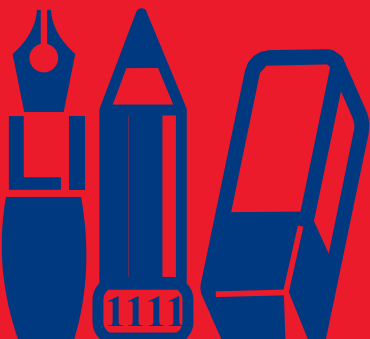


DUAL ENROLLMENT



**Hand
book**

SOUTHWEST
TENNESSEE COMMUNITY COLLEGE



The provisions of the Student Handbook do not constitute a contract, expressed or implied, between any student, prospective and/or matriculated, and Southwest Tennessee Community College. The College reserves the right to change any of the provisions, programs, policies, rules, regulations, and standards of conduct at any time as may be necessary in the interest of the College. The College also reserves the right to modify or discontinue any of the services, programs, or activities described in this handbook. Reasonable notice will be given to students regarding any changes in the Student Handbook. All updates and/or corrections will be posted in the online version of the Student Handbook, which will supersede previous written copies. Changes will govern current, former, and prospective students. This Student Handbook is not intended to state contractual terms and does not constitute a contract between the student and the Institution.

TABLE OF CONTENTS

WELCOME LETTER

STUDENTS..... PAGE 5

WHAT IS DUAL ENROLLMENT/REQUIREMENTS OF STUDENTS	6
DUAL ENROLLMENT CREDIT OPTIONS/HOW TO GET STARTED	8
TENNESSEE STUDENT ASSISTANCE (TSAC) DUAL ENROLLMENT GRANT.....	8
DUAL ENROLLMENT COSTS & COURSES/ACADEMIC ADVISING	9
CASHIER’S OFFICE.....	9
ORIENTATION/STUDENT CONDUCT/ATTENDANCE/GRADING/TRANSCRIPTS.....	10-12
COMMON DUAL ENROLLMENT COURSES.....	13
TRANSFERRING CREDIT/WITHDRAWALS/STUDENT ID/PARKING.....	15
ACCESSING SCHEDULE AND MY SOUTHWEST PORTAL	16-18
STUDENT DISABILITY SERVICES.....	19

GUIDANCE COUNSELORS PAGE 20

INFORMATION FOR GUIDANCE COUNSELORS.....	21
HIGH SCHOOL CHECKLIST	22
PROCESS FLOW	23
APPLYING TO SOUTHWEST	24
REQUEST DUAL ENROLLMENT CLASSES AT YOUR HIGH SCHOOL	25

INSTRUCTORS PAGE 26

INFORMATION FOR INSTRUCTORS	27
TEACHING QUALIFICATIONS/COURSE SYLLABUS	28
OFFICIAL TRANSCRIPTS	29
MANDATORY TRAINING.....	29
FERPA	29

FREQUENTLY ASKED QUESTIONS

WELCOME!

Welcome students, parents, instructors, and school personnel to the Dual Enrollment Program at Southwest Tennessee Community College! The transition from high school to college is an exciting yet challenging time. To ease the transition, our staff is here to answer any questions you may have. In addition, we provide this handbook to serve as your guide during your time at Southwest.

The Dual Enrollment Program is designed to provide high school students with an opportunity to jump-start their college to career experience by gaining access to college courses for post-secondary credit prior to high school graduation. Eligible students can take college-level courses while they are enrolled in high school and receive college credit.

Southwest Tennessee Community College employs faculty and instructors who are skilled in student academic preparedness. Students can expect to gain the skills and knowledge necessary to be competitive in today's workforce.

Please review the information provided in this handbook carefully. Should you have questions, do not hesitate to contact the Dual Enrollment Office at dualenrollment@southwest.tn.edu or 901-333-4251. We are here to make this experience a smooth and memorable one for you.

Again, welcome to the Saluqi family!



Students



SOUTHWEST
TENNESSEE COMMUNITY COLLEGE

What is Dual Enrollment?

The Dual Enrollment Program provides students the opportunity to obtain a "jump start" on a college career. Students can accumulate college credit while also earning the high school and home school credit necessary for graduation. Dual enrollment is a convenient and cost-effective way for high school and home school students to transition into college.

