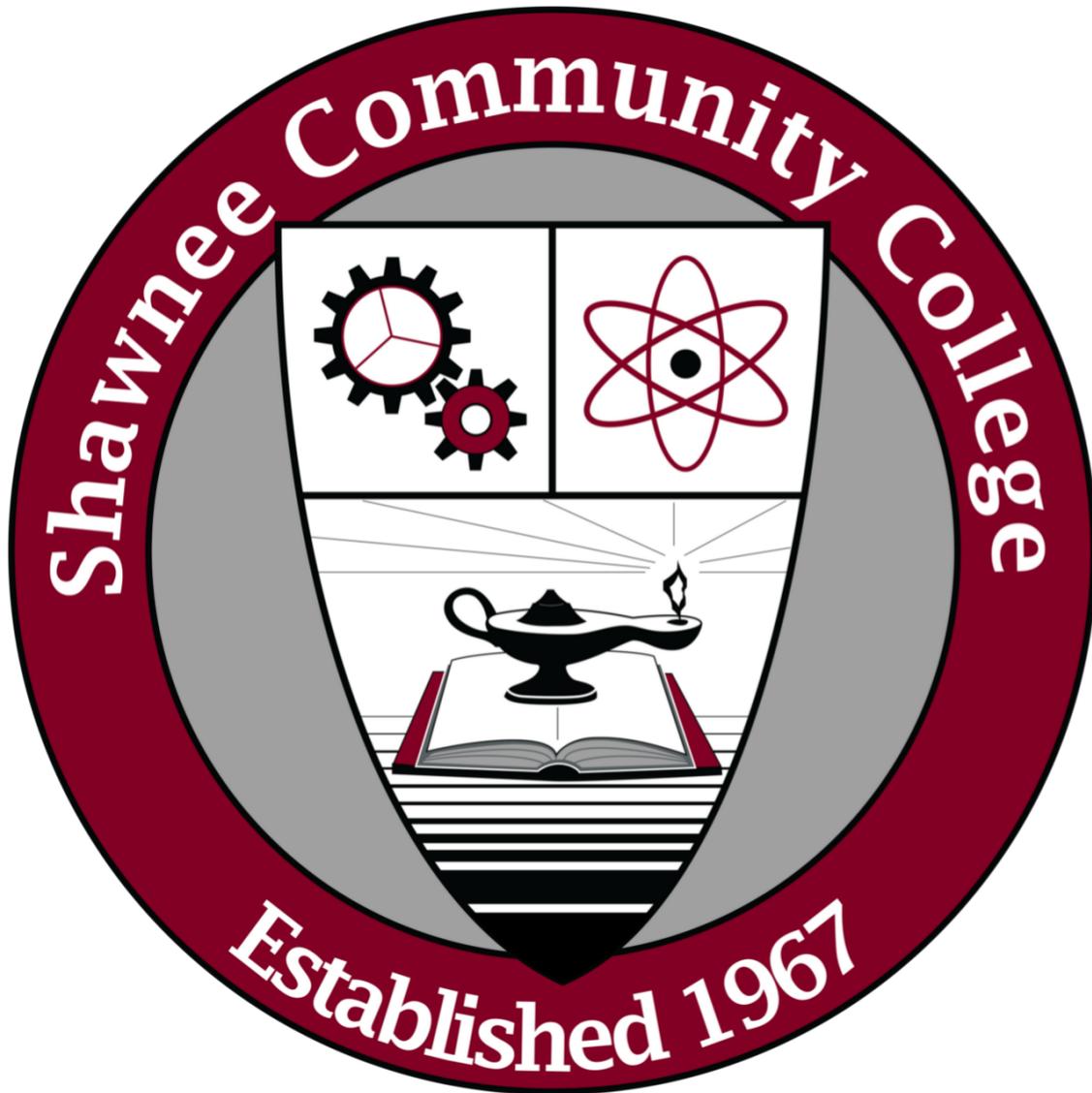
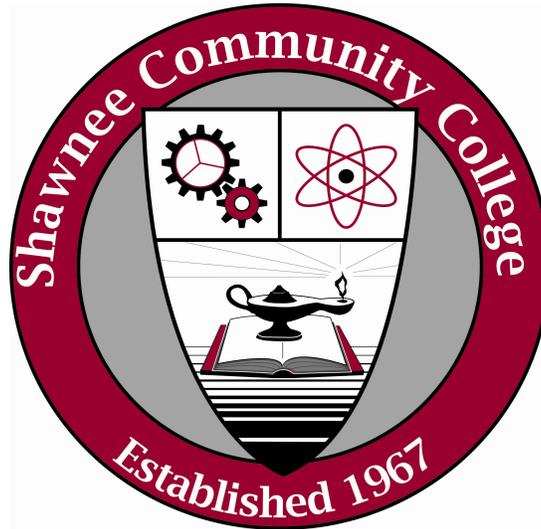


