



## **Dual Enrollment Frequently Asked Questions (FAQs)**

### **What is the first step in enrolling a high school student in dual enrollment classes?**

Students must complete the Rappahannock Community College application for dual enrollment. The application contains required information regarding domicile that must be completed by the parent or legal guardian and must be signed by the parent or legal guardian.

Until the application is completed and turned in to the college, students are not eligible to take the RCC placement test, nor are they eligible to enroll in college classes.

### **Are dual enrollment students required to take the RCC placement test?**

Without exception, dual enrollment students must demonstrate readiness for college by means of standardized testing in English and math. Currently the college gives the Virginia Placement Test (VPT) on-campus and in the high schools. However, recent changes in Virginia Community College policy have established additional criteria like the SAT, PSAT, ACT, and SOL as acceptable alternatives.

### **Do all dual enrollment courses transfer to four-year colleges and universities?**

RCC's transfer classes are part of the Associate of Arts and Sciences degree. Transfer classes like ENG, HIS, PLS, BIO, MTH and so forth are designed to be broadly acceptable at senior institutions. CTE courses are not usually intended to transfer to a four-year institution. Students should check with the four-year school they are considering to see if the course will transfer to that school and how it will apply to the degree program that they are considering. <https://www.rappahannock.edu/catalog/academic-programs/degrees-and-certificates/tecl>

<http://www.vccs.edu/students/transfers/transfer-faqs/>

### **What are the qualifications that allow a high school instructor to teach dual enrollment classes?**

Transfer classes, courses that count towards an Associate of Arts and Sciences, must be taught by instructors who have an earned master's degree in the teaching field or a master's degree with 18 graduate semester hours in the core of the teaching field.

Non-transfer classes, courses that count towards an Associate of Applied Science, must be taught by instructors who have a bachelor's in the teaching field or an associate's in the teaching field with demonstrated competence in the teaching field, plus two years of related occupational experience.

In non-associate degree occupational fields, instructors must have a high school diploma or equivalent and five years of current related occupational experience.

### **Are the student climate surveys (course evaluations) required?**

Yes, according to the VCCS and college policies and the dual enrollment contract, all students are entitled to the opportunity to evaluate their course and instructor.

**Is the college syllabus mandatory or can the dual enrollment course information be incorporated into the school division's syllabus template?**

Using the college syllabus template is mandatory. If the school division will allow, the college syllabus may be used to satisfy the high school requirement.

**Must dual enrollment instructors create a syllabus for each college semester course we teach or can we combine two semesters of college work into one syllabus?**

A separate syllabus is required for each college semester course that is taught and courses may not be combined because of different course titles, course descriptions, course objectives, course assignments, etc. for each college semester course. For example, dual enrollment English 12 is made up of two college semester courses, ENG 111 and ENG 112, and a separate college syllabus is required for each course.

**Are classroom observations required?**

Yes! SACSCOC and VCCS policy requires a classroom observation component for all faculty. The observation allows for the necessary collegial discussions that maximize the effectiveness of the teaching and learning community that underpins the college experience. The observation process will foster collegial relationships among the RCC and dual enrollment instructors. The observation is part of the formative evaluative process. It is conducted as a conversation with peers who are interested in helping colleagues reach their teaching goals. The completed classroom assessment form will be shared with the instructor and placed in the instructor's file at RCC. A copy of the completed classroom assessment form will be sent to the school divisions as required by VCCS policy.

**Our high school is considering offering additional dual enrollment courses, who should I contact?**

Contact RCC's Dean of Dual Enrollment, Canice Graziano at [cgraziano@rappahannock.edu](mailto:cgraziano@rappahannock.edu).

By phone at the Warsaw Campus, 804-333-6752

By phone at the Glens Campus, 804-758-6752

By fax at the Warsaw Campus, 804-333-0106

**How can I get more information about dual enrollment classes at my high school?**

Contact RCC's Dual Enrollment Advisor and College Recruiter, Hutt Williams at [hwilliams@rappahannock.edu](mailto:hwilliams@rappahannock.edu)

By phone at the Warsaw Campus, 804-333-6744 or cell 804-445-5068

By fax at the Warsaw Campus, 804-333-0106

Contact RCC's Dual Enrollment Assistant, Basheer Abdul-Malik

By phone at the Warsaw Campus, 804-333-6726

By fax at the Warsaw Campus, 804-333-0106