Benefits of Dual Enrollment

- Enriches the course opportunities for outstanding high/home school students
- Shortens the time to attain a college degree
- Saves students and parents' money
- Provides students with college credit
- Earns grades, which will become part of the student's permanent college transcript
- Increases the number of students graduating high school that are college and career ready and prepared to be successful in society

Things to Consider

- Content of dual enrollment courses is academically rigorous (college standard) and will not be altered to accommodate high school students
- A low or failing grade in a dual enrollment course will negatively impact both your high school and college GPA
- A low or failing grade in a dual enrollment course will become a part of your permanent high school and college transcript
- Could negatively impact your ability to obtain future financial aid for college or dual enrollment grant

Requirements of Students

- Eligible students must be enrolled as 9th, 10th, 11th, or 12th grade students in a Tennessee public secondary, non-public secondary, or in a home education program
- You must have your parent/s or legal guardian's approval
- You must have your guidance counselor and/or principal's approval
- After approval, you must complete the Southwest "online application"
- Submit ACT Scores, High School transcripts or acceptable placement to determine eligibility to take college level courses

- You must complete and submit the Dual Enrollment Program Participation Agreement, Dual Enrollment Student Data Form, and the Immunization Health History Form to your high school dual enrollment coordinator or umbrella home school for submission to our office. See the instructions below based upon your high school choice.
 1. If you attend a Shelby County School, you must submit documents to the SCS Dual Enrollment Office. Please contact them at 901-416-5465 for assistance.
 2. If you attend an Umbrella home school (such as Homelife Academy, Faith Heritage, etc.), please submit your documents to that office. Please contact them directly.
 3. If you attend a homeschool without an umbrella school, please submit your documents to the Southwest Tennessee Community College Dual Enrollment Office. Please contact us at 901-333-4251 for assistance.
- Complete the Dual Enrollment Grant Application.

High School Credit for Dual Enrollment Courses

While satisfactory completion of dual enrollment coursework gives students college credit, it is important to understand that not all dual enrollment courses will satisfy high school or home school graduation requirements. It is strongly recommended that students work closely with their high school guidance counselors and/or umbrella home school to carefully select dual enrollment courses that will also satisfy requirements for high school graduation. Southwest will not advise students on high school graduation requirements.

Dual Enrollment Options

College Campus-Based Classes

Our college based Dual Enrollment Program enables students to take college courses at Southwest. High school students taking college classes at one of our locations experience the feeling of being at college and in a classroom environment. Students will need to provide their own transportation to and from class and/or their respective school district. Some high school programs provide transportation for our college based courses (please check with your high school).

High School Based Classes

Our high school based Dual Enrollment Program enables students to take college courses at their high school. This option is only available if enough

0111541NEW16355-- Southwest Tennessee Community College is an AA/EEO employer.

students are interested in participating in the same college course – please recruit your classmates.

How to Get Started in Dual Enrollment

Your initial step is to contact your school’s counselor or Dual Enrollment coordinator (to determine eligibility).

Step 1: Complete the Southwest “online application” at <https://www.southwest.tn.edu/apply-online.php>

Step 2: Complete and submit the Dual Enrollment Program Participation Agreement

Step 3: Complete and Submit the Dual Enrollment Student Data Form

Step 4: Complete and submit the Immunization Health Form

Step 5: Submit ACT scores

Step 6: Submit current high school transcripts

Step 7: Complete [TSAC Dual Enrollment Grant Application](#)

Your high school, private school, or independent school administrator/ counselor will upload your documents, high school transcript and ACT scores to the Southwest Tennessee Community College Dual Enrollment Coordinator. If you have questions, email [Southwest Dual Enrollment Email](#) for assistance.

To find specific college courses to take, visit our course schedule here: [Interactive Course Schedule](#)

Please write the five-digit CRN number at the bottom of the Dual Enrollment Student Data Form of the class of your choosing for registration purposes.

Tennessee Student Assistance Corporation (TSAC) Dual Enrollment

The lottery based dual enrollment grant can be used for all dual enrollment programs if the student is eligible. The dual enrollment grant is funded through the state lottery and is available to apply toward the cost of courses at the selected college.

Refer to the link below for additional information for grant amounts.

[TSAC Student Portal](#)

(If a student has completed the TN Promise application, the same username and password is needed).

*****Helpful Hints*****

- Students will be given two (2) tries to enter the username and password. After the 3rd attempt, the student will need to call the helpline to have their username and password reset. The helpline number is 1-800-342-1663. Please choose option 1 and inform the operator that you need your TSAC username and password reset. Be prepared to give the last four digits of your SSN number and your name.
- Go to Apply for Scholarships (top tab in green)
- Scroll down to Dual Enrollment
- Fill in the missing information including residency date (date of birth) and college as "Southwest"
- Keep your username and password in a safe location at all times
- To be eligible for a Dual Enrollment Grant for any semester beyond the first semester of receipt, the student shall continue to meet all eligibility requirements for the grant and shall achieve a cumulative college grade point average of 2.75 for all postsecondary courses attempted while participating in the Dual Enrollment Grant program.