**Early College Pathways Handbook for  
High School Instructors and  
SCC Lead Instructors**



8364 Shawnee College Road  
Ullin, Illinois 62992  
(618) 634-3200  
shawnecc.edu

# Early College Pathways



The main objective of this handbook is to familiarize yourself with pertinent information related to Shawnee Community College and Early College Pathways.

We appreciate your dedication to our students and your commitment to the standards of college level curriculum. We hope this handbook will be helpful in addressing any questions you might have.

## **Our Mission**

Shawnee Community College's Mission is to serve the needs of the student and our diverse community by providing quality higher education, community education, training, and services that are accessible, affordable, and promote life-long learning.

## **Philosophy**

Shawnee Community College promotes student learning through the values of community college concepts, recognizing the uniqueness of each individual and the diversity of his/her needs. The College is dedicated to utilizing the resources of the institution to provide a comprehensive program to meet those diverse needs and improve the quality of life for each individual.

Education is key to preparing individuals to confront the economic, social, and multicultural issues of this century. The College takes pride in providing quality educational and training programs that incorporate the most recent technologies to meet the ever-changing needs of our students and our district residents.

Shawnee Community College is dedicated to providing quality, cost-effective, comprehensive programs to all individuals within the district and the region who can benefit from such activities. The College strives for continuous improvement through the evaluation of programs, institutional effectiveness, and through assessment of student academic achievement. The College maintains an “open-door” admissions policy, thus providing educational, economic, and community service opportunities to all, regardless of race, sex, religion, ethnic origin, marital status, handicap, or socioeconomic level.

To the extent permitted by fiscal resources, technical expertise, and inter-agency cooperation, Shawnee Community College is dedicated to a major role in the district’s future.



## Student Centered, Community Connected

[www.shawneecc.edu](http://www.shawneecc.edu)

Main Campus  
 8364 Shawnee College Road  
 Ullin, Illinois 62992  
 (618) 634-3200  
 (618) 634-3300 (fax)

<b>Union County Extension Center</b>	<b>Alexander County Extension Center</b>	<b>Massac County Extension Center</b>	<b>Johnson County Extension Center</b>
1150 E. Vienna St. Anna, Illinois 62906	2035 Washington St. Cairo, IL 62914	5385 Industrial Park Rd. Metropolis, IL 62960	Vienna High School 601 N. 1st Street Vienna, IL 62995
(618) 833-3399	(618) 634-3490	(618) 524-3003	(618) 634-3440

Accredited by:  
 The Higher Learning Commission (HLC)  
 230 South LaSalle Street, Suite 7-500  
 Chicago, IL 60604-1411

Recognized by:  
 Illinois Community College Board (ICCB)  
 Illinois Board of Higher Education (IBHE)  
 Illinois State Board of Education (ISBE)  
 Illinois Department of Veteran Affairs

## **Mission of SCC Early College Pathways**

The Mission of the Early College Program is to offer high school students living in one of the five counties in Shawnee Community College district the opportunity to earn college credit while enrolled in high school. Eligible students must attend a public or private high school in the Shawnee Community College District.

