities in the State of Illinois as well as their course equivalency guides and specific admission requirements. Also includes transfer checklists and transfer guide samples to popular majors: [www.mchenry.edu/atc](http://www.mchenry.edu/atc).
- **MCC Career Services, Advising and Placement:** One-on-one career counseling, career testing, and major exploration workshops. Also, computer-based career exploration software and other resources to help with a job search: [www.mchenry.edu/careerservices](http://www.mchenry.edu/careerservices).

## **Official Transcripts**

Colleges and universities often require students to submit, with applications, official transcripts from all colleges they have attended. Students can order official transcripts from McHenry County College several ways: online, by fax, mail, or in person. Instructions are available at [www.mchenry.edu/transcripts](http://www.mchenry.edu/transcripts).

# **Campus Resources & Support Services**

**Advising** (815) 479-7565

<http://www.mchenry.edu/atc>

Location: A257

**Bookstore** (815) 455-8747

<https://mccbookstore.mchenry.edu>

Location: B162

**Career Services** (815) 455-8566

<http://www.mchenry.edu/careerservices>

Location: A252

**Disability Services** (815) 455-8766

<http://www.mchenry.edu/access>

Location: A260

**Placement Testing** (815) 455-8984

<http://www.mchenry.edu/testingcenter>

Location: A245

**Public Safety** (815) 455-8733

<http://www.mchenry.edu/safety>

Location: B176

**Sage Learning Center (Tutoring)** (815) 455-8579

<http://www.mchenry.edu/sage>

Location: A212L