Cost of Dual Enrollment Courses

Southwest Tennessee Community College	Credit Hour Course
Dual Enrollment Course	\$538.65 (3 hour course)

Based on 2022-2023 tuition feessubject to change*****

TSAC Dual Enrollment Grant course payment is as follows:

Courses 1-4	Up to \$538.65
Courses 5-10	Up to \$100 per credit hour

The grant covers the first four classes taken and pays up to \$100 per credit hour for classes 5-10. For more information on the grant, please check the TSAC website as noted above. Other fees may not be covered.

Cashier's Office

The cashier's office is responsible for the assessment and collection of student tuition, fees, and other related college expenses. If you have a balance on your account, please contact the office by email at [Email Cashier Office](#) or by phone at 901-333-5292. For more information on the cashier's office, visit [Cashier Office Email](#) .

Academic Advising

Your high school guidance counselor should make sure the courses align with your high school graduation requirements. It is the high school's responsibility to advise students about high school graduation requirements.

According to the TBR policy 2.03.00.02, dual enrolled students who have high school GPAs of 2.80-3.59 and no other assessment scores shall be allowed to enroll in college-level courses upon recommendation of the student by their high school.

To determine course placement, please adhere to the following ACT scores (minimum) for the following college level courses:

ACT Scores	
ENGLISH/WRITING	18
READING	19
MATH	19

Access to Your My.Southwest Account

All dual enrollment students are assigned My.Southwest email accounts. Southwest utilizes this method of communication to send out important information/documents to dual enrollment students. To determine your username and set your password, click on the "My.Southwest college portal" click on first time user (**detailed instructions on page 16**).

Dual Enrollment Orientation

All new dual enrollment students must attend a mandatory orientation if attending classes on campus. The orientation will cover all important college dates and deadlines and will introduce you to Southwest's learning resources such as the Academic Support Center and the libraries, and provide strategies on becoming a successful college student. Orientation is online under your MySouthwest tab.

Student Conduct

It is very important to understand that by joining the Dual Enrollment program, you will create a permanent college transcript. Poor performance, either academically or otherwise, can have implications for your future classes after high school. Faculty, staff and students have an obligation to foster an atmosphere of mutual respect. The campus should be a place of learning, safety, shared responsibility and harmony.

Southwest is always looking to ensure you feel safe and secure when you visit our locations. We want to provide you with a healthy environment in which to study, work, visit, and grow. All Southwest students, employees and visitors are encouraged to report any unsafe or dangerous situation including, but not limited to, discrimination, harassment, sexual misconduct, stalking, gambling, or any types of problematic behavior issues. Dual Enrollment Students are to adhere to the same guidelines as any other Southwest student.

Please report any issues to the Student Development department at:
<http://www.southwest.tn.edu/report/>.

Attendance

If you are attending classes on Southwest's campus, familiarize yourself with your schedule. Breaks and holidays might be different from your high school, and each professor can establish their own attendance policy.

Instructors will provide you with their course syllabus, which includes the attendance policy, on the first day of class. The syllabus is the contract between the instructor and the student, so make sure you adhere to it. Students are to attend classes on time and adhere to Southwest policies regarding attendance.

For all-important updates, dates and academic calendars, visit here:
<http://www.southwest.tn.edu/events/>.

Credit and Grading

Grades will be available via and My.Southwest approximately one (1) week after the end of the semester.

Any student may initiate an appeal of any current grade within six (6) months after the conclusion of the semester in which the grade was earned. Contact your instructor first and if you are still not satisfied, adhere to the procedures below.

Grade Appeal Procedures (see link below)

[Procedures for Grade Appeal](#)

Grade Appeal Form (see link below)

[Grade Appeal Form](#)

Please see below for the grading system:

GRADE	DESCRIPTION	QUALITY PTS	COUNTED IN GPA?
A	Excellent	4	Y
B	Good	3	Y
C	Average	2	Y
D	Poor	1	Y
F	Failing	0	Y
W	Withdrawal	0	N
I	Incomplete	0	N

Official Transcripts

Transcripts can be faxed or emailed. However, electronic transcripts are not available at this time. To order a copy of your transcript, go to your My Southwest portal and log in with your username and password. Follow the prompts below:

- Click on **Self Service**
- Click on **Student**
- Click on **Student Records** and then click on **Academic Transcript**

You will see a link that says **Request Printed Transcript**, click there and begin the process of ordering your transcript. If you have a hold on your account, please click on View Holds in order to know how your transcript can be released to you.