## **Early College Pathways Opportunities**

### **What is Dual Enrollment?**

Dual Enrollment is when a high school student takes college courses while enrolled in a high school. If a student is interested in taking a Dual Enrollment course, they, along with their School Counselor, should submit an online SCC application and an Early College Pathways Registration form. Students in Dual Enrollment classes receive **only** college credit. Students who are home-schooled should contact an SCC Academic Advisor for Dual Enrollment registration.

### **What is Advanced Placement (AP)?**

Advanced Placement courses are taught by high school instructors and allow students to earn college credit after successfully passing the corresponding College Board AP exam.

### **What is Dual Credit?**

Dual Credit courses are courses taken by high school students for credit and receive both high school and college credit simultaneously (Higher Education Act 110 ILCS 27/5).

Dual Credit and Dual Enrollment courses are college courses in all aspects. Students should be academically prepared for college-level coursework.

### **Benefits**

- Earn college credit and high school credit which is dual credit simultaneously at no cost;
- Explore career pathways;
- Build self-confidence and familiarity with the college environment, easing the transition from high school to college;
- Courses are fully accredited and fulfill SCC's associate degree requirements and are transferable to most colleges and universities;
- Early College Pathway students have access to College Campus facilities & services including: the library, computer labs, professional tutors, writing lab, career services, accessibility & resource services, Learning Resource Center, etc.;
- Early College Pathways courses may be taught at the high school, Interactive Television (ITV), online or at one of five Shawnee Community College campuses; and

- College credit a student receives for successfully completing Dual Credit and Dual Enrollment courses are part of their permanent college record.

### **Student Expectations:**

- Students should remember that a Dual Credit course is a college course in all aspects.
- Students accepted for enrollment in college-level courses must meet appropriate academic qualifications, a high level of motivation with adequate time to devote to studying for a college-level course.
- The students' course selection shall be made in consultation with the School Counselors and/or Principals and ordinarily are restricted to students in the junior and senior years of high school.
- Students shall meet all SCC criteria and follow all SCC procedures for enrolling in courses.
- Students enrolling in college-level courses must satisfy course placement tests or course prerequisites when applicable to ensure they qualify.
- Dual Credit students should be prepared to participate as if they are in the same course an instructor would teach on any of the College's campuses.
- All college students should expect to invest at least three hours out of class reading, studying, and preparing for college course requirements for every hour in class.
- The course outlines utilized for these courses shall be the same as the courses offered on campus. Course prerequisites, descriptions, outlines, requirements, learning outcomes, and methods of evaluating students shall be the same as for on-campus offerings.

### **Personnel Requirements:**

The following paperwork is required from the Human Resources Office prior to entering the classroom:

Link to apply for Dual Credit Instructor:

<https://shawnecc.edu/job/shawnee-community-college-high-school-61-dual-credit-instructor>

The following documents should be uploaded within the application:

- Letter of application
- SCC application
- Resume
- Two letters of reference

You will need to send an official transcript(s) or certification(s) directly from the university to Felicia Rouse at feliciar@shawnecc.edu

### **Contacting your Department Chair/Lead Instructor:**

Upon being selected as an SCC Dual Credit Instructor feel free to contact the chairperson of your program department. The Department Chair can provide information regarding the content of the course(s), as well as discipline-specific requirements. The Dual Credit contract with your high school will list the SCC full-time lead instructor as well as contact information. The Department Chairs and full-time faculty at SCC serve as mentors to Dual Credit Instructors.