If you are attending a dual enrolment class for high school graduation requirements, your high school will request your transcript for you. However, if you desire that your transcript is sent to another college or university, it must be requested through the My Southwest portal.

Students must request their transcripts. Parents and/or legal guardians do not have the ability to do so unless a student disclosure form is on file. For more information, please contact the Dual Enrollment coordinator.

Common Dual Enrollment Courses

Southwest Course	Course Title	ACT Required Score
ACAD 1100	Academic Success	N/A
ADMN 1313	Spreadsheet Applications	N/A
ART 1045	Drawing I	N/A
BUSN 1300	Personal Finance	N/A
BUSN 1305	Intro to Business	N/A
CRMJ 1010	Intro to Criminal Justice	N/A
CRMJ 2020	Intro to Corrections	N/A
CITC 1300	Beginning HTML & CSS	N/A
CITC 1301	Intro to Programming	N/A
CULA 1200	Sanitation and Safety	N/A
CULA 1305	Nutrition for Culinary Arts	CULA 1200
ENGL 1010	English Comp I	19 or above
MATH 1530	Intro to Statistics	19 or above
MATH 1630	Finite Math	19 or above
MATH 1710	Pre-calculus Algebra	19 or above
PSYC 1030	Intro to Psychology	19 or above
PSYC 2130	Lifespan Psychology	19 or above
SOCI 1010	Intro to Sociology	19 or above
WELD 1381	Principles of Welding	N/A
ACCT 1010	Principles of Accounting	N/A
AIT 1001	Basic Electricity	N/A
BIOL 1010	Intro to Biology	19 or above
COMM 2025	Communications	19 or above

Transferring Credit

If you plan to transfer to another institution, you should:

- Review the catalog of the intended institution
- Review [TN Transfer Pathways](#)
- Submit an admissions application to the transfer institution
- Request for transcript to be sent to the transfer institution

Withdrawals/Change of Schedule

The student must withdraw within the prescribed period allowable as published in the College's [Academic Calendar](#). Withdrawals occurring after the published last date to withdraw with a grade of "W" will result in the grade of "F" being assigned for each course.

You will need approval of your high school counselor for any changes you wish to make. Only the Dual Enrollment Coordinator will be able to change your schedule in any way and only upon official request from your high school by the published deadline.

To withdraw from a course, you must have permission from your high school guidance counselor. The high school guidance counselor must submit a withdrawal form to the Dual Enrollment Coordinator before the published deadline. The form must be delivered to the Dual Enrollment office for processing.

Unofficial Withdrawals and Class Attendance

When a student enrolls in a course and stops attending the class, the student is considered as unofficially withdrawn. A grade of "F" will be assigned to the course at the end of the term. Attendance is monitored by each faculty member and is reported according to federal requirements. Faculty must report "no shows" (students who never attend class) and the last date of attendance for any student who has been determined to have stopped attending class.

Students are expected to attend all classes as scheduled. Each instructor may determine how absences and tardiness will affect the student's overall grade. This information is to be included on the course syllabus. Students are responsible for reading the course syllabus. Regardless of the reason or nature of the absence, students are responsible for the work covered by the instructor and for timely submission of all assignments. The instructor may, at his or her discretion, allow the student to hand in assignments late or make up work, quizzes, examinations or presentations missed.

Student ID

ID cards must be worn at all times and clearly displayed when on Southwest property. This includes attending classes, using our libraries or participating in Southwest sponsored events. In addition, the ID card may entitle you to discounts at some local restaurants and businesses. If your card is lost, stolen, or damaged it may be replaced for \$5, payable at the [Cashier's Office](#).

A Southwest Student Identification (ID) Card can be obtained at one of the locations listed below. Please contact the respective Campus or Center for the issuing hours.

To obtain an ID card, you must present proof of enrollment in class/classes. This could be a printed out schedule showing the classes you will be taking at Southwest.

If you do not have a copy of your schedule, please go to your MySouthwest account or go to the Admissions and Records department for further help.

Your ID is to be worn at all times while on campus.

Parking Decals

Currently enrolled students (on campus) are required to have a parking decal and park in the appropriate parking area attending class on any Southwest campus. Parking regulations are enforced 24/7. Decals are valid for one academic year and may be obtained from the Macon Cove or Union Avenue Campus [Police Services/Public Safety](#) office.

To obtain a Parking Decal, Dual Enrollment students must present the following:

- State ID
- Student Schedule

To contact any of our Police Services offices, see below:

Locations of Police Services

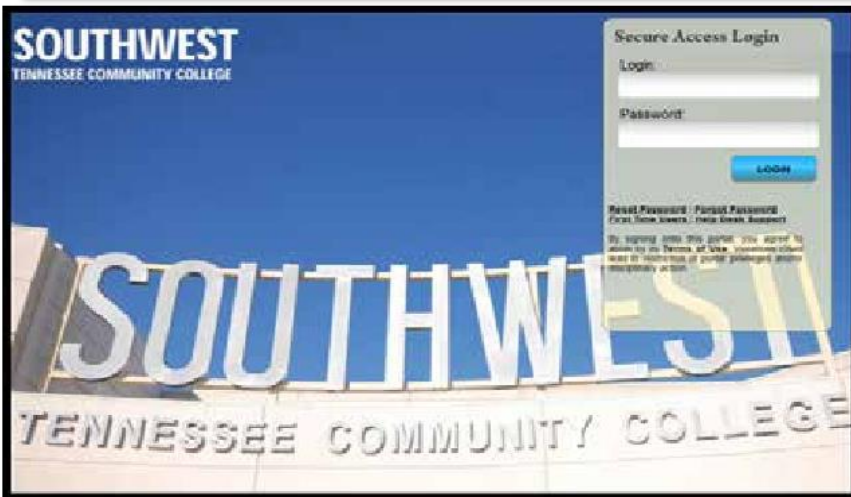
Macon Cove Campus	Farris Building, Room 1105 Ph. 901-333-4242
Maxine A. Smith Center	Room 112 Ph. 901-333-6005
Whitehaven Center	Room 101 Ph. 901-333-6450
Union Avenue Campus	B Building, Room 106 (Saluqi Den) Ph. 901-333-5555

Accessing Schedule and MySouthwest Portal



Step One

Click on the **MySouthwest** College Portal Link.



Step Two

Log in!

If you forgot your password, click on **Forgot Password**

If you have never logged in, click on **First Time User**



Step Three

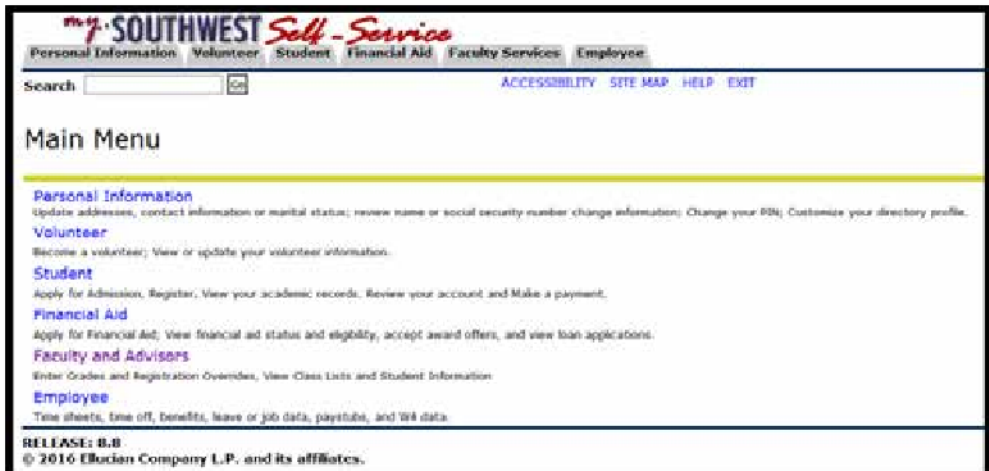
Input your Social Security Number and your Last Name

College is an AA/EEO employer.



Step Four

Click the Self-Service Link



Step Five

Click on Student Link



Step Six

Click Registration

SWT **SOUTHWEST** *Self-Service*

Personal Information **Volunteer** Student Financial Aid Faculty Services Employee

Search [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Student

Attention Users: Touchnet will be down for payment processing beginning at 4:30 p.m., Thursday, June 30th until 8:00 a.m., Friday, July 1. Thank you for your patience regarding this outage.

Registration
Check your registration status, class schedule and add or drop classes

Financial Aid
Apply for Financial Aid, review status and loans

Student Records
View your notes, grades and transcripts

Student Account
View your account, make payment using check or credit card, and tax information.

Southwest Student ID - Lookup

Find My Advisor

Change Major

Financial Aid Documents

Admissions
Apply for admissions if you are a returning student and have **NOT** attended within the last year.