Dr. Ian Nicolaides  
Allied Health  
618-634-3386  
iann@shawneecc.edu

Lori Armstrong  
Math/Science  
618-634-3313  
loria@shawneecc.edu

Wendy Harris  
Business, Occupational & Technical  
618-634-3253  
wendyh@shawneecc.edu

JoElla Basler  
Humanities/Social Science  
618-634-3274  
joellab@shawneecc.edu

### **Initial Meeting with Dual Credit Instructor and SCC Lead Instructor**

Discuss and review the following:

- Tour the high school and lab facilities;
- Review and update syllabus;
- Course description;
- Course objectives;
- Course outline;
- Student learning outcomes;
- Testing and test construction;
- Grading scale and policy;
- Textbook;
- Initial progress, midterm, and final grade reporting

Review the Initial Progress Report and consider setting up an observation (at least one observation will take place during each semester with the Lead Instructor and Dual Credit Instructor).

### **Classroom Observation Visit**

Visit the Dual Credit classroom for an observation before November 1st or April 1st. If the course is a year long, observation visit by the end of the first semester. The observation visit will be announced, and you should plan to review the following:

- Graded student work (with rubric);
- Tests (with rubric);
- Course assignments (papers, portfolios, quizzes, labs, etc.); and
- Attendance records

## **Follow-Up Visit**

Meet with the high school Dual Credit Instructor within at least three weeks of the classroom observation and plan to discuss the following:

- Instructional activities;
- Determine if the standards of achievement for Dual Credit students are the same as on-campus sections;
- Determine if any problems or concerns exist ;
- Discuss professional development opportunities for the Dual Credit Instructor;
- Obtain a copy of updated syllabi and any other materials.

## **Syllabi**

All syllabi are stored electronically on a SCC designated network drive. Updated syllabi are available from the Department Chair. When teaching a new Dual Credit course, please contact your Department Chair for a copy of the syllabus for the course(s) you are assigned to. You may also obtain this by contacting your Lead Instructor. Additionally, a copy of each course syllabus should be sent to [tealeb@shawneec.edu](mailto:tealeb@shawneec.edu) by the first day of the class.

## **Assessment**

Assessment is a vital part of teaching to help us continuously improve student learning. Your role as an SCC instructor is to collect data for the Core Competencies aligned with the course objectives in your syllabus for each semester-long or year-long course you are teaching.

The criteria (Core Competencies) include Global & Cultural Awareness; Oral Communication; Personal Growth & Responsibility; Problem Solving; Research & Informational Literacy; and Written Communication. By the end of the semester, you will submit an assessment form and a minimum of three artifacts for each Core Competency listed in the course master syllabus by your Lead Instructor and assessed in each course. Note that you must assess the same core competency as the Lead Instructor but may develop your own specific activity to assess the core competency.

1. Core Competency Assessment Form(s)
2. Artifacts (and brief explanations)

### **1. Core Competency Assessment Form (CCAF)**

Collect, compile, and submit assessment data for one activity/assignment linked to each Core Competency objective identified for assessing – it is listed in the assessment grid of your syllabus. Remember to reflect and take the time to thoroughly respond to the questions at the bottom of the CCAF. An example will be emailed by the Assessment Coordinator.

Save the completed Course Core Competency Assessment Form using the following syntax: course prefix, underscore, course number, underscore, section number, underscore, Core Competency Identifier, underscore, semester.

For example:

BUS\_124\_90\_ProblemSolving\_Spring2023

## **2. Submit three artifacts (an activity/assignment explanation and three sample responses for each course) for each completed CCAF**

Submit at minimum three sample student artifacts. If possible, please submit artifact examples from the different levels of achievement indicated on the Rubric < Exemplary, Acceptable, Developing, Below Expectations >. Also, you may block out/remove student identification information on the artifacts being provided. If the artifact is not in electronic form, please contact the Lead Instructor for the course to discuss alternatives for submission.

Please submit a short note (no more than three sentences per artifact) in your email explaining why you evaluated each artifact as Exemplary, Acceptable, Developing, or Below Expectations.

This process allows SCC to guarantee rigor in coursework by maintaining a level of expectation across the institution for our students to achieve in order to be better prepared to meet SCC's mission of promoting students to become "Life-Long Learners."