RELEASE: 8.8

Step Seven

Click Student Detail Schedule

View Student Schedule


01560954 Kanderek D. Harris
Fall Term 2016
Aug 17, 2016 12:33 pm

Information for [Ariana J. Acomb](#)

Current Schedule


Total Credit Hours: 6.000

Wellness Perspectives - HPER 1570 - 401

Associated Term: Fall Term 2016
CRN: 82449
Status: Web registered on Apr 20, 2016
Assigned Instructor: Phyllis J. Whitney-Ousley 

Grade Mode: Standard Letter
Credits: 3.000
Level: Undergraduate
Campus: Maxine Smith Center

Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	10:50 am - 1:50 pm	M	Maxine Smith Bldg A 314	Aug 22, 2016 - Dec 08, 2016	Lecture	Phyllis Joyce Whitney-Ousley (P) 

Voila!

Here is Your Schedule!

Student Disability Services

Student Disability Services (SDS) is committed to assisting students with disabilities reach their personal and academic goals by:

- Ensuring equal access in the classroom and throughout the college campus
- Providing consultation to faculty regarding academic accommodations, legal compliance responsibilities, and instructional, programmatic, physical, and curriculum modifications
- Determining accommodations that are appropriate and consistent with medical documentation
- Teaching self-advocacy
- Increasing college-wide disability awareness and sensitivity

It is important to remember that the Individualized Education Plan (IEP) or 504 Plan does not continue to college or the workplace. Some accommodations provided at the high school may also be appropriate at the college level. However, at the high school, there may be supports and services provided that go beyond reasonable accommodation and would not be appropriate at the college level.

The department of Student Disability Services (SDS) has a Dual Enrollment Application process to accommodate the needs of our dual enrollment students. Please follow the steps below to ensure all needs are met.

1. Special Education (SPED) Coordinator should contact Student Disability Services (SDS) Staff or Director for application at 901-333-4223 (Macon Campus) or 901-333-5523 (Union Campus) or by email: sds@southwest.tn.edu
2. Family Educational Rights and Privacy Act (FERPA) Consent should be signed by students' parents to release information to SDS
3. SPED Coordinator will send IEP or 504 Plan along with FERPA consent. **Note: SDS will not accept At-A-Glance as documentation**
4. SDS staff will fill out application and intake process form based on documentation. Letter of Accommodations (LOA) will be sent to SPED Coordinators who will send them to students
5. Students that are 17 years of age and younger should not sign off on LOAs. Students must get the LOA signed by their parent/guardian **and** their professors. They will return the LOA to the SPED Coordinator who will then email it to SDS.
6. Signed LOAs should be returned within 15 days of SDS sending them to the SPED Coordinator

We have dedicated individuals to assist with the process.

Guidance Counselors



SOUTHWEST
TENNESSEE COMMUNITY COLLEGE

0111541NEW16355-- Southwest Tennessee Community College is an AA/EEO employer.

Dual Enrollment Information for Guidance Counselors

Guidance counselors and Dual Enrollment counselors at the local and regional high schools serve as the primary point of contact for the Southwest Dual Enrollment Coordinator.

High school guidance counselors are expected to submit class rosters to the Southwest Dual Enrollment Coordinator within one week before the start of classes each semester.

While Southwest will verify student eligibility with its records, it is the responsibility of the guidance counselor to ensure all students have met ACT either testing or exemption requirements.

Keep all dual enrollment student forms (e.g., Student Data, Program Participation Agreement, Hepatitis B Immunization Health forms) organized in a file as they come back complete. For your convenience, forms can be sent by fax, emailed or dropped off to the Dual Enrollment Coordinator each semester.

Ensure that electronic class rosters are verified by the school principal and sent back to the Dual Enrollment Coordinator via email in a timely manner.

All students must be registered by the end of the add/drop period established each semester.

For more information, check out the [Dual Enrollment website](#).

High School Counselor Dual Enrollment Program Checklist

- Have students complete the online application at www.southwest.tn.edu. Southwest personnel cannot complete their dual enrollment application without a complete Southwest application on file.
- Have students complete the following documents:
 - Student Data Form (Counselor, Parent, and Student Must Sign)**
 - Program Participation Agreement Form (Parent and Student Must Sign)**
 - Immunization Form (Parent Must Sign if student under 18 years old)**

Have students apply for the Dual Enrollment Grant Online. Ensure that students direct their grant to Southwest Tennessee Community College. Ensure/verify that students apply for the correct term. [TSAC Student Portal](#)

- Provide official high school transcript and ACT, SAT, or PLAN scores or acceptable placement must be attached.
- Include a list of students as a cover sheet
 - **Counselors will have one week to verify student list to ensure the accuracy of class**



Process Flow

1. Student completes an online Application
2. A student who meets the GPA and ACT requirements completes Student Data form
3. School counselor/principal verifies:
 - Enrollment in high school
 - Placement test scores
 - Transcript
4. Counselor approves dual enrollment class
5. Finished Paperwork sent to Dual Enrollment Coordinator
6. Dual Enrollment Coordinator will register student in course
7. Students will participate in DE Orientation
8. Dual Enrollment Coordinator will verify students who have completed TSAC grant.
9. Counselor/Liaison provides a list of students and their courses three weeks prior to the start of the semester.
10. Upon completion of the course, the Dual Enrollment office will provide a list of course completers with final grade and an invoice from accounting at the end of the semester (session).
11. DE Coordinator uploads the list and pays the tuition invoice. (Please note: The student accounts of those in the program will continue to show tuition and fees owed until DEG Grant pays the invoice or the respective school district, if applicable).
12. School will pay the invoice within 30 days of receipt.



Applying to Southwest TN Community College

Southwest Application: <http://www.southwest.tn.edu/ApplyOnline.htm>

Follow the below instructions to complete the application needed for Southwest.

Click on the **ONLINE APPLICATION** located in the first paragraph.

Students will need to click on the **FIRST TIME USER ACCOUNT CREATION**

Application Type: **Dual Enrollment Student**

Admission Term: **The term that you wish to enroll as a DE Student**

Citizenship: **US Citizen (if applicable)**

Residency: **YES**

Planned Course of Study: **Special Non--Degree**

High School: Students should click on **"Look up school code"** and after the school is selected, the computer will automatically fill in the High School's information. After the information is automatically filled in, click Continue.

All options should have **Done!** Beside them when the application is complete, if not click on the unfinished option and click Continue until all are **Done!**



How to Request a Dual Enrollment Class for Your High School Campus

High School New Course Request Process

1. Meet with the dual enrollment coordinator to discuss the possibility of offering a new course. Be prepared to discuss the following:

- Does the course you are requesting fit into an existing pathway?
- How will this course supplement or add to an existing high school offering?
- Do you have any high school instructors who are qualified to teach the course?
- Who will be your point of contact to work with Southwest Community College Dual Enrollment Coordinator?

2. Complete a Course Request Form, attach the appropriate documentation and submit it to the SWTCC dual enrollment coordinator.

3. The SWTCC dual enrollment coordinator will route the form to the appropriate departments on campus and work with the division deans to get the course approved and scheduled. Please do not contact the division deans directly.

Course Renewal Process

- High Schools are responsible for turning in a Course Request Form for each course they would like to offer every semester/year. You can request multiple sections of the same course on one form but you need a separate form for each course; in addition to the class schedule for each.
- The SWTCC dual enrollment coordinator will route the form to the appropriate departments on campus and work with the division deans to get the course scheduled. Please do not contact the division deans directly.
- The dual enrollment coordinator will forward the appropriate information to each high school site once the course is approved and scheduled. Please note this process can take up to three weeks.

Deadlines to turn in your Course Request Form(s)

Fall Semester= May 1

Spring Semester= Oct. 1

Summer Semester= Oct. 1

Instructors



SOUTHWEST
TENNESSEE COMMUNITY COLLEGE

Dual Enrollment Information for Instructors

- Instructors interested in teaching dual enrollment classes should apply online to the Adjunct Faculty Pool-Dual Enrollment posting.
- Official transcripts must be sent directly to the college. If using electronic transcripts, select Southwest Tennessee Community College and then Faculty credentials. If using traditional paper transcripts, have them sent to the Academic Affairs office.
- Provisionally credentialed dual enrollment faculty must submit an application and Official college transcript(s) to Southwest before they are eligible to teach dual enrollment classes.
- Dual enrollment instructors are responsible for emailing a copy of their course syllabus to Department Chair.
- Speak with the Dual Enrollment Coordinator at least 2 weeks before the start of their class.
- Newly hired Dual Enrollment faculty must attend mandatory Dual Enrollment Training prior to the start of the semester.
- Student learning outcomes for all dual enrollment courses must be identical to courses taught on Southwest campus.
- Dual enrollment instructors are responsible for entering Academic Progress Reports at midterms and Final grades using self service via My.Southwest portal after their course is complete. Final grades are due within one week from the end of class.
- Dual enrollment instructors are to contact the appropriate Southwest Program Department Head if they have questions relating to the course they are teaching.
- Dual enrollment instructors are responsible for mandatory attendance reporting using Self Service via the My.Southwest portal at designated times during the semester.
- As registration changes occur throughout the enrollment process, Dual Enrollment instructors should confirm their class rosters prior to the census date and at midterm

Minimum Faculty Teaching Qualifications

Southwest adopts the following minimum qualifications for the employment and teaching assignments of full-time and part-time (adjunct) faculty:

Transferable College Level Courses

- Master's degree in the teaching discipline, or
- Master's degree in any discipline with 18 graduate semester hours in the teaching field
- Courses designated as Non-Transfer courses require bachelor's degree in the teaching discipline, or associate's degree with related work experience and/or industry recognized certifications

Course Syllabus

The course syllabus is the basic document to which students, faculty, and administration refer for specific information on a course. It constitutes the official record of the content and mode of evaluation in each course or section of a course. To the student, the syllabus communicates what the course is about, what he or she can expect to do and learn, and how his or her learning will be measured and evaluated. Each enrolled student will be given a copy of the instructor's syllabus at the beginning of each term.