### **Submit Documents**

Please email all assessment data (CCAF EXCEL file and artifacts) to your lead instructor by the due date. This gives lead instructor time to review and approve your completed CCAF and related artifacts. Once approved, please email these documents to the [assessment@shawnecc.edu](mailto:assessment@shawnecc.edu) email account no later than the submission due date.

Submit all documents as attachments rather than as a zip file. Submit separate emails for each section and/or course you teach. For example, all documents for ENG 111-01 will be submitted in an email, then all documents for ENG 111-02 will be submitted in a separate email even if both sections are taught by the same instructor.

### **Questions?**

Please contact your lead instructor if you have any questions about collecting data. Your lead instructor will review your assessment data and, if necessary, request you make changes and resubmit the documents.

### **Class Materials**

**Textbooks used in Dual Credit courses must be the same as those used at Main Campus.** Information on books can be obtained by calling the Bookstore at 618-634-3218 and speaking to the Bookstore Manager. The textbooks will also be listed online at <http://bookstore.shawnecc.edu/selecttermdept>. You will put in the semester, department, and course section number. SCC will not provide the Dual Credit Instructor textbooks they can be obtained for free from the publisher.

If your class requires a lab, please contact the appropriate Department Chair for information regarding lab materials.

### **MySCC**

MySCC is a valuable platform for SCC student information. MySCC is available via the College webpage at [www.shawneecc.edu](http://www.shawneecc.edu). Dual Credit Instructors are given an SCC ID number and password. MySCC provides class rosters as well as specific information about available seats and waitlisted in your course(s). **This is also how all grades are submitted.**

### **Email Accounts**

Dual Credit Instructors are assigned an SCC email account. **All correspondence pertaining to Dual Credit courses must be communicated through SCC email.** If you need assistance or forget your password, please contact IT Support at 618-634-3333.

### **Payroll Information**

Dual Credit Instructors who are teaching during the regular school day will not receive compensation from SCC.

### **Reporting**

Listed below are reports Dual Credit Instructors are **required** to submit each semester. Dual Credit Instructors can expect the midterm report to be sent to them one to two weeks before the midterm (the due date will be included). Examples of the midterm report and an online “how-to guide” for submitting final grades are below.

Year-long courses will receive mid-year verification prior to the midterm of the spring semester. Semester-only courses will receive midterm verification in accordance with regular semester policy.

You can always refer to the SCC webpage or the SCC Catalog at <https://shawneecc.edu/academics/catalogs> for the current College calendar <https://shawneecc.edu/student-resources/calendar>.

## SCC Instructions:

**Initial Progress Reports, Midterms, and Final grades will be submitted through MySCC via the SCC webpage ([www.shawneecc.edu](http://www.shawneecc.edu)).**

Directions for Initial Progress Reporting (10th Day)

10th Day Progress Reports-identifies students who are not attending courses as of the 10th day of the semester for regular 16-week courses.

### Instructions Checklist:

\_\_\_ Regularly check Shawnee Community College email for updates and reminders from the Registrar, SCC employees, and students. The Coordinator of High School Partnerships and Pathways will send an email reminder to instructors to complete 10th Day Progress Reports.

\_\_\_ Login to MySCC using SCC email address and password

\_\_\_ Click on Faculty Self-Service

\_\_\_ Click on Course

\_\_\_ Click on Grading

\_\_\_ Click on Initial Progress

\_\_\_ Mark “DR” for students not attending and “A” for students who are attending

- Entries will automatically be saved.
- Registrar will drop the student.
- The course will not be reflected on the student’s transcripts.

### **Directions for Midterm Grade Entry**

Actual grades must be submitted and used for overall reporting and analysis.