A copy of each course syllabus is also kept on file in the Department Office and in the Office of the appropriate Division Dean.

Each syllabus must be patterned after the approved general format.

Course Records and/or Grade Books

Faculty members must retain appropriate course materials and records such as examinations, papers, attendance rosters, etc. for one full semester after the conclusion of the semester in which the course is completed excluding the summer sessions. At the end of the semester or at the end of summer sessions, a copy of grade records/ book, last date of attendance and a copy of the syllabus must be submitted to the department office. These records will be retained in the department office for five years so that they can be consulted if necessary. Course materials for students who have been assigned an Incomplete (I) grade will be retained for one full semester after the conclusion of the semester in which the final grade was assigned.

Official Transcripts

Grades are posted on the student's academic record approximately one week after the final examination period.

Grades are available to students via their My.Southwest account approximately one week after the final examination period.

Only the instructor of record may change an officially posted grade. Any exception must have the endorsement of the Department Chair, Chair, Dean, Program Coordinator and the Provost/Executive Vice President for Academic Affairs.

An official record of a student's cumulative grade report is maintained in an electronic student system. A student may request and obtain an unofficial copy of his or her transcript. Upon the student's request, official copies of the transcript will be sent to other academic institutions.

Requests for a transcript will not be processed for a student who has any financial indebtedness to the College.

Mandatory Training for Newly Hired Dual Enrollment Instructors

Any teacher wanting to teach a Dual Enrollment course at Southwest must attend scheduled mandatory adjunct training sessions before you are allowed to teach. Dates and times are given upon hiring.

Confidentiality of Dual Enrollment Student Records

Family and Educational Rights and Privacy Act (FERPA)

Parties agree to maintain the records for all students in accordance with all applicable federal, state, and local laws. For the purposes of this agreement, pursuant to the Family Educational Rights and Privacy Act of 1974 (FERPA), Southwest Tennessee Community College hereby designates the High School Partner as a school official with legitimate education interests in the educational records of the students who participate in the dual enrollment program to the extent that access to the records are required by the High School Partner to carry out the functions of the program. Parties agree to maintain the confidentiality of the students' educational records in accordance with the provisions of FERPA. The parties shall not release educational records to any third party without written consent by the affected student.

FAQs



SOUTHWEST
TENNESSEE COMMUNITY COLLEGE

What if I do not have a test score, am I eligible to take a course?

According to the TBR policy 2.03.00.02, dual enrolled students who have high school GPAs of 2.80-3.59 and no other assessment scores shall be allowed to enroll in college-level courses upon recommendation of the student by their high school.

My parent is a state employee. Will I receive an additional discount for my Dual Enrollment class?

The cost of the high school-based program courses has already been significantly discounted and therefore additional discounts do not apply. We will not be able to accept any additional discounts.

What is the deadline to apply for Campus-Based Dual Enrollment?

Application should be submitted by July 1 for the fall term and December 1 for the spring term. Please submit applications by these dates to ensure availability of classes and avoid registration errors.

Is financial aid available for Dual Enrollment?

The lottery based dual enrollment grant can be used for all dual enrollment programs if the student is eligible.

This is not to be confused with FAFSA.

What is the Dual Enrollment Grant and how much does it cover for each course?

The dual enrollment grant is funded through the state lottery and is available to apply toward the cost of courses at the selected college. Refer to the link below for additional information on the grant amounts.

<https://www.tn.gov/content/tn/collegepays/tsac-student-portal.html>

I received a message stating that I will be dropped from the class for nonpayment of fees. I received a message stating that I am missing documents. What do I do?

This is an automatically-generated response that does not apply to Dual Enrollment students. Feel free to check with the Dual Enrollment Coordinator to make sure that the DE office has received all documents.

What if I am struggling?

Reach out to someone! Do not struggle without getting the help you need. Do not suffer in silence!

Don't wait to ask for help. You are not expected to remember or understand new concepts right away; that's the point of being a student. The earlier you reach out, the better.

We have several resources including tutoring that is available to you at all times. Please ask your instructor, teacher, friend, or parent for the support you need.