### Instructions Checklist:

\_\_\_ Login to MySCC using SCC email address and password

\_\_\_ Click on Faculty Self-Service

\_\_\_ Click on Course

\_\_\_ Click on Grading

\_\_\_ Click on Midterm Grade

\_\_\_ Enter Midterm Grade

- “DR” cannot be entered from Midterm Grades.
- “Never attended” is not an option as a midterm grade.
- Entries will automatically be saved.

### **Directions for Final Grade Entry**

Final grades must be submitted by the due date that is identified on the Final Exam Schedule.

#### **Instructions Checklist:**

\_\_\_ Login to MySCC using SCC email address and password

\_\_\_ Click on Faculty Self-Service

\_\_\_ Click on Course

\_\_\_ Click on Grading

\_\_\_ Click on Final Grade

\_\_\_ Enter Final Grade

- Entries will automatically be saved.
- “DR” cannot be entered for Final Grades.
- “Never Attended” is not an option for final grades.

For students receiving the grade of “F” a **Last Date of Attendance must be entered.**

#### **Paper Midterm Verification Form & Directions for Midterm Verification Process**

You will be sent the Course Enrollment Midterm Class Lists for the courses you teach. These are ICCB-required forms that identify the students who are enrolled in your class(es). These are ICCB-auditable forms that verify reimbursable credit hours by student; therefore, it is critical that you review and return the forms *within a week of receipt*. You must fill them out and return them to the Student Information Systems Specialist, Gabriel Nuokye at [gabrieln@shawnecc.edu](mailto:gabrieln@shawnecc.edu) NO EXCEPTIONS.

Compare: Carefully compare this with your MySCC class list. You may have students listed at the bottom of this form that cannot be claimed for credit hour reimbursement with ICCB. These students are still enrolled in your section, but should not be included in your students' totals on this form.

Missing names: If you have a student attending whose name is missing from the list, please write it and the student ID number at the bottom of the form. Please *complete that form and return*.

Names that were intentionally dropped at earlier dates: If you dropped students at a prior date, but their name appears on this list, draw a single line through the names. Write when you dropped the student (i.e., Initial Progress or Pell Status Day [which is actually the Midterm button in the Colleague Grading feature]).

NOTE: *Students are not to be dropped at midterm*. If they appear on this list, you must give them a grade at both midterm and the end of the semester.

Signature: Only the instructor of origin should sign these sheets with an actual signature. Do not sign for another instructor. Do not type your signature. It must be an actual signature. Please no markers or highlighters.

Grades: Do not put midterm grades on this sheet. This is NOT a midterm grade sheet. The only purpose of this form is to verify enrollment.

Dates: Verify that the credit hours and course dates are correct for your course.

Total: Add up the number of students, and write the total on the form. NOTE: The number of students on your Faculty Self-Serve class list needs to match the number of students on the form! However, do *not* include any students in your total that are listed as unable to be claimed for credit at the bottom of the form.

Comments: Please do *not* write other notes/comments on this form, as these are auditable forms. Additional comments or notes that need attention are to be submitted on a separate sheet of paper and attached to this form with a paperclip.

Submission: Return the signed and dated documents to Gabriel Nuokye *within one week of receipt*. The deadline is dictated by ICCB requirements and Pell disbursement dates. Acceptable methods for return include interoffice mail, US Postal Service, or a scan/email to gabrieln@shawneecc.edu. The forms must be readable upon receipt of electronic copies or the originals will need to be submitted.

### **Important Notes**

Instructors should keep a copy of all submissions. If we need to come back because the Records office shows that something has not been submitted, then instructors will not have to redo their work. When reports or lists have not been submitted by the due date, the Registrar with assistance from IT will begin the process by providing reports to the Coordinator of High School Partnerships and Pathways to contact instructors regarding delinquent reports, grades, and class lists. These processes are collaborative efforts to help guarantee procedures are completed correctly and by the required deadlines.

### **Grading**

Final grades are posted online at the end of each semester. Grades may be withheld/blocked from view by the college for such reasons as unpaid fees, overdue library books, and incomplete admissions records.

Students at Shawnee Community College are graded according to the following system:

#### **Grading System:**

- A = Excellent Performance (4 Points)
- B = Good Performance (3 Points)
- C = Average Performance (2 Points)
- D= Inferior Performance (1 Point)
- F= Failing Performance

### **Grade Point Average**

The Grade Point Average (GPA) is computed by multiplying the grade points earned in a course by the number of college credit hours, adding these products for each course, and dividing by the total number of college credit hours. An "F" grade is computed in the GPA unless the course is later repeated with a satisfactory grade at Shawnee Community College.

### **Official Transcripts**

Official Shawnee Community College transcripts can be ordered on SCC's website at: [www.shawneecc.edu/admissions/transcripts](http://www.shawneecc.edu/admissions/transcripts) or contact the Registrar. Unofficial transcripts can be obtained through the student portal at MySCC. Normally, unofficial copies are not accepted by other institutions, and official copies should be requested. At the end of every semester, a grade report is available on MySCC only. These reports will be withheld if there are any outstanding obligations, financial or otherwise, to the college. Students not meeting these obligations may not be allowed to register during subsequent semesters at Shawnee Community College until their records are cleared.

## **Withdrawal Policy**

### **Students dropping/withdrawing from Dual Credit courses**

Students will need to contact their Dual Credit Instructor about dropping their Dual Credit courses. The responsibility for dropping and withdrawing from a class rests with the student. Once they have spoken with the instructor, the school counselor will need to be informed. The school counselor will contact the SCC Representative to fill out the paperwork to get the Dual Credit course dropped/withdrawn.

Note: Please consult the Official College Calendar for the final drop dates each semester.

### **Right to Know/Consumer Information**

<https://shawneec.edu/about/right-to-know>

### **Student Directory Information**

The following information is included in SCC Administrative Policy 9430: Release of Student Information and Access to Student Records.

### **FERPA**

The *Family Educational Rights and Privacy Act of 1974*, also known as the *Buckley Amendment*, helps protect the privacy of student records. The Act provides the right to inspect and review education records, the right to seek to amend those records and to limit disclosure of information from the records. To recognize the achievements of SCC students and to provide information without delay, which may be of benefit to the students, certain “public directory information” may be released by the college without the prior consent of students.

### **Directory Information at SCC**

Student’s name, address, and telephone number;  
Date and place of birth;  
Major field of study;  
Dates of attendance;  
Degrees and awards received by the student;  
Previous educational agencies of institutions attended by the student;  
Participation in officially recognized activities and sports;  
Weights/heights of members of athletic teams;  
Dates of activities and sports.

**If the type of information is not on this list, we cannot release it without your permission.**

Information release forms are available upon request.

Students may withhold directory information by notifying the Vice-President of Student Affairs in writing within two weeks after the first day of class for the fall term.



**SHAWNEE COMMUNITY COLLEGE  
2023-2024 DUAL CREDIT PROGRESS REPORT**

**Due Dates (check which report you are submitting):**

- Fall Progress Report due before November 1  
 Spring Progress Report due before April 1

1. \_\_\_\_\_  
Dual Credit Instructor                  High School                  Lead Instructor                  SCC Course
2. Please describe how the communication was established with the above instructor throughout the semester. Was the communication regular? Describe ways, if any, communication can be improved.
3. Feedback regarding the classroom observation for continuous quality improvement of Dual Credit instruction.  
Strengths:

Areas for Improvement:

Recommendations:

\_\_\_\_\_  
Dual Credit Instructor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
SCC Lead Instructor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Coordinator of High School Partnerships & Pathways

\_\_\_\_\_  
Date

**You must make contact with your high school Dual Credit Instructor regularly throughout the semester to ensure the rigor and high standards of Shawnee Community College are upheld. Please fill out one form per instructor/course. Return completed forms with all signatures to the Coordinator of High School Partnerships and Pathways. Stipends will be processed when all forms have been received.**

**Visit us online  
shawneec.edu**

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